



Friendship Central School Reopening Plan

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Acknowledgements

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Friendship Central School COVID-19 Reopening Planning Committee Members

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Introduction

Schools and education organizations are faced with unprecedented challenges due to the global pandemic caused by COVID-19. In the midst of the pandemic, schools were forced to close their doors to students and transition to remote learning. Over the course of fourteen weeks school looked different than it ever had before and the last days of school culminated with teachers and students giving their summer farewells via video conference rather than waving to each other from buses.

As we look to enter the 2020-2021 school year, educators find themselves having to plan for the possibilities of face-to-face learning, remote learning, and blended learning all at the same time. The purpose of this plan is to offer some certainty during uncertainty. That is, when we return to school face-to-face, what will be the protocols we use to keep the children and adults in our schools safe? If we are to return to school remotely, how will we ensure all students receive the education they are each entitled to?

This plan was developed by engaging a cross-section of stakeholders from our various divisions and departments as well as from each of our employee groups. Subcommittees met to address all aspects of the New York State Education Department's reopening guidance for Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools and the guidance provided by the New York State Department of Health: Interim Guidance for In-Person Instruction at the PreK to Grade 12 Schools During the COVID-19 Public Health Emergency.

As this plan evolved, we identified ourselves as a rural PK-12 school with students, teachers, support staff, classrooms, and offices. Additionally, we addressed our unique context as a single-building, small rural school district serving the Friendship community in Allegany County. We have classrooms and students, and we offer services to students of all ability levels.

The following plan is Friendship Central School's response to our employees and community members to ensure the students and adults who are in our educational care are provided with the quality education and services they expect from us in an environment that is safe and remains flexible in our rapidly changing world context.

Friendship CSD Practices and Expectations of Faculty, Staff, Students, and Visitors

The health and safety of our faculty, staff, students, and visitors to Friendship CSD is our top priority. We believe Friendship CSD plays a key role in educating and communicating with our educational community about everyday actions that are best known to prevent the spread of COVID-19. While Friendship CSD will perform daily screening, increased cleaning and disinfection, and management of persons that become ill in our care, there are three central activities all people entering our facilities and events will be expected to participate in to keep everyone as safe as possible: social distancing, wearing personal protective equipment, and giving increased attention to personal hygiene practices. While these three practices are mentioned throughout our plan, they are mentioned here to emphasize the importance of their practice and guide everyone in setting these as our norms as we come together within our facilities.

Practices and Expectations for Social Distancing for Faculty, Staff, Students, and Visitors (*SED Assurance: Health and Safety 11*)

To ensure all faculty, staff, students, and visitors comply with physical distancing requirements, anyone within Friendship CSD facilities will practice social distancing expectations:

1. All faculty, staff, students, and visitors must follow all posted signage regarding social distancing practices and expectations.
2. All faculty, staff, students and visitors will refrain from physical contact with one another to the extent possible.
3. Ensure 6 ft. distance between any employee, student, or visitor, unless safety or core function of work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
4. Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings.
5. Social distancing markers are posted throughout our facilities.
6. Limit in-person gatherings as much as possible and use tele- or videoconferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.
7. All planned deliveries to our school will take place through our Business Office at the District Offices. All other deliveries will be received through our main entrances and follow screening and safety protocols of visitors.

Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors (*SED Assurance: Health and Safety 13*)

To ensure all faculty, staff, students, and visitors comply with protective equipment requirements, you agree that you will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage regarding PPE practices and expectations.

2. Friendship CSD will provide employees and students with an acceptable face covering at no-cost and have an adequate supply of coverings in case of need for replacement.
3. Face coverings must be cleaned or replaced after use or when damaged or soiled. Face coverings may not be shared, and should be properly stored or discarded.
4. Training will be provided to all staff members and students on the proper use of face coverings including:
 - a. How to wear face covering appropriately
 - b. How to put on face covering
 - c. How to properly remove a face covering
 - d. Proper care of face coverings
5. Face coverings must be worn at all times, especially when social distancing is difficult or impossible to practice.
 - i. Students must wear face coverings at all times. Students may remove face covering during instruction if they are seated and while eating meals. The only exception to the mask requirement is for students whose physical or mental health would be impaired by wearing a mask. Any student unable to wear a mask for any reason must be approved by our Medical Director or learn from home.
 - ii. Faculty and staff will wear face coverings at all times. Faculty and staff may remove face coverings when social distancing is being practiced.
 - iii. Students will be provided regular mask breaks, but only when social distancing is being practiced or when everyone in the classroom is seated or stationary.
 - iv. Visitors are required to wear face coverings at all times, unless otherwise instructed by a Friendship CSD district level staff member.
6. When in contact with shared objects or frequently touched areas, gloves will be provided; employees, students, and visitors are encouraged to wash hands before and after contact.
7. Touching of shared objects and surfaces is discouraged.
 - a. Examples of some frequently touched areas in schools: Classroom desks and chairs, lunchroom tables and chairs, door handles and push plates, handrails, kitchen and bathroom faucets, light switches, handles on equipment (e.g., athletic equipment), buttons on vending machines and elevators, shared telephones, shared desktops, shared computer keyboards and mice, bus seats and handrails, etc.
8. Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects
 - a. First, clean the surface or object with soap and water
 - b. Then, disinfect using an EPA-approved disinfectant
 - c. If an EPA-approved disinfectant is unavailable, you can use 70% isopropyl alcohol solutions to disinfect

Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors

To ensure all faculty, staff, students, and visitors comply with hygiene and cleaning requirements, Friendship CSD will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage hygiene and cleaning practices and expectations (*SED Assurance: Health and Safety 10*).
2. Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs onsite that

- document date, time, and scope of cleaning to be maintained by the Facilities and Maintenance Department.
3. Provide and maintain hand hygiene stations for personnel, including hand washing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% ethanol or 70% isopropyl alcohol for areas where hand washing is not feasible.
 4. Provide Teachers and Therapists with student safe cleaning products to clean room surfaces throughout the day.
 5. Staff Training will be provided to promote healthy hygiene practices. Training will include, but is not limited to:
 - a. Proper hand washing techniques
 - b. Use of hand sanitizer
 - c. Respiratory etiquette, including covering coughs and sneezes
 - d. Proper use of face coverings
 - e. Encourage staff to stay home when sick
 6. Post signs on how to stop the spread of COVID-19, proper hand washing technique, everyday protective measures, and the proper wearing of a face covering
 7. Conduct regular cleaning and disinfection daily, or more frequently as needed. Frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed regularly
 8. Require that hand washing take place before and after consuming food (*SED Assurance: Child Nutrition 4*).

Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors (*SED Assurance: Health and Safety 5, 8*)

To ensure all faculty, staff, and students comply with daily screening requirements, Friendship CSD will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage regarding daily screening practices and expectations (*SED Assurance: Health and Safety 10*).
2. Implement a daily screening protocol, either electronically for faculty and staff, or on paper for students and visitors that document answers to the following questions:
 - Have you experienced any COVID-19 symptoms in the past 14 days?
 - Have you had a positive COVID-19 test in the past 14 days?
 - Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?
 - Have you travelled to and returned from a state with significant community transmission of COVID-19, as defined by NYS DOH, in the past 14 days?
 - Have you had your temperature taken today?
 - If you have taken your temperature today, was it over 100°F?
3. If any person answer “yes” to any question, additional immediate screening will be required.
4. Immediate digital notification is sent to Friendship CSD District Level Staff if any faculty and staff member answers “yes” to any question.
5. Thermometers will be available at Friendship CSD for additional screening if required or if temperature readings were not able to be conducted before entering Friendship CSD.
6. If a student is sent home with any Covid symptom they will be given an order from our School Medical Director and required to go to Jones Memorial Hospital that day for Covid testing.

- The student will be required to stay home until they have tested negative for Covid and are 36 hrs. symptom free
- Currently the Covid symptoms identified by the CDC include:
 - Fever or chills
 - 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
- Any student returning to school after any illness with Covid-type symptoms must have been tested for Covid before returning to school. If the student’s primary physician signs a note for the student to return to school, the note will be reviewed by our Medical Director, Dr. Kassas, and must be approved before the student may return to school.
- Any student testing positive for Covid 19 will remain home until 36 hrs symptom free and they are cleared by ACDOH/Medical Director to return to school

Friendship CSD Plan for In-person Instruction

At the heart of the reopening of Friendship CSD programs for in-person instruction are faculty, staff, and student safety while providing a quality learning experience for our students. All Friendship CSD student-based programs will ensure that applicable New York State Learning Standards will be met when the Plan for In-Person Instruction is implemented. Friendship CSD ***anticipates the ability to deliver all approved programs when students return to in-person instruction:***

- ***without the need for reductions of student or staff populations*** (SED Assurance: Health and Safety 1);
- ***without significant modification to instruction, schedules, program offerings*** (SED Assurance: School Schedules 1; Special Education 2);
- ***and without modification to permanent facilities*** (SED Assurance: Facilities 1, 2, 5-8, 10-12).

All instruction will be delivered in a manner that allows all faculty and students to strictly adhere to:

- See “Friendship CSD Practices and Expectations of Faculty, Staff, Students, and Visitors”;
- See “Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors”;
- See “Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors”.

Friendship CSD educational programming will meet NYS Learning Standards. Our current plan allows for in person learning for all **students in grades Pre-K to 6 for five days per week**. Students will have access to all subject areas including specials such as library, music, and art. Elementary age students will

remain with their classroom cohort throughout the day, with movement outside of the classroom restricted as much as possible.

Students in grades 7-12 will have access to in person learning on an every other day basis to begin the school year. On the **days when students are not physically in the building, they will have access to remote instruction via Zoom and Microsoft Office 365 with their teachers.** Attendance will be taken daily, including the days of remote learning. The goal of Friendship CSD is to ultimately phase in the return of all students in grades 7-12 to in person learning five days per week. Students in grades 7-12 will have full access to all of their classes including such areas as: music, art, technology and manufacturing, home and careers, etc. All Friendship CSD in person educational programs will operate in a manner that meets all NYS Department of Health guidelines for health and safety and social distancing policies.

CTE Program for Friendship Central School students will be available to our Juniors and Seniors daily. Transportation will be provided from the school building to the Belmont Center five days per week.

Friendship CSD Special Education programs and services provide equity and access for students with disabilities to be involved in and to participate and progress in the general education curriculum in our region. Our highly qualified faculty and staff will provide a framework to ensure that all students with disabilities continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living. Friendship CSD considers in-person services a priority for high-needs students and preschool students with disabilities whenever possible. Friendship CSD administration, faculty, and staff will implement all guidelines from SED stated in the *Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools* document.

FAPE (*SED Assurance: Special Education 1*)

Students programs will be individualized to meet their needs. To the greatest extent possible, student IEP's will be implemented. If necessary, a request to convene a CSE meeting will be made to the student's home district.

Parent Engagement (*SED Assurance: Special Education 3*)

Parents will receive notification of the model being utilized to provide instruction. Parents will be regularly contacted by classroom staff. If parent participation difficulties arise, school staff will provide additional support.

Collaboration with CSE on IEP Implementation (*SED Assurance: Special Education 4*)

Continued collaboration with district CSE and CPSE will occur. Cross service meetings will take place either in person or through the use of technology (videoconference/conference call).

Necessary Accommodations, Modifications, Supplementary Aids and Services, and Technology (*SED Assurance: Special Education 5*)

Students that require accommodation, modifications, supplementary aides and services and technology that is currently not on their IEP, will be referred back to the CSE. These services will be provided in general education or special education classes as indicated on a student's IEP.

Facility Capacity (*SED Assurance: Health and Safety 1; Facilities 1*):

All instruction within our programs will be delivered in a manner that is compliant with social distancing and PPE measures for all faculty, staff, and students. Close examination of physical space within our facilities has taken place to comply with guidelines from the State Education Department:

“If contemplating a change in class size use 20 square foot (SF) per person for a classroom, ... 50 SF Vocational, Tech and Special Ed., 150 SF for offices” (p. 49, Recovering, Rebuilding, and Renewing: The Spirit of New York’s Schools and SED Assurance: Health and Safety 1).

COVID Maximum Occupancy signage will be placed outside each room location using the above ratios.

Due to the changing and sometimes unpredictable nature of our enrollment, classroom capacities will be closely monitored by faculty, administration, and the COVID-19 Safety Coordinators to allow for social distancing at all times. If classrooms reach capacity, “spillover rooms” will be available to accommodate all students. These rooms will be connected to the main classroom via video conference equipment and students will be monitored within these spaces according to SED guidelines (*SED Assurance: Health and Safety 1*).

Social Distancing (*SED Assurance: Health and Safety 12*):

All faculty and staff will be directed to deliver instruction in a manner that allows all faculty and students to strictly adhere to **“Practices and Expectations for Social Distancing for Faculty, Staff, Students, and Visitors”**. Movement within classrooms will be limited as much as possible. All faculty and staff should immediately communicate with their supervisor with questions or concerns.

PPE and Face Coverings (*SED Assurance: Health and Safety 13, 14*):

All faculty will be directed to deliver instruction in a manner that allows all faculty and students to strictly adhere to **“Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors”**.

Face coverings/masks and other PPE can be obtained, at no cost, at Friendship CSD. A face covering/masks can be obtained, at no cost, on each of the school buses if needed.

As often as possible, faculty will provide mask breaks to students at times during instruction ONLY when ALL students are seated at least 6-feet apart. Any movement within the classroom during a mask break will result in the need for everyone in the class to replace their face covering/mask.

Operational Activity:

Seating arrangements, and labs/shop spaces will be analyzed and adjusted to meet social distancing guidelines. When social distancing cannot be followed overflow spaces will be utilized. Remote learning will be implemented based on immediate response to COVID-19 polices issued by DOH, NYSED, and governor of NYS.

Facility Operations (*SED Assurance: Health and Safety 18; Facilities 1-3*):

Since the start of the pandemic, Friendship CSD facilities have remained open to essential employees. Our buildings and grounds have continued operations with increased cleaning and disinfection in used office, classroom and food preparation areas and have continued cleaning and maintenance procedures.

As we move forward, all Friendship CSD facilities will continue to:

- be cleaned and disinfected following NYS Department of Health Guidelines;
- conduct required school safety drills so that social distancing is practiced: fire code compliance, doorways, emergency drills, inspections, and lead testing (*SED Assurance: Facilities 1-3*).

Friendship CSD anticipates the ability to deliver all approved programs when student return to in-person instruction and without modification to permanent facilities (*SED Assurance: Facilities 1, 2, 5-8, 10-12*).

Hygiene, Cleaning, and Disinfection (*SED Assurance: Health and Safety 17*):

Facilities Cleaned by Friendship CSD Facilities and Maintenance Department

- See “**Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors**”.
- All facilities cleaned and maintained by the Friendship CSD Facilities and Maintenance Department are cleaned daily according to guidance from the New York State Department of Health and the Centers for Disease Control.
- Daily facility cleaning includes classrooms, restrooms, offices, hallways, conference rooms, etc.
- Daily logs are maintained and posted that include the date, time, and scope of cleaning and disinfection in a facility or area.
- High touch surfaces should be cleaned and disinfected more frequently throughout each day.
- Required PPE is provided to all Facilities and Maintenance Department staff as they clean.
- Additional cleaning staff may be hired to accommodate additional cleaning requirements.
- Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.
- Routine scheduled maintenance and cleaning and/or changing heating/air conditioning system filters will be maintained throughout all facilities and at all times.

Extracurriculars:

Assemblies and other congregate events will be suspended until future guidance is given or unless social distancing and PPE protocols can be firmly practiced. Some events may take place online.

Before and Aftercare Programs (*SED Assurance: Health and Safety 19*):

Friendship CSD provides after care programs for students through our Discovery Junction Program. The Discovery Zone Program will be suspended until future guidance is given or unless social distancing and PPE protocols can be firmly practiced. Some events may take place online.

Vulnerable Populations (*SED Assurance: Health and Safety 12*):

The unknown vulnerabilities of our faculty, staff, and students will be handled on a case-by-case basis with support from our District Office. Accommodations, where appropriate, will be provided when and where needed. Faculty and staff will be trained in the vulnerabilities outlined in guidance provided by the State Education Department and are asked to notify their supervisor with questions and concerns, and/or to develop an accommodations plan.

Friendship CSD acknowledges that the following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Students who have family members who are in high risk groups may also need to attend school remotely. Schools will need to make accommodations and be able to accommodate the needs of these students in the school community.

Persons in these groups should consult with their healthcare provider regarding prevention:

- Individuals age 65 or older;
- Pregnant individuals;
- Individuals with underlying health conditions including, but not limited to:
 - chronic lung disease or moderate to severe asthma
 - serious heart conditions
 - immunocompromised
 - severe obesity (body mass index [BMI] of 30 or higher)
 - diabetes
 - chronic kidney disease undergoing dialysis
 - liver disease
 - sickle cell anemia
 - children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.

Students with Special Needs:

Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. As

these students transition back to the school environment, our trained teaching staff will plan and coordinate with the following so that a healthy transition is made:

- school health services personnel
- special education personnel
- pupil personnel services and
- administration.

Additional PPE for staff caring for such students will be provided on a case-by-case basis. Staffing assignments will be examined to provide the lowest teacher-to-student ratios possible.

Portable plastic dividers may be used with this population, at the discretion of the teacher, so that the student can maintain visual contact with their teacher (*SED Assurance: Facilities 13*).

English Language Learners:

We currently do not have any English Language Learners. If we do have ELL students enroll, we plan to request Instructional Support Services (ISS) to provide ELL itinerant teachers in the Friendship CSD. ELL itinerant teachers will follow protocols and procedures of the FCS district. Special PPE (i.e., clear face coverings/masks so that mouth and face structures can be seen, clear dividers between teacher and students, etc.) will be provided as needed so that this population of students can receive an educational experience that aligns with the Blueprint for English Language Learners. Our staff will work with this small population to develop personal approaches to learning on a case-by-case basis. Portable plastic dividers may be used with this population, at the discretion of the teacher, so that the student can maintain visual contact with their teacher (*SED Assurance: Facilities 13*).

Transportation (*SED Assurance: 1-18*):

Friendship Central School district transports students to and from school. Friendship CSD owns and operates 6 buses. Four buses are used every day. (*SED Assurance; Transportation 1-3, 9, 12-18*).

- All buses which are used every day will be cleaned and disinfected twice per day. (*SED Assurance 1*)
- High contact spots will be wiped down after each a.m. and p.m. run depending upon the disinfection and cleaning schedule. (*SED Assurance 2*)
- All school buses will not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. (*SED Assurance 3*)

Friendship CSD currently employs 6 bus drivers, and 1 monitor that assist on district buses. The drivers and monitors will follow protocols of the district. The district will provide hand sanitizer in employee lunch or break rooms and the bus garage. (*SED Assurance 9*)

Bus drivers and monitors will:

- not carry personal bottles of hand sanitizers (*SED Assurance; Transportation 4*);
- must wear a face covering along with optional face shield (*SED Assurance; Transportation 5*);
- will follow all Friendship CSD protocols, including training for COVID-19 symptoms, social distancing, and PPE (*SED Assurance; Transportation 6-8*)
- must wear gloves (*SED Assurance; Transportation 10*);
- must complete the self-health assessment before reporting to work each day (*SED Assurance; Transportation 11*).

To ensure social distancing at arrival and departure times, the transportation schedule will allow students to arrive/depart at school at staggered times. This will assist in social distancing expectations during student drop-off and pickup at our location.

Students transported by Friendship CSD buses will be trained in the proper use of PPE, social distancing protocols, and the signs and symptoms of COVID-19. Students will wear masks and follow social distancing guidelines while on the bus. (*SED Assurance, Transportation 13-18*)

Students who are transported by Friendship CSD:

- Will not be denied transportation for not having a mask (*SED Assurance, Transportation 13*)
- Masks will be provided by the Friendship CSD for students who do not have a mask (*SED Assurance, Transportation 14*)
- Students with a disability which prevents them from wearing a mask will not be forced to do so or denied transportation (*SED Assurance Transportation 15*)

There are times when students may be transported (i.e., work-based learning opportunities, learning experiences, field trip, etc.) by Friendship CSD. Proper social distancing and PPE protocols will be practiced. Vehicles will be properly sanitized between uses.

Food Services:

Students within our facility do eat meals at Friendship CSD daily. Students will follow protocols:

- Breakfast and lunch will be offered to all students in the building daily.
- 7-12 students receiving remote learning will be provided a meal. The district will implement a drive-thru pick up or send the next day meal home with the students when they are dismissed the prior day.
- If lunches are consumed in locations other than cafeterias, classroom staff will be made aware of any food allergies a student may have.
- In all situations, faculty, staff, and students will be expected to wash hands before and after each meal (*SED Assurance: Child Nutrition 4*). Sanitation tables will be provided at food consumption locations.
- Some students at FCS will receive lunch at the cafeteria on a staggered schedule, to allow for social distancing, then take lunches to homerooms or other acceptable space for consumption. Students will properly social distance while consuming food (unless a physical barrier is provided). Food allergies will be carefully monitored by all faculty and staff (*SED Assurance: Child Nutrition 3, 8*). Staff will disinfect eating surfaces before and after consuming food. (*SED Assurance: Child Nutrition 5*).

Mental Health, Behavioral, and Emotional Support Services and Programs:

EAP (Employee Assistance Program) is available to all Friendship CSD employees. The existence of this service is communicated to all faculty and staff often and is widely used (*SED Assurance: Social Emotional Well-Being 3*).

The use of Restorative Practices and other social emotional learning programs such as Second Step are being utilized at Friendship CSD to help our students with the transition back to in-person learning. Many faculty and staff are trained in these practices and implement them in classrooms and other areas in our school. It is through these practices that all voices in our educational community are heard. It is expected that these practices will continue (*SED Assurance: Social Emotional Well-Being 4*).

School counselors are employed at Friendship Central School to assist with social and emotional needs of students for both in school and remote instruction.

Certification (*SED Assurance: Certification 1*):

All Friendship CSD coursework will continue to be taught by appropriately certified teachers. Instructors who are required to hold a NYS professional license for a particular content area will maintain such license without lapse.

Communication:

The **“Friendship CSD Plan for In-Person Instruction”** will be posted on the District website.

Signage expressing expectations and practices have been posted throughout our facilities; including adherence to CDC and DOH guidance regarding the use of PPE (specifically acceptable face coverings) when social distancing cannot be maintained (See **“Friendship CSD Plan for In-Person Instruction”**) All Friendship CSD faculty and staff will receive training on expectations and practices before locations and programs reopen.

Friendship CSD faculty and staff will communicate with students and families (in the language spoken in the home) about preparing for the upcoming year, which will include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene.

(SED Assurance: Communication/Family and Community Engagement 2-5; Health and Safety 3; Child Nutrition 7; Special Education 2)

Friendship CSD Plan for Remote Learning

Operational Activity

The Friendship CSD Plan for Remote Learning will be implemented in the event of a program or location closure. At this time, were Friendship CSD to close fully due to COVID-19, we are hopeful that teachers could continue to teach out of their classrooms.

Curriculum content will be made available primarily through Microsoft Teams and the Office 365 suite. For the lower elementary grades, Class Dojo may be utilized. The use of other curriculum content platforms, such as Apex Learning, Edgenuity, etc. are also being explored for students whose parents/guardians choose to keep them home and request remote learning from the school. To help ensure educational continuity, if a parent/guardian chooses to keep their child(ren) home and access remote learning full time, that decision will be made on a quarterly basis to coincide with the 10 week marking periods. For example, a child who is starting with full time remote learning at parent/guardian request, must remain on remote learning full time until the end of a given quarter (10 week marking period).

Teachers will have daily communication with students and/or parents to ensure engagement. Teachers will primarily utilize the Microsoft Office 365 suite. Zoom, Band App, and Class DoJo may also be used to ensure contact between school and home.

Staff and students will be provided training and professional development on the use of Microsoft Office 365 to make sure that educational services are not disrupted during another closure. Grading policies may be reviewed and revised to account for the possibility of another closure during the 2020-2021 academic year.

Exceptional Education:

Office 365/Microsoft Teams will be utilized. Appropriate staff will be trained in Microsoft Teams. Additional programs may also be utilized. Staff will do daily check-ins

FAPE (*SED Assurance: Special Education 1*)

Students programs will be individualized to meet their needs. To the greatest extent possible, student IEP's will be implemented. If necessary, a request to convene a CSE meeting will be made to the student's home district.

Parent Engagement (*SED Assurance: Special Education 3*)

Parents will receive notification of the model being utilized to provide instruction. Parents will be regularly contacted by classroom staff. If parent participation difficulties arise, school staff will provide additional support.

Collaboration with CSE on IEP Implementation (*SED Assurance: Special Education 4*)

Continued collaboration with district CSE and CPSE will occur. Cross service meetings will take place either in person or through the use of technology (videoconference/conference call).

Necessary Accommodations, Modifications, Supplementary Aids and Services, and Technology (*SED Assurance: Special Education 5*)

Students that require accommodation, modifications, supplementary aides and services and technology that is currently not on their IEP, will be referred back to the CSE. These services will be provided in general education or special education classes as indicated on a student's IEP.

Course Scheduling and Content Coverage: Determinations on exact scheduling and content coverage expectations during remote learning for all students.

(SED Assurance: School Schedules 1)

Schedules will be developed as a typical school day. To the extent possible, staff will provide instruction remotely from their classroom. Staff and students will utilize the Microsoft Office 365 suite and Zoom meeting platforms to communicate the curriculum and content during another closure. Staff and students will be provided training and professional development on the use of Microsoft Office 365 to make sure that educational services are not disrupted during another closure. Grading policies may be reviewed and revised to account for the possibility of another closure during the 2020-2021 academic year. Alternate schedules will be developed at the request of parents to the extent the alternate schedules are appropriate and/or practical as approved by administration.

Instructional Support Services Itinerant Teaching Faculty:

The Instructional Support Services (ISS) itinerant teaching faculty will follow the guidelines and protocols of those implemented by the host district where instruction is delivered.

Technology: Determinations on technology use, platforms, expectations during remote learning.

The Friendship CSD community was surveyed from July 17 to July 24, 2020 to determine present status and needs relating to the reopening of school for the 2020-2021 school year. Three percent (**3%**) of respondents to the survey indicated they had **no Internet Access**. 83 percent (**83%**) indicated their access was either **somewhat or very reliable**, however 13 percent (**13%**) of respondents indicated either very unreliable or somewhat unreliable Internet service. Friendship CSD students who request a district provided device (PC compatible) will be provided one. Students will also be able to use their own device on the district network (students/caregivers agree to the Friendship CSD acceptable use policy). There are multiple wireless access points at Friendship CSD that provide coverage for the grounds and parking lot that do not require interior access to the building. Students who do not have home Internet access, and cannot access the Internet through the school wireless access points or other public/private wireless access points, may be provided paper copies, portable media files (such as flash drives), or have reasonable accommodations made to secure Internet access at their home if possible and necessary to provide continuity of instruction. Depending on the stipulations of any potential closure, Teachers will be able to access the school network and the Internet from their classrooms. Additionally, the school network is available through wireless access points that can be used from outside of the building (parking lots and grounds) depending upon building use restrictions.

Friendship CSD will utilize the MS 365 suite as a common platform for virtual learning. The District will monitor attendance daily and expect students to continue through the district developed curriculum across potential learning scenarios.

Exceptional Education:

Families were surveyed in March and July of 2020 to identify students in need of appropriate devices or internet access. Devices will be distributed to students in need. To the extent possible, Friendship CSD

will provide 'hot spot' devices to students who do not have access to the internet and will make WIFI connection available adjacent to the District building (parking lot and grounds). Staff members who do not have internet access at home will have the availability to access Friendship CSD buildings or hot spot locations and their classrooms.

For students that do not have the ability to access internet, alternative methods of instruction will be provided. This may include work packets, flash drives with work and video instruction, phone calls, box deliveries of supplies as well as other alternatives as appropriate. (*SED Assurance: Technology and Connectivity 3*)

Technology Services:

Friendship CSD students will have access to technical support via a help desk available through the internet. Students will also have access to live technical support via email, chat, and phone. School provided devices will be serviced in-house when possible and repaired or replaced as necessary. Student owned devices will be eligible for limited technical support specific to district provided software and district-based network support. Whenever possible troubleshooting and help desk service will be extended to all students. Also, depending upon Department of Health guidance, students may receive in person support. The Friendship CSD network is available via WIFI outside of the physical building on many areas of the grounds including much of the parking areas.

The school closure during the 2019-2020 school year enabled Friendship CSD to implement a virtual learning plan, and as a result of that experience, the District was able to determine that 85-90% of students were able to access the Internet and participate in virtual learning. Our experience has allowed us to develop alternatives (paper copies/packets, delivery of media on portable devices [USB flash drives], and external WIFI access) for students who have limited or no Internet access. Faculty who had limited Internet access at home made accommodations to access the Internet through other means including public WIFI, school district WIFI outside the building, etc. Depending on the guidance from the Department of Health, faculty may also be able to work from their own classrooms/within the District building.

Remote Learning Attendance (*SED Assurance: Attendance and Chronic Absenteeism 1*):

Daily attendance will be recorded by all faculty and staff for each student and will be reported in SIRS via eSchool and/or ClearTrack even while receiving instruction in a remote learning environment, according to SED guidance. All faculty and staff will **ensure substantive daily interaction** (daily remote instruction, online participation, phone calls, emails, or other activities) with students; clearly communicating information about instructional plans with parents and guardians. All attendance policies will remain in place during remote learning.

Initiating an educational neglect or Person in Need of Supervision (PINS) proceeding would be a last resort.

APPR, Observation/School Visits, and SLOs (*SED Assurance: Teacher and Principal Evaluation System 1*):

As required by the New York State Education Department, the Friendship CSD APPR Plan will be fully implemented during the 2020-21 school year. Each educator's evaluation must include at least one required student performance measure (SLO for teachers; SLOs or an input model for principals).

Observations/School Visits will be conducted within our remote instruction model, documented in My Learning Plan, and submitted to the State Education Department according to the Friendship CSD APPR Plan and Education Law 3012-d.

Friendship CSD Plan for Monitoring and Tracking Health Conditions

Screening for Faculty and Staff:

All faculty and staff will follow “Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors”.

All staff will participate in daily self-monitoring check for symptoms of COVID-19 by completing the digital sign-in and sign-out of work locations. Daily reminders to sign-in and out of Friendship CSD facilities will be generated as employees log into the Friendship CSD computer network (*SED Assurance: Health and Safety 5*).

All staff are expected to take their temperature on a daily basis at home before reporting to work locations (*SED Assurance: Health and Safety 5*).

Thermometers will be available at all Friendship CSD work locations for those that are unable to do this at home.

All staff will be trained to know and recognize possible symptoms of COVID-19 and what to do when they believe someone (student or staff) is experiencing symptoms.

Screening for Students:

All students will follow “Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors”.

Students that are transported to Friendship CSD location by bus from their home will follow the screening procedures of the district. This expectation has been communicated to all Friendship Families so that only screened students are transported.

Students that self-transport to Friendship CSD locations, rather than using district provided buses, will enter buildings at Main Entrances and will be screened at the entrance. Students will sign in, answer COVID-19 screening questions, and have their temperatures taken.

Screening for Visitors:

All visitors will follow “Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors” (*SED Assurance: Health and Safety 8*).

Access to Friendship CSD locations will be limited to only essential visitors. All visitors will participate in self-monitoring check for symptoms of COVID-19 by completing the sign-in and sign-out of Friendship CSD locations. All visitors will be required to take their temperature before entering Friendship CSD

locations. Thermometers will be available at all Friendship CSD locations for those that are unable to do this at home (SED Assurance: Health and Safety 5).

Testing Protocols (SED Assurance: Health and Safety 5):

Faculty, staff, students, and visitors entering Friendship CSD locations will attest to the following questions:

- Have you experienced any COVID-19 symptoms in the past 14 days?
- Have you had a positive COVID-19 test in the past 14 days?
- Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?
- Have you travelled to and returned from a state with significant community transmission of COVID-19, as defined by NYS DOH, in the past 14 days?
- Have you had your temperature taken today?
- If you have taken your temperature today, was it over 100?

If any person answers “yes” to any question, additional immediate screening is required.

Immediate digital notification is sent to Friendship CSD District Level Staff if any staff member answers “yes” to any question.

Testing Responsibility:

Friendship CSD will not seek to test anyone for COVID-19 or require testing or antibody testing of students or staff members. The Safety Coordinators, and/or supervisors may make general recommendations to parents and staff members to seek medical advice from their primary care physician.

The Friendship CSD COVID-19 Safety Coordinators, along with all Director Level Staff, will receive electronic notification of digital screening results so that appropriate supervisors can be immediately contacted to determine if intervention is needed with any employee that fails screening procedures. Employees receive immediately on-screen instructions to contact their supervisor and, if possible, to NOT enter Friendship CSD facilities.

Front desk receptionists will serve as frontline observers of screening of self-transporting students and visitors and will deny entry to any person that fails screening procedures or will direct the person to be taken to an isolation area for parent pick-up.

The COVID-19 Safety Coordinators will be notified by Director Level Staff or front desk receptionists if any person fails screening procedures. The Safety Coordinators will work with the appropriate County Health Departments if COVID-19 is suspected. Those that fail screening procedures will not be allowed entry into Friendship CSD facilities.

The School Nurse in the Friendship CSD facility will be a key responder if any faculty, staff, students, or visitors are in need of medical care while in our facilities.

Early Warning Signs:

The COVID-19 Safety Coordinators and School Nurse will regularly confer with Allegany County Health Department for guidance on regional infection rates. Friendship CSD will follow all state guidance if the Western New York region's (Allegany, Cattaraugus, Chautauqua, Erie, and Niagara Counties) 7-day infection average meets the state determined threshold of 9%.

The COVID-19 Safety Coordinators and School Nurses will monitor daily the 7-day average infection rate for Western New York and for Cattaraugus and Allegany Counties (<https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-Map?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>). Friendship Central School will follow guidance from our Allegany County Health Department and New York State officials to determine if local practices, protocols, and procedures need to be adjusted based on local and regional infection rates.

Other internal early warning signs that will be closely monitored are faculty, staff, and student absences related to COVID-19, more local infection rate data, and other information from the Allegany County Department of Health.

Friendship CSD will collaborate with the local health department to determine the parameters, conditions or metrics (e.g., 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.

Friendship CSD Plan for Containment

School Health Offices (*SED Assurance: Health and Safety 4*):

Students and staff with symptoms of illness must be sent to the health office within Friendship CSD facilities. Students and staff with symptoms of illness that are located in a Host District must follow protocols for that location.

Within Friendship CSD owned and operated facilities, the school nurse will assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat (*SED Assurance: Health and Safety 6*).

If the school nurse is not available, schools will isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider. Administrators will work collaboratively with the school nurse to determine if additional staff is needed to assist with non-nursing tasks such as: student supervision; telephone calls, text, or emails to parent/guardians; and assistance with completing any required paperwork other than nursing documentation.

Isolation (*SED Assurance: Health and Safety 15*):

Friendship CSD, at all locations, will follow Education Law § 906:

Whenever a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law. The director of school health services, or other health professionals acting upon direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.

School staff must immediately report any illness of students or staff to the school nurse or administration or the COVID-19 Safety Coordinators. Such reports should be made in compliance with FERPA, and Education Law 2-d. If the nurse chooses to go to classrooms to make assessments of students, this also should be done in a manner that protects the student's confidentiality.

If there are several students waiting to see the school nurse, arrangements should be made to have students wait at least 6 feet apart.

Where possible Friendship CSD will have two rooms for school health personnel - one room for healthy students who have injuries or need their medications or nursing treatments, and another room for assessing and caring for ill students and staff. Both rooms require a supervising adult to be present and should have easy access to a bathroom and sink with hand hygiene supplies (*SED Assurance: Health and Safety 7*).

School nurse and other school health professionals assessing or providing care to ill students and staff will follow transmission-based precautions which includes the use of appropriate PPE.

Students suspected of having COVID-19 awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet.

Office staff located in facility are directed to:

- contact their supervisor immediately by phone as soon as symptoms are suspected;
- minimize movement within the facility and exit the facility as soon as possible via a route that minimizes exposure to other office colleagues;
- contact your primary care physician.

Collection (*SED Assurance: Health and Safety 15*):

The Friendship CSD COVID-19 Safety Coordinators, and building administrators will coordinate efforts, in conjunction with county health officials, and the school physician to communicate directly with student guardians and request they be seen by a health care provider. Collection locations will vary depending on location and will be determined to maintain confidentiality and minimize potential exposure to others.

Parents will be instructed to call the school upon arrival for student pick-up and will be instructed NOT to enter school facilities.

Infected Individuals (*SED Assurance: Health and Safety 15, 16*):

Friendship CSD will follow CDC guidance and consult with local health officials for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.

If a person IS diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

All discharges from isolation and return to school/work will be conducted by the COVID-19 Safety Coordinators and the local health departments.

Exposed Individuals:

Friendship CSD will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.

If a person is NOT diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school.

Hygiene, Cleaning, and Disinfection (*SED Assurance: Health and Safety 17*):

The CDC and NYSDOH recommends, and Friendship CSD will implement the following:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area;
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
 - Once the area has been appropriately cleaned and disinfected it can be reopened for use.
 - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

Contact Tracing:

Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus.

Friendship CSD will cooperate with state and local health department contact tracing, according to requirements of the New York State Education Department. The Friendship CSD COVID-19 Safety Coordinators will assist public health departments in knowing who may have had contact at school with a confirmed case by:

- Keeping accurate attendance records of students and staff members (see **“Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors”**);
- Ensuring student schedules are up to date;
- Keeping a log of any visitors which includes date, time and where in the school they visited; and
- Assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.

Confidentiality will be maintained as required by federal and state laws and regulations. Our staff will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

Communication:

The **“Friendship CSD Plan for Containment”** will be posted on the District website.

Containment communications will be coordinated by the COVID-19 Safety Coordinators and the Friendship CSD IT Department.

Friendship CSD Plan for Closure

Closure triggers:

Friendship CSD will consider early warning sign data to help determine when Friendship CSD programs will close. Much like our closures for weather and other emergencies, Friendship CSD will consider closing programs. Contact tracing, with assistance from state and county health officials, will be used to assess exposure from any outside sources and determinations for closure will be handled on a case-by-case basis in coordination with the district leadership and county health officials.

Another consideration for program closures may include absentee rates of faculty, students, and staff. Friendship CSD programs will remain open only if absentee rates are at acceptable levels to operate our programs safely and according to DOH and SED regulations.

The major consideration for program closure is the suspected presence of the COVID-19 virus within our facilities or program. In this case, the Friendship CSD COVID-19 Safety Coordinators will collaborate with district level staff, county health officials, and district leadership to determine if the location must

close. The COVID-19 Safety Coordinators and district level staff will use the “**Friendship CSD Considerations for Closure**” as a guide when considering location and/or program closures. Any closures will be officially made by the District Superintendent.

<p align="center">Friendship Central School District Considerations for Closure</p> <p align="center">The Friendship CSD Considerations for Closure chart will be consulted if closures occur. This chart and criteria are a guide for closure decisions and may not determine actual closures. Final decisions regarding any closures are to be determined by the Superintendent, in conjunction with county health officials, Friendship Central School district level staff, and the COVID-19 Safety Coordinators. The Friendship Central School Plan for Remote Instruction will be implemented in the event of any closure.</p>					
<p align="center">Level of Community Spread based upon Western New York 7-day infection average (Low – Medium – Substantial)</p>	<p align="center">Criteria 1 0 students or staff member infected within Friendship CSD</p>	<p align="center">Criteria 2 1 student or 1 staff member infected within Friendship CSD</p>	<p align="center">Criteria 3 2-4 students or staff members infected within Friendship CSD</p>	<p align="center">Criteria 4 5+ students or staff members infected within Friendship CSD</p>	<p align="center">Criteria 5 5+ students or staff members infected within Friendship CSD</p>
<p align="center">Low/No Spread 5% or less (5 or less cases per 100,000)</p>	<p align="center">Friendship Central School District remains open.</p>	<p align="center">Consider Friendship CSD closure for up to 24 hours. Consult County Health Officials.</p>	<p align="center">Consider Friendship CSD closure for up to 72 hours. Consult County Health Officials.</p>	<p align="center">Consider Friendship CSD closure for up to 14 days. Consult County Health Officials.</p>	<p align="center">Consider Friendship CSD closure for more than 14 days. Consult County Health Officials.</p>
<p align="center">Medium Spread 6% to 8% (6 to 8 cases per 100,000)</p>	<p align="center">Friendship Central School District remains open.</p>	<p align="center">Consider Friendship CSD closure for more than 24 hours. Consult County Health Officials.</p>	<p align="center">Consider Friendship CSD closure for more than 72 hours. Consult County Health Officials.</p>	<p align="center">Consider Friendship CSD closure for more than 14 days. Consult County Health Officials.</p>	<p align="center">Consider Friendship CSD closure for more than 14 days. Consult County Health Officials.</p>
<p align="center">Substantial Spread 9% or more (9 or more cases per 100,000)</p>	<p align="center">Close Friendship Central School District. Consult County Health Officials.</p>	<p align="center">Close Friendship Central School District. Consult County Health Officials.</p>	<p align="center">Close Friendship Central School District. Consult County Health Officials.</p>	<p align="center">Close Friendship Central School District. Consult County Health Officials.</p>	<p align="center">Close Friendship Central School District. Consult County Health Officials.</p>

Friendship CSD facilities and programs will close if the Western New York 7-day infection rate average is greater than 9%. This determination will be made by state officials.

Closure Operational Activity Considerations:

Any changes to the operational activities of our facilities and programs will be determined by the COVID-19 Safety Coordinators, district level staff, county health officials, and district leadership.

Closure Communication:

Friendship CSD will utilize well established closure procedures to notify faculty, staff, and students of any closure (protocols for closure related to weather or other emergencies). Closure communications will be coordinated by the COVID-19 Safety Coordinator and the Friendship CSD District Office.

The “**Friendship CSD Plan for Closure**” will be posted on the District website.

Friendship CSD Plan for Training our Staff

We know the effectiveness of our plans requires all within our community to be adequately trained. The following outline will be used for all faculty and staff training to guarantee consistency across our large and diverse organization. All staff will be trained using the following outline before in-person instruction begins.

Employees should take the following steps to protect themselves at work:

- Follow the policies and procedures of Friendship CSD related to illness, cleaning and disinfecting, work meetings, etc.
- Stay home if sick, except to get medical care.
- To the extent possible, avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails.
- Avoid handshaking, fist bumps, high fives, etc.
- Minimize handling/sharing cash, credit cards, and mobile or electronic devices when possible.
- Avoid all non-essential travel.

Maintain social/physical distancing

- Practice social/physical distancing at all times but especially while on district premises.
- Keep six (6) feet away from other persons and do not go near anyone with respiratory symptoms of cough, fever, difficulty breathing, or other flu-like illness.
- Preparing your classroom for social distancing:
 - Any furniture configuration must fully comply with 2020 New York State Uniform Fire Prevention and Building Code and the State Energy Conservation Code (*SED Assurance: Facilities 1*);
 - Arrange student seating and workspace so that social distancing can be practiced;
 - Arrange student seating and workspace so that all students face in the same direction.

Personal responsibility

- Take your temperature at home each day. Contact your supervisor immediately if your temperature is above 100°F (*SED Assurance: Health and Safety 5*).
- Avoid touching eyes, nose, and mouth.
- Cough/sneeze into a tissue you dispose of immediately or into the crook of your elbow, not into your hands.
- Practice personal hygiene protocols at all times but especially while on district premises.
- Personal hygiene:

- Employees should wash hands often with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol if soap and water are not readily available, (especially during key times when persons are likely to be infected by or spread germs): After blowing one’s nose, coughing, or sneezing; before, during, and after preparing food; after using the toilet; after touching trash; before and after the work shift; before and after work breaks; after touching objects that have been handled by others.

Wear and Care of Face Coverings/Masks *(SED Assurance: Health and Safety 13)*

Watch this video: <https://www.youtube.com/watch?v=MdIRk2D7OD8>

- Wear a mask that properly covers your mouth AND nose as much as possible, especially when social distancing is not possible.
- Implement the “Wear It While Walking” rule as much as possible.
- If you encounter someone not properly wearing a mask: say something, step back, and notify your supervisor for assistance if needed.
- Masks are provided but you may use personal masks (ones brought in from home) instead of ones provided as long as they fit properly, cover your face AND nose, look professional, and are cleaned regularly.

Should cloth face coverings be washed or otherwise cleaned often? How often?

Yes. Face Covering/masks should be washed daily.

How do you safely sterilize/clean a cloth face covering?

- Washing face coverings in a washing machine and drying in a dryer is recommended to properly clean a face covering.
- If face covering/masks are hand washed prepare a bleach solution of 4 teaspoons household bleach per quart of room temperature water. Soak the face covering for 5 minutes. Rinse the face covering thoroughly with cool water. Air dry, in direct sunlight, when possible. Wash hands for 30 seconds after washing the mask.
- Face coverings must be completely dry before wearing.

How do you safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands for 30 seconds immediately after removing the mask. Be sure not to touch the outside of the mask when removing.

Hand hygiene

Watch this video: <https://www.youtube.com/watch?v=d914EnpU4Fo>

- Wash hands often with soap and water for at least 20 seconds, especially after blowing noses, coughing, or sneezing, or having been in a public place.
- Use hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol, if soap and water are not available. Additionally, employees should:
 - Wash hands or use 60% ethanol or 70% isopropyl alcohol hand sanitizer after putting on or taking off the face covering
 - Wash your hands frequently with soap and water or use 60% ethanol or 70% isopropyl alcohol hand sanitizer
 - Practice hand hygiene protocols at all times but especially while on district premises

- It is Required that hand washing take place before and after consuming food by all faculty, staff, and students (*SED Assurance: Child Nutrition 4*).

Do Not Come to Work if:

- You have tested positive for COVID-19 or a presumed diagnosis by your physician or other healthcare provider
- You have been in contact with a person with an actual positive COVID-19 test or presumed COVID-19 diagnosis by their healthcare provider

You feel sick (*SED Assurance: Health and Safety 9*):

- Contact your physician or other healthcare provider to discuss your medical condition
- Notify the Human Resources office and your direct and/or department supervisor immediately

If you feel sick while at work:

- If you start to feel sick when in the District, contact your supervisor immediately and limit your movement within facilities.
- Be sure to tell your supervisor what you were doing and where you were in the building before you became ill as the devices and locations must now be considered potentially contaminated
- After notification, leave the building
- Contact your physician or other healthcare provider to discuss your medical condition

Know the symptoms (*SED Assurance: Health and Safety 4, 9*):

It is important that you know the symptoms of COVID-19 so you can monitor your own health and assist in monitoring the health of others around you; i.e., your colleagues, your students, visitors, etc. The Centers for Disease Control and Prevention keep an up to date list of symptoms of Coronavirus on its website. This list is not all inclusive as some individuals may display 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; and/or
- Diarrhea.

Observe students, other staff members, and visitors for signs of any type of illness such as (*SED Assurance: Health and Safety 9*):

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

Students and staff exhibiting these signs with no other explanation for them should be sent to the school health office for an assessment by the school nurse. If a school nurse is not available, the school should contact the parent/guardian to come pick up their ill child or send the staff member home (*SED Assurance: Health and Safety 6*).

Social Emotional Well-Being of yourself, your colleagues, and your students (*SED Assurance: Social Emotional Well-Being 4*):

Staff will be provided information on how to best educate and support students in coping with the additional stressors that COVID-19 may pose.

Standard Operating Procedures:

- Review and abide by Standard Operating Procedures related to your duties.
- Contact your supervisor with questions.