

UNION SPRINGS CSD 2020-2021

SCHOOL REOPENING PLAN



July 31, 2020

Jarett S. Powers, Ed.D.
Superintendent of Schools

UNION SPRINGS CSD 2020-2021



SCHOOL REOPENING PLAN

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UNION SPRINGS CENTRAL SCHOOL DISTRICT

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July 31, 2020

Dear Union Springs Central School District Parents and Caregivers:

The 2020-2021 school year promises to be one of innovation, reflection, and recovery, as we work through the multitude of challenges that the COVID-19 global health pandemic presents. For as much as things will be different, our core values as an educational institution remain unchanged; our students are the reason we are here, and we will do everything in our power to ensure that they are educated. I have often thought over the past few weeks, what a child might say if a parent asked them, “how was school today?” at the start of the fall semester. I imagine the answer could be something like, “weird” or “different” or “I don’t like it.” If that was the case, I couldn’t disagree. School will feel “weird” when there are temperature checks, masks, social distancing requirements, and spaced out desks; and it will be different as state mandates will govern when and if sports can return, when extra-curricular activities can start, and when students can once again use their lockers, share food in a cafeteria, or participate in a concert or school assembly in person. It is at times difficult to comprehend the changes and impact the virus has had on our daily lives, and now, as we approach the beginning of school reopening, these changes will be incorporated into schools. We will do our best to build routines, to support our students, and help our community see its way through to the other side of this pandemic.

The plan that follows is a living document. It is subject to changes as conditions require and is shared as a guide to where our thinking is now as a school district. Our primary concern is to get students back to learning in-person to the greatest extent possible. To do this, our spaces have been reimagined and every inch of our physical footprint has been considered. We are pleased to say that after much discussion we believe we can have our entire K-5 student population in school every school day. To do this, classrooms have been moved, teachers have been redistributed across grade levels, and large spaces such as cafeterias and gymnasiums have been converted into socially distanced classrooms. Our 6-12 student population will begin the year on an A Day/B Day schedule having in person instruction every other day and online activities and assignments on the alternate days. We believe that as the year progresses and we figure out what is working well and what is not, that we may be able to get grades 6-8 in school every day, and then work on getting the high school back in session every day. The hurdles that must be examined to make every day in-person instruction feasible for every grade level are:

1. A reduction in the social distancing requirements as set forth by NYS;
2. Increased flexibility regarding requirements for special area subjects;
3. Staffing stabilization as not all of our staff are going to be able to return to work in the same capacities as before due to personal health considerations.
4. Gaining a true understanding of our in-person student enrollment.

I want to personally thank all of you who took our survey, participated in discussions, attended school board meetings, sent emails, and called-in to offer feedback and guidance. This plan is better because of you, and all the staff at the Union Springs Central School District who have worked over these past few months to make reopening our schools a possibility. While this is by no means perfect and we will have to adjust to new realities seemingly daily, we are in this together and I am honored to be on this journey with you.

Educationally yours,

s/Jarett S. Powers

Jarett Powers, Ed.D.
Superintendent of Schools

Union Springs CSD 2020-2021
School Reopening Plan

This reopening plan is specifically designed for the following school buildings: A.J. Smith Elementary School, Union Springs Middle School, and Union Springs High School, in the Union Springs Central School District. The plan will continue to grow and change as the guidance and orders to the public health emergency require.

Facilities:

Ventilation: All classroom unit ventilators have been replaced in the school district over this summer. The fresh air intakes have been cleaned of debris and soot, and vacuumed. Additionally, Tri-Dek 15/40 3-ply panel filters have been installed in the new unit ventilators to assist in air filtration. Adequate required code ventilation will be maintained throughout the Union Springs Central School District.

Windows: The district's windows have been serviced, repairs have been made, or are ongoing. This also will assist teachers and staff in improving airflow and fresh air intake in the classrooms.

Plumbing: The district has been working to improve plumbing over the course of the school closure period. Lead testing has been conducted at the MS/HS, and is scheduled for AJ. Additionally, new water heaters, boiler repairs, along with bathroom upgrades have been completed. Water bottle filling stations have been ordered and hallway drinking fountains will be upgraded to bottle filling stations in short order. Water bottles will be provided to students to assist in accessing water during the school day. The number of toilets and sinks fixtures in the district meets or exceeds the minimum standards of the New York State Building Code.

General Improvements: In the MS/HS, all asbestos containing flooring has been removed. The new floors are non- asbestos containing. A new roof has been placed and completed on AJ Smith (the original structural footprint), the MS/HS, and the Bus Garage over the course of the 2019-2020 school year. Interior water damage to these facilities has also been repaired. UV antibacterial lighting has been installed in the school nurse's office and main lobby area of the MS/HS. Offices have been relocated at the MS/HS so that the main office, guidance, the nurse, and attendance all are now located in the main lobby area to avoid having outside individuals having to travel into the building to access these services. Further, a new playground to replace the more than two decades old playground at AJ has been ordered and will be installed by the close of summer. This will improve the safety of the play equipment, play surface, and ensure that our students have an activity space that is capable of being fully utilized.

The Union Springs Central School District does not expect space alterations to be made to the physical space or buildings. **District use of available space in cafeterias, gymnasiums, auditoriums, and libraries for social distancing purposes as classroom spaces, is likely.** Union Springs Central School District does not expect to expand our square footage in order to enable improved social distancing. The Union Springs Central School District does not expect to utilize tents for additional alternative space.

Secondary students will not have access to hallway lockers or gym lockers for the duration of the COVID-19 public health emergency. Students need not carry an onerous amount of materials beyond their digital learning devices and some materials for class. Students will not need to change for PE class. Each student will have their own individual digital learning device and there will be no need for students to share devices. Further, the I-pads, and computers students will be utilizing can be disinfected during the school day. The district has attempted to purchase individual supplies for all students for art and other subjects that normally

have students using communal materials. To the greatest extent possible, all students will be encouraged not to share writing utensils, chalk, dry erase boards, musical instruments, tools, or toys during the 2020-2021 academic year.

Health and Safety:

1. In order for a student to ride a Union Springs Central School District school bus, the student **must** wear a mask. *The only exception to this rule will be if student is unable to medically tolerate a face covering, as wearing such would impair their physical or mental health.* Families are asked to *provide a note from your child's physician* attesting to the medical necessity of not wearing a mask. Upon submission of such documentation to the student's school, the district will make every effort to accommodate your request.
2. Classrooms will be set up to allow for social distancing, therefore *students may remove their masks during meals, instruction, and for short breaks, when social distancing can be observed.* The district has an ample supply of student face coverings, but students are welcome to bring their own from home, provided any images on the fabric are consistent with the Code of Conduct. Students and all other individuals are expected to wear their face coverings at all other times when traveling within the school building. This district has acquired and has on hand face coverings that are transparent at or around the mouth for instruction or student driven interventions that require the visualization of the movement of the lips and mouth (speech) or that may be used by students who lip read and therefore benefit from being able to see more of the face of the faculty or staff member.

As students travel in the school building, which should be fairly limited during the instructional day, there will be directional indicators and spacers so that social distancing is maintained. This will be more overt at the elementary level, and more directional at the secondary level.

3. The Union Springs Central School District will operate within a social distancing framework. This means that **6 feet of space in all directions** between individuals or the use of appropriate physical barriers between individuals will be in place. Additionally, **12 feet of space in all directions** will be operational standard for music, band, and physical education instruction. Plexi-glass has been ordered for secretarial and nursing staff to provide an additional barrier for their protection in their office spaces. Additionally, separation barriers are to be constructed in the group bathrooms outside the cafeteria and in the 4th and 5th grade wing at AJ to separate urinals, and sinks. Parent/teacher meetings and other home-school communication will be encouraged to take place via the phone or Zoom.
4. **Mandatory Health Screenings:** All visitors, staff, and students are subject to mandatory health screenings upon arrival to the building. *All individuals must have their temperature checked each day. If a visitor, staff member, or student presents with a temperature greater than 100°F they will be denied entry and sent directly to a dedicated area prior to being picked up or otherwise sent home. DO NOT COME TO SCHOOL IF YOU ARE FEELING UNWELL OR HAVE A FEVER.*

If an individual (including students) screens positive for COVID-19 symptoms such as: Fever or chills, flushed cheeks, rapid or difficulty breathing, fatigue or irritability, frequent use of the bathroom, cough, muscle or body aches, headache, sore throat, congestion or runny nose, nausea, vomiting, and/or diarrhea to return to school there must be documentation from a healthcare provider following

evaluation, a negative COVID -19 diagnostic test result, and symptom resolution or if COVID -19 positive, release from isolation by the county department of health.

DO NOT COME TO SCHOOL IF YOU ARE FEELING UNWELL OR HAVE A FEVER.

Further, the Executive Order of the Governor of the State of New York has mandated that a quarantine of students, faculty, or staff may be required after international travel or travel within certain states with widespread community transmission of COVID-19. Such travel will be disruptive to learning and may necessitate the student or the employee from being unable to attend school. Students at all grade levels will be periodically screened to determine this information, employees will attest to their travels daily.

Staff who will be taking student temperatures each day will utilize a non-contact forehead thermometer and will be provided at a minimum with an acceptable face mask. The staff may also request additional PPE including gloves, a gown, and a face shield which the district has acquired and has available for those who may request it.

The Union Springs Central School District will implement mandatory health screenings, including temperature checks of students, faculty, staff, and where applicable contractors, vendors, and visitors to identify and individual who may have COVID-19 or who may have been exposed to the COVID-19 virus.

5. ***Hygiene, Cleaning, and Disinfection:*** Protocols and procedures for school-wide cleaning and disinfection of classrooms, restrooms, cafeterias, libraries, playgrounds, school buses, and all other school facilities have been established. These include:

- Clean and disinfect high touch surfaces (but not limited to):
 - Classroom desks and chairs
 - Door handles and push plates
 - Bathroom faucets
 - Light switches
 - Shared telephones
 - Shared desktops
 - Shared computer keyboards and mice
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and counter tops
- Window in the classroom door is cleaned at minimum once per week
- Walls are spot cleaned
- Carpets are spot cleaned
- Make sure all windows are locked
- Clean/Disinfect classroom sink and toilet area (if applicable)
- Vacuum carpet daily if applicable
- Restock all paper and soap products
- Clean Baseboards (Weekly)
- Clean Light Fixtures (Weekly)
- Replace Lights (Notify Custodian or Maintenance)

Restrooms and Locker Rooms

- Clean and disinfect toilets, sinks and shower areas
- Clean and disinfect high touch surfaces (but not limited to):
 - Drinking Fountains
 - Door handles and push plates
 - Light switches
 - Handrails
- All trash receptacles emptied and trash removed from the room
- Floors full mopped
- Clean Doors and Partitions in Restrooms and Locker Rooms
- Walls are spot cleaned
- Check that toilets, faucets, and drains are working
- Check Sanitary Napkin Boxes
- Clean Exterior of Dispensers
- Make sure all windows are locked
- Restock all toilet paper and soap products
- Clean Baseboards (Weekly)
- Clean Light Fixtures (Weekly)
- Replace Lights (Notify Custodian or Maintenance)

Common Areas (Hallways)

- Clean and disinfect high touch surfaces (but not limited to):
 - Drinking Fountains
 - Door handles and push plates
 - Bathroom faucets
 - Light switches
 - Handrails
 - Buttons on vending machines
- All trash receptacles emptied and trash removed
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Walls are spot cleaned, when soiled
- Carpets are spot cleaned
- Make sure all windows are locked
- Make sure all unoccupied classrooms are locked

Medical Office

- Clean and disinfect health cots regularly (after each student use)
- Discard or launder coverings after each use
- Cover treatment tables and use pillow protectors
- Clean and disinfect high touch surfaces (but not limited to):
 - Classroom desks and chairs
 - Door handles and push plates
 - Bathroom faucets
 - Light switches
 - Shared telephones
 - Shared desktops
 - Shared computer keyboards and mice
- All trash receptacles emptied and trash removed from the room

- Floors swept and dust mopped
- Floors full mopped
- Wipe clean: Tables, furniture and counter tops
- Window in the door is cleaned at minimum once per week
- Walls are spot cleaned
- Carpets are spot cleaned
- Make sure all windows are locked
- Clean/Disinfect classroom sink and toilet area if applicable
- Vacuum carpet daily if applicable
- Restock all paper and soap products
- Clean Baseboards (Weekly)
- Clean Light Fixtures (Weekly)
- Replace Lights (Notify Custodian or Maintenance)

There will be a dedicated area to separate students, faculty, or staff with symptoms of COVID- 19 from others until they can go home or to a health care facility, depending on the severity of illness. PPE will be provided to our nurses and medical staff. The district has acquired goggles, face shields, gloves, gowns, N-95 respirators, along with surgical face masks should staff care for sick individuals suspected of having COVID-19.

With regard to Nebulizer treatments, the district will provide to nursing staff the appropriate PPE and consult with the students' healthcare providers for alternate medication delivery systems.

Clerical/Admin Offices

- Clean and disinfect high touch surfaces:
 - Door handles and push plates
 - Bathroom faucets
 - Light switches
 - Shared telephones
 - Shared desktops
 - Shared computer keyboards and mice
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and counter tops
- Window in the door is cleaned at minimum once per week
- Walls are spot cleaned
- Carpets are spot cleaned
- Make sure all windows are locked
- Clean/Disinfect shared sink and toilet area if applicable
- Vacuum carpet daily if applicable
- Restock all paper and soap products
- Clean Baseboards (Weekly)
- Clean Light Fixtures (Weekly)
- Replace Lights (Notify Custodian or Maintenance)

Athletic Areas

- Establish a regular cleaning schedule for shared environmental surfaces such as wrestling mats or strength training equipment
- Disinfect mats and other high-use equipment at least daily
- Clean and disinfect high touch surfaces:
 - Handles on equipment (e.g., athletic equipment)
 - Drinking fountains
 - Ice Machines
 - Door handles and push plates
 - Light switches
 - Shared telephones
 - Shared desktops
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and counter tops
- Window in the door is cleaned at minimum once per week
- Walls are spot cleaned
- Make sure all windows are locked
- Restock all paper and soap products
- Clean Baseboards (Weekly)
- Clean Light Fixtures (Weekly)
- Replace Lights (Notify Custodian or Maintenance)

Restrooms

- Clean and disinfect toilets, sinks and shower areas
- Wear proper PPE, avoid splashes
- Clean and disinfect high touch surfaces:
 - Sinks
 - Faucets
 - Soap dispensers
 - Drinking Fountains
 - Door handles and push plates
 - Light switches
 - Handrails
- All trash receptacles emptied and trash removed from room
- Floors full mopped
- Clean Doors and Partitions in Restrooms and Locker Rooms
- Walls are spot cleaned
- Check that toilets, faucets, and drains are working
- Check Sanitary Napkin Boxes
- Clean Exterior of Dispensers
- Make sure all windows are locked
- Restock all paper and soap products
- Clean Baseboards (Weekly)
- Clean Light Fixtures (Weekly)
- Replace Lights (Notify Custodian or Maintenance)

6. **Cleaning staff** will keep a log of cleaning activities regarding spaces in our buildings to ensure that areas are cleaned and disinfected regularly. The district has purchased electrostatic sprayers along with Vital Oxide as our preferred disinfecting agent. Currently, the district has a sufficient supply of Vital Oxide to clean the district's spaces through the December Holiday break. We hope to be able to procure more in the coming weeks. In the event that Vital Oxide is not available as the school year progresses, an alternative disinfectant will be used (e.g., 1/3 cup of bleach added to 1 gallon of water or 70% alcohol based solutions).

Classrooms will be equipped with: masks for every student, disinfecting wipes, Purell or another alcohol based disinfectant/hand sanitizer, posters and information regarding proper techniques for hand-washing, tissues, gloves, and open top waste baskets. *Parents and guardians can inform the school that they do not want their child to use alcohol based hand sanitizers by informing the school via written notice. The school personnel in that situation, will ask the student to use handwashing stations on a more frequent basis.*

Additionally, the district has obtained UV light wands that can be utilized to sanitize technology, library books, and others surfaces/materials during the school day.

Staff as well as students will be instructed regarding the training and promotion of hand and respiratory hygiene among all individuals in school facilities and on school grounds during the opening days of school. Additionally, training will take place in the opening days of school regarding how to adequately put on, take off, maintain, and discard PPE in the school building.

Additionally, hand sanitizer will be available throughout the common areas of the school district. The district has acquired 20 dispensers and 40 gallons of hand sanitizer to support this undertaking at the start of the school year. Additionally, Union Springs has ordered from Cayuga-Onondaga BOCES, 40 "stop the spread/CDC" posters that will support the education of social distancing, hand washing, usage of hand sanitizers, masks, etc.

7. **Public use of Space:** *There will be NO public use of inside building space beyond that which is needed to provide instruction to students. All outside groups and agencies not directly utilized by the school district will have to find an alternative location for the duration of the COVID-19 public health emergency. As spaces are cleaned daily, once rooms have been disinfected and sanitized, we do not have the labor capacity to respond to outside requests at this time.*
8. **Student and Staff Pick Up and Drop Off:** There will be designated doorways for students to be picked up and dropped off. Staff and student arrival and departure doors are now separate from each other. To the greatest extent possible, entry to the school buildings from non-school related individuals will be limited.

By swiping their key fobs each morning staff are attesting that they:

1. have not knowingly been in contact or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic for COVID-19 or who has or had symptoms of COVID-19;
2. have not tested positive through a diagnostic test for COVID-19 in the past 14 days;

3. have not experienced any symptoms of COVID-19, including a temperature of greater than *100°F*, in the past 14 days; and/or
 4. have not traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.
9. **Small Spaces:** The Union Springs Central School District shall limit gatherings in small spaces within the school district. Elevators, supply rooms, offices will not have an occupancy that exceeds 50% of the maximum capacity of the space, unless it is designed for use by a single occupant.

Child Nutrition:

The Union Springs Central School District will continue to provide school breakfast and school lunch to students regardless of our instructional setting; if we are closed for COVID-19, operating under a hybrid schedule, or when we fully return to everyday in-person instruction, food service will continue. The meals that are provided in school will be done in a socially distanced setting and as such, students will not need to wear a mask while eating. It is more likely than not, that students will be eating in a classroom setting and not in the cafeteria. It is possible at the secondary level that there may be some students who may have to eat in a cafeteria setting and not the classroom. The district will clean and disinfect the cafeteria between student-eating periods should that become a reality. The school nurse will work with individual classroom teachers to ensure that food allergies are known. **Sharing of food and beverages is not allowed. For now, this means no outside goodies or treats may be brought in or shared between students outside of the same household. Further, there will be no salad bars or buffet style options available at the MS/HS. Further, hot breakfast and lunch items will be limited. We apologize for this temporary inconvenience.**

All students will have to wash their hands before and after eating. At the elementary level all classrooms have a sink. At the secondary level, some classrooms have a sink, we also will have portable sinks, and bathroom sinks, to aid in this undertaking.

Families are reminded that the public health emergency and changes in the economy may have qualified more individuals for free or reduced priced meals. Families can submit a new application for free or reduced priced meals right now and at any time during the school year.

Social Emotional Well-Being:

The Union Springs Central School District employs four school counselors (2 at the High School, 1 at the Middle School, and 1 at the Elementary School). Additionally, the district employs two school psychologists, and cross contracts with Cayuga County Mental Health and CHAD for additional supports. This district has plans to utilize the opening days of school to support students' social emotional well-being and resiliency before phasing in academic content. The district has reviewed and updated its school counseling plan, has an established student mental health working group led by the MS/HS principal that meets regularly, and will address with faculty and staff how to talk with and support students during and after the ongoing COVID-19 public health emergency. Additionally, the district employs two full-time school nurses. Further, the Cayuga-Onondaga BOCES Professional Development Unit has been, and will continue to provide training in the areas of trauma informed practices, therapeutic crisis intervention and supports, behavioral management, and social emotional learning. The Union Springs Central School District employs a behavioral excellence coach who will support in-district initiatives regarding social emotional learning, as well as, provide supports and teaching tools for developing and coping and resilience skills for students, faculty, and staff.

Technology and Connectivity:

The Union Springs Central School District has digital learning devices for all of its students Pre-K-12. These devices are purchased through a lease agreement with the Central New York Regional Information Center at OCM BOCES. They are on a dedicated replacement schedule and are serviced and maintained either in house or sent out for repairs. In grades PK-2 all students are issued an I-Pad, in grades 3-8 all students are issued a Chromebook, and in grades 9-12 all students are issued a laptop. **For the 2020-2021 academic year, students will be asked to transport their devices back and forth from home to school on a daily basis. The district will provide charging cords so the devices can be charged at both home and school.** Additionally, at the MS/HS additional outlets have been installed in classrooms to allow for more devices to charge, should batteries draw down during the school day. We do this because the dynamic nature of COVID-19 may necessitate the closure of school and we do not want students to be without an ability to access their lessons. The Union Springs Central School District will work with students to remind them of appropriate care for devices as they are transported.

The Union Springs Central School District has also increased its support levels regarding technology for the 2020-2021 academic year with the hope of being better able to assist students and families with their technology concerns. The district has access to Mi-Fi/Wi-Fi devices for those students who may have difficulty in securing internet access.

Transportation:

Students must wear face coverings at all times on school buses (entering, exiting, and seated). Students should maintain appropriate social distancing, and students should sit with members of the same household. *Students and families are encouraged to drop off or walk students to school if at all possible to reduce density on school buses.* The more students who are driven to school however, the more complicated the pick-up/drop-off situation, particularly at AJ, becomes. **In the coming weeks, we will be reaching out to confirm your transportation needs and will attempt to create a process that speeds up drop-off.** Please hang in there with us, this is not an easy thing to with the traffic pattern. The bus drivers will provide masks for those students who are unable to provide one for themselves. The bus seating arrangement will be developed and devised by the bus driver and the transportation supervisor in accordance with social distancing guidelines.

Drivers will sanitize their buses between runs. Transportation staff members will clean and disinfect all buses at the end of the last morning and afternoon runs. The busses will be cleaned with Vital Oxide, the same cleaner used in our school buildings.

School buses will not be equipped with hand sanitizer due to its combustible composition and potential liability and safety hazards as a result. School bus drivers, must not carry personal bottles of hand sanitizer with them on school buses.

The district will require all transportation staff members to wear their respirator or an appropriate face covering whenever on a bus, on school grounds, and whenever social distancing cannot be maintained. The district will provide all transportation staff members with training specific to the use and care of PPE, cleaning and disinfecting practices, and proper loading and unloading procedures for a COVID-19 environment. The transportation office will have additional PPE equipment on hand including masks and gloves as well as hand sanitizers for all employees as needed. The district will implement mandatory health screening for all transportation employees prior to the start of their work day and before drivers and monitors begin their pre run

preparations. The district will fulfill existing mandates regarding the safe and effective transportation of students utilizing our existing transportation system.

If the Union Springs Central School District is in session remotely or otherwise; pupil transportation shall be provided to non-public, parochial, and private schools or students whose IEP's have placed them out of district whose schools are meeting in-person when/if the district is not.

School Schedules:

The Union Springs Central School District will to the extent practical "cohort" students in classrooms. This means that students will spend the bulk, if not the entirety of their school day with the same group of students upon arrival to the building. At the elementary level, this is more easily accomplished than at the secondary level although this can be accomplished to a large extent at the MS/HS. While teachers may rotate between cohorts, every effort will be made to leverage technology and scheduling to limit intermingling between the cohorts.

Because of staffing, and the space needed to actualize social distancing in our facilities, the Union Springs Central School District will operate on with a varied schedule depending on student grade levels at the start of the school year. This will create a hybrid opportunity for our students and allow us to return to in-person instruction.

Pre-Kindergarten will operate on a hybrid schedule. The amount of space young learners need, coupled with social distancing requirements makes every day in-person pre-k prohibitive at this point in time. The district is actively working with its teachers to figure out a schedule that would provide the most in-person contact time as feasible.

ALL K -5 Students will attend school daily. It is our hope that this will allow families to return their students to school and for our community to return to work. **The elementary building will house grades K- 4. The fifth grade will be housed in the MS/HS gym. The fifth grade will not intermingle with other grade levels at the MS/HS and will ultimately return to AJ when social distancing rules allow.**

All secondary students in the same family will attend school on either an "A" or a "B" day. When not physically in school, students will have online activities, assignments, and coursework to complete to prepare for the next day's instruction.

Our intent is to build capacity in the opening weeks of school and work toward identifying ways to get more secondary students into school with greater frequency as the year progresses. To do this we need a few things to happen:

1. A reduction in the social distancing requirements as set forth by NYS;
2. Increased flexibility regarding requirements for special area subjects;
3. Staffing stabilization as not all of our staff are going to be able to return to work in the same capacities as before due to personal health considerations.
4. Gain a true understanding of our in-person student enrollment.

It is our hope that as the first few weeks of school progress, that we'd be able to develop a way to bring the middle school back on a daily basis, and then work our way up toward having the high school in session more regularly.

Students who need to learn from home will have a district Chromebook, iPad, or laptop. They will access lessons and materials from the teacher's Google Classroom or SeeSaw account. At this time, because the number of students who need this option is still not truly defined, the extent to which teacher support in instruction beyond posting of instructional materials, and assistance with pacing of curriculum is unknown.

We will have teacher support for these students in some capacity, however, the timing, integration, and methodology of answering student questions involved with this need, will evolve over the coming weeks. Students who need to remote learn either because of quarantine requirements, health needs, or other factors will have access to:

1. Daily classroom assignments;
2. A teacher who makes contact with students remotely;
3. Instructional materials, as appropriate.

Remote learning will not be synchronous but will be asynchronous, and teachers will make contact with students as schedules and staffing allow.

The first week of school will be a phased in reopening of school:

September 8: Grades K, 1, 2, 5 (all), 6, 7, 8 – A Day Group

September 9: Grades 6, 7, 8 –B Day Group

September 10: Grades 3, 4 (all), 9, 10, 11, 12 –A Day Group + A Group Pre-K

September 11: Grades K, 1, 2, 3, 4, 5, (all) 9, 10, 11, 12 -B Day Group + B Group Pre-K

All Pre-K students enrolled at A.J. Smith Elementary School until such time as the global health pandemic passes, shall operate on the following schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
A Day	A Day	CLEANING & REMOTE LEARNING	B Day	B Day

After that all elementary students attend school every day. Secondary students are in two groups A Days and B Days.

Please note that the middle school and high school will dismiss at 2pm each day. AJ Smith Elementary School, including 5th grade (even though it will be temporarily house at the MS/HS) will dismiss at around 3pm. This is to help us assist with a socially distanced dismissal process and enable our teachers time to develop and post digital content.

See Calendar for September – November:

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Labor Day	8 Grades K, 1, 2, 5 (All) 6, 7, 8 A Group ONLY A Day	9 Grades 6, 7, 8 B Group Only B Day	10 Grades 3, 4 (ALL) 9, 10, 11, 12 A Group ONLY A Group Pre-K A Day	11 Grades K-5 (ALL) 9, 10, 11, 12 B Group ONLY B Group Pre-K B Day	12
13	14 A	15 B	16 A	17 B	18 A	19
20	21 B	22 A	23 B	24 A	25 B	26
27	28 A	29 B	30 A			

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 B	2 A	3
4	5 B	6 A	7 B	8 A	9 B	10
11	12 CLOSED	13 B	14 A	15 B	16 A	17
18	19 B	20 A	21 B	22 A	23 B	24
25	26 A	27 B	28 A	29 B	30 A	31

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 B	3 A	4 B	5 A	6 B	7
8	9 A	10 B	11 CLOSED	12 B	13 A	14
15	16 B	17 A	18 B	19 A	20 B	21
22	23 Parent Teacher Conferences No School	24 CLOSED	25 CLOSED	26 CLOSED	27 CLOSED	28
29	30 A					

Vulnerable Populations:

The district will make provision for persons in the vulnerable populations in accordance with the accommodations detailed, in writing, by their health care provider in order to minimize any exposure risk to COVID-19. The Union Springs Central School District will conduct an interactive dialogue with the student, faculty, or staff member regarding accommodations or modifications that can reduce their risk and allow them to safely participate in their work assignment or educational program.

The Union Springs Central School District will identify and describe any modifications to social distancing or PPE that may be necessary for certain student or staff populations, including individuals who have hearing impairment or loss, students receiving language services, and young students in early education programs, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff to the greatest extent possible.

Any agreed upon accommodation or modification will be placed in writing and provided to the student, faculty, or staff member and shared with faculty and staff at the Union Springs Central School District deemed necessary to implement the program accommodation or modification.

Extra-curricular Activities:

To the extent possible that extra-curricular activities may take place, the district will examine each on a case by case basis. The district will take its lead from NYS with regard to athletic participation, assemblies, and other gatherings. The district will of course clean and disinfect areas utilized for extra-curricular activities as well as follow all social distancing requirements. It is likely that clubs and activities will meet virtually and then progress to in-person over the course of time.

Emergency Drills:

The Union Springs Central School District will continue with fire drills and emergency lockdown drills with respect to social distancing. The Union Springs Central School District follows all guidance related to health and safety, including Fire Code compliance and requirements regarding doorways, emergency drills, inspections, and lead testing.

ELL and Special Education:

All ELL and Special Education services will be provided during either in person, remote, or hybrid instruction by certified teachers in those subject areas, and in accordance with all legal mandates, IEP documents, and CSE/CPSE recommendations. K-5 students are eligible of in-person instruction every day. At the secondary level, all students who require additional services or have special needs shall have access to their program either in person or virtually depending on their instructional schedule.

The Union Springs Central School District COVID-19 Coordinator shall be the Superintendent of Schools, or in his absence, the Assistant Superintendent of Schools.

COVID-19 POSITIVE INDIVIDUALS:

In the event of a COVID-19 positive individual being present, the district may choose to temporarily move classes to a remote/virtual format until all contacts can be identified, notified, tested, and cleared. To this end, teachers will post lessons and class materials on Google Classroom or SeeSaw (depending on the grade level) to help promote the continuity of instruction should such a situation arise.

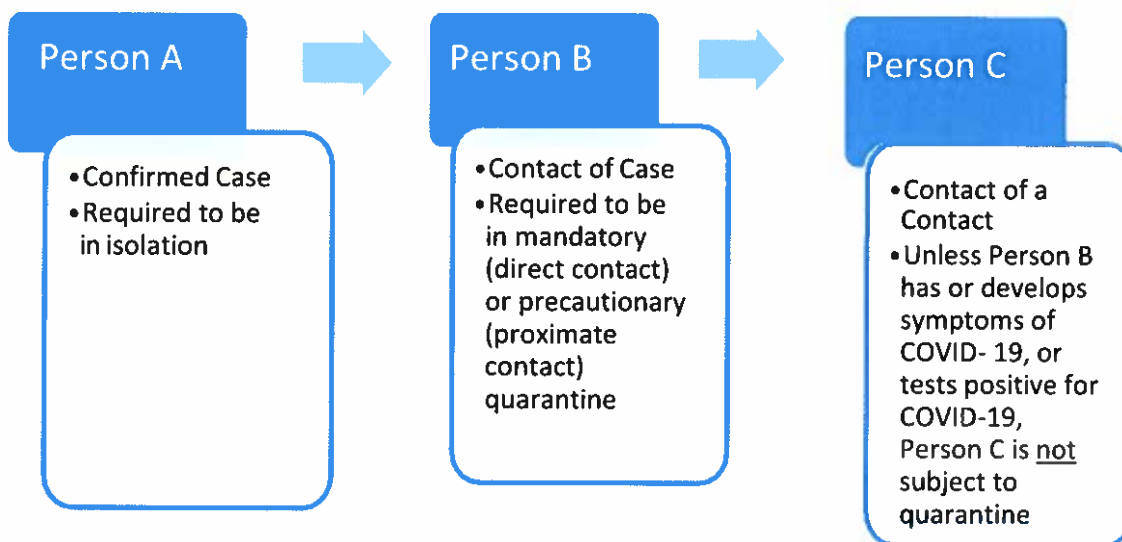
The district would if an individual tests positive for COVID-19 close off the areas used by the person who has COVID-19, increase air circulation through the opening of windows, and clean and disinfect that area using appropriate PPE.

Any individual who screens positive for COVID-19 will immediately be isolated and sent home with instructions to contact their healthcare provider for assessment and testing.

The district will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff, and visitors.

The Union Springs Central School District will rely on the advice and support of the Cayuga County Department of Health for assistance in regard to testing protocols, testing responsibilities, contact tracing, and containment should a situation warrant their intervention. The Union Springs Central School District would support the Cayuga County Department of Health in tracing all contacts of the individual in accordance with the protocols, training,

and tools provided by the New York State Contact Tracing Program. We would of course cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.



Return to Work Protocols:

Employees/Students - COVID-19 Return to Work/School Protocols

1. Employee/Student Has Tested Positive For COVID-19

Employee/Student is to remain quarantined and may return to work/school if:

- 10 days have passed since employee/student exhibited symptoms or since they tested positive if they are asymptomatic; and
- at least 24 hours have passed since employee/student had a fever ($\geq 100.0^{\circ}$ F) without the use of fever reducing medications; and
- at least 72 hour period where employee's/student's symptoms have improved

2. Employee/Student Is Symptomatic And Has Had Close Or Proximate Contact¹ With Someone Who Has Tested Positive For COVID-19

If employee/student is symptomatic, the employee/student is to remain quarantined and may return to work/school if:

- 10 days have passed since employee/student exhibited symptoms; and
- at least 24 hours have passed since employee/student had a fever ($\geq 100.0^{\circ}$ F) without the use of fever reducing medications; and

¹ Within 6 feet of an infected person for more than 10 minutes starting from 48 hours before illness onset until the time the infected person was isolated.

- at least 72 hours have passed where the employee's/student's symptoms have improved

3. **Employee/Student Is Symptomatic But Has Not Had Close Or Proximate Contact With Person Who Has Tested Positive**

If employee/student is symptomatic, the employee/student is to remain quarantined and may return to work/school if:

- 14 days of quarantine have been completed
- or
- at least 24 hours have passed since employee/student had a fever ($\geq 100.0^{\circ}$ F) without the use of fever reducing medications; and the employee/student is feeling well
- or
- the employee/student has been diagnosed with another condition and has a note from their healthcare provider indicating they are clear to return to work/school
- or
- the employee/student has a negative test result

4. **Employee/Student Is Symptomatic And Has Had Close Or Proximate Contact With Someone Awaiting Test Results**

If employee/student is symptomatic, the employee/student is to remain quarantined and may return to work/school if:

- the test result for the other person comes back negative
- or
- the employee/student has a negative test result;
- or
- 10 days have passed since employee/student exhibited symptoms; and
- at least 24 hours have passed since employee/student had a fever ($\geq 100.0^{\circ}$ F) without the use of fever reducing medications; and
- at least 72 hours have passed where the employee's/student's symptoms have improved
- or
- the employee/student has been diagnosed with another condition and has a note from their healthcare provider indicating they are clear to return to work/school

5. **Employee/Student Is Not Symptomatic But Did Have Close Or Proximate Contact With Person Who Has Tested Positive**

If the employee/student is not symptomatic, the employee/student is to remain quarantined and may return to work/school:

- after completing 14 days of self-quarantine; or
- the employee/student has had a negative test result after having had close or proximate contact with a person who has tested positive

Employees Only:

However, if the employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination by the District Superintendent in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift, which should be monitored and documented by the employer and employee:

- Regular monitoring: While at work the employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 2 hours and symptoms consistent with COVID-19 under the supervision of the Health and Safety Coordinator; and
- Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure; and
- Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
- Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
- Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.

6. **Employee/Student Is Not Symptomatic And Has Had Close Or Proximate Contact With Someone Symptomatic And Awaiting Test Results**

If the employee/student is not symptomatic, the employee/student is to remain quarantined and may return to work/school:

- after completing 14 days of self-quarantine; or
- the employee/student has a negative test result; or
- the person whom the employee/student had close or proximate contact with has a negative test result

Employees only:

However, if the employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination by the District Superintendent in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift, which should be monitored and documented by the employer and employee:

- Regular monitoring: While at work the employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 2 hours and symptoms consistent with COVID-19 under the supervision of the Health and Safety Coordinator; and
- Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure; and
- Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
- Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
- Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.

7. Employee/Student Has Traveled To A State Designated As Having Significant Community Spread

Employees/students who travel to a designated state with significant community spread must notify their supervisor/principal of their travel plans including the state being traveled to, along with the departure and return date.

If an employee/student has traveled from within one of the designated states with significant community spread, he/she must quarantine upon re-entering New York for 14 days from the last travel within such designated state.

The requirements of the travel advisory do not apply to any individual passing through designated states for a limited duration (i.e., less than 24 hours) through the course of travel. Examples of such brief passage include but are not limited to: stopping at rest stops for vehicles, buses, and/or trains; or lay-overs for air travel, bus travel, or train travel.

Employees/students may return to work/school after completing 14 days of quarantine.

Early Warning Signs:

Defined metrics that will serve as early-warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by state and local health departments; define and deploy method(s) to monitor against such metrics.

- These metrics are defined and monitored by our local health department and as merited with regional and/or state health departments. Additionally, we are in consistent communication so that appropriate decisions can be made if/when schools are impacted by an increase in said metrics.

Metrics:

Responsible Parties should identify clearly defined measures that will serve as warning signs that the level of COVID-19 transmission may be increasing in the school setting beyond an acceptable level as defined by state and local health departments. Responsible Parties may choose to modify operations prior to instituting school wide closures to help mitigate a rise in cases.

- These metrics are defined and monitored by our local health department and as merited with regional and/or state health departments. Additionally, the local health department is in consistent communication with the region relative to COVID – 19 trends, warning signs and the like. These analytics provide the health department the ability to modify operations at the district/ school level.

Closure Triggers:

Identification of the conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, and plan for an orderly closure;

These conditions/metrics are defined and monitored by our local health department and as merited with regional and/or state health departments. Additionally, the local health department is in consistent communication with the region relative to COVID – 19 trends, warning signs and the like. These analytics provide the health department the ability to modify operations at the district/ school level.

It is possible, if not likely, that at times, we will not have enough staff capable of being in attendance at work as a result of safety protocols, that various grades and buildings, will not be able to have school. We will do our level best to notify families as soon as this condition is known on a daily basis, should it occur. We have very limited staff, and just a few staff absences will have a cascading effect that if we cannot secure substitutes, will force a closure of school.

Communications:

The district will utilize School Messenger, our district website, Twitter, and written letters to communicate with families regarding COVID-19 and our school plans. The district will have signage throughout our buildings regarding CDC and DOH guidelines for the use of PPE, face coverings, hand washing, social distancing, etc.

Parents are encouraged to reach out to their child’s teacher and building principal with concerns regarding academics or with technological concerns.

Attendance:

Attendance will be taken daily; either in person or when students log on to their classrooms remotely. Grading will actual and not premised upon “pass” or “fail” as it was in the last semester of the 2019-2020 school year.

Staffing:

Our human resource functions in the district ensures that each certificated employee has the appropriate certification necessary to teach in the area assigned. In some instances, we find it necessary to apply the “incidental teaching guidelines” for the instruction of some courses outside a teacher’s tenure area, as provided for under NYSED guidelines. Additionally, the Cayuga -Onondaga BOCES Regional Certification Office serves to assist us with our certification needs.

Our Annual Professional Performance Review (APPR) plans will continue to be reviewed and adjusted according to our instructional model, but will be fully implemented to the extent possible as required by law.

APPENDIX

List of Collaborators

1. **Chuck Walker** - Union Springs Principal and Directors Association
2. **Mike Wurster** – Assistant Superintendent
3. **Sheila LaDouce** – Principal of Special Programs
4. **Mary Ann Albrecht** – CSEA
5. **Cindy Toomey** – CSEA
6. **Mark Gaffney** – USTA
7. **Jim Bona** – USTA
8. **Gretchen Weir** – SEIU Local 200United
9. **Jeff Pirozzolo** – Auburn Enlarged City School District
10. **Patrick Jensen** – Southern Cayuga Central School District
11. **John Birmingham** – Moravia Central School District
12. **Kathleen Cuddy** – Cayuga County Department of Health
13. **Union Springs Board of Education**
 - **Ann Marie Daum, President**
 - **Robin McKay, Vice President**
 - **Jeffrey Culver**
 - **Randy Morehouse**
 - **Carol Quill**
 - **Barry Schwarting**
 - **Mary Seitz**
 - **Daniel Testa**
 - **Erin Tones**
14. **Parent Groups**
 - Elementary:**
 - **Danielle Loveless**
 - **Jessica Weaver**
 - **Stephanie Church**
 - **Katrina Baliva**
 - Secondary:**
 - **Dan Smith**
 - **Rachael Hoadley**
 - **Meghan Francis-Biter**
 - **Julie Patterson**