



# Road to Reopening:

*Parent Guide to Logistics & Protocols*



NEW PALTZ CENTRAL  
SCHOOL DISTRICT



## PRIORITIES

Reopening our schools in a safe, thoughtful, and effective manner is a priority of the New Paltz Central School District Board of Education and administration. Protecting the health and well-being of students, staff members, and families is a priority. We want to ensure that quality educational opportunities and instruction are provided for all students, whether in class or at home, recognizing that well-being and ability to learn are related. Our path forward considers the importance of ensuring that student-to-student and student-to-teacher connections are maintained and strengthened by providing social-emotional supports. We endeavor to incorporate humanity into all decisions; recognizing that all circumstances are not equal, and some members of our learning community have faced traumatic times or currently have barriers to learning beyond their control. We are committed to decision-making based on input from students, staff, and parents which has been gleaned through feedback provided on surveys, social media, and other direct communications (email, phone calls, etc.), as well as at Board of Education meetings and in-person meetings with staff.

## SCHOOL HOURS

BUILDING	ARRIVAL	SCHOOL STARTS	DISMISSAL	DROP-OFF LOCATION	PICK-UP LOCATION
<b>Duzine</b>	9:05-9:25 AM	9:25 AM	3:05 PM	Drop-off circle at SW corner of school. After 9:35 AM, late arrivals should enter through the main entrance.	Gymnasium (dismissal is staggered by wing).
<b>Lenape</b>	9:15-9:25 AM (additional time for screening may be needed)	9:25 AM	3:25 PM (Car riders begin dismissal at 3:00 PM)	Door 1 near the cafeteria. Remain in the car for temperature screening (have students sit on the passenger side if possible).	Cafeteria
<b>Middle School</b>	7:45-8:00 AM	8:00 AM	2:35 PM	Front ramp doors.	Front ramp doors
<b>High School</b>	7:45-8:00 AM	8:00 AM	2:17 PM	Rear of building by gymnasium. Remain in the car for temperature screening. Have health questionnaire clearance open on phone screen (have students sit on passenger side if possible)	Rear of building by gymnasium.

Walkers at the Middle School will enter through the front ramp doors where they will have their temperatures taken. At the High School, student drivers will have a designated entry at the rear of the High School near the gymnasium. They will have their temperature checked at the door. Students should also have their completed health questionnaire screen open on their phone screen. If a student does not have a device to complete this questionnaire electronically, a paper copy is available.



## BUS ARRIVALS

BUILDING	DETAILS
<b>Duzine</b>	Buses will unload one busload at a time to allow the route to be screened as a group. Students will be directed to either the main entrance or the stage-side gym doors to have temperatures taken. Students will proceed to the gymnasium, where they will be supervised until 9:25 AM.
<b>Lenape</b>	Buses will unload at staggered times to prevent congestion. Temperatures will be taken outside the three doors at the front of the building. Each grade level will have a designated door. Students will proceed directly to their classrooms.
<b>Middle School</b>	Preassigned entry points have been designated for each grade level. After having their temperatures taken, students will proceed directly to their classrooms. Grade 6: Door that leads to Grade 6 hallway Grade 7: Courtyard door on the left Grade 8: Courtyard door on the right
<b>High School</b>	Buses will unload in the front of the building and students will enter through the auditorium doors or main entrance after having their temperatures checked and showing their pre-screening clearance.

If any students present with a temperature of 100 degrees or higher, they will be isolated and the school nurse will be notified.

# REOPENING COHORT SCHEDULE

## Schedule for November 9th-20th

DUZINE • NOVEMBER				
Monday	Tuesday	Wednesday	Thursday	Friday
<b>9</b>	<b>10</b>	<b>11</b> Veteran's Day	<b>12</b>	<b>13</b>
			Grade K, Cohort B In-person	Grades K-2, Cohort B In-person
			Grade K, Cohort A Asynchronous work	Grades K-2, Cohort A Asynchronous work
<b>NOTE:</b> Remote-only students will be asynchronous until November 19th unless otherwise noted by their teacher. Classroom teachers will communicate what days and times remote-only students will attend their live Google Meets.			Grades 1 & 2 Remote day Instruction may be synchronous or asynchronous	
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
Grade K, Cohort A In-person	Grades K-2, Cohort A In-person	Grades K-2 Asynchronous work	Grades K-2, Cohort B In-person	Grades K-2, Cohort B In-person
Grade K, Cohort B Asynchronous work	Grades K-2, Cohort B Asynchronous work		Cohort B Remote-only Instruction may be synchronous or asynchronous	Cohort B Remote-only Instruction may be synchronous or asynchronous
Grades 1 & 2 Remote day			Cohort A In-person & Remote-only Asynchronous work	Cohort A In-person & Remote-only Asynchronous work

## Schedule after staggered start

Typical week for a student who attends either in-person or remote-only by Cohort:

Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A In-person	Cohort A In-person	Grades K-2 Asynchronous work	Cohort B In-person	Cohort B In-person
Cohort A Remote-only Instruction may be synchronous or asynchronous	Cohort A Remote-only Instruction may be synchronous or asynchronous		Cohort B Remote-only Instruction may be synchronous or asynchronous	Cohort B Remote-only Instruction may be synchronous or asynchronous
Cohort B In-person & Remote-only Asynchronous work	Cohort B In-Person & Remote-Only Asynchronous work		Cohort A In-person & Remote-only Asynchronous work	Cohort A In-person & Remote-only Asynchronous work

## A-F Letter Day Cycle

Our letter day cycle will be repeated for each cohort weekly. If a day is missed due to a district holiday, we will skip that letter day.

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	A Day	B Day	No letter assigned	A Day	B Day
2	C Day	D Day	No letter assigned	C Day	D Day
3	E Day	F Day	No letter assigned	E Day	F Day

# REOPENING COHORT SCHEDULE

## Schedule for November 9th-20th

LENAPE • NOVEMBER				
Monday	Tuesday	Wednesday	Thursday	Friday
<b>9</b>	<b>10</b>	<b>11</b> Veteran's Day	<b>12</b>	<b>13</b>
<b>NOTE:</b> Remote-only students will be asynchronous until November 19th unless otherwise noted by their teacher. Classroom teachers will communicate what days and times remote-only students will attend their live Google Meets.			Grade 3, Cohort B In-person	Grades 3-5, Cohort B In-person
			Grade 3, Cohort A Asynchronous work	Grade 3-5, Cohort A Asynchronous work
			Grades 4 & 5 Remote day	
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
Grade 3, Cohort A In-person	Grades 3-5, Cohort A In-person	Grades 3-5 Asynchronous work	Grade 3-5, Cohort B In-person	Grade 3-5, Cohort B In-person
Grade 3, Cohort B Asynchronous work	Grade 3-5, Cohort B Asynchronous work		Cohort B Remote-only Synchronous Google Meets with teacher who is in classroom during instructional times	Cohort B Remote-only Synchronous Google Meets with teacher who is in classroom during instructional times
Grades 4 & 5 Remote day			Cohort A In-person & Remote-only Asynchronous work	Cohort A In-person & Remote-only Asynchronous work

## Schedule after staggered start

Typical week for a student who attends either in-person or remote-only by Cohort:

Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A In-person	Cohort A In-person	Grades 3-5 Asynchronous work	Cohort B In-person	Cohort B In-person
Cohort A Remote-only Synchronous Google Meets with teacher who is in classroom during instructional times	Cohort A Remote-only Synchronous Google Meets with teacher who is in classroom during instructional times		Cohort B Remote-only Synchronous Google Meets with teacher who is in classroom during instructional times	Cohort B Remote-only Synchronous Google Meets with teacher who is in classroom during instructional times
Cohort B In-person & Remote-only Asynchronous work	Cohort B In-person & Remote-only Asynchronous work		Cohort A In-person & Remote-only Asynchronous work	Cohort A In-person & Remote-only Asynchronous work

## A-F Letter Day Cycle

Our letter day cycle will be repeated for each cohort weekly. If a day is missed due to a district holiday, we will skip that letter day.

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	A Day	B Day	No letter assigned	A Day	B Day
2	C Day	D Day	No letter assigned	C Day	D Day
3	E Day	F Day	No letter assigned	E Day	F Day

# REOPENING COHORT SCHEDULE

## Schedule for November 9th-27th

MIDDLE SCHOOL • NOVEMBER																								
Monday	Tuesday	Wednesday	Thursday	Friday																				
<b>9</b>	<b>10</b>	<b>11</b> Veteran's Day  No School	<b>12 • A DAY</b>	<b>13 • B DAY</b>																				
<p><b>NOTE:</b> ONL means online only. The following classes are online only and are identified on students' schedules with ONL: AIS (English and Math), Health, Music, Chorus, Band, P.E. PLTW, Home and Careers, Art</p> <p><b>The cohort that is doing ONL classes has the responsibility to complete asynchronous work for their other classes.</b></p>			<p><b>Grade 6, Cohort B</b> In-person</p> <p><b>Grade 6, Cohort B Remote-only</b> and <b>Grades 7 &amp; 8, Cohort B</b> Synchronous Google Meets</p> <p><b>Grades 6-8, Cohort A</b> ONL(A day)</p>	<p><b>Grades 6-8, Cohort B</b> In-person</p> <p><b>Grades 6-8, Cohort B Remote-only</b> Synchronous Google Meets</p> <p><b>Grades 6-8, Cohort A</b> ONL(B day)</p>																				
<b>16 • A DAY</b>	<b>17 • B DAY</b>	<b>18</b>	<b>19 • A DAY</b>	<b>20 • B DAY</b>																				
<p><b>Grade 6, Cohort A</b> In-person</p> <p><b>Grade 6, Cohort A Remote-only;</b> <b>Grade 7 &amp; 8 Cohort A</b> Synchronous Google Meets</p> <p><b>Grades 6-8, Cohort B</b> ONL(A day)</p>	<p><b>Grades 6-8, Cohort A</b> In-person</p> <p><b>Grades 6-8, Cohort A Remote-only</b> Synchronous Google Meets</p> <p><b>Grades 6-8, Cohort B</b> ONL(B day)</p>	<p><b>Grades 6-8</b> Remote asynchronous</p> <p>Advisory groups meet 8-8:15am. This is a small group check-in with an adult in the MS.</p>	<p><b>Grades 6-8, Cohort B</b> In-person</p> <p><b>Grades 6-8, Cohort B Remote-only</b> Synchronous Google Meets</p> <p><b>Grades 6-8, Cohort A</b> ONL(A day)</p>	<p><b>Grades 6-8, Cohort B</b> In-person</p> <p><b>Grades 6-8, Cohort B Remote-only</b> Synchronous Google Meets</p> <p><b>Grades 6-8, Cohort A</b> ONL(B day)</p>																				
<b>23 • A DAY</b>	<b>24 • B DAY</b>	<b>25</b> Thanksgiving Break	<b>26</b> Thanksgiving Day	<b>27</b> Thanksgiving Break																				
<p><b>Grades 6-8, Cohort A</b> In-person</p> <p><b>Grades 6-8, Cohort A Remote-only</b> Synchronous Google Meets</p> <p><b>Grades 6-8, Cohort B</b> ONL(A day)</p>	<p><b>Grades 6-8, Cohort A</b> In-person</p> <p><b>Grades 6-8, Cohort A Remote-only</b> Synchronous Google Meets</p> <p><b>Grades 6-8, Cohort B</b> ONL(B day)</p>	<table border="1"> <thead> <tr> <th colspan="4">PERIOD SCHEDULE</th> </tr> </thead> <tbody> <tr> <td>Period 1</td> <td>8:00-8:46am</td> <td>Period 5</td> <td>11:20-12:06pm</td> </tr> <tr> <td>Period 2</td> <td>8:50-9:36am</td> <td>Period 6</td> <td>12:10-12:56pm</td> </tr> <tr> <td>Period 3</td> <td>9:40-10:26am</td> <td>Period 7</td> <td>1:00-1:46pm</td> </tr> <tr> <td>Period 4</td> <td>10:30-11:16am</td> <td>Period 8</td> <td>1:50-2:35pm</td> </tr> </tbody> </table>			PERIOD SCHEDULE				Period 1	8:00-8:46am	Period 5	11:20-12:06pm	Period 2	8:50-9:36am	Period 6	12:10-12:56pm	Period 3	9:40-10:26am	Period 7	1:00-1:46pm	Period 4	10:30-11:16am	Period 8	1:50-2:35pm
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## Schedule after staggered start

Once we have phased in all the students the schedule will be as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cohort A</b> In-person	<b>Cohort A</b> In-person	<b>Grades 6-8</b> <b>Remote asynchronous</b> <b>(no students in the building)</b>	<b>Cohort B</b> In-person	<b>Cohort B</b> In-person
<b>Cohort B</b> Synchronous ONL day via Google Meets & Asynchronous work via Google Classroom	<b>Cohort B</b> Synchronous ONL day via Google Meets & Asynchronous work via Google Classroom	Students can work independently on asynchronous lessons/ assignments. This day may also be used to support students with IEP and/or 504 accommodations via scheduled individual/ small group meetings.	<b>Cohort A</b> Synchronous ONL day via Google Meets & Asynchronous work via Google Classroom	<b>Cohort A</b> Synchronous ONL day via Google Meets & Asynchronous work via Google Classroom
<b>Cohort A Remote-only</b> Synchronous Google Meets	<b>Cohort A Remote-only</b> Synchronous Google Meets		<b>Cohort B Remote-only</b> Synchronous Google Meets	<b>Cohort B Remote-only</b> Synchronous Google Meets
<b>Cohort B Remote-only</b> ONL day	<b>Cohort B Remote-only</b> ONL day		<b>Cohort A Remote-only</b> ONL day	<b>Cohort A Remote-only</b> ONL day

# REOPENING COHORT SCHEDULE

## Schedule for November 16th-December 4th

Grades 9-12 will begin in-person learning starting with Group 1 on November 16th. See chart below for details.

**Group 1** Last names A-K

**Group 2** Last names L-Z

HIGH SCHOOL • NOVEMBER/DECEMBER				
Monday	Tuesday	Wednesday	Thursday	Friday
<b>16 • A DAY</b>	<b>17</b>	<b>18 • B DAY</b>	<b>19 • A DAY</b>	<b>20 • B DAY</b>
<b>Group 1</b> In-person	<b>Group 1 &amp; 2</b> Synchronous	<b>Group 1</b> In-person	<b>Group 2</b> In-person	<b>Group 2</b> In-person
<b>Group 1 Remote-only</b> Synchronous Google Meets	Block 1/A 8:00-8:30am Block 2/A 8:40-9:10am Block 3/A 9:20-9:50am	<b>Group 1 Remote-only</b> Synchronous Google Meets	<b>Group 2 Remote-only</b> Synchronous Google Meets	<b>Group 2 Remote-only</b> Synchronous Google Meets
<b>Group 2</b> Asynchronous	Block 4/A 10:00-10:30am Lunch 10:30-11:30am Block 1/B 11:30am-12pm Block 2/B 12:10-12:40pm Block 3/B 12:50-1:20pm Block 4/B 1:30pm-2pm	<b>Group 2</b> Asynchronous	<b>Group 1</b> Asynchronous	<b>Group 1</b> Asynchronous
<b>23 • A DAY</b>	<b>24 • B DAY</b>	<div style="text-align: center;"> <b>25</b> Thanksgiving Break      <b>26</b> Thanksgiving Day      <b>27</b> Thanksgiving Break                 </div> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <b>NOTE:</b> Students who have chosen to remain remote will be expected to log onto their Google Classroom and participate in their classes virtually on days that their group meets in person learning.                 </div>		
<b>Group 1 &amp; 2</b> Synchronous	<b>Group 1 &amp; 2</b> Synchronous			
Block 1 8:00-9:20am	Block 1 8:00-9:20am			
Block 2 9:25-10:45am	Block 2 9:25-10:45am			
Lunch 10:45-11:30am	Lunch 10:45-11:30am			
Block 3 11:35-12:55pm	Block 3 11:35-12:55pm			
Block 4 1:00-2:20pm	Block 4 1:00-2:20pm			
<b>30 • A DAY</b>	<b>December 1</b>	<b>2 • B DAY</b>	<b>3 • A DAY</b>	<b>4 • B DAY</b>
<b>Group 1</b> In-person	<b>Group 1 &amp; 2</b> Synchronous	<b>Group 1</b> In-person	<b>Group 2</b> In-person	<b>Group 2</b> In-person
<b>Group 1 Remote-only</b> Synchronous Google Meets	Block 1/A 8:00-8:30am Block 2/A 8:40-9:10am Block 3/A 9:20-9:50am	<b>Group 1 Remote-only</b> Synchronous Google Meets	<b>Group 2 Remote-only</b> Synchronous Google Meets	<b>Group 2 Remote-only</b> Synchronous Google Meets
<b>Group 2</b> Asynchronous	Block 4/A 10:00-10:30am Lunch 10:30-11:30am Block 1/B 11:30am-12pm Block 2/B 12:10-12:40pm Block 3/B 12:50-1:20pm Block 4/B 1:30pm-2pm	<b>Group 2</b> Asynchronous	<b>Group 1</b> Asynchronous	<b>Group 1</b> Asynchronous



# VISITORS

For the safety of staff and students and to maintain a reduced population in the school buildings, visitors are discouraged. Contractors will be limited, when possible. Approved visitors will be required to fill out a health screening questionnaire, have their temperature checked, and wear a mask. Parents/caregivers should contact the main office to make an appointment if they need to come to school. Parents picking up their child will show identification through the intercom camera and then wait outside for their child to be brought to them.

## PRE-SCREENING & TEMPERATURE CHECKS

A daily pre-screening health questionnaire, available online, must be completed by each student, staff, and visitor. The form can be found at <https://entry.neric.org/npcsd> and should be completed one hour before arrival. Paper copies will be available to those without the ability to complete it online.

All students, staff, and visitors will have their temperatures taken prior to entering the buildings. Temperatures will not be recorded. It is very important that students and staff do not come to school if exhibiting any symptoms related to COVID-19. Those who arrive with symptoms or have symptoms develop during the day will be sent home and will have to follow New York State Department of Health [NYSDOH] protocol for taking the necessary steps to rerun. (See A-1 of the following NYSDOH document [https://coronavirus.health.ny.gov/system/files/documents/2020/10/prek-gr12\\_toolkit.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/10/prek-gr12_toolkit.pdf))

### Symptoms currently include:

- Fever above 100 degrees 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



*The district's daily pre-screening health questionnaire can be found here: <https://entry.neric.org/npcsd>*

## SICK CHILD PROTOCOL

It is very important that parents and caregivers ensure their contact information is up to date with the school. Parents should also make a plan in case their child needs to be picked up early from school due to illness.

### **Nurse's Office/Isolation Rooms**

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Those individuals with temperatures of 100 degrees or higher, or other COVID-19 related symptoms, may not attend school and will be directed to seek medical care. Students arriving on the bus who are experiencing any COVID-19 symptoms will be placed in the care of the school nurse. The student will be provided with a private, comfortable space where they may rest until being picked up. An informational sheet with instructions for returning to school or work will be provided to anyone displaying COVID-19 symptoms. We understand that many common illnesses share symptoms similar to those experienced with COVID-19, however, our NYS guidelines direct us to treat every situation seriously, until a medical clearance is provided.

Protocols for the treatment of everyday bumps/bruises, wounds, medication administration, allergic reactions, etc., have been developed by our school nurses. The protocols aim to limit sending students to the nurse's office for non-serious issues. Teachers will contact the school nurse prior to sending any students to the health office. In many instances, the nurse will come to the student to tend to these common ailments.

The NYSDOH has developed a decision tree for handling student illness in school:  
[https://coronavirus.health.ny.gov/system/files/documents/2020/10/prek-gr12\\_toolkit.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/10/prek-gr12_toolkit.pdf)

### **Addressing COVID-19 Symptoms/Return to School**

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Individuals displaying symptoms will be sent home to isolate, and directed to seek medical attention prior to returning to school. Parents of children who have been in contact with someone displaying symptoms will be notified. Either a negative COVID-19 test or an alternate diagnosis from a health care provider must be presented to return to school. If neither a negative test or alternate diagnosis is provided, the student must remain in isolation at home until Ulster County Department of Health (UCDOH) releases them from isolation, which is typically after at least 10 days have passed since first symptoms (provided student is symptom free and fever-free for at least 72 hours without use of fever reducing medications)

See the NYSDOH decision-making document on page 11 or download the complete guide:  
[https://coronavirus.health.ny.gov/system/files/documents/2020/10/prek-gr12\\_toolkit.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/10/prek-gr12_toolkit.pdf)

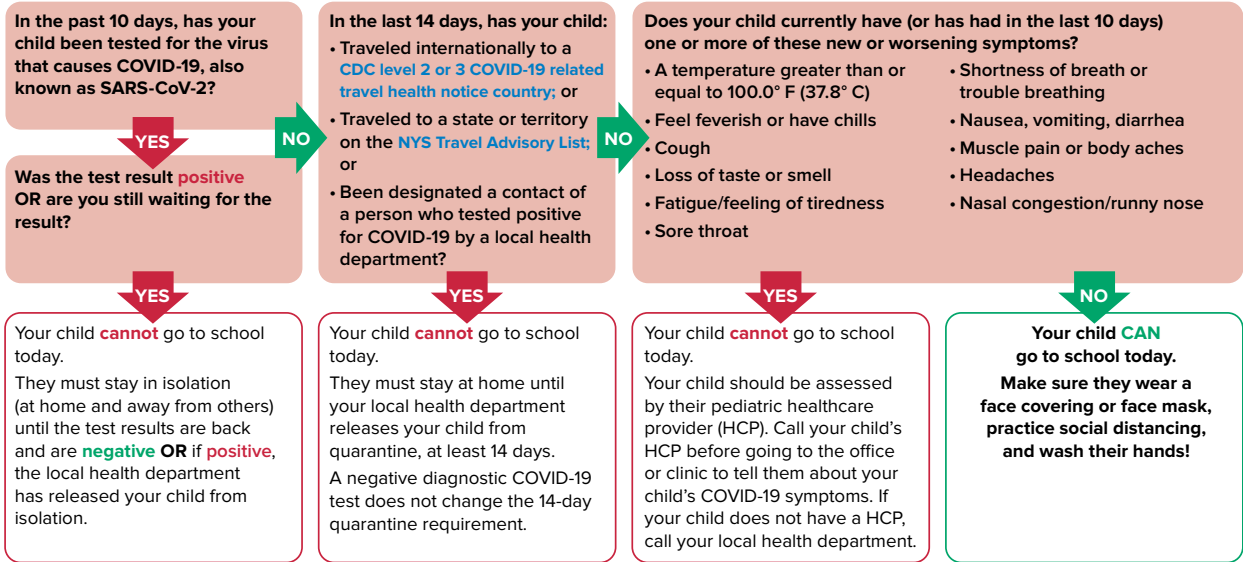
### **Contact Tracing**

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Should there be a positive case, UCDOH will initiate contact tracing, with cooperation of the school district. Anyone in contact with a positive individual will be required to quarantine until 14 days after the last proximate contact with the infected individual. Should someone display symptoms but neither get tested nor produce an alternative diagnosis, the UCDOH will presume this individual is positive. Contract tracing will be conducted. Those in contact with the designated positive individual will quarantine. See NYS Department of Health decision-making protocols on page 12.

# NYSDOH COVID-19 In-Person Decision Making Flowchart for Student Attendance

## Can My Child Go To School Today?



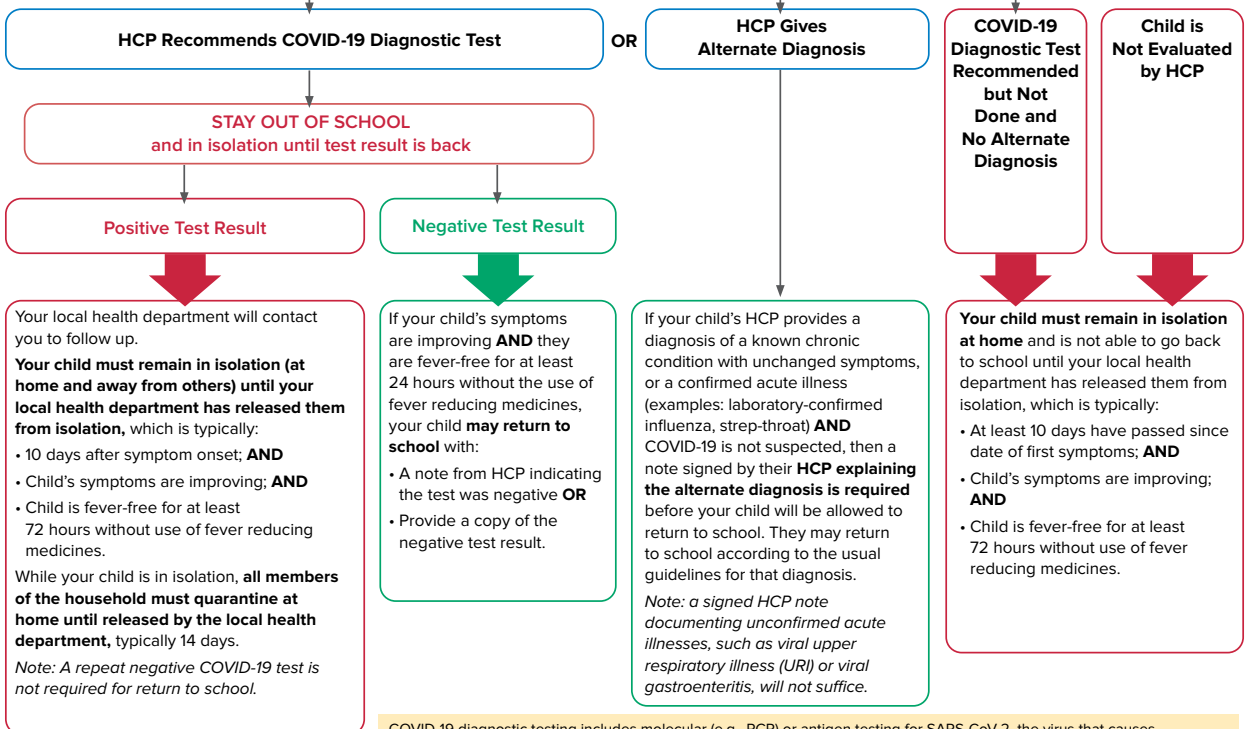
Report absences, symptoms, and positive COVID-19 test results to your child's school.

### SEEK IMMEDIATE MEDICAL CARE IF YOUR CHILD HAS:

- Trouble breathing or is breathing very quickly
- Prolonged fever
- Is too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, irritability, or confusion

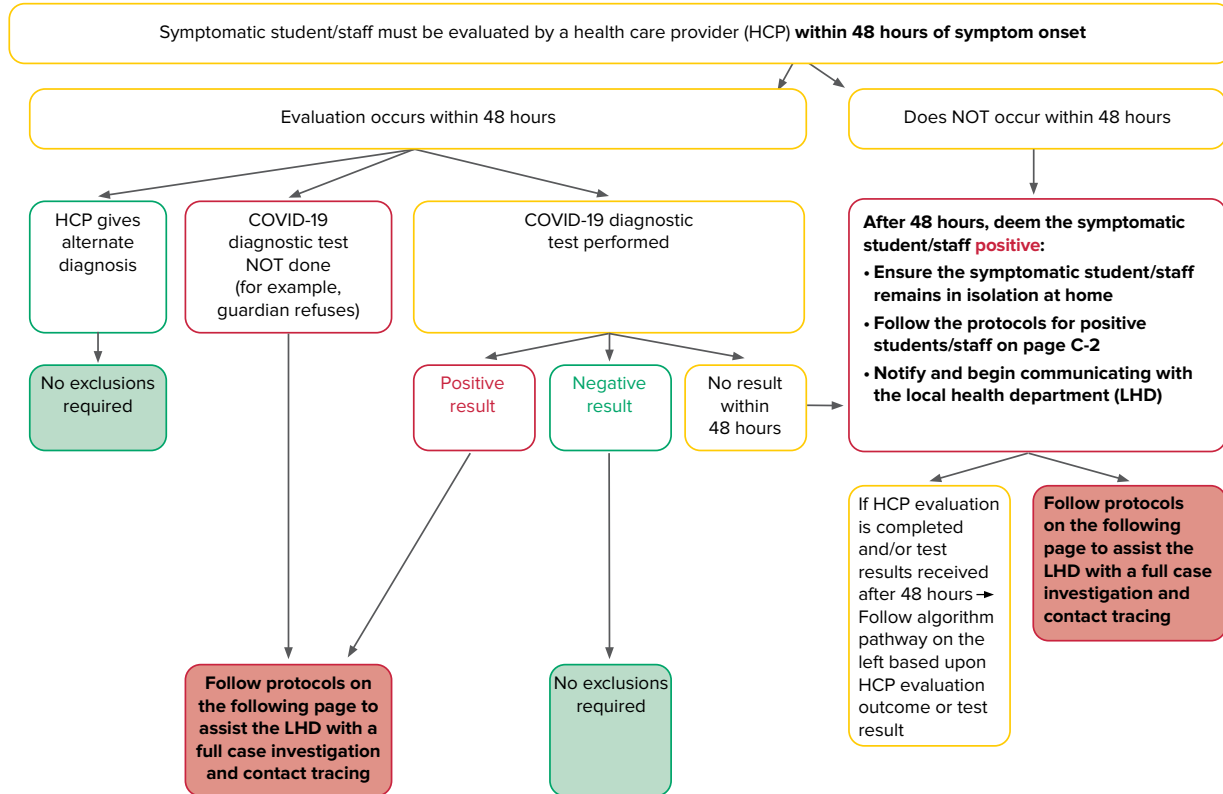
## My child has COVID-19 symptoms. When can they go back to school?

### HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)



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

## COVID-19 exclusion protocol for contacts of symptomatic students and staff



## COVID-19 School and Local Health Department Coordination for Contact Tracing

### Notify the local health department (LHD):

- Immediately upon learning of a positive case
- 48 hours after symptom onset in a staff member or student if no HCP evaluation or test result has been received. The LHD will collaborate with the school for contact tracing and to identify contacts.

### Begin to identify contacts of the case to provide to the LHD.

Provide the LHD with contact information of school personnel who will assist in the LHD's contact investigation. Include the names and phone numbers of at least two points of contact, as appropriate, such as:

- School Principal
- Administrative Support Person
- Principal Designee

Provide the LHD with a list of people who are possible contacts of the case including:

- Contact's full name
- Parent(s)/Guardian(s) full name(s)
- Phone number(s)
- Home address
- Nature of contact (e.g., persons in same classroom, bus, etc.)
- Student, teacher, or type of staff member

Contacts will include students/staff who had exposure to the individual suspected or confirmed to have COVID-19 beginning two days before their symptom onset (or if the case was asymptomatic, two days before the date they were tested) until the case is excluded from the school and in isolation. Schools and LHDs should work together to ensure any before, after, or other daycare; transportation; extracurricular; and other non-school setting contacts are identified and notified of their exposure risk.

THEN

Move forward with preestablished communication plan in consultation with LHD (e.g., notifying the school community of confirmed case(s), as appropriate).

THEN

The LHD will determine which students/staff should be quarantined and excluded from school in addition to any other close contacts, such as social or household contacts. Contacts will be quarantined and excluded from school for 14 days from the date of last exposure to the case, advised to monitor for symptoms, and recommended to get a diagnostic COVID-19 test at least 3 days after their last date of exposure. The local health department will initiate isolation and quarantine orders.

### When to welcome back affected students/staff:

The LHD will determine when students and staff are released from isolation or quarantine and can return to school.

The LHD should communicate to the school a release from isolation or quarantine in order for the student/staff to be welcomed back to the school.

# FOCUS ON HEALTH & SAFETY

## The Three Ws:

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**Wear a mask.** Everyone must wear a mask. Mask breaks will be provided. Masks may be removed when eating. Bandanas and neck gaiters are not permitted. Masks will be provided to students who need them. A video demonstrating how to properly wear a mask is available on the District's website.

**Watch your distance.** Students must maintain 6 feet social distance, except in music and physical education where they will observe a 12 feet distance standard. Arrows have been placed in hallways and on sidewalks to remind students of social distancing. One-directional stairwells and other traffic patterns have been identified and signage is provided.

Students will also have assigned seats in school and on the bus. Polycarbonate barriers have been installed in high-traffic office areas and places where students work in groups. One occupant at a time is permitted in bathrooms and elevators.

**Wash your hands.** Handwashing will be reinforced. Hand sanitizer is available throughout the building.

## Ventilation

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Our ventilation meets the New York State Education Department (NYSED) standards. Maintenance staff ensure the proper fit of filters, conduct regularly scheduled maintenance, and complete visual inspections to maintain cleanliness and optimal operating efficiency. Fresh air intake/air exchanges will be increased.

Areas with limited ventilation have been outfitted with stand-alone air filtration systems. Filters have been updated to the highest level possible for system allowances. Roof vents and open windows will be used on buses.

## Disinfecting

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Detailed cleaning checklists have been implemented for custodians to follow. Daily disinfecting is performed with a state-of-the-art misting system. High-touch areas are cleaned frequently. Antimicrobial film is applied to appropriate areas on a monthly basis (this exceeds the product recommended treatment of every three months). Deep cleaning occurs on Wednesdays. Classrooms have sanitizing wipes/sprays available. The cleaning/sanitization solutions that are used meet stringent NYSED-approved standards.

All attempts will be made to avoid seating students at desks that were previously occupied. This will be more challenging at the High School, but disinfectant wipes/spray are available in each classroom for student use.



## Classroom Environment

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Unnecessary furniture has been removed from classrooms to provide greater physical distance between students. Soft surfaces (such as rugs and soft chairs), which are difficult to disinfect, were removed. Classroom activities will be planned that avoid physical contact or the close gathering of students. Polycarbonate dividers are available and must be used for small group instruction. All students will be responsible for their own school supplies. Sharing of personal items such as electronic devices, writing instruments, supplies, and food will not be allowed. Teachers may exchange papers and materials with students, as needed.

## Bathrooms

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Classrooms that have their own bathrooms should be used as much as possible. Bathroom occupancy will be limited to one student at a time. Handwashing will be reinforced. Touchless hand soaps and paper towel dispensers were installed.

## Lockers/Cubbies

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It is important to keep our rooms as free of content as possible to allow for the most thorough cleaning possible. Duzine students may use their cubbies, but all belongings should be taken home at the end of their cohort's assigned days of the week. Lenape students will not use their cubbies this year and they should clear out their desks each day. Lockers will not be used at the Middle or High School. These students will be permitted to carry backpacks. Students are expected to keep their cell phones turned off and stored in their backpacks during the school day.

## FOOD SERVICES

Breakfast and lunch are free of charge for all students through June. All food items will be individually packaged for distribution and students will be handed all items selected. All food service workers have received health and safety training and will have necessary Personal Protective Equipment (PPE). Pinpads will not be used at checkout. The cashier will look students up by name. Cashless transactions for a la carte items are requested (MySchoolBucks account). Students must remain socially distanced while eating. Masks may be removed while eating. Meal delivery will continue to students when learning remotely or on off-site days.

## Meals

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### **Duzine and Lenape:**

Duzine breakfast and lunches will be delivered to classrooms. Lenape students will select a grab and go breakfast upon arrival and take it to their classroom to eat. Lunch is pre-ordered (teachers will submit lunch orders in the morning). Monitors, aides, and special area teachers will supervise students during lunch. Sharing of food is not allowed. Students who bring lunch are asked to pack items that can be opened unassisted when possible.

### **Middle School:**

Breakfast and lunch will be eaten in the classroom. Grab and go breakfast stations will be available as students arrive. Students will order lunch during the first period. Lunch will be delivered to the classrooms. Teachers and monitors will supervise students during lunch.

### **High School:**

Students will pick up pre-bagged breakfast from the cafeteria and will be able to eat it there. Students will use the serving lines for lunch, while remaining socially distanced. Designated areas have also been identified throughout the building for students to eat their lunch.

## TRANSPORTATION

All students must wear masks on school buses. Seating will be socially distanced to the extent possible. Students will have assigned seats with only one student per seat, however members of the same household may sit together. No bus passes will be issued this year. Temperatures will be taken after disembarking the bus, prior to entering the building. Buses will be sanitized between bus runs.

## LOCKDOWNS AND FIRE DRILLS

Education Law §807 requires that schools conduct four (4) lockdown and eight (8) evacuation drills each school year, with at least eight (8) of the required drills being conducted by December 31 of each school year. Drills will be modified to adjust for social distancing, such as classrooms may be drilled on a staggered schedule or a lockdowns may include an overview or demonstration of how to shelter or hide in the classroom rather than the actual action. In emergency situations (not a drill), students will follow normal fire drill and lockdown procedures.

## RECESS

Students will be able to have recess, however it will look different than in the past. Masks must be worn, students will be required to stay socially distanced, and they may not exchange balls, hula hoops, jump ropes, or other equipment. Playground equipment will be in use, and is treated monthly with a germ antimicrobial film (this exceeds the product recommended treatment of every three months). In the case of inclement weather, recess will be held in the classroom.

## STATUS OF TECHNOLOGY

As of November 5, the District is still waiting for the delivery of 800 Chromebooks that are on backorder. The company has advised that 400 are expected to be delivered at the end of November. CloudReady software to convert older laptops to Chromebooks was purchased and identified devices were converted. A help desk for students, parents, and staff has also been established and can be reached by filling out this form: <https://bit.ly/2GwSI6j>

## ATHLETICS

Grades 7-12 athletics will resume on November 30 with a shortened season of Winter Sports. Shortened seasons of Fall Sports and then Spring Sports will follow. Sports offered will depend on the Governor's reclassification of high-risk sports. If sports are classified as high-risk, they will be offered as team practices only (no competitions). Remote students can participate in sports, as well as students who are not in-person on a particular day because of their cohort assignment; however families must provide their own transportation. Home-schooled students are not eligible to participate in athletics.

## CLUBS & ACTIVITIES

All clubs and activities will be offered virtually.

