

**DOVER UNION FREE
SCHOOL DISTRICT
REOPENING PLAN
2020**



DOVER ELEMENTARY SCHOOL

DOVER UNION FREE SCHOOL DISTRICT

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July 31, 2020

Subject: Dover UFSD Reopening Plan

Dear Members of the Dover Community:

The Dover Union Free School District is committed to a thoughtful, careful, and collaborative approach to school reopening that prioritizes the health and safety of all of our students and staff. We understand that there is strong medical support from the American Academy of Pediatrics for students to return to school in the fall and the importance of doing so while minimizing risk.

Our commitment to a safe, responsible reopening includes feedback from our eight committees of over 60 members including administrators, instructional staff, members of the Board of Education, members of the medical community, counselors, parents and experts. These committees have been meeting regularly engaging in meaningful conversation, analyzing models, identifying needs, looking for solutions, and exchanging ideas to formulate district and building plans. I want to thank the committee members and acknowledge everyone's hard work.

Educating the whole child and creating a holistic approach to meeting the specific needs of our students remains at the forefront of our work. Critical to our mission is the need to address last spring's loss of in-person instruction caused by the pandemic which had a significant impact on our children's' learning and our ability to meet their individual needs.

Comprehensive planning documents from the New York State Education Department and the New York State Health Department have provided us with in-depth guidance for the fall. Upon reviewing these documents, you will quickly see that the complexities associated with opening school and school programs are endless. This undertaking is and will continue to be a fluid process. Based on the health situation in our state and region, September may look very different from October, and October may look very different from November. We will be adjusting our educational models based on new information that we may receive; however, at all times the district will incorporate measures to the greatest extent possible that not only meet but hopefully exceed New York State guidelines.

A key factor in decision-making regarding the reopening of schools is the regional infection rate. We need the entire Dover community to do its part in keeping this rate low. Let's work together by wearing a mask, practicing social distancing, using proper hand and respiratory hygiene, and staying home when ill. If you must travel to other

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states that are under the New York State travel advisory, you should quarantine yourself for 14 days. We all have to do our part to keep the infection rate low so we can continue to have in-person learning to the greatest extent possible.

Our reopening plan includes having as many students as possible safely attend school in person, with the priority being our youngest students, students with disabilities, English Learners and high-risk population. Please read the school plans very carefully so, as parents, you can make informed decisions about how your child/children will be educated in the fall.

In the near future, we will be sending out a survey for parents/guardians to complete to indicate the education plan you prefer for your child/children this fall. We'll need this survey to be completed as soon as possible so we can carefully plan staffing, classroom spacing for social distancing, remote instruction needs, etc. Thank you in advance for your prompt attention to reviewing the building plans and completing the upcoming survey.

While no one can guarantee that everyone will be completely safe; you have my word that the school district will do its best to minimize health risks while providing the best education possible during these difficult times.

Respectfully,

A handwritten signature in black ink, appearing to read "Michael Tierney". The signature is fluid and cursive, written in a professional style.

Michael Tierney
Superintendent of Schools

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Dover Reopening 2020 Dover Elementary School

This building plan meets the minimum standards set forth in the NYS Guidance and reflects engagement with school stakeholders and community members, including but not limited to administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and, where appropriate, affiliated organizations (e.g., union, alumni, and/or community-based groups).

The plan will address the following topics under three possible scenarios - in-person instruction, hybrid instruction and remote instruction:

- (1) Reopening of school facilities for in-person instruction**
- (2) Monitoring of health conditions**
- (3) Containment of potential transmission of the 2019 novel coronavirus (COVID-19)**
- (4) Closure of school facilities and in-person instruction, if necessitated by widespread virus transmission**

Part I: Health and Safety

Reopening of school facilities for in-person instruction

a. Social Distancing:

The school will maintain protocols and procedures for students, faculty, and staff to ensure appropriate social distancing to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Specifically, six feet of space will be maintained in all directions between individuals or individuals will use appropriate physical barriers between individuals that do not adversely affect air flow, heating, cooling, or ventilation, or otherwise present a health or safety risk. A distance of twelve feet in all directions will be maintained between individuals while participating in activities that require projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g., participating in physical education classes).

Staggered arrival and pick-up times:

Parents will be asked to commit to either dropping students off and picking them up or sending them on the bus. To the extent possible, students will be seated on the bus one to a seat and must wear face masks unless medically unable to do so.

Hallway passing:

Students will remain in their classrooms and teachers will move from room to room as necessary, with the exception of PE. When necessary for students to move in the hallways, they will stay to the right. A line will indicate the center of the hallway and arrows or footprints will indicate where they should walk.

Fire Drills and Lockdown Drills:

Half of the eight required evacuation drills will be actual evacuation, three classes at a time at staggered times during the same day. Half of the evacuation drills will be a short video and discussion in class of what the procedures would look like in an actual evacuation. All four required lockdown drills will be “performed” by showing a short video and discussing with the class the importance of following “hide and shelter” protocols.

Lockers:

Lockers will not be assigned to students or used at this time.

Transportation:

On school buses, social distancing will be maintained and face coverings will be worn at all times. At bus stops, students will also maintain social distance and wear facial coverings.

Code of Conduct:

The Code of Conduct will include disciplinary action for any student who does not follow the rules regarding social distancing.

b. Face Coverings:

Students, faculty, staff, and other individuals will be required to wear appropriate personal protective equipment (PPE) to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities when, at a minimum, six feet of space cannot be maintained. An

acceptable face covering, which is strongly recommended to be worn by all individuals at all times, is required to be worn any time or place that individuals cannot maintain appropriate social distancing. Students can remove their face covering during meals, passive instruction (when they are working silently and independently), and for short breaks so long as they maintain appropriate social distance.

Acceptable face coverings include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose. All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance; and for this reason, individuals – including students – must wear face coverings in common areas, such as entrances/exits, lobbies, and when traveling around the school.

Faculty may use alternate PPE (i.e. face coverings that are transparent at or around the mouth) for instruction that requires visualization of the movement of the lips and/or mouths (e.g. speech therapy). These coverings may also be used for certain students (e.g. hearing impaired) who benefit from seeing more of the face of faculty/staff.

Training:

All students, faculty, and staff will be trained on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings. Contractors and vendors will be required to provide their own PPE with the expectation that they were trained prior to entering the building.

Developmental Appropriateness:

Students who need to see the mouth of the person talking (speech and language, possibly others) will be instructed by a person using a clear face mask.

Medical Concerns:

Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering. Assistance

will be given to students who may have difficulty in adapting to wearing a face covering.

Please provide medical documentation to the school nurse (form available on the District website) delineating the medical reason for the student being unable to wear a face covering. The school psychologist also may submit educational documentation if the student is unable to wear a face covering or maintain social distance due to cognitive or medical concerns.

Face Covering Breaks:

Two times per day, classes will go out to the tent and remove their masks for five minutes at a distance of six feet apart. When the weather does not permit this, the mask breaks will take place in the Dining Hall.

Code of Conduct:

The Code of Conduct will include disciplinary action for any student who does not follow the rules regarding face coverings.

Operational Activity

a. Cohorts:

Students will be placed in pre-assigned, self-contained cohorts with reasonable group size limits set forth in the school's plan, to the extent practicable to limit potential exposure. Intermingling across cohorts will be minimal. Cohorts will contain the same students for the duration of the COVID-19 public health emergency. Faculty may instruct more than one cohort so long as appropriate social distancing is maintained.

b. Cohort Size:

Typical Classroom:

All classes in the building have 18 or fewer students, and students will be distanced six feet apart.

Physical Education Classes:

PE classes have 18 or fewer students and will maintain a distance of twelve feet apart in all directions. No PE equipment (balls, sticks,

etc) will be shared. Anything used by an individual student will be cleaned and disinfected before the next class arrives.

Music Classes:

The music teacher will push into the homeroom classes and teach students at their desks. Band and chorus will be split into groups small enough to perform in the gym at a distance of twelve feet apart in all directions.

Art Classes:

The art teacher will push into the homeroom classes and teach students at their desks. No materials will be shared between students.

c. Shared Spaces:

Cafeteria:

The cafeteria will not be used for student groups other than when they need mask breaks when the weather is inclement.

Library:

The library will not be used for student groups.

Playground:

Students will remain six feet apart at all times. No equipment will be shared by students. Two classes will go to recess at a time with teacher supervision. Each class will remain in its cohort (separated from the other class). Additionally, students will remain separated by six feet while on the playground.

Gymnasium:

PE classes have 18 or fewer students and will maintain a distance of twelve feet apart in all directions. No PE equipment (balls, sticks, etc) will be shared. Anything used by an individual student will be cleaned and disinfected before the next class arrives. The gymnasium will not be used for assemblies.

Restrooms:

One student at a time will use the restroom one then wash hands prior to exiting. One stall in each restroom will be closed, and clear

signage on the wall and floor outside each restroom will remind students to check that the restroom is empty before entering. Because the paper towel dispensers are not touch-free, students will also sanitize upon reentering the classroom.

d. Shared objects:

The sharing of objects, such as laptops, notebooks, touchscreens, writing utensils, dry erase boards, musical instruments, tools, and toys, as well as the touching of shared surfaces, such as conference tables, will be prohibited.

e. Student Groups with Alternative Schedules:

Students With Disabilities:

Students enrolled, for all or part of the school day, in programs housed outside the school district (i.e. private placements, BOCES, etc.) will follow the plans outlined for each program. The school district will provide transportation in accordance with Department of Health regulations to accommodate such students.

English Learners:

The priority is for English Learners to receive in-person instruction to the greatest extent possible in the in-person and hybrid schedules. The actual schedule will be communicated by the building principal.

f. Parents/Visitors (dropoff and pickup):

After the school buses depart, students will be dropped off at the corner where the ropes meet the sidewalk. For pick-up, parents will stay in their vehicles and line up after the buses have departed. Students will be waiting in the gymnasium. Staff with radios will greet the vehicles, call in to staff waiting in the gymnasium and tell them which students to send out.

Hygiene, Cleaning, and Disinfection

a. Log Maintenance:

The school will adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain logs that include the date, time, and scope of cleaning and disinfection. Building and Grounds staff will be responsible for cleaning and disinfection of all classrooms, bathrooms and common areas. Cleaning frequency will be defined based on use. Logs will be kept and monitored to ensure cleaning is completed on a scheduled, consistent basis. Additional staff will be hired and repurposed to carry out these responsibilities.

b. Training:

All students, faculty and staff will be trained on proper hand and respiratory hygiene.

c. Hygiene Stations:

Hand hygiene stations, including handwashing with soap, running warm water, and disposable paper towels will be available for students, faculty and staff. Alcohol-based hand sanitizer containing 60% or more alcohol will be provided for areas where handwashing is not feasible. Receptacles will be placed around the school for disposal of soiled items, including PPE.

d. Cleaning and Disinfection of Facilities:

Regular cleaning and disinfection of facilities will be conducted by the custodial staff and more frequent cleaning and disinfection will occur for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables.

Faculty and staff will have access to disposable wipes so that commonly used surfaces (e.g. keyboards, desks, remote controls) can be wiped down before/after use. Hand sanitizer will be available near high-touch surfaces (trash receptacles, paper towel dispensers).

Drinking fountains will be closed unless they are configured as bottle refilling stations. Individuals will be encouraged to bring their own water bottles or use disposable ones.

Restrooms will be regularly cleaned and disinfected. Paper towels will be used in lieu of air dryers.

High-touch surfaces, if shared, will be cleaned and disinfected as often as possible. When possible, cleaning and disinfecting will take place between each cohort's use.

Cleaning and disinfection of exposed areas will take place in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.

Extracurricular Activities

All extracurricular programs which are permitted will follow school guidelines for social distancing, PPE usage, and cleaning and disinfection.

Fall Extracurricular Activities:

There will be no extracurricular activities offered at this time.

Sports

The school will adhere to the guidance recommended in the DOH's "Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency"; however, interscholastic sports are not permitted at the time of publication of this guidance.

Before and Aftercare

Before and after school programs will adhere to the guidelines set forth by the school with regard to social distancing, PPE usage, and cleaning and disinfection.

Vulnerable Populations

The school will try to accommodate, to the extent possible, vulnerable populations (students, faculty and staff who are at increased risk for severe

COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment) to allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances. Modifications will be made to minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible.

a. Hearing Impaired:

Poly-carbonate sneeze guards will be available for school psychologists, social workers and related service providers who work directly with hearing impaired students. Clear masks will be available for hearing impaired students and their teachers. Gloves and sanitizing wipes will be available for teachers of hearing impaired students so that FM-Units can be cleaned frequently.

b. Speech and Language:

Poly-carbonate sneeze guards will be available for the speech and language therapist to utilize when working with students. Clear, reusable face masks will be available for use with students who require visibility of the face and mouth.

c. Medically Fragile:

Accommodations will be made for medically fragile students both in school and assigned to Home Instruction per the IEP. Students will receive special education and related services face to face when practical. Opportunities for remote learning and tele-health related services will be available as needed. Providers will utilize appropriate PPE and follow social distancing guidelines to the greatest extent feasible when working directly with medically fragile students. Equipment will be sanitized prior to use by medically fragile students.

Transportation

Students, staff and bus drivers must wear acceptable face coverings at all times on school buses (entering, exiting and seated), and individuals will maintain appropriate social distancing unless they are members of the same household. Parents/guardians will be encouraged to drop off or walk students to reduce density on buses.

a. Bus Schedule:

The bus schedule has been adapted to accommodate reduced capacity due to social distancing.

The bus schedule for this school is as follows:

The District will transition from a two-tier to a three-tier transportation schedule. Classroom start times will be 45 minutes apart at each school. Grades 6-12 students will arrive at the Middle/High School first, grades 3-5 students will arrive at the Dover Elementary School second and grades K-2 students will arrive at the Wingdale Elementary School third. Dismissal times will be in reverse order 45 minutes apart.

b. Social Distancing Bus Protocols:

Individuals will maintain appropriate social distancing unless they are members of the same household. The District will attempt to implement a one student per seat requirement on each bus and van. However, there may be times when additional students will need to be transported either to or from school which may require more than one student per seat. As in all cases, students will be required to wear masks. The seat immediately behind the driver will be empty unless occupied by a household member of the driver. In the morning, vehicles will be loaded from rear to front and unloaded from front to rear. Wheelchair school buses will configure wheelchair placement to ensure social distancing of six feet.

c. Face Coverings on the Bus:

Students, staff and bus drivers must wear acceptable face coverings at all times on school buses (entering, exiting and seated). Students, staff and bus drivers are expected to provide their own face coverings; however, if a face covering is not available, the bus driver will provide one as the student gets on the bus.

d. Health Screenings for Busing:

Students, staff and bus drivers will complete, pass and submit a daily electronic screening prior to getting on the school bus at the beginning of the day. If they do not pass the screening, they should not get on the bus.

If students do not complete a health screening prior to the start of school, they will be screened by our health care workers. It is imperative that each family,

teacher and all staff do a full screening each day. If screenings are repeatedly not performed by families, further steps may be taken to assist families to meet compliance.

e. Bus Arrival Procedures:

Twenty buses will be used to transport students to school. The buses will pull up three at a time to release students, who will then enter the building by grade level through three different entrances. An aide or assistant will greet the bus and separate those who have not been medically screened prior to arrival, sending them to a tent to await screening by the nurse before they enter the building.

f. Busing Protocols for Dismissal:

Three buses will pull up to the front of the school and those bus numbers will be announced over the PA system. Those students will walk out to their buses, which will then pull away for three more to pull up.

g. Student Drop-off:

Prior to arrival at school, students and staff will complete, pass and submit a daily electronic screening. If they do not pass the screening, they should not attend school. If students do not complete a health screening prior to the start of school, they will be screened by our health care workers. It is imperative that each family, teacher and all staff do a full screening each day.

After the buses depart, students will be dropped off at the corner where the ropes meet the sidewalk. When students are dropped off, students will go to the Dining Hall entrance, where a monitor will check to make sure they have been medically screened at home before sending them to the classroom. If they have not been screened, they will be held in the Dragon's Den until the nurse or Health Aide performs a screening.

h. Student Pick-Up:

Students who are picked up will be held until after all the buses have left school grounds. Parents will pull up two cars at a time, and monitors will radio in to the school to send the students out to the awaiting cars.

i. Bus Cleaning and Disinfection Protocols and Procedures:

All buses which are used every day will be cleaned/ disinfected once a day. High contact areas will be wiped down after the am and pm run depending upon the

disinfection schedule. (For example, some buses might be cleaned between the am and pm runs while other buses may be cleaned/disinfected after the pm run).

School buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors and attendants will not carry personal bottles of hand sanitizer with them on school buses.

Wheelchair school buses will configure wheelchair placement to ensure social distancing of six feet.

When temperatures are above 45 degrees, school buses will transport passengers with roof hatches or windows slightly opened to provide air flow.

Food Services

All students will have access to breakfast and lunch each school day (students in attendance at school and students learning remotely). The Food Services Department has always complied and will comply with all Child Nutrition Program requirements. If approved by NYS, the District will be participating in CEP (Community Eligibility Provision). This will mean that all students will be eligible for free breakfast and free lunch. This will eliminate the need to handle money and the need to replenish their My School Bucks account. All Food Service Department communications will be made available through multiple means in the languages spoken by families.

a. Meals Served in School

1. Location for meals:

All students will eat in their classroom. Breakfast “to go” bags will be placed on a table outside the classroom. A lunch choice will be electronically sent to the kitchen every morning, with a choice of hot meal or sandwich. Meals will be delivered to the classrooms.

Weather permitting, students will be allowed to eat outside in open-air areas while social distancing.

It is the intent of the District to place minimal burden on instructional staff.

2. Social distancing procedures:

Students will eat at their desks, six feet apart. Once students pick up their breakfast and sit at their desk, they can remove their masks in order to eat breakfast and receive instruction. Lunch will be delivered to each classroom. Social distancing and Personal Protective Equipment (PPE) (gloves and masks) will be available and required of all Food Service Staff. Large garbage cans (32 gal.) will be available in each classroom for food, utensil and paper product disposal.

I. Food brought into the building:

All staff will be cognizant of students bringing in meals from home to ensure they do not contain anything that might cause an allergic reaction to students (for example, a peanut allergy). If the District is approved for CEP, students will be encouraged to eat the free meals provided by the Food Services Department and thus minimize the potential for food-induced allergic reactions. Students will store any lunches brought into the building under their chairs.

II. A la carte sales:

There will not be a la carte sales, buffet lines, or salad bars during the COVID-19 pandemic.

III. Visitor restrictions:

Visitors will not be permitted in the school without notifying the Superintendent's office or the Building Principal's office at a particular school. Delivery truck personnel will be permitted to leave deliveries outside of the freezer, in the storeroom and in walk-in coolers. Appropriate PPE attire will be required. Food Service Staff will be responsible for putting away all deliveries.

IV. Measures taken to protect students with food allergies:

Principals will work with nurses to provide training to teachers and paraprofessionals on food allergies, including symptoms of allergic reactions to food. The School Lunch Manager will be provided with a list of students that require special dietary needs. Class lists and room numbers will be cross-checked to identify students for food service meal preparation. Meals for these students will be identified with their name when delivered to the classroom or by bus.. Instructional staff will be cognizant of students bringing in meals

from home to ensure they do not contain anything that might cause an allergic reaction to students with, for example, a peanut allergy. Lists of students with allergies will be made available by the school nurse to both instructional staff and the School Food Services Department. Teacher and paraprofessional staff will be made aware of the students in their class who have allergies and ensure that the students who bring breakfast and/or lunch do not cause an allergic reaction for the affected students. For the record, the Food Services Department recipes do not include nut source ingredients.

V. Hand hygiene procedures for before and after eating:

Touchless hand sanitizer dispensers will be available to students entering the school and in areas near their classes. To the extent possible, sanitizing stations will also be made available in each classroom. All students will use hand sanitizer before and after meals.

VI. Food Sharing:

Sharing of food and beverages will not be permitted.

VII. Cleaning and disinfecting procedures:

Food service preparation areas will be thoroughly cleaned and disinfected with a bleach sanitizing solution after each use by Food Service Staff under the auspices of the Buildings & Grounds Department overseen by the Head Custodian. Employees will be wiping down each preparation area between tasks. They will also be changing gloves frequently and washing hands thoroughly before putting on new gloves. They will be provided with masks and other PPE supplies as needed. Eating areas (including classrooms) will be cleaned by the Buildings & Grounds Department overseen by the Head Custodian. Classrooms and other areas will be properly disinfected by custodians. Plans are in place for custodians on sanitation schedules and procedures. Additional custodial staff will be hired. Particular attention will be given to avoid adverse reactions to cleaning supplies (i.e. students suffering with asthma). Safer plant-based disinfectant products have been ordered to be used in spray and wipe procedures. The District also has four standard foggers and five hand-held electro-static sprayers for additional disinfection procedures.

b. Meals Delivered Remotely

1. Delivery Days:

In the event of complete districtwide remote instruction, meals will be delivered three times per week. Two breakfasts and two lunches will be delivered on Monday and Wednesday. On Friday, one breakfast and one lunch will be delivered. Meals will also be available for pick-up at Wingdale Elementary School and Dover Elementary School.

In the event of a hybrid model of instruction, students that attend school on alternating days will be provided with a breakfast and lunch delivered to their classroom at the end of the day. Meals also will be available for pick-up at Wingdale Elementary School, Dover Elementary School and the MS/HS. The possibility of home delivery will be made available based on student transportation schedules.

2. Procedure for Meal Delivery:

Food Service Staff will prepare and package meals at Wingdale Elementary School and Dover Elementary School. *First Student*, the District's transportation contractor, will provide four busses and four vans staffed by a bus driver and another person to load and deliver meals to all District students learning remotely.

Mental Health, Behavioral, and Emotional Support Services and Programs

The social emotional wellbeing and social emotional learning (SEL) will be a main priority as students and faculty return to school. A district-wide and building-level comprehensive developmental school counseling program plan has been developed to provide resources and referrals to address mental health, behavioral, and emotional support services and programs.

Professional development opportunities were developed for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide support services for developing coping and resilience skills for students, faculty, and staff.

The district will utilize a variety of resources to assist the district and school with identifying the needs of returning students. Once student needs are broadly and individually identified, activities and services will be developed or adopted to address those needs.

Communication

Regular and frequent communication between schools, families, and the wider community has always been an essential element of effective family and community engagement. With all the uncertainty surrounding COVID's spread and its impact on local communities, communication and family engagement will be more important than ever this year. When families, schools, and communities work together and keep each other informed, students are more successful, and everyone benefits.

The district and school will communicate with students and families through a number of means including, but not limited to:

- District and school webpages
- *School Messenger* calls
- Email groups (as available)
- Mailings
- School *Facebook* page
- *Google Classroom* (Gr. 3 - 12)
- *SeeSaw* (Gr. K - 2)
- *Dojo* (Gr. K - 5)

A website on the district and school pages will have the most current information on the COVID-19 situation.

Communications will be provided in the language(s) spoken at home among families and throughout the school community.

Feedback from all stakeholders is encouraged. Please feel free to contact the building principal with questions, comments or concerns.

a. **Training:**

All students and staff will be taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

Students, faculty, staff, and visitors will be encouraged through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.

b. COVID-19 Coordinators:

The building coordinator will be the main contact upon the identification of positive cases. This coordinator is also responsible for answering questions from students, faculty, staff, and parents/guardians regarding the COVID-19 public health emergency and plans implemented by the school. The building coordinator will report to the district coordinator.

Building Coordinator and Contact Information:

Herman Harmelink, Principal
herman.harmelink@doverschools.org
845-877-5730

District Coordinator and Contact Information:

Donna Basting, Assistant Superintendent
donna.basting@doverschools.org
845-877-5700, ext. 1233

Monitoring

a. Screening:

Health screenings, including daily temperature checks and completion of a screening questionnaire, are required for staff, contractors, vendors, and visitors. Students are required to have a daily temperature check and periodic completion of a screening questionnaire. Anyone who has a temperature of 100°F or greater or has a positive response on the screening questionnaire must stay home from school. If the student has a temperature upon arrival or during school hours, he/she will be isolated from others and sent home immediately. Students will be supervised in an isolation room while awaiting transport home.

Students and staff are required to notify the school when they develop symptoms or if their answers to the questionnaire change during or outside school hours.

Screening by the parent/ guardian prior to school is required in lieu of temperature checks and symptom screening being performed after arrival to school.

Screening of students includes a daily temperature check and periodic completion of a screening questionnaire. A screening questionnaire determines whether the individual has:

- knowingly been in close 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
- tested positive through a diagnostic test for COVID-19 in the past 14 days
- has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days
- has 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.

Protocols and procedures for mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors (below) will be used to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. For health and safety reasons, the number of visitors permitted on school grounds or in school facilities will be limited.

Any individual who screens positive for COVID-19 will be sent home with instructions to contact a healthcare provider for assessment and testing. The school will immediately notify the state and local health department about positive cases so tracing contact protocols can be followed. Confidentiality will be maintained as required by state and federal regulations.

b. Testing Protocols:

The process for the provision or referral of diagnostic testing for students, faculty, and staff for COVID-19 was developed in consultation with local health department officials. Testing will be completed on symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory before allowing these individuals to return in-person to the school.

c. Testing Responsibility:

Parents and guardians are responsible for performing daily health screenings and communicating the findings daily by entering the information via *School Messenger*. Each family and staff member will receive a daily phone call that will require a response based upon the safety check completed that day. It is imperative for the safety of everyone that anyone with Covid-19 symptoms, fever or exposure stay home and contact the school nurse. School health care workers will do random periodic screening as well as screening of all students or staff who did not submit a health care screening that day.

d. Early Warning Signs:

Any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus must stay home from school. This list below is not all inclusive as some individuals may display other symptoms or none at all.

As of 7/13/2020, the following are listed as the most common symptoms of COVID-19:

- Fever or chills (100°F or greater);
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

All staff will be educated to observe students or other staff members for signs of any type of illness such as:

- Flushed cheeks
- Rapid or difficulty breathing (without recent physical activity)
- Fatigue, and/or irritability
- Frequent use of the bathroom

Students and staff exhibiting these signs with no other explanation for them will be sent to the school health office for an assessment by the school nurse. If a school nurse is not available, the school will contact the parent/guardian to come pick up their ill child or send the staff member home.

e. Return to In-Person Schooling:

At minimum, students and staff can return to school when they:

- have documentation from a healthcare provider demonstrating negative COVID-19 testing
- are symptom-free
- If COVID-19 positive, are released from isolation/quarantine

Containment

a. School Health Offices:

Each school will have a nurses office and an isolation room. Each building will have an additional health care worker to assist the nurse with safety checks and screenings, and be available to monitor individuals in the isolation room. If students in the building exhibit COVID-19 symptoms, they will be escorted to the isolation room and immediately picked up by a parent or guardian.

b. Isolation Room:

An isolation room will be available in each school. This room will have proper ventilation and physical dividers to keep people with symptoms separated from each other. Health care workers will wear proper PPE as prescribed in the Department of Health Guidelines.

c. Pick-Up Process:

Students exhibiting fever or COVID-19 symptoms will be sent home as soon as possible. All schools are using an isolation room to minimize the potential of spreading. Parents will call when they are outside and students will be brought outside the building. The nurse will instruct the parent that the student must be seen by a healthcare provider as soon as possible.

d. Infected Individuals:

Persons who have tested positive must have documentation from a healthcare provider that complete isolation has occurred, they have recovered, and no longer are at risk for transmitting COVID-19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the local health department.

e. Exposed Individuals:

Individuals who were exposed to the COVID-19 virus must complete quarantine and not develop symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department.

f. Hygiene, Cleaning, and Disinfection:

The school health office will adhere to and promote hygiene, cleaning, and disinfection guidance set forth by the DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas.

g. Communication:

Protocols and safety measures taken by the school will be shared with all relevant parties including parents/legal guardians, faculty, staff, students and the local community.

Closure

a. Closure Triggers:

A closure refers to contingency plans, protocols and procedures for decreasing the scale or scope of in-person education and/or closing the school. The district will collaborate with the local health department to determine the parameters, conditions or metrics (i.e. - increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

b. Considerations when making a decision:

- Health department guidance to close
- Community transmission levels
- Contact levels of students or teachers

c. Conditions that may warrant reducing in-person instruction or closing of school:

- i. Schools will close if the regional infection rate rises above 9%. Schools will close if the 7-day rolling average of the infection rate is above 9%.
- ii. Schools in regions in Phase 4 can reopen if the daily infection rate remains below 5% using a 14-day average, unless otherwise directed from the Dutchess County Health Department.

- iii. If the infection rate rises above 9%, schools must wait until the 14-day average is below 5%.
- iv. Once schools open at Phase IV below 5% for a 14-day rolling average, schools can remain open even if the rate continues to rise until it reaches 9% for the 7-day average.
- v. The superintendent will consider closing school if absentee rates impact the ability of the school to operate safely.
- vi. Schools may choose to modify operations prior to closing to help mitigate a rise in cases. If infection rates are rising above 5%, considerations will be given to modify school operations for medically vulnerable students and staff if they participate in in-person activities.
- vii. The district will consult with the school physician and/or the Dutchess County Department of Health when making such decisions.

d. Operational Activity:

Educating students in the most safe, effective way possible remains the district's first priority. In the case of fully remote schooling, students will continue to receive instruction through distance learning. Breakfast and lunch on school days will be delivered and/or made available for students. Staffing needs will be evaluated on an ongoing basis as directed by the Superintendent of Schools.

e. Communication for Closing:

The district and school will communicate with students and families through a number of means including, but not limited to:

- District and school webpages
- *School Messenger* calls
- Email groups (as available)
- Mailings
- School *Facebook* page
- *Google Classroom* (Gr. 3 - 12)
- *SeeSaw* (Gr. K - 2)
- *Dojo* (Gr. K - 5)

A website on the district and school pages will have the most current information on the COVID-19 situation.

Communications will be provided in the language(s) spoken at home among families and throughout the school community.

Part II: Teaching and Learning

Teaching and Learning Requirements

All schools must ensure that they have a continuity of learning plan for the 2020-2021 school year. This plan must prepare for in-person, remote, and hybrid models of instruction. Instruction must be aligned with the outcomes in the New York State Learning Standards.

Equity must be at the heart of all school instructional decisions. All instruction should be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear opportunities for instruction that are accessible to all students. Such opportunities must be aligned with State standards and include routine scheduled times for students to interact and seek feedback and support from their teachers.

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).

Students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. The contact information is as follows:

School Phone Number: (845) 877-5730

Technology Problem Contact: Email helpdesk@doverschools.org

School Schedules

School schedules may change quickly based upon the intensity of the pandemic. For this reason, multiple scheduling scenarios are outlined below.

a. In-Person Full Time:

All students will attend every day. An addition of one section of third grade and two sections of fifth grade will bring maximum class sizes down to 18, socially distanced at six feet apart. Students will remain in their homeroom classes for Specials other than P.E.

b. Hybrid:

Students will come in two groups, an “A” group and a “B” group. Group A will receive in-person instruction on Mondays and Thursdays, and Group B will receive in-person instruction on Tuesdays and Fridays. On Wednesdays, teachers will do remote Morning Meetings, teach remote online small groups, and do remote remediation and enrichment. When Group A or Group B are home, they will receive an hour of remote instruction from the Reading Teachers, who are also elementary certified teachers. They will also be completing online work as assigned by their homeroom teacher from the last day that they saw them. This work will consist of Epic Reading, Big Ideas Math Online, Newsela, Reflex Math, EdPuzzle, etc. All work will be assigned and monitored through *Google Classroom*.

c. Remote:

Teachers will provide direct instruction for two hours per day, using *Google Meet*. Online work will be provided through *Google Classroom* and various other technologies (Epic, EdPuzzle, Big Ideas Math, Newsela, etc.). Special Education students will still receive 2-½ hours of direct instruction every day.

Attendance and Chronic Absenteeism

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.

a. Attendance Reports:

Student attendance and/or teacher/student engagement will be reported daily regardless of the instructional setting.

1. In-Person Full Time:

Student attendance in-person will be tracked using *SchoolTool*, our student data system. Students whose parents have opted to keep them home will have a daily check-in through *Google Meet*.

2. Hybrid:

Students who are physically in school will have attendance tracked through *SchoolTool*. Those not physically in attendance will have attendance tracked through *Google Meet* online, which will then be entered into *SchoolTool*.

3. Remote:

All students will have attendance tracked through *Google Meet* and input into *SchoolTool*.

b. Chronic Absenteeism

Extensive research indicates that missing ten percent of school days tends to be the “tipping point” when student achievement declines. Chronic absence, or absenteeism, is defined as missing at least ten percent of enrolled school days, which in New York State is eighteen days per school year, or two days per month. Chronic absence includes all absences from instruction, both excused and unexcused.

An allegation of educational neglect may be warranted when a custodial parent or guardian fails to ensure a child’s prompt and regular attendance in school or keeps the child out of school for impermissible reasons resulting in an adverse effect on the child’s educational progress, or imminent danger of such an adverse effect. Educational neglect will not be considered where the parent/guardian has kept their child home because they believe it is unsafe for their child to attend school in person during the pandemic, and the child is participating in remote learning opportunities.

Technology and Connectivity

a. Access:

A survey was completed by each building to determine which households have access to devices and internet connectivity. As a result of the

survey, all students and faculty in grades K-12 will be assigned a school-owned Chromebook. To the extent practicable, internet access provided to students and teachers who currently do not have sufficient access. If students do not yet have sufficient access to devices and/or high-speed internet, they will be given alternate ways to participate in learning and demonstrate mastery of Learning Standards in remote or hybrid models.

b. Professional Development:

Professional development will continue to be offered to educators on designing effective remote/online learning experiences and best practices for instruction in remote/online settings.

c. Student Technology Proficiency:

Instruction to students will be provided to students to build digital fluency.

d. Parent/Guardian Technology Proficiency:

Opportunities for parent instruction will be provided to parents/guardians to build digital fluency.

e. Students Transporting Technology:

1. In-Person Full Time:

Students will be assigned a Chromebook on the first day of school. In the first 3-4 weeks, students will be taught how to use the Chromebook to access Google Classroom, Epic, Reflex Math, Big Ideas Math online, EdPuzzle, Newsela, etc. After the training period, students will bring their Chromebooks back and forth between school and home. All homework will be completed on their Chromebooks.

2. Hybrid:

Same procedure as in-person full time (above)

3. Remote:

Chromebooks and Internet devices (if necessary) will be distributed to students by parent pick-up unless home delivery is absolutely necessary. Students will then utilize their Chromebooks to receive two and a half hours of online instruction everyday and complete

the work assigned, as well as attend daily *Google Meet* sessions with the teachers.

NYS Requirements

a. Seat Time:

Gr. K - 6:

There are no subject specific time requirements in grades K-6 for any subject with the exception of physical education. Educational programs delivered in these grades will employ the best available instructional practices and resources and be mindful of maximizing instructional time and support services with these young learners.

Teachers will strive to have daily contact with students in some format in order to support both their academic needs and social emotional wellbeing.

Physical Education:

Whether in-person, remote, or hybrid models are utilized, students will be participating in physical activity under the direction and supervision of a certified physical education teacher to the extent practicable.

Understanding that hybrid schedules may limit face-to-face class time with a certified PE instructor, the instructors will plan, to the best of their ability, a menu of learning activities for students to engage in under the direction of their classroom teachers, other staff, or independently.

A distance of twelve feet in all directions will be maintained between individuals while participating in activities that require aerobic activity and result in heavy breathing (e.g., participating in gym classes).

Gr. 7 - 12:

1. Unit of Study:

Unit of study means at least 180 minutes of instruction per week throughout the school year, or the equivalent. Equivalent shall mean at least 180 minutes of instructional time for instruction delivered in a traditional face-to-face model or through alternative

instructional experiences, including but not limited to through digital technology or hybrid learning, that represents standards-based learning under the guidance and direction of an appropriately certified teacher. Instructional experiences shall include, but not be limited to: meaningful and frequent interaction with an appropriately certified teacher; academic and other supports designed to meet the needs of the individual student and instructional content that reflects consistent academic expectations as in-person instruction. Any alternative instructional experience must include meaningful feedback on student assignments and methods of tracking student engagement.

2. Unit of Credit:

The priority for instruction should be that which best prepares students to meet the learning outcomes for the course. Students who achieve the learning outcomes for the course will be granted the unit of credit for the course if applicable.

3. Science Laboratory Requirements:

Courses that culminate in a Regents examination in science must include 1200 minutes of laboratory experiences. Due to the possibility of a hybrid or fully remote model of instruction as a result of COVID-19, the 1200-minute lab requirement can be met through hands-on laboratory experiences, virtual laboratory experiences, or a combination of virtual and hands-on laboratory experiences coupled with satisfactory lab reports for the 2020-21 school year. The laboratory requirement is in addition to the course requirement and entitles a student to admission to a culminating Regents Exam.

4. Physical Education:

Whether in-person, remote, or hybrid models are utilized, students will be participating in physical activity under the direction and supervision of a certified physical education teacher to the extent practicable. Understanding that hybrid schedules may limit face-to-face class time with a certified PE instructor, the instructors will plan, to the best of their ability, a menu of learning activities for students to engage in under the direction of their classroom teachers, other staff, or independently.

A distance of twelve feet in all directions will be maintained between individuals while participating in activities that require aerobic activity and result in heavy breathing (e.g., participating in gym classes).

Special Education

Whether services are provided in-person, remote, and/or through a hybrid model, the District is mandated to provide a free, appropriate public education consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.

To the extent possible, meaningful parent engagement will be delivered in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.

There will be collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

Access to necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) will be provided to meet the unique disability-related needs of students.

To the greatest extent possible, students with disabilities will be provided the special education and related services identified in the IEP. Delivery of services may be in-person, remote or hybrid model. The instructional model is contingent on the Governor's order and DOH Guidance regarding the reopening of schools, the grade level and/or school building to which the student is assigned and the degree of services needed to meet the needs of specific students. The District will plan to maximize in person instructional opportunities and related service delivery for the most at-risk students.

Special educators assigned to ICT classes will collaborate with general education teacher partners to ensure that IEP accommodations are considered and

available for all assignments, assessments and projects. Documentation of accommodations and modifications will be maintained using a Google Form (date, time, lesson/unit, accommodation).

Parent communication will continue to be maintained in accordance with Special Education Procedural Safeguards. In addition to special education requirements, families will have access to communications available to all district families: *School Messenger* calls, district and school websites, phone calls, e-mail, Dojo messages. Individual communications will be documented in Frontline IEP and Google Forms. District translators will be available to translate written and verbal communication to families.

IEP Implementation

a. Provision of Services:

To the greatest extent possible, each student with a disability will be provided the special education and related services identified in the student's IEP. During the 2020-21 school year, due to the health and safety requirements that must be in place when schools resume, schools may not be able to provide all services in the same mode and/or manner they are typically provided. Schools will determine what methods of delivery of services will be utilized to deliver special education programs and services to meet the needs of students with disabilities as they plan for various types of instructional models including in-person and remote learning.

b. Progress Monitoring:

Teachers and service providers will continue to collect data, whether in-person or remotely, and use these data to monitor each student's progress toward the annual goals and to evaluate the effectiveness of the student's special education services. Reports of progress to parents may be made via telephone or other electronic means if progress reporting procedures specified in the student's IEP cannot be met with reasonable efforts.

Bilingual Education

a. **English Language Learner (ELL) Identification:**

If the schools reopen using in-person or hybrid instruction, it is required to complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20-day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154, including the ELL screening, identification, and placement processes. The initial screening process will be followed in person for new entrants following the district's safety protocols.

b. **Required Units of Study:**

Required instructional Units of Study will be provided to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction. Former ELLs at the Commanding level of proficiency within two years of exiting ELL status will continue receiving Former ELL services in the form of Integrated ENL or other Former ELL services approved by the Commissioner under Part 154-2.3(h) during in-person or hybrid learning.

c. **Communication:**

Regular communication with the parents/guardians and other family members of ELLs will be maintained to ensure that they are engaged in their children's education during the reopening process. To the extent possible, all communications for parents/guardians of ELLs will be provided in their preferred language and mode of communication.

d. **Flexibility:**

The school has the flexibility to provide additional units of study if they deem necessary based on student need. This flexibility could take the form of additional ENL programming to address oral language development, writing and reading skills, and academic vocabulary development to provide more access to content.

- e. Students with Interrupted/Inconsistent Formal Education (SIFE):
NYSED has approved a temporary emergency regulatory change that time out of school due to COVID closures do not count toward the 12 months that SIFE may be enrolled in US schools prior to initial identification as a SIFE pursuant to Part 154-2.2(y), regardless of whether they were engaged in remote schooling during that time.