

Southern Cayuga Central School District  
2384 State Route 34B  
Aurora NY 13026

School Reopening Plan  
Updated August 27, 2021



Plan completed by the SCCS Safety & Wellness  
Committee and the SCCS Administrative Team



# Southern Cayuga Central School

District Offices  
2384 State Route 34B  
Aurora NY 13026

**Patrick M. Jensen**  
Superintendent of Schools  
315 364-7211

**Loretta L. Van Horn**  
Assistant Superintendent for Business & Operations  
315 364-8711

## **Southern Cayuga CSD Reopening Plan Overview** August 27, 2021

Dear Southern Cayuga Families, Staff, & Friends,

It is with great enthusiasm that I welcome everyone to the 2021- 2022 school year. First of all, I want to express my appreciation to the Southern Cayuga community for their continued support of our students and schools. Our community did an exceptional job minimizing infection last year and by working together, we will protect our school's ability to provide in-person instruction for every Southern Cayuga student.

As I mentioned in my last email, Southern Cayuga schools plan to welcome all students back to in-person, everyday instruction. We look forward to seeing all of our students on September 7. As we prepare for the new school year, we continue to monitor community transmission rates of COVID-19 and guidance from the CDC, NYS Department of Education, and our local health department.

In September, precautions similar to those in-place in May and June will remain in place for the start of the school year. Current CDC guidance for schools includes face masks inside, even for those persons vaccinated, social distancing, daily temperature checks, and enhanced cleaning procedures. Updated COVID/Reopening information can be found on our webpage at <http://www.southern cayuga.org/1007>. Southern Cayuga will continue to work proactively with the Cayuga County Health Department to minimize the risk of infection and to identify individuals who require isolation or quarantine. In October, I plan to revisit the mask mandate for vaccinated students and staff in grades 7-12. I remain optimistic that our situation will improve as more folks are vaccinated.

On behalf of our entire faculty, staff, administration, and Board of Education, thank you for your understanding, patience, and compassion for our fellow community members as we work to find as much normalcy as possible for the children of Southern Cayuga.

Stay Safe and Take Care,

Patrick Jensen  
Southern Cayuga CSD

## Southern Cayuga CSD Reopening Plan: August 2021

1. **Mask/Face Coverings:** In order for a student to attend in-person instruction and school events at Southern Cayuga Central School District the student **must** wear an appropriate face covering/mask while inside the school building. In order for a student to ride a Southern Cayuga 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 the request. Students and staff are no longer required to wear masks outside if appropriately distant from peers.
2. **Social Distancing:** Classrooms will be set up to allow for social distancing; therefore students may remove their masks during meals and 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.

The Southern Cayuga Central School District will operate within a social distancing framework. This means to stay at least **3 feet away** from people who are not from your household in both indoor and outdoor spaces. The use of physical barriers between individuals will be in place when in close proximity. Plexi-glass has been ordered for secretarial and nursing staff to provide an additional barrier for their protection in their office spaces. Parent/teacher meetings and other home-school communication will be encouraged to take place via the phone or Zoom.

3. **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. Students will have their temperature checked prior to getting on district provided transportation. If a student presents with a temperature greater than 100°F, they will be denied entry to the bus.
  - **DO NOT COME TO SCHOOL IF YOU ARE FEELING UNWELL OR HAVE A FEVER.**
  - **DO NOT COME TO SCHOOL IF YOU KNOWINGLY HAVE BEEN IN CONTACT OR PROXIMATE CONTACT IN THE PAST 10 DAYS WITH ANYONE WHO HAS TESTED POSITIVE THROUGH A DIAGNOSTIC TEST FOR COVID-19 OR HAS HAD SYMPTOMS OF COVID-19.**
  - **DO NOT COME TO SCHOOL IF YOU HAVE TESTED POSITIVE THROUGH A DIAGNOSTIC TEST FOR COVID-19 IN THE PAST 10 DAYS.**
  - **DO NOT COME TO SCHOOL IF YOU HAVE EXPERIENCED ANY SYMPTOMS OF COVID-19, INCLUDING A TEMPERATURE GREATER THAN 100°F, IN THE PAST 14 DAYS.**

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, scratchy or sore throat, congestion or runny nose, nausea, vomiting, and/or diarrhea**, to be able 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. Specific details are listed for each scenario below (contact tracing).

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 available for those who may request it.

4. **Contact Tracing:** The Responsible Parties at any school district/ BOCES will immediately notify the Cayuga County Health Department (CCHD) communicate with the Cayuga County Health Department when learning from a staff member, student or parent that they have tested positive for COVID-19. In turn, the Cayuga County Health Department will verify the information is accurate before contact investigation is launched within the school district/BOCES.

The Cayuga County Health Department will lead the COVID-19 contact tracing effort, partnering with the Responsible Parties at any school district/BOCES to provide names, addresses, phone numbers of pertinent people. Additionally, the Responsible Parties at any school district/BOCES will be required to provide attendance records, contact information and other supportive information as requested to the health department.

The Cayuga County Health Department and school shall provide each other with updates as to the progress of the investigation. The school superintendent and designated health department team member will be the point of contact during the investigation process to provide consistency of information sharing and updates.

If there is a confirmed case of COVID-19 in school, the Responsible Parties at any school district/BOCES may choose to temporarily move instruction to a remote format until all contacts can be identified, notified and placed in quarantine.

## Scenarios

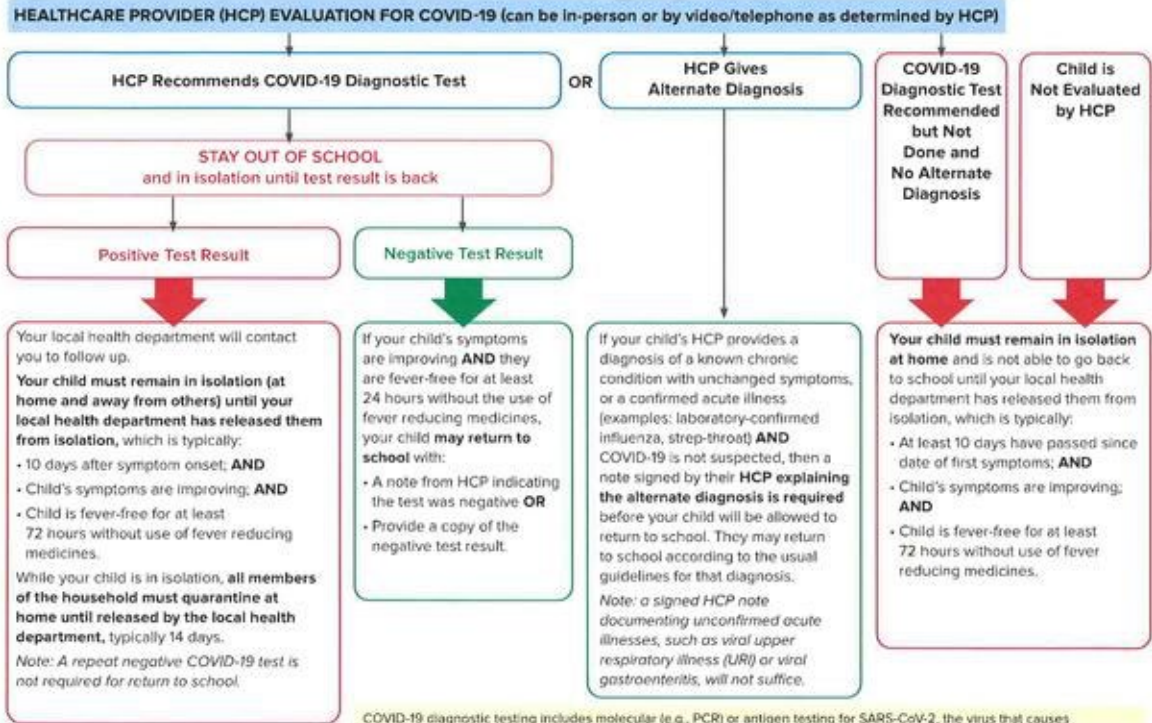
Refer to the New York State Department of Health COVID-19 Pre-K to Gr 12 COVID-19. Toolkit dated September 2020 for more symptom information.

[https://coronavirus.health.ny.gov/system/files/documents/2020/10/prek-gr12\\_toolkit.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/10/prek-gr12_toolkit.pdf)

The chart below is just one example of the charts that can be accessed through the link provided above.



### My child has COVID-19 symptoms. When can they go back to school?



COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

### 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 two 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.

5. **Communication:** The district will utilize School Messenger, our district website, and email 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. School Messenger automatically translates all emails sent to families who speak another language at home. The reopening plan will be translated to Spanish.

The Responsible Parties at any school district/BOCES, will communicate directly with members of the Cayuga County Health Department regarding COVID-19 issues and protocols. The primary COVID-19 contacts at the Cayuga County Health Department are:

Nancy Purdy, BSN, RN

Director of Community Health Services

The Cayuga County Health Department designates (315)-253-1560 for primary use which is answered at the office during typical working hours and after hours by a 24-hour 7 day a week answering service who will contact appropriate personnel as requested.

The Cayuga County Health Department fax number is 315-253-1156.

The Responsible Parties at any school district/BOCES will communicate with the Cayuga County Health Department for any COVID -19 related concerns and questions pertinent to the operations of their districts including but not limited to the public health and well-being of the District's students and employees.

The Cayuga County Health Department will communicate with the Responsible Parties at any school district/BOCES regarding COVID-19 related information or concerns pertinent to the public health and well-being of the District's students, faculty and staff; including but not limited to quarantine and isolation of students and employees.

The Cayuga County Health Department will communicate with the Responsible Parties at any school district/BOCES if the designated primary contacts change and who they are. The Responsible Parties at any school district/BOCES will communicate with the Cayuga County Health Department if the designated primary contacts change and who they are.

Hand Hygiene: 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 handwashing, 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 via written notice. The school personnel in that situation will ask the student to use handwashing stations on a more frequent basis.*

Students and staff must use hand sanitizer or wash hands before they enter the school, cafeteria, and classrooms. No hand sanitizer can be carried on the bus by students or staff.

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 classrooms and common areas of the school district. Additionally, Southern Cayuga has ordered from Cayuga-Onondaga BOCES “stop the spread/CDC” posters that will support the education of social distancing, hand washing, usage of hand sanitizers, masks, etc.

6. **Testing:** COVID-19 testing is contingent upon availability of specimen collection material, appropriate Personal Protective Equipment and laboratory capacity. As such, the specific recommendations for specimen collection sites may be altered to reflect resources, timeliness of analysis and response. It is recommended all people seeking a COVID-19 test call in advance to schedule their appointment and assure health care personnel are appropriately attired. Additional opportunities for COVID-19 testing may become available over time.

**At the time this plan is written, here are local resources for COVID-19 testing.  
At all testing sites bring your health insurance card if you have one.**

-Personal HealthCare provider

-Federal Qualifying Health Care Center

East Hill Family Medical Center in Auburn  
315-253-8477

Family Health Network in Moravia  
315-497-9066

Port Byron Community Health Care Center in Port Byron  
315-531-9102

-Cayuga County Urgent Care Centers including:

-FingerLakes Medical Urgent Care Center  
303 Grant Avenue  
Auburn, NY  
315-258-7100

-Urgent Care of Auburn  
37 West Garden Street, Suite 105  
Auburn, NY  
315-252-0000

-WellNow Urgent Care Center  
271 Grant Avenue  
Auburn, NY  
315-704-6097

Out of county testing sites:

-Upstate University Health System  
550 Harrison Center  
550 Harrison Street, Syracuse  
No appointment necessary

-Syracuse Community Health Center  
819 South Salina St., Syracuse  
Monday-Friday, 9am-5pm and Saturdays 9am-1pm.  
No appointment necessary

-Cayuga Medical Associates  
Ithaca, NY  
Appointment and Registration: [cayugahealth.org/](http://cayugahealth.org/)  
Or call 607-319-5708.  
Appointment is required and testing criteria must be met

Call the NYS Department of Health hotline number for additional sites: **1-888-364-3065**

7. **Facilities:** When students and adults return to their school buildings for in-person instruction, it will be vitally important that the physical spaces they occupy are configured and maintained in a way that provides the maximum possible protection from spreading the coronavirus.

Southern Cayuga CSD will follow all guidance related to health and safety, including Fire Code compliance and requirements regarding doorways, emergency drills, inspections and lead testing. Southern Cayuga CSD does not expect space alterations to be made to the physical space of buildings. Southern Cayuga CSD does not expect to expand our square footage or use tents to enable improved social distancing. Potable



drinking water will be provided to all occupants of the building via pour stations. The district will maintain appropriate code required ventilation (natural and mechanical) as designed.

8. **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 (including, 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
  - Tables, furniture and counter tops wiped clean
  - Window in the classroom door cleaned at minimum once per week
  - Walls spot cleaned
  - Carpets spot cleaned
  - All windows locked
  - Sink and toilet area cleaned and disinfected
  - Carpet vacuumed daily (if applicable)
  - Paper and soap products restocked
  - Baseboards cleaned weekly
  - Light fixtures cleaned weekly
  - Custodian or maintenance notified to replace lights

#### **Restrooms and Locker Rooms**

- Clean and disinfect high touch surfaces (including, but not limited to):
  - Drinking fountains
  - Door handles and push plates
  - Light switches
  - Handrails
- Toilets, sinks and shower areas cleaned and disinfected
- All trash receptacles emptied and trash removed from the room
- Floors full mopped
- Doors and partitions in restrooms and locker rooms cleaned
- Walls spot cleaned
- Toilets, faucets, and drains; checked to be sure are working
- Sanitary napkin boxes checked
- Exterior of dispensers cleaned
- All windows locked
- All toilet paper and soap products restocked
- Baseboards – cleaned weekly

- Light fixtures – cleaned weekly
- Custodian or maintenance notified to replace lights

### **Common Areas (Hallways)**

- Clean and disinfect high touch surfaces (including, 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 spot cleaned, when soiled
- Carpets spot cleaned
- All windows locked
- All unoccupied classrooms locked

### **Medical Office**

- Health cots cleaned and disinfected regularly (after each student use)
- Coverings laundered or discarded after each use
- Treatment tables covered and pillow protectors used
- Clean and disinfect high touch surfaces (including, 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
- Tables, furniture and counter tops wiped clean
- Window in the door cleaned at minimum once per week
- Walls spot cleaned
- Carpets spot cleaned
- All windows locked
- Classroom sink and toilet area cleaned and disinfected if applicable
- Carpet vacuumed daily if applicable
- All paper and soap products restocked
- Baseboards cleaned weekly
- Light fixtures cleaned weekly
- Custodian or maintenance notified to replace lights.

**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 healthcare 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/Administration Offices**

- Clean and disinfect high touch surfaces (including, but not limited to):
  - 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
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Tables, furniture and countertops wiped clean
- Window in the door cleaned at minimum once per week
- Walls spot cleaned
- Carpets spot cleaned
- All windows locked
- Shared sink and toilet area cleaned and disinfected if applicable
- Carpet vacuumed daily if applicable
- All paper and soap products restocked
- Baseboards cleaned weekly
- Light fixtures cleaned weekly
- Custodian or maintenance notified to replace lights

### **Athletic Areas**

- Establish a regular cleaning schedule for shared environmental surfaces such as wrestling mats or strength training equipment
- Disinfect mats and high-use equipment at least daily
- Clean and disinfect high touch surfaces (including, but not limited to):
  - 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

- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Tables, furniture and countertops wiped clean
- Window in the door cleaned at minimum once per week
- Walls spot cleaned
- All windows locked
- All paper and soap products restocked
- Baseboards cleaned weekly
- Light fixtures cleaned weekly
- Custodian or maintenance notified to replace lights

### **Restrooms**

- Toilets, sinks and shower areas cleaned and disinfected
- Wear proper PPE, avoid splashes
- Clean and disinfect high touch surfaces (including, but not limited to):
  - 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
- Doors and partitions in restrooms and locker rooms cleaned
- Walls spot cleaned
- Toilets, faucets, and drains checked to be sure are working
- Sanitary napkin boxes checked
- Exterior of dispensers cleaned
- All windows locked
- All paper and soap products restocked
- Baseboards cleaned weekly
- Light fixtures cleaned weekly
- Custodian or maintenance notified to replace lights

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 to disinfect classrooms, offices, hallways.

9. **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, except the Cayuga County Health Department and the CC Head Start Program, not directly utilized by the school district will have to find an alternate 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.

10. **Student and Staff Pick Up and Drop Off:** Students and school staff must enter through the main entrance of each school. A health screening will take place at these entry points by appropriately trained staff members. To the greatest extent possible, entry to the school buildings from non-school related individuals will be limited.

**Upon entry to the building, all staff will attest to the following statements on a daily basis.**

- **have not knowingly been in contact or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;**
- **have not tested positive through a diagnostic test for COVID-19 in the past 14 days;**
- **have not experienced any symptoms of COVID-19, including a temperature of greater than 100°F, in the past 14 days.**

11. **Small Spaces:** The Southern Cayuga Central School District shall limit gatherings in small spaces within the school district. Supply rooms and 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. Individuals should practice social distancing and masking unless all individuals within the space have completed the vaccination process.

12. **Child Nutrition:** The Southern Cayuga Central School District will continue to provide school breakfast and school lunch to students regardless of our instructional setting. 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 the cafeteria or gymnasium, one grade level at a time. It is possible at the secondary level that there may be some students who eat in a cafeteria or in a 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 available at the Jr/Sr HS.**

All students will have to wash/sanitize their hands before and after eating. Elementary students must also wash/sanitize their hands upon reentry to the building after recess.

13. **Social Emotional Well-Being:** As district and school personnel adapt to environments that result in substantially reduced time spent interacting in-person, ensuring intentional and meaningful inclusion of social emotional learning (SEL) across all aspects of operating strategies is critical to supporting the well-being and success of students, staff, and families. Along with physical health and well-being, schools and districts must prioritize social

emotional well-being -- not at the expense of academics, but to create the mental, social, and emotional space for academic learning to occur. The SCCS school counseling plan will be reviewed and updated to meet current needs and will be posted on the district website.

The Southern Cayuga CSD employs three school counselors, two at the high school and one at the elementary school. Additionally, the district employs one school psychologist and two full-time school nurses. Cayuga-Onondaga BOCES Professional Development Unit has, and will continue to provide training in the areas of trauma informed practice, therapeutic crisis intervention and supports, behavioral management and social emotional learning.

14. **Technology and Connectivity:** The Southern Cayuga Central School District has digital learning devices for all of its students in grades 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 3-12 all students are issued a Chromebook and in grades K-2, a tablet device. Additionally, charging carts 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 Southern Cayuga CSD will work with students to remind them of appropriate care for devices as they are transported. The Southern Cayuga CSD 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. Unfortunately, internet infrastructure within the region remains inconsistent and will pose a significant challenge for some students.
15. **Transportation:** Elementary students must wear face masks at all times on school buses (entering, exiting, and seated). Secondary students, including Head Start students must wear masks at all times on school buses (entering, exiting, and seated). Students and families are encouraged to drop off students to school if at all possible to reduce density on school buses. 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 district will require all transportation staff members to use 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, gloves, and 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. Southern Cayuga CSD will fulfill existing mandates regarding the safe and effective transportation of students utilizing our existing transportation systems.

**Once a pick-up and drop-off location is established for each student, there will be no changes allowed due to limited transportation capacity. Parents will need to arrange alternate transportation should a change be necessary for their student.**

16. **School Schedules:** The Southern Cayuga Central School District will to the extent practical “cohort” elementary (k-6) students in classrooms. This means that students will spend 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 where students will rotate between classrooms. Every effort will be made to limit intermingling between grade level cohorts. Our intent is to build capacity in the opening month of school and work toward identifying ways to get students into school with greater frequency as the year progresses.
17. **Vulnerable Populations:** The district will make provision for persons in the vulnerable populations in accordance with the accommodations detailed, in writing, by their healthcare provider to minimize any exposure risk to COVID-19.
18. **Extra-curricular& Athletic 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.
19. **Emergency Drills:** The Southern Cayuga Central School District will continue with fire drills and emergency lockdown drills with respect to social distancing.
20. **English Language learners (ELL) and Special Education:** ELL and special education services will be provided during in-person instruction. Service providers will continue to engage parents and guardians in the identification of need through support team meetings and the CSE/CPSE processes. They will also provide updates regarding progress. Our schools will ensure access to the necessary accommodations, modifications, aids, services, and technology to the unique disability-related needs of students to the best of our ability throughout the COVID crisis.  
  
Communication with parents shall be in the preferred language or mode of communication. The ELL identification process will be completed within 30 school days of the start of the school year.
21. **COVID-19 Coordinator:** The Southern Cayuga Central School District COVID-19 Coordinator shall be the Superintendent of Schools, or in his absence, the Assistant Superintendent.

22. **COVID-19 POSITIVE INDIVIDUALS:** In the event of a COVID 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. The district would in those circumstances 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.

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 Southern Cayuga Central School District will rely on the advice and support of the Cayuga County Health Department for assistance in regard to testing protocols, testing responsibilities, contact tracing, and containment should a situation warrant their intervention. The Southern Cayuga Central School District will support the Cayuga County Health Department in tracing all contacts of the individual in accordance with the protocols, training, and tools provided by the New York State Contact Tracing Program. The district will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.

23. **Early Warning Signs & 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.

Defined metrics 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. 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 appropriate decisions can be made if/when schools are impacted by an increase in said 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.

24. **Attendance:** Attendance will be taken daily.



25. **School District Fiscal Preparedness:** Both the national economy and New York State's economy have been dramatically impacted by the COVID-19 crisis and various mitigation efforts have been undertaken since March 2020. What is still unknown is the extent to which the impact will improve or worsen, how long it will last, and which sectors of the state economy will be most severely impacted. At this time, Southern Cayuga CSD is fiscally well positioned to weather an economic downturn.
26. **Teaching and Learning:** All students must have the opportunity to feel safe, engaged, and excited about their learning. During the school year, it is of the utmost importance that individual student needs and equity are put at the center of all learning experiences. Flexibility is essential when planning for the fall, and our schools will be prepared to provide in-person instruction.

All schools must provide 180 days of instruction each school year to their students. Instructional days shall be counted for programs that are delivered in-person. Instruction aligned to the academic program must include regular and substantive interaction with an appropriately certified teacher regardless of the delivery method (e.g., in person or remote).

Our basic plan for all students is provide in person instruction for all UPK-6 students in-person every day.

The Cayuga-Onondaga BOCES will make all 19 of our Career and Technical Education programs available to our region's students. Curriculum and learning experiences will be prioritized to ensure alignment with all New York's State Learning Standards as well as industry standards. Students enrolled in programming that requires the accrual of laboratory hours to meet licensure requirements will be provided many opportunities to accomplish said hours. Lastly, all CTE programs at the BOCES will strictly adhere to the aforementioned social distancing protocols.

27. **APPR Teacher and Principal Evaluation:** At this time, the district will abide by mandatory requirements pertaining to the evaluation process. Our APPR plans will continue to be reviewed and adjusted according to our instructional model.

In this unprecedented time of school closures, schools are facing new challenges in evaluating and supporting their professional staff. Although schools should not penalize their educators as a result of the challenges to learning presented by the COVID-19 crisis, they must still make sure students are being taught as effectively as is practical to expect. Therefore, providing support that teachers and school leaders require is critical at this time. Our human resource function ensures that each employee has the appropriate certification(s). In some instances, we find it necessary to apply the "Incidental Teaching" avenue provided under the State Education Department's guidelines. Additionally, Cayuga-Onondaga BOCES Regional Certification Office serves to assist us with our certification needs.