

DRAFT

Owego Apalachin CSD
Health, Safety,
Transportation &
Academics

Preliminary Plan for Reopening School

July 2020



Owego Apalachin School District's Health and Safety Plan

*Mission: to ensure the health and safety of students and
staff while reopening school*

Health, Safety, and Transportation Team Members and Roles:

- | | |
|--|---|
| ★ Corey Green, OA Superintendent | ★ Brian McCoy, Cafeteria |
| ★ Ron Bieber, Director of Maintenance | ★ Jim Miller, Bus Driver |
| ★ Tom Bronk, Parent | ★ Erin Nichols, Bus Driver |
| ★ Andy Buchsbaum, Director of Athletics,
Health, Physical Education, Enrichment,
and School Improvement, COVID-19
Safety Coordinator (6-12) | ★ Sandy Phillips, Cafeteria |
| ★ Jill Bennedum, Executive Director of
Human Resources and Student Services | ★ Dr. Donald Phykitt, OACSD Chief
Medical Officer, Guthrie |
| ★ Karen Carr, School Nurse | ★ Tony Quaranta, Director of
Transportation |
| ★ Jennifer Chandler, Welcome Center | ★ Julie Raway-BOCES
Dietitian/Food Service |
| ★ Genevieve Coleman, Student
Representative | ★ Koren Rubino, Teacher |
| ★ Emily Crawford, Assistant Principal | ★ Kathie Rollison, Board Member |
| ★ Joe DiCosimo, Director of Operations,
COVID-19 Safety Coordinator (K-5) | ★ Mike Simmons, TC Emergency
Services Coordinator |
| ★ Tammy Garfano-Bus Driver | ★ Toni Skiff, School Nurse |
| ★ Diane Hann-Bus Aide | ★ Diane Tavelli, Assistant Principal |
| ★ Jason Horton, Maintenance | ★ Curt Thomas-Maintenance |
| ★ Jay Hubbard: UHS | ★ Steve Virkler, Teacher |
| ★ Shelly Jenkins, Perestam-School Nurse | ★ Nick Waslyn, Student
Representative |
| ★ Callie Kavelski: BT BOCES | ★ Rose Winters, Bus Driver |
| ★ Patti Kmetz-AES Teacher | |
| ★ Cole Lewis, Athletic Trainer, UHS | |
| ★ Ashley Marsh, OES Teacher | |

Committee's Primary Resources:

Centers for Disease Control and prevention (CDC):

<https://www.cdc.gov/>

New York State Department of Education:

<http://www.nysed.gov/reopening-schools-task-force>

Tioga County Department of Health:

<https://www.tiogacountyny.com/departments/public-health/>

Committee Goals & Focus

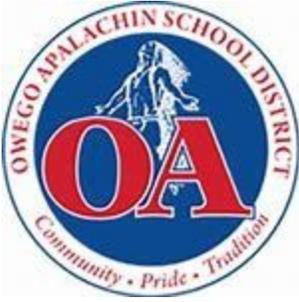
- *Research and work within National CDC Guidelines; as well as NYS and County Health Department regulations
- *To provide guidance to the district in the areas of health, safety, and transportation
- *Ensure the safety and well-being of all faculty, staff, and students
- *Communication and collaboration across the entire district and school community
- *Ongoing review of plans and strategies to ensure effective implementation
- *Continued work on a reopening plan based on local and state guidance
- *Safe, Reliable, Efficient Transportation for as many students as possible
- *Be proactive about preventative measures



Transportation

Essential Question	Solution
<p>How do we keep students safe?</p>	<ul style="list-style-type: none"> *seat students as per social distancing guidelines suggest (window/aisle variation) *dismiss students in a socially distance manner *seat siblings who live together in the same seat *disinfect and/or wipe down high touch areas of the bus after each run, *Disinfect after a.m. and p.m. run (each bus will be cleaned after runs, i.e garbage and sweeping) *health screening done prior to school or after arriving to school *adjust routes to allow for social distancing * Windows and hatches open for more ventilation (above 45 degrees) * Do not allow 'cross bussing' *students, drivers, and aides will wear facial coverings *daily driver health checks/screenings *load bus from back to front and unload front to back *when buses arrive at schools, they will be unloading at specific times to ensure social distancing *using gloves when in direct contact with students *training for drivers will be provided
<p>How do we keep bus drivers/mechanics safe?</p>	<ul style="list-style-type: none"> *daily health screening and send home from work if they have symptoms *provide masks *socially distance student seats in regards to the driver

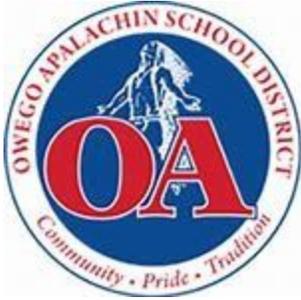
	<ul style="list-style-type: none">*provide hand sanitizer (not on the bus), other PPE, cleaners/disinfectants*hand hygiene and respiratory health reminders*provide masks for students if needed
How do we determine transportation needs?	*letter home to each family, surveys, encourage communication
How do we transport symptomatic students?	*Parents first, or transport separately when time allows



Cleaning/ Disinfecting/Maintenance

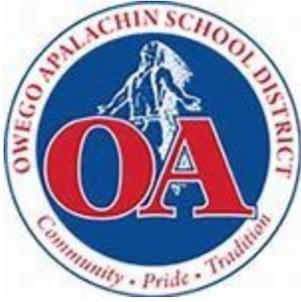
Essential Question	Solution
How do we keep students and teachers safe in the classroom?	<ul style="list-style-type: none"> *disinfect shared items *limit shared items *training of good hygiene practices *change air filters
What does our nightly cleaning entail?	<ul style="list-style-type: none"> *Clean door handles desks, sinks, bathrooms and fixtures. *spot mop floors *vacuum rugs *rotating schedule for shampooing *empty waste bins daily *disinfect room *documenting the work
How do we provide access to water throughout the day?	<ul style="list-style-type: none"> *allow students to carry water bottles from home *install bottle filling stations, other water fountains will be closed
What is our system when a student or employee goes home sick?	<ul style="list-style-type: none"> *clear the area of students and employees *close off the infected area *disinfect before returning to the area
How do we ensure that our ventilation system is operating as it should?	<ul style="list-style-type: none"> *check filters *open windows when possible *Increase outside air percentage above normal levels with the building automation system.
What type of hand sanitizers can be utilized?	<ul style="list-style-type: none"> *alcohol-based (60% alcohol) http://www.p12.nysed.gov/sss/documents/handwashing-recommendations-alcohol-based-hand-sanitizer-use-in-schools.pdf *signage posted near hand sanitizers

	https://www.cdc.gov/handwashing/when-how-handwashing.html
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Employees

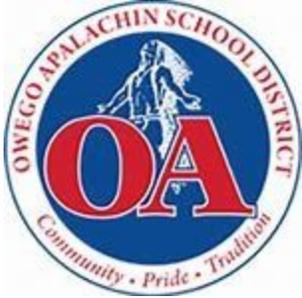
Essential Question	Solution
<p>What happens when a teacher has symptoms?</p>	<ul style="list-style-type: none"> *send home immediately *notify who has had contact *disinfect area *the Director of Health will provide guidance to staff and students prior to opening day on the signs and symptoms of Covid-19 (powerpoint presentation). *This document will be shared with all students and staff through their devices.
<p>How do we keep teachers and school employees safe?</p>	<ul style="list-style-type: none"> *provide masks/require masks *social distance desks and teaching space *disinfect door knobs, desks, chairs *daily health screening *daily monitoring of symptoms *privacy *encourage teachers to stay home when sick **the Director of Health will provide guidance to staff and students prior to opening day on the signs and symptoms of Covid-19 (powerpoint presentation). *This document will be shared with all students and staff through their devices.



Health

Essential Question	Solution
How do we keep students safe?	<ul style="list-style-type: none"> *school nurses will instruct staff on symptoms to look for *symptomatic students will be sent to the school nurse *isolate students with symptoms in a separate room (triage area) *disinfect all surfaces after use *daily health screening *inquire about exposures *consult school physician *daily health screenings
What additional precautions will we take for students and staff with underlying health concerns?	<p>https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html</p> <ul style="list-style-type: none"> *limit contact/cohort groups *provide gloves when needed
What are the procedures when a students or school employee leaves work early or tests positive for COVID-19?	<ul style="list-style-type: none"> *contact Tioga County Health Department *contact building principal *https://hr.psu.edu/sites/hr/files/COVIDFlowCharts.pdf *send resources home on COVID-19 testing https://coronavirus.health.ny.gov/find-test-site-near-you *if off work hours, email the principal
How do we keep parents informed?	<ul style="list-style-type: none"> *share relevant information on prevention *stay home when you are sick information https://www.cdc.gov/flu/business/stay-home-when-sick.htm *share our plan for symptoms and returning to school with families
What happens when there is a confirmed positive COVID-19 case in the school?	<ul style="list-style-type: none"> *isolate the student or adult *send students who have been exposed home

	<ul style="list-style-type: none"> *does not return to school for 10 (14?) days since the individual first had symptoms *3 days fever free *3 days since symptoms improved (cough, shortness of breath) https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html *clean and disinfect exposed areas *keep identity confidential *close area that was occupied by individual...wait as long as possible to clean and disinfect area so as to limit the exposure to the cleaning staff and allow air to circulate (area not be opened until disinfecting is complete)
What is the procedure for allowing ill students and adults back into school?	<ul style="list-style-type: none"> *fever free (without medication) for 24 hours *doctors note (if symptoms are due to another illness)
How do we do health screenings in a safe way for students who do not do them at home?	<ul style="list-style-type: none"> *socially distanced *contactless screenings *masks and gloves *barrier *sanitize with alcohol wipe after each person
How do we keep our school nurses safe?	<ul style="list-style-type: none"> *face masks *respirators (N95) masks *eye protection or face shields *gloves *disposable gowns
How do we perform a health screen for each adult and student entering the school?	<ul style="list-style-type: none"> *School Plus Self-Health Screen App which includes a temperature check and health screening questions *self-assessment and reporting

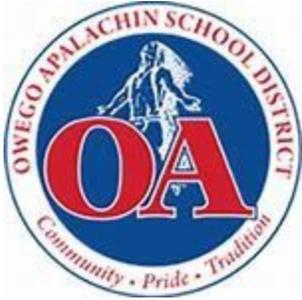


Safety

Essential Question	Solution
How do we keep students and staff safe?	<ul style="list-style-type: none"> *encourage students and staff to stay home if they are sick *one way hallways (where feasible) *limit the number of students in large spaces such as the cafeteria, lobby, auditorium, and gymnasium *stagger start times *limit the number of students in the building at one time *limit the number of guests that enter the school building *teachers eat lunch in their classrooms *signs as reminders of good hand washing https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html *utilize technology for group work *space desks six feet apart and facing in the same direction https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children.html *students will not utilize lockers *facial coverings required
How do we welcome and dismiss students safely?	<ul style="list-style-type: none"> *daily health screening at home or at school *dismiss from the bus in a staggered time frame *two arrival points or entrances
How do we keep our bathrooms safe?	<ul style="list-style-type: none"> *frequent cleaning protocols

	<ul style="list-style-type: none"> *limit students who use the bathroom at one time
How do we keep students safe who have underlying health concerns?	<ul style="list-style-type: none"> *access to gloves *provide on-line learning options *provide location with fewer students/less exposure *limit exposure
What happens if someone comes to school with symptoms?	<ul style="list-style-type: none"> *school nurse screens for next steps *isolate *call for pick up, encourage parent pickup *use contact tracing and quarantine as necessary *contact the Tioga County Health Department if COVID tests are positive *contact district office
How are we going to be proactive in preventative measures?	<ul style="list-style-type: none"> *communicating with parents, students, faculty and staff about prevention and good hand and respiratory hygiene *signs throughout the building *health checks *social distancing (signage) *personal protective equipment(PPE) and cloth face coverings *management of ill persons *cleaning and disinfection *training/instruction on good hygiene practices at home and at school *provision of symptom list to adults *open communication with the Tioga County Health Department
How do we keep our office staff and nurses safe?	<ul style="list-style-type: none"> *use of barriers for high contact areas
How do we screen visitors into the building?	<ul style="list-style-type: none"> *health screening *record keeping of who was in the building and when, for contact tracing *limit the number of visitors allowed in the buildings
What happens when there is a confirmed positive COVID-19 case in the school?	<ul style="list-style-type: none"> *isolate the student or adult *send students who have been exposed home *clean and disinfect exposed areas *contact Tioga County Health Department

	<ul style="list-style-type: none"> *contact trace to see who was exposed
<p>What are the procedures for required safety drills? (fire, lock down)</p>	<ul style="list-style-type: none"> *have designated spots outside for cohorts of students for fire drills *students stay with the teacher in a socially distanced line while exiting the building *explanations given for appropriate procedure in an emergency for lock down drills *in a real emergency, safety is first priority
<p>How will we limit the number of exposures in the school buildings?</p>	<ul style="list-style-type: none"> *All in-person field trips and guest speakers or visitors are postponed until further notice *All special events (musicals, plays, concerts, guest speakers, presentations, etc.) will be postponed until further notice
<p>How will we make accommodations for high-risk students and staff?</p>	<ul style="list-style-type: none"> *Students will be able to choose the remote learning option *PPE will be provided for any students and staff at high-risk *proper social distancing



Food Service

Essential Questions	Solutions
How do we keep our students and cafeteria staff safe?	<ul style="list-style-type: none"> *individualized meals instead of buffet style *limit shared items such as utensils *eat lunches in the classroom or outside *disinfect after students eat (work with custodians) *wear gloves *face masks *social distance *encourage payments to be made on-line instead of in person *discourage food sharing between students *tape on the floor for social distancing *mark closed tables or seats *disinfect high touch areas after each group
How will we feed students in attendance at school?	<ul style="list-style-type: none"> *distributed lunch from the cafeteria and moved to socially distanced area *tape on floor to keep social distance when picking up lunches *grab and go for breakfast as students enter the building *K-5th grade students, breakfast will be delivered to their classrooms
How will we promote good hand hygiene before and after eating?	<ul style="list-style-type: none"> *hang up signs
What is the plan for safe delivery of supplies?	<ul style="list-style-type: none"> *leave supplies on loading dock or place in the cooler

How do we keep students with food allergies safe when eating in the classroom or cafeteria?	*good communication with school nurses *a note added to eSchool *frequent cleaning *separate eating location if needed
How do we feed students who are learning remotely?	*food delivery to homes for breakfast and lunch *send extra food to cover a couple of days



Owego Apalachin School District's Academic Reopening Plan

Academic Team Members and Roles:

- | | |
|-------------------------------------|--|
| ★ Heath Georgia, OA Administrator | ★ Therese Hans, OA Faculty |
| ★ Shelly Bullock, OA Faculty | ★ Carrie Luke, OA Faculty |
| ★ Erica Darpino, OA Faculty | ★ Julie McEvoy, OA Faculty |
| ★ Kim Hahne, OA School Counselor | ★ Erin Ripic, OA Faculty |
| ★ Jennifer Buholski, OA Faculty | ★ Leslie Sinclair, OA Faculty |
| ★ Laurie McKeveny, OA Administrator | ★ Ken Francisco, OA Administrator |
| ★ Phil Schofield, OA Administrator | ★ Michelle Gatto, OA Faculty |
| ★ Sean Swider, OA Faculty | ★ Thomas Beatty, OA
Administrator |
| ★ Jeremy Corcoran, OA Faculty | ★ Kari Hettinger, OA Faculty |
| ★ Gene Cvik, OA Board of Education | ★ Chris Marinich, OA Faculty |
| ★ Mike Daly, OA Faculty | ★ Dan Whippo, OA Board of
Education |
| ★ Stephanie Reardon, OA Faculty | ★ Angela Preston, OA Parent Rep |
| ★ Nicholas Rodgers, OA Faculty | ★ Mary Francisco, OA Faculty |
| ★ Alycia Dalton, OA Parent Rep | ★ Jill Bennedum, OA Administrator |
| ★ Bob Farrell, OA Administrator | |
| ★ Corey Green, OA Administrator | |

Committee's Primary Resources:

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<https://www.tiogacountyny.com/departments/public-health>



Academic Schedules

Secondary Schedule (7th-12th Grade)

2 Instructional Choices:

Hybrid Instruction - 3 days virtual, 2 days in-person

Virtual - 5 days virtual instruction

- Regardless of instructional choice, all students will follow a 7-period schedule, with period-by-period attendance taken for both in-person and virtual participants.

Hybrid Schedule: Students will be assigned to either the **Red** or **Blue** Team

Monday:	Red in-person; Blue Virtual
Tuesday:	Blue in-person, Red Virtual
Wednesday:	All students are virtual
Thursday:	Red in-person; Blue Virtual
Friday:	Blue in-person, Red Virtual

7th-12th Grade Period Schedule

Period 1	8:30am-9:15am	Virtual (at home)
Period 2	9:15am-10:00am	Virtual (at home)
Travel to school - 10:00am-11:00am		
Period 3	11:00am-11:45am	Hybrid
Period 4	11:50am-12:35pm	Hybrid
Period 5	12:40pm-1:25pm	Hybrid
Lunch - 1:25pm-1:55pm		
Period 6	2:00pm-2:45pm	Hybrid
Period 7	2:50pm-3:35pm	Hybrid

Secondary Essential Question	Answers
How will we ensure continuity of learning for all students?	<p>*All instruction whether delivered in-person, remotely, or through a hybrid model will provide equitable opportunities that are accessible to all students.</p> <p>*The in-person, hybrid, and remote learning models will be aligned with state standards and have regularly scheduled times for students to interact, seek feedback, and support from appropriately certified teachers.</p>
What does a hybrid model look like at OA?	<p>*At the 7-12 level the Hybrid Model will have ½ of the students in class, in person, while the other ½ of the class will be following their schedule and joining their classes via video conferencing (Zoom) from home. Red Team students will attend school on Monday & Thursday; Blue Team students will attend school on Tuesday & Friday. All students will follow their schedule from home on Wednesday.</p>
How will period by period attendance be taken?	<p>*Attendance will be taken each period using eSchoolPLUS and students will be held responsible for attending all of their scheduled courses, whether they are in-person or virtual.</p>
How will we create “cohorts” of students?	<p>*Students will be placed in cohorts according to grade level and instructional pathway within the high school.</p> <p>*Middle school students will be placed in cohorts by classroom.</p>
Will the cohorts be traveling from class to class or remain in the classroom with the teachers moving?	<p>*At the middle school level students will stay in their classroom and teachers will move from room to room creating individualized classroom cohorts.</p> <p>*At the high school level students will be traveling from class to class.</p>
Will schools still be required to maintain the 180	<p>*Students will be in school 180 minutes/week.</p>

minute/week minimum of instructional time?	
How do non-core classes fit in this hybrid model ?	*The schedule at the high school will have periods that allow for non-core classes. Additionally distance learning classes will be used to provide student access to additional non-core classes to expand student choice.
What does grading look like?	*This is a local control mindset. Each district will develop grading policies that are clear and transparent to all parties involved and align clearly to the State's learning standards.
How will students participate in the educational process?	*In school instruction *Digital platforms such as, included but not limited to eSchool, Schoology, Google Classroom, and video conferencing.
How will special education services be fulfilled in this model?	*In-school supports for students within the hybrid model by special education teachers. *For distance learning students in class support via face to face instruction using video conferencing. *Students with disabilities will have equal access to high quality educational programs. *Meaningful parent engagement and communicating/monitoring the progress of students with disability through direct consultant model, resource room and self-contained. These supports will be utilized for in-person, hybrid, and remote learning using traditional and virtual face to face interventions. *Special education teachers will ensure necessary accommodations, modifications, supplementary aids and services will be provided as listed on students' IEPs and 504 plans. *Clear communication between CPSE and CSE teams will be a priority by adhering to IEPs.
What professional development opportunities will be provided for teachers and leaders?	*Professional development has been provided and will continue to be provided using video conferencing and in-district instruction using social distance guidelines Additionally, BOCES out of district professional

	<p>development learning opportunities are available to teachers and leaders as approved by the district.</p>
<p>How will we ensure that English Language Learners are identified and provided services in a timely manner?</p>	<ul style="list-style-type: none"> *Start the identification process within 30 school days of the start of the school year. *Start the identification process within 20 school days of the start to the 20/21 school year. *Clear communication will be provided for students and families in their preferred language. *Instructional Units of Study will be provided based on students' English language proficiency levels.
<p>How will we ensure connectivity and effective technology use?</p>	<ul style="list-style-type: none"> *iPads are provided to all students and staff in the district for in person and remote learning opportunities. *For families without connectivity, broadband is available in proximity to our schools, and students will be provided a cellular enabled iPad when needed.



Elementary Schedule (K-6)

2 Instructional Choices:

- A. In-Person Instruction - 5 days per week, in school
- B. Virtual - 5 days virtual instruction

Elementary In Person Instruction

Elementary Schedule:

Grades K, 1, 3, 5:	7:30 am - 1:30 pm
Grades 2, 4, 6:	8:30 am - 2:30 pm
Universal Pre K Full Day (AES & OES):	8:30 am - 1:30 pm
UPK AM Session (OES only):	8:30 am - 11:00 am
UPK PM Session (OES only):	12:00 pm - 2:30 pm

*6th Grade students will attend school at Owego Apalachin Middle School

Elementary Virtual Instruction

7:30 am - 1:30 pm

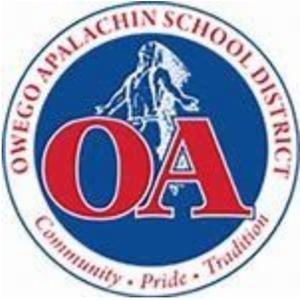
8:30 am - 2:30 pm

*Students will follow teacher instruction virtually at home during designated times of instruction using their district-provided device. Students will be assigned to a teacher and will follow a daily schedule.

Elementary Essential Question	Answers
How will we ensure continuity of learning for all students?	<p>*All instruction whether delivered in-person or remotely will provide equitable opportunities that are accessible to all students.</p> <p>*The in-person and remote learning models will be aligned with state standards and have regularly scheduled times for students to interact, seek feedback, and support from</p>

	appropriately certified teachers.
How will daily attendance be taken?	*Attendance will be taken each day by using eSchoolPLUS and students will be held responsible for attending all of their scheduled courses, whether they are in-person or virtual.
How will we create "cohorts" of students?	students will be placed in cohorts by classroom.
Will the cohorts be traveling from class to class or remain in the classroom with the teachers moving?	*Students will stay in their classroom cohorts.
Will schools still be required to maintain the 180 minute/week minimum of instructional time?	*Students will be in school 180 minutes/week.
What does grading look like?	*This is a local control mindset. Each district will develop grading policies that are clear and transparent to all parties involved and align clearly to the State's learning standards.
How will students participate in the educational process?	*In school instruction *Digital platforms such as, included but not limited to eSchool, Schoology, Google Classroom, and video conferencing.
How will special education services be fulfilled in this model?	*In-school support for students by special education teachers. *For distance learning students in class support via face to face instruction using video conferencing. *Students with disabilities will have equal access to high quality educational programs. *Meaningful parent engagement and communicating/monitoring the progress of students with disability through direct consultant model, resource room and self-contained. These supports will be utilized for in-person and remote learning using traditional and virtual face to face interventions. *Special education teachers will ensure necessary accommodations, modifications, supplementary aids and services will be

	<p>provided as listed on students' IEPs and 504 plans.</p> <p>*Clear communication between CPSE and CSE teams will be a priority by adhering to IEPs.</p>
<p>What professional development opportunities will be provided for teachers and leaders?</p>	<p>*Professional development has been provided and will continue to be provided using video conferencing and in-district instruction using social distance guidelines. Additionally, BOCES out of district professional development learning opportunities are available to teachers and leaders as approved by the district.</p>
<p>How will we ensure that English Language Learners are identified and provided services in a timely manner?</p>	<p>*Start the identification process within 30 school days of the start of the school year.</p> <p>*Start the identification process within 20 school days of the start to the 20/21 school year.</p> <p>*Clear communication will be provided for students and families in their preferred language.</p> <p>*Instructional Units of Study will be provided based on students' English language proficiency levels.</p>
<p>How will we ensure connectivity and effective technology use?</p>	<p>*iPads are provided to all students and staff in the district for in person and remote learning opportunities.</p> <p>*For families without connectivity, broadband is available in proximity to our schools, and students will be provided a cellular enabled iPad when possible.</p>



Communication

Essential Question	Solution
How do we communicate effectively with students? Parents? Community?	<ul style="list-style-type: none"> *Public Relations Coordinator *website *app *SchoolMessenger Phone & Text Messages *post safety plan on website *share helpful resources
How do we communicate effectively with teachers?	<ul style="list-style-type: none"> *survey *conversation *written protocols/procedures
How do we communicate our expectation of when parents should keep their child(ren) home?	<ul style="list-style-type: none"> *checklist posted to the school website
What signs and information needs to be shared?	<ul style="list-style-type: none"> *announcements https://www.cdc.gov/coronavirus/2019-ncov/communication/public-service-announcements.html *videos https://www.cdc.gov/coronavirus/2019-ncov/communication/videos.html?Sort=Date%3A%3Adesc *communication resources https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html *signage https://coronavirus.health.ny.gov/system/files/documents/2020/04/13067_coronavirus_protectyourself_poster_042020.pdf