

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

School Reopening Plan  
July 2020



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

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## **Southern Cayuga CSD Reopening Plan Overview** July 2020

New Yorkers have excelled as a community in their efforts to combat the coronavirus. As a result of our willingness to wear masks, maintain social distance, and isolate when needed, the reopening of school buildings is now a possibility for September 2020.

Southern Cayuga CSD has been planning for one of three potential scenarios for the fall. A return to in-person learning, a continuation of remote learning, or a combination of the two. The administrative team has reviewed extensive guidance documents provided by the NYS Department of Health and the NYS Department of Education to develop a reopening plan for our schools. We believe that students and staff need to return to school in a safe and responsible manner and as a school community, we must abide by the guidance provided.

If Southern Cayuga is permitted to reopen schools, we will utilize a hybrid instructional model, blending in-person instruction and remote learning on alternating days. Specifically, students would attend school in person on either an A or B day and stay home on the opposite day. The model reduces class size by 50%, allows for appropriate social distancing, and reduces the need for masks for a portion of the day. Students from the same household will attend in-person instruction on the same day.

Furthermore, elementary classrooms will be self-contained, with two adults working with 12 or fewer students on a daily basis. Our goal is to have no other students or staff members enter a self-contained pod of students at any point during the day. Our safety conscious approach will limit contact and thus lower the potential for infection. We recognize the safety challenges for our younger students and the need for additional adult support.

Our secondary school will also be at 50% capacity each day and students will notice far fewer students in classrooms and in the hallways during transitions. Bell schedules have been adjusted to reduce the number of students passing in hallways at the same time. Social distancing and masks will become a norm at school.

The purpose of the overview is to provide the basic ‘gist’ of what we are planning to do. Details can be found on the additional pages of this reopening document which can be located on the district webpage. Governor Cuomo announced that a decision about reopening schools would be forthcoming by August 7.

Take Care,

Patrick Jensen, SCCS Superintendent of Schools

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1. **Mask/Face Coverings:** 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.
2. **Social Distancing:** Classrooms will be set up to allow for social distancing; therefore students may remove their masks during meals, instruction (when allowed), 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.

As students travel in the school building, which should be fairly limited during the instructional day, there will be directional indicators and spacers so social distancing is maintained. This will be more overt at the elementary level, and more directional at the secondary level. Bell schedules will be adjusted to minimize the number of students transitioning between classes at the secondary level.

The Southern Cayuga 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. 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. 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 14 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 14 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.**
- **DO NOT COME TO SCHOOL IF YOU HAVE 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.**

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 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. Students **MAY NOT** attend school if they have had a fever of greater than 100°F at any time in the past 14 days, even if a fever-reducing medication was administered and the student no longer has a fever. In other words, a fever of 100°F or higher means your child will **NOT** be able to attend school for at least two weeks from the date of the 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 able 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 available for those who may request it.

#### **RETURN TO WORK/SCHOOL PROTOCOLS:**

##### **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

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**Employee/Student Is Symptomatic And Has Had Close Or Proximate Contact 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
- at least 72 hours have passed where the employee's/student's symptoms have improved

**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

- 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

or

- the employee/student has a negative test result

**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

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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

### **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 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.

### **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

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- 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 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.

4. **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.

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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.

5. **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 or 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.

6. **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

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### **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

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- 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/Admin 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 from the room
- Floors swept and dust mopped
- Floors spot mopped or 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

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- 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 from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Tables, furniture and counter tops 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

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- 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 classroom, offices, hallways.

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 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.
8. **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  $100^{\circ}F$ , in the past 14 days; and/or**
- **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 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 of a minimum of 6 feet.
  
10. **Child Nutrition:** The Southern Cayuga 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 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 MS/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.

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.

11. **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 Central School District 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.

12. **Technology and Connectivity:** The Southern Cayuga Central School District has digital learning devices for all of its students in grades 3-12. 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. **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, 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 Central School District will work with students to remind them of appropriate care for devices as they are transported. The Southern Cayuga 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. Parent surveys have already been completed to determine equipment and access needs. 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.
13. **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 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. Buses will not be equipped with hand sanitizer due to its combustible nature. No hand sanitizer can be carried on the bus by students or staff.

**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.**

14. **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 and adults 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. At the secondary level, students will switch classes in three clusters, grades 7/8, grades 9/10, grades 11/12, at different times. The goal is to have no more than 50 students in the hallway during class changes.

Due to transportation limitations and the space needed to actualize social distancing in our facilities, the Southern Cayuga Central School District will operate on an A/B Day schedule 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 every other day. All students in the same family will attend school on the same 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 month of school and work toward identifying ways to get students into school with greater frequency as the year progresses.

15. **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.
16. **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.
17. **Emergency Drills:** The Southern Cayuga Central School District will continue with fire drills and emergency lockdown drills with respect to social distancing.
18. **ELL and Special Education:** ELL and special education services will be provided during either in-person, remote or hybrid 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.

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19. 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.
20. **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.
21. **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 Department of Health 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 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. The district will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.

22. **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.

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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.

23. **Communications:** The district will utilize School Messenger, our district website, Twitter, email 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. School Messenger automatically translates all emails sent to families who speak another language at home. The reopening plan will be translated to Spanish.
24. **Attendance:** Attendance will be taken daily, either in person or when students log on to their classrooms remotely. During these challenging times, the development of positive school relationships may be a lifeline for students disconnected from school.

Although flexibility is recommended when monitoring attendance in a remote instructional model, for students who have not engaged in remote learning and school staff outreach to parents/guardians has been unsuccessful, the district will explore a variety of methods for reaching out. Phone calls to families are often the simplest solution and provide an immediate opportunity to offer resources and assess student and family needs. As some families may not respond to phone calls, additional options can be arranged, included texting and/or seeking out adults in the school who have established a connection with the student and/or family. Counselors, coaches, social workers, and psychologists are often logical choices.

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 the 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, whether in-person, remote, or some combination of the two.

During the coming 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 shift between in-person, remote learning, and a hybrid model in a way that is least disruptive to students.

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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, remotely, or through a hybrid model. 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, remote or hybrid). Our primary tool to engage students at home will continue to be Google Classroom and we believe that meeting with students in person every other day will maintain student engagement.

Our basic plan for elementary students is to alternate in person instruction and remote learning. Instruction will be conducted through video and then students will focus on individual student needs while they attend school in person. Students will be asked to watch instructional videos and complete independent tasks on remote learning days.

Secondary students will engage with teachers on a daily basis either in-person or through remote learning. Students will be expected to follow a daily schedule. Secondary students will engage with teachers on a daily basis, either in person or through remote learning on an alternate day schedule. At the Junior High School level (grades 7 & 8), new content will be delivered via in-person instruction on an alternate day schedule. Follow-up skill building on the off day will be conducted through video (flipped model) instruction and Google Classroom. At the Senior High School level (grades 9-12), new content will be delivered each day in person and via streamed video synchronous instruction on off days. Students will also use Google Classroom to complete online lesson activities.

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.