



Wappingers Central School District

Re-Opening Plan

September 2020

(Revision Date 10/26/2020)

The mission of the Wappingers Central School District is to empower all of our students with the competencies and confidence to challenge themselves, to pursue their passions, and to realize their potential while growing as responsible members of their community.

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Introduction

At Wappingers CSD our primary commitment is to the students and families we serve. This School Re-Opening Plan will define clear guidance for the reopening of our 15 schools and aligns with the regulations developed in collaboration with the New York State Department of Health (NYSDOH) and guidance established by the New York State Education Department (NYSED). This reopening plan that has been created by the WCSD and is based on the assurances we are required to submit to the NYSDOH and NYSED. It is important for the WCSD learning community to understand that the assurance is the first formal phase of completion as we move toward reopening our schools. You will see that the assurances included in this plan are based on 91 detailed assurances broken into 12 categories (Communication/Family and Community Engagement, Health & Safety, Facilities, Child Nutrition, Transportation, Social and Emotional Well Being, School Schedules, Attendance and Chronic Absenteeism, Technology and Connectivity, Teaching and Learning, Special Education, Bilingual Education and World Languages, Teacher and Principal Evaluation, Certification, and Incidental & Substitute Teaching).

In order to continue and complete the details and specificities to this plan, the WCSD awaits the Governor’s order related to the “how” and “when” will schools reopen in September

2020. As per the Governor, the order is to be determined and announced during the first week of August 2020. You will notice that the assurances outlined in this document include specific details based on the recommendations, comments, surveys, and considerations submitted or contributed by our WCSD task force, break out groups and other sub-committees, surveys and forms completed by all of our stakeholders representative of the WCSD learning community.

We will continue to utilize the Education Update process that we started in March 2020 to communicate the specific details for the plan. The updates for updating our community is now called the [School Re-Opening Planning](#) page, which still includes all important past information related to school closings since March 2020. We will continue to create surveys/forms in order to gather your input. Once again, it is important to keep in mind that these specific details of “how” and “when” will require the official notice from the Governor’s Order in August 2020, in order to proceed in the most effective and efficient manner that will best suit the needs of our WCSD families and students.

Our priority must be keeping our entire learning community safe. When the 2020-2021 school year begins, schools will look and appear different than previous years. Whether we enter remotely, or with in-person (100%) instruction, or as a hybrid model (remote and in-person lesson combined) due to COVID-19, health and safety measures will continue to evolve.

The areas outlined in this plan represent the numerous considerations Wappingers CSD will address to reopen schools safely and to sustain their safe operation. This plan represents the assurances set forth by the NYSED. It is important to note that our plan retains a strong focus on academic instruction to enhance student performance and address learning loss. An emphasis on the social-emotional needs of our students is a priority and therefore have been addressed within our plan.

This plan includes procedures that will be followed in the following schools:

School	Address	Phone	Website
Brinckerhoff ES	16 Wedgewood Road Fishkill, NY 12524	845.897.6800	https://www.wappingersschools.org/Domain/96
Fishkill ES	20 Church Street Fishkill, NY 12524	845.897.6780	https://www.wappingersschools.org/Domain/201
Fishkill Plains ES	17 Lake Walton Road Wappingers Falls, NY 12590	845.227.1770	https://www.wappingersschools.org/Domain/266
Gayhead ES	15 Entry Road Hopewell Junction, NY 12533	845.227.1756	https://www.wappingersschools.org/Domain/334
James S. Evans ES	747 Sergeant Palmateer Way Wappingers Falls, NY 12590	845.298.5240	https://www.wappingersschools.org/Domain/160
John Jay HS	2012 Route 52 Hopewell Junction, NY 12533	845.897.6700	https://www.wappingersschools.org/Domain/1118

Kinry Road ES	58 Kinry Road Poughkeepsie, NY 12603	845.463.7322	https://www.wappingersschools.org/Domain/464
Myers Corners ES	156 Myers Corners Road Wappingers Falls, NY 12590	845.298.5260	https://www.wappingersschools.org/Domain/531
Oak Grove ES	40 Kerr Road Poughkeepsie, NY 12601	845.298.5280	https://www.wappingersschools.org/Domain/618
Orchard View AHS	25 Corporate Park Drive Hopewell Junction, NY 12533	845.298.5000	https://www.wappingersschools.org/Domain/1580
Roy C. Ketcham HS	99 Myers Corners Road Wappingers Falls, NY 12590	845.298.5100	https://www.wappingersschools.org/Domain/1346
Sheafe Road ES	287 Sheafe Road Wappingers Falls, NY 12590	845.298.5290	https://www.wappingersschools.org/Domain/670
Vassar Road ES	174 Vassar Road Poughkeepsie, NY 12603	845.463.7860	https://www.wappingersschools.org/Domain/745
Van Wyck JHS	10 Hillside Lake Road Wappingers Falls, NY 12590	845.227.1700	https://www.wappingersschools.org/Domain/785
Wappingers JHS	30 Major Macdonald Way Wappingers Falls, NY 12590	845.298.5200	https://www.wappingersschools.org/Domain/1003

To be clear, the health and safety of our students, our staff, and their families is our top priority. We have developed a plan that intends to ensure that students and employees feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) (dated 8/12/2020), and the [New York State Education Department \(NYSED\)](#).

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. The level of infection, the spread of the virus and response to the disease in our community will be at the forefront of decision making as we move to open our schools.

There are seven administrative offices for which each office is responsible to supervise, monitor, and make modifications to the Plan, as deemed necessary in accordance with the Governor’s Order, New York State Department of Health, and the New York State Education Department’s Guidance. Daren Lolkema, Assistant Superintendent for Compliance and Information Systems, will serve as the District’s COVID-19 Coordinator by overseeing and monitoring all aspects of this plan. The District proposes to create a new position with a specific job description to address the above-referenced guidelines which will be overseen by the Office of Compliance and Information Systems. This newly-created position will serve as a central contact for schools and stakeholders, families, staff, and other school community

members, will ensure the District is in compliance and following the best practices per State and Federal guidelines, and will document all necessary data.

Of course, as with every plan being developed throughout New York State, this document is fluid and will change as necessary based on guidance from the State, CDC, NYSED, and in consideration of our families and our staff. We strongly believe the services described throughout this plan are in the best interests of our students, families, staff, and community.

Guiding Principles

The development of this plan was guided by and grounded in the following guiding principles:

1. Safeguarding the health and safety of students and staff;
2. Providing the opportunity for all students to access education in the fall;
3. Monitoring schools, students, and staff. When necessary, modifying schedules to appropriately contain COVID-19 spread;
4. Emphasizing equity, access, and support to the students and communities that are emerging from this historic disruption;
5. Fostering strong two-way communication with partners, such as families, educators, and staff;
6. Factoring into decision making the challenges to the physical safety, social emotional well-being, and the mental health needs of our students caused by school closure; and
7. Considering and supporting diversity in our schools and school districts as we provide education is essential.

Communication/Family and Community Engagement

To help inform our reopening plan, the Wappingers CSD has sought feedback and input from stakeholders, including administrators, faculty, staff, parents/guardians of students, local health department officials, health care providers, and employee unions. This work will continue and include students at the secondary level. Engagement efforts included online surveys, virtual forums/meetings, and one-on-one conversations.

The District remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff, and visitors. The plan is available to all stakeholders via the District website at <https://www.wappingersschools.org/> and will be updated throughout the school year, as necessary, to respond to local circumstances. Of particular note, we have created a special page on our website related to all [COVID 19 Updates](#).

As part of its planning for the reopening of schools and the new academic year, the District has developed a plan for communicating all necessary information to staff, students, parents/guardians, visitors and education partners, and vendors. The District will use its

Blackboard Connect Communications Platform, and the District website (www.wappingersschools.org) to disseminate consistent messaging regarding new protocols and procedures, expectations, requirements, and options related to school operations throughout the pandemic.

Our Communication Goals:

- To encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to NYSED, CDC, and DOH guidance.
- To provide regular updates about health and safety, scheduling, and all other information faculty, staff, and families should be aware of.
- To provide information to families through a wide array of platforms including email, telephone calls, text messaging, social media, and website postings.
- To provide information on how families can access technology and receive technical support to assist with utilization and maintenance of equipment.

Wappingers CSD developed communication materials accordingly, including the creation of sample messages/letters for COVID-19 cases or potential cases for various school audiences. We will utilize communication methods used by the District to inform the school community. Information will be dispersed in a variety of platforms that include:

- District website
- Call list
- Email blast
- Online training
- Social media accounts used by district

We will continue with our communication efforts through clear messaging which will be prepared and consistently communicated before re-entry, on the first day, during the first week, throughout the first month, and continuously throughout the year. Minimum monthly communication will provide information on the following topics:

- Who to contact with questions, concerns, or suggestions. Empower people to make a positive difference and communicate the expectation for them to do so.
- The facts as we currently know them as per [Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov), the [New York State Department of Health \(NYSDOH\)](https://www.health.ny.gov) and the [New York State Education Department \(NYSED\)](https://www.nysed.gov).
- The importance of social distancing, monitoring symptoms of COVID-19, and when to stay home.
- Set protocols for entrance (screening) and the review process for staff calling in sick. Constant reminders for staff to stay home if they feel sick.
- Encourage and implement social distancing in bathrooms, break rooms, hallways, etc. Installing social distancing markers on the floors, etc.
- Practice proper hand hygiene. Staff is allowed to use hand sanitizer, but hand washing with soap and water for at least 20 seconds is still more effective. Hand sanitizer works best on clean hands.
- Encourage and practice proper respiratory etiquette (i.e., coughing or sneezing into your elbow if a tissue is not available).
- Encouraging personal responsibility for yourself and your work area.

- Educating the school community on district policies/procedures, including how to properly wear and dispose of a face mask/respirator.

Health and Safety

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. The District continues to work with the Dutchess County Department of Behavioral and Community Health to monitor and assess local hospital capacity within our region. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) (8/12/2020) and the [New York State Education Department \(NYSED\)](#).

The following protocols and procedures will be in place in all of our schools and facilities for the 2020-21 school year should in-person schooling resume. Anyone with questions or concerns should contact our COVID-19 Safety Coordinator at daren.lolkema@wcsdny.org. Please note that when we hire our newly-established position, the email and phone number will be updated to reflect it.

For more information about how health and safety protocols and training will be communicated to students, families, and staff members, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

To ensure employees and students comply with communication requirements, Wappingers CSD will:

- Post signage throughout the buildings to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning/disinfecting protocols.
- Establish a communication plan for employees, parents/guardians, and visitors with a consistent means to provide updated information. This will be accomplished through:
 - Website
 - Email
 - Text Messaging
 - Social media
 - Voice and/or video messaging
- Maintain a continuous log of attendance for every person, including faculty, staff, contractor, and visitors, who may have close contact with other individuals on our campuses.
- If a faculty or staff member tests positive for COVID-19, the school district must immediately notify State and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by State and Federal law and regulations.

If a student, or someone residing in their household, is in a high risk group, the parent/guardian should consult with their healthcare provider regarding prevention and

provisions for best meeting the needs of their child/children in school, while protecting their health and safety, and to receive advisement on participating in in-person instruction. The District will work with the families to determine appropriate accommodations, which may include receiving distance/remote instruction. Parents should contact the Building Principal to request any student accommodations.

The District will review requests for workplace accommodations from staff who are at high risk or live with family members at high risk. Staff will be required to submit medical documentation setting forth the basis for the request as well as the accommodations being sought. Each request will be evaluated on a case-by-case basis to determine if the employee is eligible for a workplace accommodation, and to determine the appropriateness and reasonableness of any accommodation. Accommodation requests should be sent to their immediate supervisor.

Facility Occupancy

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

- Where feasible, entry and egress in and out of all buildings will be limited to a single location. If applicable, a single point entry and single point egress will be identified to minimize cross traffic. All entry to the buildings will occur through the main entrance to a check-in point at the security station.
- A face covering must be worn by all individuals, students, staff, and visitors on Wappingers CSD property when social distancing cannot be maintained.
- Proper face covering includes, but is not limited to, a surgical mask, cloth mask, or bandana and must completely cover the individual's mouth and nose. (A plastic face shield alone is **not** an acceptable face covering without the combined use of a face mask). Accordingly, the [CDC](https://www.cdc.gov) does not recommend the use of gaiters or face shields.
- All individuals are encouraged to utilize their own face covering, however face coverings will be provided by Wappingers CSD on an as-needed basis.

Daily Health Screening

In an effort to screen building occupants prior to their arrival at all Wappingers CSD locations, individuals must complete a medical screening questionnaire.

- Staff will be required to stay home if they are sick and parents are required to keep sick children home.
- All employees, parents, and regular contractors will be required to complete a mandatory health screening assessment including a temperature check that will be emailed to employees and parents daily prior to the start of each school day. This questionnaire is accessible through the Wappingers CSD website at <https://www.wappingersschools.org/>. A QR code will also be posted at all main entrances that provides a direct link to the survey using an iPhone or android phone. (Alternate ways will also be in place for those families who cannot access the QR Code). Employees and parents will be required to certify “No” to all of the following in order to be permitted access to school buildings:

- If an individual presents a temperature of greater than 100.0°F, the individual must be denied entry into the facility, or sent directly to a dedicated area prior to being picked up or otherwise sent home¹;
 - If they have had any COVID-19 symptoms in the past 14 days;
 - If they have had a positive COVID-19 test in the past 14 days;
 - If they had close contact with confirmed or suspected COVID-19 case in the past 14 days; and
 - If they have traveled out of state or to a location with known community spread.
 - We will review out of state traveling, on a case-by-case basis, based on the Governor’s updated list of states on the travel advisory list; <https://www.governor.ny.gov/news/governor-cuomo-announces-individuals-traveling-new-york-four-additional-states-will-be-required>)
- The District will use Blackboard Connect Messaging and/or EZSCN to manage screenings as follows:
 - Employees and parents/guardians will be entered as contacts into the email automation platform.
 - Persons completing the survey will be required to certify “No” to all of the above questions.
 - The main office will be notified via email of all contacts that do not respond prior to the start of school to follow up with the contact.
 - Contacts that reply “Yes” will be immediately prompted to stay at home, and detailed health instructions will be emailed to the contact.
 - The nurse’s office will be notified via email with contact names whose response was “Yes” to screening.
 - The Principal (or the Principal’s designee) along with the Health Office will follow up with the person(s) and determine appropriate action(s) to take.
 - Although filing of the health survey is preferred to be done online, paper copies of the questionnaire for visitors will be available at security stations. (Outside of an extenuating circumstance, only visitors with an approved purpose to enter the school will be allowed to do so).
 - Staff will be required to monitor their own temperatures prior to arrival on campus and throughout the day. Anyone whose symptoms response changes from a **NO** to **YES** during the day, must contact their supervisor immediately and await further instruction.
 - Students and visitors must have their temperature taken prior to arrival at school.

¹ DOH-Temperature checks should be conducted per U.S. Equal Employment Opportunity Commission or DOH guidelines. Specifically, all individuals must have their temperature checked each day – ideally, at home, prior to departing to school – before entering any school facility. If an individual presents a temperature of greater than 100.0°F, the individual must be denied entry into the facility, or sent directly to a dedicated area prior to being picked up or otherwise sent home.

- Parents are expected to monitor for temperatures and symptoms prior to sending their student on a bus or dropping them off at school.
- For more than one individual entering the building simultaneously, they will be required to stand at the marked out locations on the floor, maintaining social distance until they can be signed in and screened.
- Multiple lines and entrances will be coordinated, if needed to reduce crowding.
 - Markings (whether in tape or otherwise) will be placed on the ground or in the corridor to indicate six (6) foot lengths to provide for greater social distancing for individuals while in line.
- Only individuals who have been cleared to enter the building and who are wearing proper face coverings will be granted access to the building.
- Should a person fail the medical screening, specific procedures should be followed. Please reference the [Suspect or Confirmed COVID-19 Case](#) section for guidance.

Social Distancing & Face Coverings

All building occupants will be required to maintain social distancing of at least six (6) feet from one another. Personal Protective Equipment (PPE) will be available as required. In addition:

- WCSD requires all students and staff to wear a mask to the ‘greatest extent possible’, which means students will have to wear their face covering at all times with minimal exception. In addition to wearing a mask, social distancing must be practiced. Essentially, we will ask that students and staff wear their masks for the duration of the school day, with those exceptions in mind. In addition, we recognize that some persons may be medically excused from wearing a mask, and we will deal with these situations on a case by case basis. Keep in mind for the very small exception of students and staff who meet this requirement, socially distanced practicing will be required. We are following the recommendations of the [Department of Health](#) as well as those from the [New York State Reopening Guidelines K-12](#).

In summary, for WCSD this means students will:

- wear masks while they are in their classrooms, even if they are seated socially distant apart;
- wear masks throughout the day as they travel/walk in the hallways to various locations;
- remove masks during designated socially distant ‘mask breaks’ (these “breaks” for individuals, a small group, and/or entire class of students will be determined at the building-level in collaboration with principals and teachers); and
- Remove masks when eating, which means that all students will be socially distanced.
- A face covering must be worn by all individuals, students, staff, and visitors on Wappingers CSD property-
- Proper face covering includes, but is not limited to, a surgical mask or cloth mask and must completely cover the individual's mouth and nose. (A plastic face shield alone is

not an acceptable face covering without the combined use of a face mask). Bandanas will not be allowed as a face covering. Accordingly, the [CDC](#) does not recommend the use of gaiters or face shields.

- All individuals are encouraged to utilize their own face covering, however face coverings will be provided by Wappingers CSD on an as-needed basis.
- Proper social distancing is defined as a six (6) foot separation between individuals.
- Ensure six (6) foot distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than six (6) feet apart from one another, personnel must wear acceptable face coverings.
- The district will avoid gathering in small spaces (e.g., elevators, supply rooms, faculty offices) by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings or are members of the same household. However, even with face coverings in use, occupancy will not exceed 50% of the maximum capacity of the space, unless it is designed for use by a single occupant.
- Social distance separation will be using tape or signs that denote six (6) feet of spacing in commonly used and other applicable areas on the site (e.g., clock in/out stations, health screening stations, reception areas).
- Designated areas for pick-ups and deliveries will be established, limiting contact to the extent possible.
- For details about classroom space and capacities please see our [Space Design and Capacities](#) section of this document.

Personal Hygiene

Hand washing - Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. Schools should plan time in the school day schedule to allow for hand hygiene.

- Hand hygiene includes:
 - Signage encouraging hand washing and correct techniques;
 - Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method. This can be accomplished by singing or humming the happy birthday song twice;
 - Adequate facilities and supplies for hand washing including soap and water;
 - Use of paper towels or touch-free paper towel dispensers where feasible (hand dryers are not recommended as they can aerolize germs);
 - Use of no-touch/foot pedal trash can where feasible;
 - Extra time in the schedule to encourage frequent hand washing.
- Students and staff should wash hands as follows:
 - Upon entering the building and classrooms;
 - After sharing objects or surfaces;
 - Before and after eating;
 - After using the restroom or after helping a student with toileting;
 - After sneezing, wiping, or blowing nose or coughing into hands, or coming into contact with bodily fluid;

- Anytime hands are visibly soiled;
- After handling garbage;
- After playing outdoors;
- Before and after administering medication;
- When handwashing is not available use a hand sanitizer;
- Posters / signage describing handwashing steps will be installed near sinks
- Hand Sanitizer - At times when hand washing is not available students and staff may use a hand sanitizer. In order for the sanitizer to be effective it must contain a minimum of 60% ethanol or 70% isopropyl alcohol. It should be noted the sanitizers are flammable and students must be monitored and supervised when using these. Using hand sanitizers should include:
 - Signage should be placed near sanitizer dispensers indicating soiled hands should be washed with soap and water;
 - Placement of sanitizer dispensers should be located near entrances and throughout common areas (when possible, this shall include: entrances, exits, locker rooms, nurse's offices, school offices, gymnasium, departmental offices, classrooms, cafeterias, playgrounds, athletic areas, and buses).

Visitor and Vendor Practices

No outside visitors or volunteers will be allowed on school campuses, except for the safety and well-being of students. Parents/guardians will report to the security desk and not go beyond unless they are permitted to do so. Essential visitors to facilities and parent/guardian visitors will be required to wear face coverings and will have restricted access to our school buildings.

Visitors

- All visitors must be wearing proper face covering prior to entering any building and it must be worn at all times.
- All visitors are to fill out the COVID-19 CHECK-IN SCREENING which can be found by scanning the QR Code posted on all doors. The visitors must sign in with their identification through the District's Visitor Management System (VMS) for a visitor badge.
- No visitor should enter a building unless necessary. All meetings should be held outside or via virtual meetings when possible.
- Should a visitor become ill while on campus, they must alert the staff member they are visiting to report the issue and then immediately seek medical attention.
- The District's VMS maintains daily logs of visitors in the database. The District will maintain these logs for purposes of contact tracing until the NYSDOH determines that COVID-19 is no longer a threat to our community.

Vendor

- All vendors must be wearing proper face covering prior to entering any building and it must be worn at all times.
- All vendors must report to the Operations and Maintenance building first for temperature screening and to fill out the COVID-19 CHECK-IN SCREENING which

can be found by scanning the QR Code posted on all doors. The vendors must sign in with their identification through the Districts VMS system for a visitor badge. This will indicate to all other Security locations that the vendor has been screened.

- No vendor should enter a building unless necessary for completion of their job. All meetings should be held outside or via video conferencing when possible.
- All vendors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing.
- Should a vendor become ill while on campus, they must alert a staff member to report the issue and then immediately seek medical attention.
- The Districts VMS maintains daily logs of visitors in the database. The District will maintain these logs for purposes of contact tracing until the NYSDOH determines that COVID-19 is no longer a threat to our community.

Training

Wappingers CSD will train all personnel on new protocols and frequently communicate safety guidelines. Training on the precautions listed below will be conducted either remotely or in person. Social distancing and face coverings will be required for all participants if training is conducted in person. Training material is designed to be easy to understand and available in the appropriate language and literacy level for all workers.

Wappingers CSD will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene. Additional training will be provided in:

- Prevention of disease spreads by staying home when they are sick.
- Proper respiratory etiquette, including covering coughs and sneezes.
- Avoiding the use of communal objects. If communal objects must be used, provide information on proper disinfection procedures between use. Examples of communal objects include, but are not limited to, other workers' phones, desks, offices, computers or other devices, other work tools and equipment.
- Provide employees and students with up-to-date education and training on COVID-19.
- Risk factors and protective behaviors (i.e., cough etiquette and care of PPE).

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Training topics for all staff and substitutes

- Proper hand washing: proper hand hygiene. Promote frequent and thorough hand washing by providing employees, the school community, and visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% ethanol or 70% isopropyl alcohol. Provide training on proper handwashing and hand sanitizer use:
<https://www.cdc.gov/handwashing/when-how-handwashing.html>
 - [Hand washing video](#)
- Proper cough and sneeze etiquette
- Social Distancing

- Provide training for faculty/staff on how to address close contact interactions with students as part of every day job tasks.
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- Operating procedures (various by building)
 - Entrance into the building
 - Cleaning procedures
 - Sick child pick up
 - Staff or students who are sick
 - Identifying symptoms when staff or students are suspected to be sick
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Proper cleaning techniques
 - Cleaning and disinfecting
<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf
- Hazard Communication – Right-To-Know
 - Proper use of chemicals and Safety Data sheets
 - <https://www.osha.gov/dsg/hazcom/>
 - No chemicals from home
 - Transfer of hand sanitizer in smaller containers
 - List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)
 - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- Exposure Control Plan – with a focus on Pandemic/COVID-19
- Personal Protective Equipment - PPE
 - Update Hazard Assessment and PPE Selection Worksheet for all identified employees
 - Proper type, use, and size
 - Cleaning and sanitizing of the face covering (if applicable)
 - Provide training for staff and students on wearing, putting on, removing and discarding PPE, including in the context of their current and potential duties
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Use of face coverings (donning/removing) (cloth vs. surgical)
 - [Face coverings don/doff video](#)
 - <https://www.youtube.com/watch?v=PQxOc13DxvQ>
- Respirator Protection (N95 - required for identified employees per NYS)
 - Inclusive into your existing Respirator Protection Program or can be a separate Respirator Protection Program for medical staff only
 - Training provided for identified personnel only
<https://oshareview.com/2020/04/osha-requirements-for-occupational-use-of-n95-respirators-in-healthcare/>

Signs and Messages

[Signs](#) will be posted in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measures](#), and describe how to [stop the spread](#) of germs (such as by [properly washing hands](#) and [properly wearing a cloth face cover image icon](#)).

When Students Eat in Classrooms

- Train appropriate staff on food allergies, including symptoms of allergic reactions to food.
- Train appropriate non-food service staff on any meal service-related activities they will be responsible for.

https://www.cdc.gov/healthyschools/foodallergies/pdf/13_243135_A_Food_Allergy_Web_508.pdf

Space Design and Capacities

General Office Area

- Where applicable all offices and small spaces will be limited to one (1) individual at a time.
- In a multiple occupant office, staff should maintain at least six (6) feet of separation between individuals.
- Additional protective barriers such as polycarbonate screens or strip curtains will be utilized to create a physical separation without hindrance to egress or airflow. Cubicle walls also serve as acceptable barriers.
- Workstations will be reconfigured so that employees do not face each other, or establish partitions if facing each other cannot be avoided.
- Additional breaks may be allotted to allow individuals time to leave the space to remove their masks. Specific determination of these conditions will be determined by the individual's program supervisor.
- Will stagger shift start and end times greater than normal when possible (while still ensuring safe operations), to eliminate employees from congregating during the shift change-over, and from overcrowding at entrances and exits
- Will reduce tasks requiring large amounts of people to be in one area
- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.
- If in-person meetings are essential, consider limiting meetings to 10 people or less depending on local, state, and federal guidelines.

Conference Rooms

- Will limit in-person meetings, if virtual meetings are not feasible.
- If meetings are to occur in person, they will be conducted in a quick manner.
- Social distancing among participants will be required.

- Lingering and socializing before and after meetings will be discouraged.
- [For information on proper face coverings click this section.](#)

Break Rooms and Lunch Rooms

- Breakroom use is discontinued if a minimum of 6 ft. separation cannot be maintained when consuming food or drink.
- Staff are advised to take their lunch and breaks in their private offices or classrooms; or in other areas where they can maintain social distancing.
- Staggered break schedules may be utilized to assist with separation concerns.
- Amenities that are handled with high contact frequency, such as water coolers, coffee makers, and bulk snacks will be replaced with alternatives where possible.

Copier Rooms/Areas

- Congregating in copier rooms/areas is discouraged.
- Staff are encouraged to wipe down touch surfaces post and prior use with supplies provided to them.

Elevators

- One person in an elevator at a time.
- Personnel must wear acceptable face coverings when in common use areas.
- Elevators will be frequently disinfected.

Restrooms

- The number of people permitted in restrooms at one time will be restricted utilizing the use of signage indicating when a restroom is “in use”.
- Some toilets/sinks may be taped off to promote distancing during bathroom use.
- Signs asking employees to wash hands before and after using the restroom will be installed.
- No-touch trash cans will be placed by restroom doors.
- Paper towels will be made available and any hand air dryers disconnected or taped-off as possible. When additional paper towel dispensers become available these will be the main source for hand drying in these areas. Until then hand air dryers will remain connected.
- The number of students in a restroom at any given time will be limited.
- Cleaning and disinfecting of restrooms will be conducted at least once daily (DOH 8/12/2020).

Hallways/Stairwells

- Where feasible, hallway traffic may be limited to single flow direction.
- Where single flow is not applicable, bi-direction traffic will be permitted.
- Directional flow will be identified by indications on the floor/stairs.
- Adequate distancing will be obtained between all individuals by taped off lanes on the corridor floors/ stair treads, to the greatest extent possible.

- All individuals must also allow for adequate space between when traveling in the same direction, to the greatest extent possible.

Classrooms

- In order to determine how many students can fit in instructional spaces, the District will utilize the following method:
 - Measure and record the room dimensions (width x depth)
 - Subtract any square footage taken up by furnishings
 - Furnishings may be removed to maximize capacity
 - Divide the available space by 44 square feet per person to allow for students to have 3 feet of personal space and 6-foot perimeter of socially distanced space.
 - Reserve one of the available spaces for a teacher and another for an instructional aide if necessary (additional space for the teacher to lecture at the front of the classroom may be factored into the space calculation)
- The District will ensure that a distance of twelve (12) feet in all directions is maintained between individuals while participating in activities which requires projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g., participating in gym classes).
- Overall class sizes will be reduced to accommodate all safety parameters.
- Students, teachers, and support staff will be required to wear a proper face covering when social distancing is determined to be impossible.
- Where possible, special teachers and Pupil Personnel Services (PPS) staff will travel to the classroom to provide instruction to minimize student movement.
- Restrict items in the classroom to that of obvious use.
 - Remove any unnecessary furniture.
 - Remove any soft surfaces that are difficult to disinfect such as:
 - Area Rugs
 - Soft fabric chairs

Health Offices

- All students and staff are required to wear appropriate face coverings.
 - N95 Respirator use for nurses should be limited to situations of suspected COVID-19
 - Nurses must receive proper training and fitment of N95 Respirators prior to use.
- Where applicable, nurse stations have been reconfigured to:
 - Maintain social distancing of no less than 6ft.
 - Create “sick” and “well” zones.
 - Students that receive daily medication will be treated separately from students presenting with symptoms of illness.
 - Nebulizer treatments should be conducted in a separate isolated space with adequate fresh air circulation.
 - Respiratory treatments administered by nurses generally result in aerosolization of respiratory secretions. These aerosol generating procedures (AGPs) potentially put healthcare personnel and others at an

increased risk for pathogen exposure and infection. The CDC recommends PPE use when administering AGPs. PPE consists of:

- Gloves;
- N95 or surgical facemask;
- In lieu of N95 - a surgical mask with face shield;
- Eye protection; and
- A gown (if necessary).
- PPE should be used when:
 - Suctioning;
 - Administering nebulizer treatments; or
 - Using peak flow meters with students who have respiratory conditions.
- Treatments such as nebulized medication treatments and oral or tracheostomy suctioning should be conducted in a room separate from others with nursing personnel wearing appropriate PPE. For nebulizer treatments, if developmentally appropriate, the nurse could leave the room and return when the nebulizer treatment is finished.
 - Physical separation will be achieved by utilizing:
 - Individual exam rooms
 - Polycarbonate barriers
 - Retractable dividing curtain walls.
- Isolation Room/s
 - Individuals presenting with symptoms representative of COVID-19 should be immediately isolated to reduce risk of transmission.
 - A separate room will be utilized where applicable.
 - Reference the [Isolation Room/s section](#) for additional information.

Isolation Rooms

- Where applicable, separate, independent room/s with a door in close proximity to the exterior will be utilized for quarantining individuals who present with symptoms representative of COVID-19.
- Where excess space is not available. Health Offices will be equipped with dividing curtains allowing for both a physical divide and at minimum of six (6) feet of separation.
- Isolation rooms have been identified in each building

Security Vestibule/Reception areas

Security Stations will remain at all entrances of each building.

- They will serve as the primary location for accounting for all individuals entering and exiting the building.
- Floor demarcations have been installed to indicate where visitors shall stand to maintain social distance.
- Reception areas have had seating removed or adequately spaced to provide at minimum of six (6) feet of separation.

Computer Labs

Computer labs will be only used on a restricted basis. In most cases the labs will be closed, but in some cases they may remain open for independent student work (as needed) or if assigned as a classroom. When computer labs do remain open (while restricted) the following criteria will apply:

- The use of shared space and equipment use will be limited where feasible.
- Blocks of computers will be sectioned off to ensure social distancing is maintained.
- Cleaning and disinfection of computer labs and keyboards will be frequent.
- Students will be instructed to wash hands (use hand sanitizer when hand washing is not available) prior to and after touching the keyboards along with other frequently touched surfaces.

Library Spaces

Libraries will be only used on a restricted basis (if they are not repurposed for other instructional purposes). When libraries do remain open (while restricted), the following criteria will apply:

- Remove all soft covered surfaces that cannot be properly cleaned and disinfected.
 - Bean bag chairs
 - Upholstered couches or chairs
 - Area rugs
- Reconfigure space to ensure social distancing.
 - Tables will be limited to one individual at a time where applicable.
 - Polycarbonate barriers may be installed to create a physical barrier.
 - Small reading nook use should be discontinued unless:
 - limited to one person at a time.
 - Cleaned and disinfected routinely
- Borrowing of materials such as books may be allowed. Proper procedures will be followed when books are returned and prior to re-circulation.
- Create directional traffic flow patterns between bookcases to ensure social distancing

Ventilation

Wappingers CSD will ensure sufficient ventilation and fresh air to all spaces of occupancy by means of:

- Modifications to the Building Management Systems to allow fresh air dampers to introduce more outside air (outside temperatures may affect sustainability of this feature).
- Air handling systems have been inspected for function with higher MERV rated filters.
 - Although not required by NYS SED, the District where applicable filters will be exchanged for MERV rating ranging from 8-10.
- Spaces where fresh air is limited due to original building systems, fresh air will be introduced through open windows and doors.
 - Options for replacement and modification to existing systems will be explored.
 - Engineers will design new systems capable of increased fresh air and filtration.

- Fan motors speeds will be increased where applicable to ensure volume and flow of 15cfm minimum.
- More frequent maintenance and inspection of the systems will occur to mitigate extra strain on systems.
- Filter replacement schedules will be more frequent.

Cleaning and Disinfection

The Wappingers CSD will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the DOH (8/12/2020), including “[Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#),” and the “STOP THE SPREAD” poster, as applicable. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

The terms *cleaning*, *sanitizing*, and *disinfecting* are sometimes used interchangeably, which can lead to confusion and result in cleaning procedures that are not effective.

For example, if there is visible soil on a surface, *clean* it with detergent and water before spraying the surface with a sanitizer or disinfectant. Using a sanitizer or disinfectant as this “first step” is not effective because the purpose of the solution is to either *sanitize* or *disinfect*. Each term has a specific purpose, and there are many methods that may be used to achieve such purpose. The District uses FulSan which is a cleaner/disinfectant, which is an approved EPA product.

Specific cleaning procedures for Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Cases may be found on PAGE 16 of the [NYS DOH Guidance Document](#). The following table defines the tasks of cleaning, sanitizing and disinfecting:

Task	Purpose
Clean	To remove dirt and debris by scrubbing and washing with a detergent solution and rinsing with water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.
Sanitize	To reduce germs on inanimate surfaces to levels considered safe by public health codes or regulations.
Disinfect	To destroy or inactivate most germs on any inanimate object, but not bacterial spores.

Examples of facility types where cleaning and disinfection frequency will be distinguished include:

- Restrooms (at least once daily per DOH 8/12/2020)
- Athletic training rooms, locker rooms (at least once daily per DOH 8/12/2020)
- Health offices, isolation rooms (cots after each use and office at least once daily per DOH 8/12/2020)
- Administrative offices (main office, reception area) (at least once daily per DOH 8/12/2020)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Breakrooms (at least once daily per DOH 8/12/2020)
- Cafeterias/Kitchens (at least once daily per DOH 8/12/2020)
- Computer labs (at least once daily per DOH 8/12/2020)
- Science labs (at least once daily per DOH 8/12/2020)
- Classrooms (at least once daily per DOH 8/12/2020)
- Maintenance offices and work areas (at least once daily per DOH 8/12/2020)
- Bus Garage (at least once daily per DOH 8/12/2020)
- Buses, school vehicles (at least once daily per DOH 8/12/2020)
- Libraries The CDC has stated that the COVID virus does not transfer easily from surfaces. However, the District will exercise caution in accordance with available research and municipal guidance. It is recommended that schools implement a minimum 3-day quarantine of paperback books, hardcover books, and paper handouts that have been in circulation and returned.
- Large meeting areas (auditoriums, gymnasiums, music rooms) (at least once daily per DOH 8/12/2020)
- Playgrounds and Outdoor seating areas (plastic or metal) encourage hand washing before and after use.

Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home.

The District will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

Regular cleaning and disinfection of the facilities will occur once daily; Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The District will ensure regular cleaning and disinfection of restrooms once daily. For more information about how cleaning and disinfection information will be communicated to students, families and staff members, visit the [Communication section](#) of our reopening plan.

Disinfectants must be [products that meet EPA criteria for use against SARS-Cov-2](#), the virus

that causes COVID-19, and be appropriate for the surface.

Suspect or Confirmed COVID Cases

- *Emergency Response* - Students and staff with symptoms of illness must be sent to the health office. A school nurse (Registered Professional Nurse, RN) is available to 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. Proper PPE will be required anytime a nurse may be in contact with a potential COVID-19 patient.
- *Isolation* - Students suspected of having COVID-19 awaiting transport home by the parent/guardian will 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 also be in this isolation room if they can be separated by at least 6 feet. If they cannot be isolated in a separate room from others, facemasks (e.g., cloth or surgical mask) will be provided to the student if the ill person can tolerate wearing it and does not have difficulty breathing, to prevent the possible transmission of the virus to others while waiting for transportation home. Students should be escorted from the isolation area to the parent/guardian. The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center; Other considerations include:
 - 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.
- *Notification* - the NYS and local health departments will be notified immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff, and visitors.

Contact Tracing

Contact Tracing Assessing and informing those with potential exposure is a fundamental control strategy for minimizing spread within a close population of people. CDC defines close contact as interactions within 6 feet for more than 15 minutes.

In an effort to determine the potential or confirmed case's contacts with other students or staff members over the previous two or more days, the District will assist the local Department of Health including notification of potential contacts, such as students, staff or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

- School health staff will utilize general principles of contact tracing to begin closely monitoring other potentially exposed individuals.
- Health staff will receive awareness contact tracing training.

Public Health Officials assume the task of contact tracing, once notified.

To ensure the school district and its employees comply with contact tracing and disinfection requirements, the Wappingers CSD will do the following:

- Have a plan for cleaning, disinfection, and notifying the Dutchess County Department of Public Health, in the event of a positive case. In the case of an employee testing positive for COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting the school building or facility if someone is sick.
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and copier machines.
- Vacuum the space if needed. Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.

Return to School after Illness

The Wappingers CSD has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals can

return to the in-person learning environment at school. Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC and their return is coordinated with the local health department. Currently, those guidelines are:

1. **Untested:** Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:
 - a. They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
 - b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - c. At least ten (10) calendar days have passed since your symptoms first appeared.

2. **Tested:** Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following three conditions are met:
 - a. They no longer have a fever (without the use of medicine that reduces fevers); and
 - b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - c. They have received two negative tests in a row, at least 24 hours apart.

3. **Tested with no symptoms:** Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten (10) calendar days without symptoms and have been released by a healthcare provider.

Students may also return if they are approved to do so in writing by the student's health care provider.

The District will refer to DOH's ["Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure"](#) regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

Closure Considerations

When a person has been identified (confirmed) or suspected to be COVID-19 positive; the process in Wappingers CSD shall include:

- Having district and school administrators collaborate and coordinate with local health officials to make school closure and large event cancellation decisions.

- Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with the local DOH. Establishing a decision-making tree at the district level.
- Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.
- Implement as needed short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:
 - Closing off areas used by ill person(s) and locking off area(s), signage can also be used to ensure no one enters the area.
 - Do not use the area(s) until cleaning and disinfection has taken place.
 - Opening outside doors and windows to increase air circulation in the area.
 - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.
 - Communicating as soon as possible with staff, parents, and students.
- Using DOH guidance/procedures for when someone tests positive.
 - In consultation with the local DOH, a school official may consider whether school closure is warranted and period of time (prior to re-opening) based on the risk level within the specific community as determined by the local DOH.
 - In accordance with guidance for quarantine at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff quarantine.
 - Additional close contacts at school outside of a classroom should also quarantine at home.
- Closing of schools could be a regional decision.
 - [7 metrics - NYS Dashboard](#)
 - Schools will reopen if a region is in Phase IV and the daily infection rate remains below 5% using a 14-day average
 - Schools will close if the regional infection rate is greater than 9% using a 7-day average after August 1, 2020
- Thresholds will be determined on a case-by-case basis dependent on the numbers (school closures may be a response).
- Buildings may consider closing if required cleaning products (bleach and water can be used as a cleaning product) and PPE are not available.

Facilities

In order to prevent the spread of COVID-19 infection in the district, facilities operations will be geared toward meeting social distancing requirements and cleaning frequently touched spaces at least once daily. In carrying out projects or tasks supporting infection control, requirements will be met for changes associated with building spaces. Plans for changes or additions to facilities that require review by the Office of Facilities Planning (OFP) will be

submitted to comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code.

The function, position and operation of stairs and corridor doors, which have closers with automatic hold opens (and are automatically released by the fire alarm system) will remain unchanged.

The Wappingers CSD plans to meet the deadline for submission of Building Condition Survey or Visual Inspections on time. In addition, lead in water sampling will be carried out upon the reopening of school under conditions consistent with when the building is “normally occupied.”

Upon reopening, the district plans to increase ventilation, to the greatest extent possible. Water systems will be flushed in buildings that have been unoccupied.

The following actions will be taken as needed:

- Work with engineers to establish sufficient fresh air exchange.
- Drinking Water Facilities: Reduce number of drinking fountains available, in order to facilitate frequent cleaning. However, drinking fountains are a code required plumbing fixture.
- Alterations to the configuration of existing classrooms or spaces or the introduction of temporary and/or movable partitions, the change will be submitted to OFP, the local municipality and/or code enforcement officials for review.
- For offsite facilities, communication with the project manager at NYSED Office of Facilities Planning (OFP) and a Temporary Quarters (TQ) Project submission.
- Minimum number of toilet fixtures that must be available for use in a building is established in the building code.
- Disabling of air based hand dryers in restrooms, where possible. This is pending the availability of additional paper towel dispensers.
- Maintain adequate, code-required ventilation (natural or mechanical) as designed.
- If other air cleaning equipment (e.g. new technology) is proposed, submit to OFP for review and approval. (New air quality equipment is being installed as per previously approved voter proposition for a Capital Improvement Project. Though these are not COVID-related projects, they are going to benefit the health of our building occupants.)
- Additional locally designed measures and improvements are being implemented to assure occupant safety (ie: increased ventilation, safety screens in kitchen lines, locks on water fountains etc.).

Emergency Response Protocols & Drills

Education Law § 807 requires that schools conduct 8 evacuation and 4 lockdown drills each school year. NYS is requiring schools to continue our emergency response drills when kids are in school (either full attendance or in a hybrid model). When planning drills, consideration shall be given to how a school may modify their drill procedures to minimize risk of spreading infection. Conducting drills is an important part of keeping students and

staff safe in an emergency, as such, it may be necessary for schools to conduct drills in the 2020-21 school year using protocols that are different than they are used to.

Regardless of the modification used when conducting a drill, students will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

Modifications to evacuation drill protocols may include, but are not limited to:

- Conducting drills on a “staggered” schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. Staggering by the classroom, minimizes contact of students in hallways, stairwells, and at the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all students in the school building on that school day, it may be necessary to do so during a class period that is extended for this purpose; and
- If schools re-open with a “hybrid” in-person model, such as one where students attend school alternate school weeks to reduce the occupancy of the school building, schools will ensure that all students are receiving instruction in emergency procedures, and participating in drills while they are in attendance in-person. Modifications to specific Drills may be required.

For more detailed information on what drills students typically do in school, please visit our [Districts Safety Plan website](#).

Child Nutrition

Wappingers CSD has identified Matthew Flusser, Director of Food Services, as the contact person to receive and respond to communications from families and to school staff. Families will be reminded in food service communications during the summer and periodically that they can submit a new application for free and reduced-price meals any time during the school year. Applications are available in each school building, on our website and through email or regular mail as needed. Phone in and in-person support to complete the application is available from our Food Service Director and his team.

School meals will continue to be available to all students, including those attending school in-person and those learning remotely.

For information about how meal information will be communicated, visit the Communication/Family and [Community Engagement](#) section of our reopening plan.

Meals Onsite

For students onsite (K-6), meals will be provided while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.

Grab and go hot and cold meal options will be developed to reduce the waiting time in meal distribution during in-person or hybrid learning models. Grab and Go options will be provided for Grades 7-12 while they are attending school on a modified schedule for both breakfast and lunch for those that select. Cafeteria usage for meals will be utilized at the discretion of the secondary administration.

The District will ensure social distancing between individuals while eating in the school cafeteria. The timing and number of meal servings will be scheduled by the Food Service Department and each school building's administration.

If not feasible, meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students. The timing and number of meal servings will be scheduled by the Food Service Department and each school building's administration.

The sharing of food and beverages (e.g., buffet style meals, snacks) is prohibited, unless individuals are members of the same household. Staff and students will be provided with training and signage will be posted. Additionally, students and staff will be provided with training and signage on proper hygiene.

Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

All student meals must be rung into the register at the point of sale whether the meals are served through the cafeteria or delivered to the classroom. Free and Reduced guidelines would apply with the start of the school year.

USDA compliant cold grab and go breakfasts and cold and/or hot grab and go lunch options (menu driven) would be available for students and staff. At this time, the only available purchase options for students will be the meals referenced above and milk. Additional items for purchase (i.e. snack bags or ice cream) may be offered later in the school year based on how the process is working.

To reduce the exposure of students and staff as well as keeping movement to a minimum, Food Service staff can deliver meals to classrooms using a fabricated rolling cart with a barrier that would include a computer and the meals by classroom. This meal delivery method would necessitate the pre ordering of meals on a daily basis. Paper rosters would be

kept for each meal served. Flexibility with school building administration will be necessary and students would be socially distanced while being handed their meals from the cart by Food Service staff in proper protective gear. The rolling cart will be cleaned with soap and water between meal distributions and disinfected daily using the approved food service friendly product.

If meal serving lines are to be used in the District's kitchens for the serving of meals coordination with Food Service and the school building administration. There are fabricated barriers being built onto the existing food service lines. There will need to be a set schedule (i.e. by grade level) will be required to set a schedule wherein students can be socially distanced while awaiting their turn to be handed food by the Food Service staff in proper protective gear. Food serving lines will need to be cleaned with soap and water between student groups and disinfected daily using the approved food service friendly product. This cleaning will add to the length of time between student groups being allowed to go through the meal service line.

The same guidelines for students with allergies would be followed as would if the school was fully open and functional. Communication would continue between building level administration, nursing staff and the Food Service staff in each kitchen. For example, peanut and butter and jelly sandwiches, whether brought from home OR offered as a cold lunch option will need to be discussed.

If cafeterias will be used for meals, school building administration and Food Service will need to ensure that proper social distancing can be maintained. Signs will be posted that indicate where students may sit. Staff will be needed in the cafeteria to ensure that social distancing is being followed. Following each group of students, areas will need to be cleaned with soap and water and disinfected using the approved food service friendly product. This cleaning will add to the length of time between student groups being allowed to go through the meal service line and eat in the cafeteria. Alternate spaces such as gymnasiums or classrooms could be used for meal service with socially distanced desk placement.

Meals offsite/remote

All students who are learning remotely will be provided the opportunity to pick up meals from select district locations to be determined using a drive by pick up option. Same guidelines would apply based on student status (ie: free and reduced applicable or paying status) as to payment for these meals would apply and a roster would be kept for logging purposes. Food Service staff would deliver meals to the vehicle in the proper protective gear.

Cleaning and disinfecting logs will be kept by building for each day.

Transportation

Wappingers CSD will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines.

Students and school staff must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated) and should maintain appropriate social distancing to the extent practicable.

Students who are able will be required to wear masks and social distance on the bus to the extent practicable; however, students whose physical or mental health would be impaired are not required to wear a face covering, but must be appropriately socially distanced.

Members of the same household may be seated within 6 feet of each other.

Parents and legal guardians are encouraged to drop off or walk students to school to reduce density on buses.

All buses that are used every day by districts and contract carriers will be cleaned/ disinfected once a day. High contact areas will be wiped down after the morning (AM) and afternoon (PM) run. Disinfecting will occur daily while students are in session.

Wheelchair school buses will configure wheelchair placement to ensure social distancing of 6 feet.

Whether school is in session remotely or otherwise, pupil transportation will be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them out-of-district whose schools are meeting for in-person sessions.

All students are entitled to transportation by the District to the extent required by law. Transportation departments do not have the ability or the right to deny transportation for children who are in foster care, homeless or attend private or charter schools. Parents who may have missed the due date to request out of district transportation due to a reasonable excuse may file a 310 appeal with the Commissioner of Education.

Cleaning and Disinfecting

Refer to the cleaning standard operating procedures guidance for further information.

- Buses and other transportation vehicles will be disinfected once daily. The vehicles are cleaned and high touch areas wiped down between morning and afternoon runs. At the end of the day clean and disinfect the entire bus using the approved product (FulSan) and fogging machine application.
- Daily Cleaning
 - *All trash removed*
 - *Floors swept and dust mopped*
- High Touch Surfaces
 - *Bus seats and seat backs*

- o *Door handles, handrails*
- o *Driver operator area*
- Cleaning and disinfecting products approved by the EPA will be used according to instructions.
- Eating and drinking will be prohibited on the bus. Students and staff will be trained on this topic.
- Supervisory staff will inspect buses to ensure cleaning/disinfecting protocols are followed on district owned and contracted buses.
- All cleanings/inspections will be documented (via trackable log) on a daily basis. Failure to log this information and track it will be reportable offenses.

Bus protocols for a reported case of Covid-19 on a school bus

When an alleged case of COVID-19 on a school bus is reported, a designated District employee will be notified, the District will then notify building administration and a plan will be implemented to contact parents of students on that bus.

The bus will be cleaned and sanitized by Transportation staff prior to being put back into circulation for daily usage.

Students on Transportation

- As was outlined in the Health and Safety section of this guidance, all parents/guardians will be required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation to school.
- Students must wear a mask on a school bus if they are physically able. Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering.
- Students should social distance (as per NYSDOH) on the bus.
- Students who do not have a mask can NOT be denied transportation.
- Students are encouraged to have their own face covering, those who do not have masks must be provided one by the district as they enter the school bus.
- Students with a disability which would prevent them from wearing a mask will not be compelled to do so or denied transportation.

Training (Office Personnel, Drivers, Mechanics, Aides)

- Hazard Communication/Right-To-Know (annual)
- Personal Protective Equipment (PPE)
- Exposure Control/Bloodborne Pathogen (BBP)
- COVID Awareness
 - o New cleaning Protocols (buses, transportation center)
 - o Handwashing
 - o Face Covering (sizing, use, wear & care)
 - o Personal Health and Hygiene

- o Special working conditions with face coverings (strenuous activity)

Required Personal Protective Equipment (PPE)

- Disposable gloves
- Face Covering/Mask
- Face Shield (if applicable)

Transportation Communication

- Wappingers CSD will emphasize to parents and students prior to reopening schools that the District has thoroughly disinfected all buses and student transportation vehicles.
- Wappingers CSD will communicate with parents and students that student transportation vehicles are included in the district's COVID-19 plans and what part students and parents will play in ensuring safety and minimizing infection while utilizing District transportation services.
- Advise parents not to send their children to school or board the bus if sick or with an elevated temperature.
- Survey parents regarding transportation including an "opt-out" option.
- Remind students/parents/guardians that social distancing requirements extend to the bus stop.
- Communicate with administration multiple routing scenarios for different instructional scheduling options (split session, alternating days, hybrid option).

Density Reduction, Social Distancing, Bus Capacity

- WCSD will allow for the transport of students in one per seat with all students wearing masks.
 - o This results in 21 students on a 66 passenger bus, 22 on a 71 passenger bus and 23 on a 72 passenger bus
 - o These counts include leaving the seat directly behind the driver empty.
- Allow siblings or those that live in the same household to sit together.
- Place floor decals or tape to indicate where students should sit and to mark six (6) foot distances in aisles.
- Students must wear face masks while in transit at all times when on a school vehicle (see guidance above).

Routing

- The Wappingers CSD had developed multiple routing scenarios for administration to analyze different instructional scheduling options:
 - o Split sessions
 - o Alternating days

- o Hybrid schedules – some grade levels in person learning at school buildings, other grade levels virtual remote learning.
- o Utilize computerized routing programs to provide different routing scenarios and analyze cost/feasibility.
- School drop off pick up times will need to be addressed to meet the cleaning needs and /or bus load capacity limits.
- Staff schedules will need to be addressed to meet the building drop off pick up times, cleaning needs and /or bus load capacity limits.
- Limit rotation of substitute drivers and aides if possible.
- Limit student movement between bus routes.
 - o Discontinue allowing students to ride different buses on different days of the week unless parent or guardian makes plausible requests (childcare, custody arrangements).
 - o If possible, mirror AM and PM routes, so bus riders are the same group i.e. cohort each day.

Loading/Unloading & Pickup/Drop-off

- Students shall be loaded in sequential route order. First student on the bus sits in the back, when going to school. The last student off the bus will sit in the back of the bus when going home from school.
- Dismissal times may be staggered to best suit building needs and to promote social distancing.
- Adjustments will be made by buildings:
 - o For unloading and entry, and loading and departure
 - o Route timing which will be affected by delayed loading/unloading processes
 - o Arrival and departure activities shall be supervised to ensure social distancing
- Will add or modify bus routes to reduce load levels on buses

Transporting to BOCES

- Wappingers CSD will be transporting students to BOCES, private, and parochial schools and will follow similar protocols as previously described.
- Wappingers CSD will keep a log of attendees on the trip in both directions from the BOCES building, as well as private and parochial schools by the bus driver. Upon request, schools may need to supply the log of passengers in addition to cleaning logs in the event BOCES or any other school must assist in contact tracing due to exposures either at the BOCES buildings, or during transportation.

Social Emotional Well-Being

In planning for our re-entry in September, the District has formed Task Force teams to examine the guidance provided by the Department of Health and NYSED for our re-entry in the fall. Our work is grounded in our beliefs the most equitable opportunities for educational

success relies upon the comprehensive support for students and families provided in our schools with our professionals and the systems of support we have built.

These supports include academics as well as the social and emotional well-being of our students. We are committed to prioritizing social emotional well-being - not at the expense of academics, but in order to create the mental, social, and emotional space to access rigorous academic content with confidence.

The Wappingers CSD developed and implemented a “Comprehensive School Counseling Plan” effective school year 2019-2020. [The School Counseling Plan](#) was developed by the certified school counselors employed by the Wappingers CSD to address the social, emotional and behavioral learning needs of students K-12. This plan will serve as the “cornerstone” document as the school district works toward addressing the needs of our students upon reopening due to school closures as a consequence of the global pandemic COVID-19.

In support of this work, a Social-Emotional subcommittee was created consisting of certified teachers, certified school counselors, licensed mental health professionals, community members and school administrators. This subcommittee team was created to develop a cohesive and strategic plan, regardless of the re-entry phase, to support students and staff for the 2020-2021 school year; this includes a means to identify and actively support students and staff well-being and mental health concerns through a range of pre-determined tactics to be employed by those dealing with difficult situations. This plan will focus specifically on how to best support students and staff in a blended learning model scenario, which includes a mix of both in-person and virtual classroom instruction. This plan includes considerations for teams to rapidly transition between face-to-face and continuous remote learning, which may be required based on the pandemic.

In addition, as per the [NYS Guidance Programs and Comprehensive Developmental School Counseling](#), an advisory council will be established at the beginning of the 2020 - 2021 school year, which requires the participation of selected members of the WCSD Board of Education and will provide on-going review and data collection to inform the comprehensive developmental school counseling plan based upon the evolving needs of our students and community and the plan will be updated accordingly.

Research shows the importance of mental and emotional well-being for students and staff, which has both psychological and ultimately academic outcomes. We know, after this prolonged closure, many of our students and staff will require social-emotional support to help them re-engage and re-enter work and school. As a District, our commitment is to create emotionally and physically safe, supportive and engaging learning environments promoting all students’ social and emotional well-being and development.

WCSD will continue its long standing relations with, and has already contracted with the, [Council on Addiction Prevention and Education \(CAPE\)](#) to do work, in partnership with our schools, to address drug prevention and utilization, vaping, and other substances of abuse that have impacted our students.

The pandemic has elevated the role of leaders in creating conditions helping students practice empathy, create social bonds across distance and adapt to new learning experiences. Counselors, school based health programs, and wrap around supports will play an extremely

important role in the adjustment period when buildings reopen and access to school counselors and school-based health programs will be invaluable supports to our students. Before school resumes, school administrators, teachers and school based mental health practitioners (school counselors, school psychologists and school social workers) will meet to create an asset map of already existing foundational assets within school districts and community-based organizations, and build upon them in order to address the needs of our school community as appropriate. This will occur for any one of the three models implemented (in-person (100% attendance), hybrid, remotely). In addition, it will be critical to determine and identify students who might be at risk for needing mental health support immediately upon arrival to school come September. To address this need a student survey will be developed and administered prior to the start of school, whether school is in-person or virtual. The survey will help better assist school district administrators as they direct resources toward identified students.

School counselors and administrators will be equipped with tools and information needed to see each child through a social emotional lens. We remain committed to supporting all students and maintain our whole child commitment as well as equipping all staff to connect, heal, and build capacity to support our students. Supports will include identifying and delivering responsive SEL supports, including mental health check-ins, planning and goal setting, opportunities for self-reflection, and social interactions as applicable. Additionally, all Wappingers CSD employees have access to the Employee Assistance Program (EAP) which offers many free services including face-to-face and virtual counseling. Curriculum and information about all social-emotional supports will be made widely available to the Wappingers CSD community through the district web site and various web-based media.

We are committed to developing/making accessible family/caregiver-appropriate social and emotional learning (SEL) content to be used during all phases of our re-entry.

Transitions are important every year, and they will be even more important this fall returning from continuous remote learning to in-person instruction in buildings or a phased in approach to in-person instruction. The Wappingers CSD will support transitions in a culturally responsive manner and engage students, families, and communities in the process of identifying needs and supports. Transitions take many forms and include returning to school in the fall, moving from one grade band to another, or dealing with the varying emotional needs as a result of the health pandemic.

The following considerations guided our building level planning:

Emotional reactions to coming out of quarantine may include:

- Mixed emotions, including relief after quarantine
- Fear and worry about your own health and the health of your loved ones
- Stress from the experience of monitoring yourself or being monitored by others for signs and symptoms of COVID-19
- Sadness, anger, or frustration because friends or loved ones have unfounded fears of contracting the disease from contact with you, even though you have been determined not to be contagious

- Guilt about not being able to perform normal work or parenting duties during quarantine
- Other emotional or mental health changes

Addressing Social-Emotional Health

- Establish/sustain a culture that supports and emphasizes mental health services available for faculty, staff, students, and families
- Explore the use of Restorative Practices (use of healing/restorative circles for both staff and students)
- Assist in adequate training for staff/faculty as requested to assist them in understanding:
 - o Social Emotional Learning (SEL) competencies; self-awareness, self-management, social awareness, relationship skills, and responsible decision-making
 - o The warning signs for quarantine related mental health needs
 - o How to access crisis support and other mental health services

What Mental Health Professionals can do in schools

- Educate staff, parents and students and provide for professional development opportunities, on symptoms of mental health needs and how to obtain assistance
- Promote social emotional learning competency and build resilience
- Help ensure a positive, safe school environment
- Teach and reinforce positive behaviors and decision-making
- Encourage good physical health
- Help ensure access to school-based mental health supports; facilitate the expansion of school-based mental health supports

School Schedules

The recommended school schedule for students to begin school under the current models proposed in the guidance document is pending based on the Governor’s specific orders in August 2020 and if the order is not explicit in detail and there is continued school district autonomy, the only two models we can consider within our first phase is a remote learning or hybrid model and this will be decided pending Board of Education ratification.

In-person (100% student attendance)

- As stated in the NYS Reopening Guidance Document,

“As schools devise their reopening plans for the 2020-21 school year, plans must address resuming in-person instruction. However, scheduling decisions must be informed by health and safety standards and the most up to date guidance from the New York State Department of Health.”

The Wappingers Central School, in accordance with the [New York State Department of Health](#) guidance will not allow for an in-person model (100% student attendance) to be implemented. Under the pandemic, the following factors impede the District to open in-person as per NYSDOH:

- Transportation guidelines reduce the number of students that are able to ride the bus at the same time. To transport all students under these constraints we would have to increase our bus fleet by approximately 40%.
- In order to maintain appropriate social distancing guidelines in all instructional spaces, the District would need additional instructional space to accommodate 100% of students. Renting or borrowing additional available space is not feasible as this would negatively impact transportation in a district that covers approximately 95 square miles.
- The District has expended 2020-2021 dollars for unanticipated pandemic-related expenses that were not specifically budgeted for. This may cause a budget shortfall for 2020-2021 and beyond.
- Social distancing constraints prohibit maximum occupancy in almost all of our physical buildings. Constructing barriers to accommodate all students is not feasible, nor will wearing of masks for the duration of the school day.
- Out of the Big Five in NYS, WCSD is one of the top ten largest school districts which encompasses over 10,600 students across nine municipalities and two counties.

Hybrid

The following chart shows the Hybrid model that we would implement for our students. We will take into account the needs of all of our students, especially our highest needs population, and may make adjustments where necessary. With this hybrid model the aforementioned students will be scheduled to attend school in-person between 20% to up to 80% weekly and up to 20% participation remotely. See below under **Remote Learning** instructional strategies to be implemented.

All other students will participate in a Cohort model that will allow for them to attend school in-person up to 40% of the time and the remainder remotely.

Monday	Tuesday	Wednesday	Thursday	Friday
Cohort AA In-person	Cohort AA In-person	Virtual Learning for all students	Cohort BB In-person	Cohort BB In-person
Cohort BB Remote	Cohort BB Remote		Cohort AA Remote	Cohort AA Remote

Remote Learning

During the 2019-2020 school year from March-June 2020, the District created a comprehensive remote learning plan that was communicated and shared with the entire school district community. Based on the plan that was developed, revisions and modifications will be made to ensure that there is continued teacher-to-student engagement, student-to-teacher

engagement and student-to-student engagement. Our **Remote Learning** as well as in our **Hybrid Model** will be sure to include locally and as well as learning attributes indicated in the NYS Reopening Guidance Document to effective learning and student outcomes:

- Create and foster culturally responsive
- Student learning center learning environments
- Empower students as agents of social change.
- Student independent learning
- Professional Developers and Facilitators to provide guidance to remote learning, best practices, modeling, demonstration and team teaching
- Synchronous Learning Opportunities
- Asynchronous Learning Opportunities
- Embedded Professional Development
- Rigor
- Office Hours for Secondary Students (i.e. college-level courses)
- A scheduled network of all virtual learning, explicit teaching/lecturing
- Project Based Learning
- Parent Workshops

We will continue to use the District's [school reopening](#) web-page to maintain communication with our school district community, including learning opportunities, virtual pre-recorded lessons and modifications or changes made to any of our instructional models.

Attendance, Attendance Reporting and Chronic Absenteeism

Attendance and Attendance Reporting

All schools in the Wappingers CSD will take daily attendance whether school opens in September in-person, hybrid, or remote. Attendance policies and procedures will be communicated with families and students prior to the start of the school year or if the instructional model changes during the year. Communication will take the form of either robocalls, emails, text messaging, building level parent letters/newsletter, and social media. Teachers will record daily attendance in SchoolTool, our student management system as they would during a normal school day. Parents will be able to see attendance information for your child in our Parent Portal. Periodic reports will be generated to identify students who are absent and/or chronically absent. Contact with the families will be made daily to determine reasons for absence and needs or barriers the student may have to participate in daily lessons. Students who are out of school due to quarantining or COVID-19 related illness, will be considered an excused absence and entitled to make up work, and will receive their teaching and learning, as well as other indicated support through remote learning.

Chronic Absenteeism

While there is no one-size-fits all approach to addressing chronic absenteeism, Wappinger CSD is committed to providing interventions to prevent and address health-related and mental health related chronic absenteeism. We recognize that many factors will influence student attendance, and may be greatly impacted by the instructional models provided; in-person, hybrid, and remote.

The Wappinger CSD addresses chronic absenteeism as follows.

1. Nurture a culture of attendance
 - Communicate clearly to families and students what the attendance policy is and expectations for participating based on the model of instruction.
 - Explain the importance of attendance to the entire school community.
 - Track daily attendance, tardies, and student engagement in our student information system.
2. Early Identification and Intervention
 - Each school regularly monitors attendance data and communicates with parents about issues as they arise.
 - Use data to identify which students are at risk, so you can intervene before isolated absences become chronic absenteeism.
 - Establish intervention plans; parent phone calls, counseling, instructional modifications, engage community partners, etc.
3. Create a more positive school culture and a focus on engaging instruction
 - Evaluate and address your students' engagement in learning.
 - Provide teachers and school leaders with multiple levels of support to help students stay more engaged and act positively.
 - Help students achieve positive social and emotional character development, while reinforcing the behaviors that make up your ideal school culture.
 - Use goal-based incentives and rewards to motivate attendance and positive student behaviors where age appropriate.

Technology and Connectivity

Access to technology is essential for the successful roll-out of this plan. The Wappingers CSD has been committed to ongoing planning and implementation of district technologies to ensure equitable access for staff and students. The team has initiated plans that are mindful of student home access to reliable internet and computers.

1. The District will continue to assess the ongoing needs of our families for technology and connectivity (mainly in the form of surveys - electronically and when necessary in-person or via mail). In the event, students and/or teachers do not have access, the District will take the necessary steps to meet their needs where plausible.
2. Conduct and/or maintain an inventory of equipment and other assets.
 - a. Identify which students, families, and staff have district assets in their possession.

3. Procure, manage and/or maintain hardware, software, licenses, etc. to support and improve virtual instruction and student engagement.
4. Identify professional learning needs for teachers and continue to support their development of skills and pedagogy in a virtual learning environment.
5. Arrange a “Helpdesk” system for parents/students/teachers to report technical issues that might be experienced during remote learning. Communicate protocols to these stakeholders to inform them in advance of how to gain assistance in such cases.

Wappingers CSD will provide all students with access to learning materials and resources in multiple formats, wherever possible. Further, the District will support teachers through professional development and coaching on pedagogical methods that enable students to participate in multiple ways, so that they can demonstrate mastery of Learning Standards in remote or blended models through the use of both synchronous (i.e. Google Meet or other web conferencing tool) and asynchronous technologies (i.e. Google Classroom or other LMS). In the event students do not have sufficient access to devices and/or high-speed internet, the District will provide the students with alternate methods to access materials and instruction (i.e. pick up materials at school).

Teaching and Learning

In an effort to assure high-quality teaching and learning, a Continuity of Learning Plan has been developed for the 2020-21 school year. This document considers and plans for teaching and learning in-person, remotely, and through hybrid models of instruction. Our plan assures that instruction is aligned with the New York State Learning Standards and assures equity as well as quality for all learners.

Equity is at the heart of all school instructional decisions. All instruction in our District will be designed so that whether it is delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear, comprehensive, and accessible learning opportunities for all students. Such opportunities will be aligned with State standards. Our Continuity for Learning plan outlines routine, scheduled times for students to interact and seek feedback and support from their teachers. Our plan is centered on instruction and academic programming that includes regular and substantive interaction with an appropriately certified teacher regardless of the delivery method (e.g., in person, remote or hybrid). Our Continuity of Learning for purposes specifically to teaching and learning includes a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information will be accessible to all, as indicated in the guidance document, available in other languages for families where English is not spoken in the home. It will be disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone) in an effort to assure learning for all.

The school calendar typically includes one or more staff-only days before students arrive at school. This year, the District has built in three Superintendent's Conference Days prior to the students returning to school. Acknowledging the challenges that our teachers and staff

have faced this spring delivering remote instruction under stressful circumstances, the District will focus these in-service days on providing support to staff in the areas of social-emotional health, technology integration and blended-learning instructional practices and the use of academic resources to ensure cohesive implementation of Continuity of Learning.

As we enter the new school year, teachers will be encouraged to spend time building relationships, supporting students with the transition back to school, and teaching social distancing etiquette at developmentally appropriate levels.

When a remote or hybrid learning model is necessary, certain groups of students will be prioritized for in-person learning to the greatest extent possible. This includes, but is not limited to, special education students, English Language Learners, students who did not engage in remote learning during the spring of 2020, and students with technology or connectivity needs. More specific information regarding scheduling will be provided as it becomes available.

View Community Updates and documents for specific information regarding hybrid/remote learning at the following links:

[Family Resources Shortcuts Folder](#)

[Parents' Guide to Hybrid Model](#)

[October 20, 2020 Community Update](#)

[Bell Schedules for Grades 7-12 Remote Learning](#)

Assessing student learning gaps or areas of need will be critical. Formative assessment before a unit of instruction to assess student understanding of pre-requisite skills will be common practice.

Acknowledging that the typical content in a given grade level or course may need to be adjusted, content will be prioritized to ensure that students receive instruction for the prioritized learning standards, key understandings, and skills necessary for students' success in future study.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of course content.

For information relating to teaching and learning in BOCES special education and Career and Technical Education programs, please see the BOCES website <https://dcboces.org/>.

If the current [NYDOH](#) and [NYSED guidelines](#) and/or requirements remain the same prior to the start of school and effectively do not provide for less restrictions, WCSD will not be able to provide 100% in-person instruction. If a hybrid learning model is implemented and sanctioned by the Board of Education, parents/guardians will have the option to send their child(ren) to school for hybrid instruction or to select full-time remote learning. Parents will have the option to modify their selection at the end of each marking period, or due an

extended student absence (as referenced on page 29 of this plan), or if superseded by an update to the Governor's Order. Opportunities for parents and guardians to decide for Marking Period 1 will be provided to families before the end of August, 2020.

In-person Instruction (100% Attendance)

Under the current guidelines for reopening schools provided by the DOH and CDC, WCSO will not be able to accommodate 100% of our students returning to school in-person full time. If and when the guidelines are modified and we are able to accommodate more students during in-person instruction, the District will make the necessary adjustments.

Upon reopening, the number of students in each of our classrooms will be reduced to adhere to CDC guidance regarding proper social distancing. Class size will reflect the need to ensure that students' desks/seats are positioned no less than six feet apart.

Accommodating a six-foot radius around students may necessitate the identification of additional rooms and common-area spaces that can be converted into classrooms.

Purchasing or building barriers for a school district of approximately of 11,000 students and 15 schools is fiscally impossible and not feasible.

Current staffing levels may be insufficient to accommodate the expanded number of classrooms needed to ensure social distancing. *Staff may be reassigned as needed to ensure all classrooms/instructional spaces are staffed appropriately.*

K-12 Instructional under the In-Person/Hybrid Approach:

Students will attend in-person instruction two days per week. A schedule of the days/times the students will report to school will be provided. On the two assigned days that students report physically to the classroom, students will receive direct instruction from the teacher geared towards the students' academic needs. Instructional materials will be used that allow for students to transition easily to the three days of remote learning for the remainder of the week. When students are working remotely, the teacher will have pre-recorded or pre-assigned work available for students to access using a digital platform (i.e., Google Classroom). The instructional assignments and work completed will be reviewed when the students return to the classroom on their next scheduled day. Students/families who do not have access to technology or connectivity to the internet should contact the [Building Principal](#). Teachers will also live-stream lessons from their classrooms to allow for students who are working remotely to be a part of the lesson for the day.

Our schools will minimize the movement of students. This potentially means having students eat lunch in their classroom instead of the cafeteria and eliminating and/or significantly decreasing assemblies, field trips and other large-group activities. Teachers may have to push into the classroom to reduce student traffic in common areas and maintain social distancing. To the extent possible, students will utilize outside space for physical education instruction. When needed, we will adhere to 12 feet between students when engaging in physical activity, as recommended by the DOH and CDC.

To the extent possible, students will remain in small cohorts if/when leaving the classroom, such as for recess or any necessary transition, so as to reduce their exposure to additional students.

For information on school schedules related to our opening plan(s) they will be posted at the District, School, and individual Teacher page websites.

For information about how instruction (teaching) will take place for students, once the specific Executive Order is provided by the Governor during the first week of August 2020 and pending Board of Education ratification, information will be communicated to students and families, visit the [Communication/Family and Community Engagement](#) section of our reopening plan.

Remote/Hybrid Instruction (Part-time In-Person/Part-time Remote)

Given that the guidelines for reopening provided by the DOH and CDC limit the number of students we can physically have in our instructional areas, the WCSD will be able to accommodate up to 50% of the student population on any given day. As a result, the District will focus on creating a hybrid instructional model which will provide students with high quality, standards-aligned instruction.

In addition, given the possibility that communities may experience spikes in COVID-19 cases at any point during the school year, which may prompt short or long-term school closures, our District has developed a hybrid/blended learning model and schedule that can continue as is in a fully remote environment.

Instruction will not only focus on “core” subject areas to the exclusion of elective courses. Consideration has been given to prioritizing hands-on and lab-based activities while students are onsite in school buildings. All instruction will continue to be aligned to the New York State Learning Standards.

As noted previously, student schedules will remain the same whether instruction is in-person or remote so that students do not encounter conflicts wherein synchronous lessons for different subjects are offered simultaneously.

Full-time remote learning opportunities for students will include a greater emphasis on synchronous instruction, with teachers providing opportunities for live instruction and lessons to students. Teachers will ensure that their students are directly engaged with them and their class peers in experiential learning on a regular basis through the live-streaming of lessons.

If students are scheduled to report for in-person learning using a staggered schedule (i.e. some students in-person while other students learn remotely), synchronous learning for students while they work remotely may not always be feasible, since the teacher will be working with the students who are scheduled for in-person. Teachers will carefully design

learning opportunities that directly correlate with the in-person lessons and can be completed asynchronously by the students as they learn from home.

To ensure high-quality remote learning experiences, we will standardize the use of a single online learning platform, to the extent possible, and develop a common, coordinated set of guidelines for teachers to follow when using the platform with students.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of course content. The District will use current grading practices with modifications made, in collaboration with administrators and teachers, to assessments/exams assigned to students while they work remotely.

For information on school schedules, visit the [School Schedules](#) section of our reopening plan.

Full Remote Instruction: To the extent possible, teachers will design lessons that include regular substantive interactions with students on a daily basis. This can include synchronous learning opportunities through live lessons on Google Meet and through live discussions on Google Classroom Discussion Board. Specific guidance will be created in collaboration with administrators and teachers.

For information about how remote/hybrid instruction information will be communicated to students and families, visit the [Communication/Family and Community Engagement](#) section of our reopening plan.

Career and Technical Education (CTE)

While planning for CTE instruction, whether in-person, remote or hybrid models, Wappingers CSD has collaborated with Dutchess BOCES to ensure high school instructional plans are aligned. DCBOCES has developed models that ensure NYS learning Standards, applicable industry certification requirements, clinical and work based learning hours have been met. In addition, their plans follow all NYS/DOH health and safety guidelines and social distancing.

Athletics and Extracurricular Activities

Interscholastic Athletics

The WCSD will participate in Section I Interscholastic Sports this fall. Girls tennis, boys and girls cross country, boys and girls soccer, and field hockey will begin practice on October 1. Only Varsity and Junior Varsity levels will participate. There will not be a modified fall interscholastic sports program.

The Athletic Department has prepared recommendations for WCSD Athletics Fall Guidance. This document addresses the requirements for athletes, coaches, spectators, and school administrators and can be found on the [Athletic's website main page](#).

Presently, transportation will not be provided to students to get to campus for tryouts, practices or games. Transportation will be provided to pick up students from campus for away games scheduled at schools in other districts.

In accordance with the NYSDOH Sport & Recreation guidance and the NYSPHSAA Return to Interscholastic Athletics document:

- As per the Executive Committee, two spectators per home athlete will be permitted.
- Spectators must follow all DOH guidelines regarding face coverings and social distancing. School districts may elect to be more restrictive.
- Schools are encouraged to offer optional health screenings for spectators.
- Districts may encourage spectators to provide contact information for tracing purposes.

Please refer to the Districts' [Athletics Fall Guidelines](#) for additional information.

Extracurricular Activities

Upon the completion and submission of this document to the NYSDOH and NYSED by July 31, 2020, we have yet to receive specific guidelines and direction to begin implementing all extra-curricular related activities. Below you will see the assurances that we are prepared to follow as indicated in the document:

District policies regarding extracurricular programs will be updated to include activities which will be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission.

District policies will include which activities will be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings).

The Wappingers CSD understands the value that extracurricular activities have in developing well-rounded students. Extra-curricular activities will be phased-in slowly. Each activity will be reviewed at the building-level by Building Administration, in consultation with District Administration to determine if and when the activity will resume in-person or remotely.

Concerts and Theatre productions tentatively (this is subject to change) will not be held during the first semester (September to January). A decision to allow for concerts and theatre productions to be held during the second semester (February to June) will be made in January.

Special Education:

The Wappingers CSD reopening plan provides 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 students unique social, emotional and behavioral needs as well as providing for supportive academic learning opportunities in the Least Restrictive Environment (LRE), all of which are designed to prepare students for further education, employment, and independent living post high school.

In consideration of the health, safety, and well-being of students, families, and staff, our plan is designed to enable transitioning between in-person, remote, and hybrid learning environments to ensure the provision of FAPE consistent with the changing health and safety conditions that exist. Teachers and students will be provided with PPE items should they require. In addition, for parents who decide that their child will not attend school due to the consequences of the COVID-19 pandemic, they will be provided with remote learning opportunities, until such time they can safely have their child return to school.

Special education programs and services of the Wappingers CSD provide equity and access for students with disabilities to be involved in and to participate and progress in the general education curriculum with access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability and related needs of students. While not all formats allow for maximum benefit to students, these programs and services can be provided in all formats (in-person, hybrid, or remote). The Wappingers CSD will document the programs and services offered and provided to students with disabilities as well as to the communications with parents in their preferred language and mode of communication (eg. Related Services Log). The District will ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.

The Wappingers CSD is committed to providing meaningful parent/guardian engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA. Furthermore, we will maintain regular communication with the parents/guardians and other family members to ensure that they are engaged in their children's education during the reopening process. The Wappingers CSD has contracted with the company "Language Link," which will provide for all translation services whether in-person communication is required or for the translation of school based documents.

The Wappingers CSD will plan and support collaboration between the Committee on Preschool Special Education (CPSE) and Committee on Special Education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on Individualized Education Programs (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources. Pending the model to be implemented,

modifications may be made, at any time during the school year to a student's IEP (via the CSE process) to meet the instructional needs of the student.

The Wappingers CSD will maintain records to document the implementation of each IEP. The documentation will include, but will not be limited to: narrative records of how the student is adjusting to live, hybrid, and remote instruction during 2020-21 school year, a record of what instruction and services were provided, a record of formative, summative, and standardized assessments and their results as well as progress monitoring documentation, and a record of school-family collaboration and communication.

Information about meaningful parent engagement regarding the provision of services to a child to meet the requirements of the IDEA, along with locally created Parent University Workshops, visit the [Communication/Family and Community Engagement](#) section of our reopening plan. For additional information, please contact either Mr. Richard Zipp, Assistant Superintendent Student Support Services and Accessible Education at richard.zipp@wcsdny.org or Mrs. Karen Smith, Director of Special Education at karen.smith@wcsdny.org

Bilingual Education and World Languages

Wappingers CSD provides world language instruction in *French, Italian, and Spanish 7-12* and English as a New Language (ENL) instruction for English Language Learners/Multilingual Learners (ELL/MLL) K-12.

Support of English Language Learners (ELLs) will be comprehensive, high-quality, and culturally responsive. If we reopen using in-person or hybrid instruction, we will complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs will resume for all students within the required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

Wappingers CSD is committed to comprehensive, high-quality, and culturally responsive instruction for ENL students, we will provide the required instructional Units of Study to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction, the District will continue to review opening procedures and guidelines and if transportation allows, ELLs may receive up to 80% of instruction in-person; this may be impacted by other factors (i.e. transportation accessibility to and from school). Further, we will maintain regular communication with the parents/guardians and other family members of ELLs to ensure that they are engaged in their children's education during the reopening process which includes telephone contact, text messages, social media, emails and regular mail in their preferred language. We will provide all communications for parents/guardians of ELLs in their preferred language and mode of communication. The Wappingers CSD utilizes and contracts with "Language Link" for translation services, provided for in real time as well as translating documents and informational materials as appropriate.

Wappingers CSD will provide professional learning opportunities for our district that support best practices and equitable instruction for ELLs as well as general education students to help address learning gaps caused by the COVID-19 school closures. The District also has access to the various BOCES Professional Learning Catalog to support teachers to assure ENL and world language instruction is personalized and research-based.

In order to assure that students have opportunities to study world languages we are prepared to teach *Italian, Spanish, and French* in the live in-person, hybrid, or remote format upon reopening. With the support of the various BOCES, we will provide professional learning opportunities to our District and the region that supports best practices in all three formats of instruction and cover equitable instruction for our ELLs, Students with Disabilities, and general education students who are studying world languages such as *Italian, Spanish, or French* to help address learning gaps caused by the COVID-19 school closures.

Our District will support our students as they work towards earning the New York State Seal of Biliteracy. We will collaborate, as necessary, to provide Seal of Biliteracy professional learning. As well, we will work collaboratively to support assessment options and provide translators for NYS Seal of Biliteracy presentations.

Through using our District and BOCES resources, we are well prepared to reopen our schools and serve ELLs, MLLs, and students learning world languages as they expand their skills, knowledge, and facilities with languages.

Staffing:

Teacher and Principal Evaluation System (APPR)

All teachers and principals will continue to be evaluated pursuant to the District's approved APPR plan. Wappingers CSD will consider whether their currently approved APPR plans may need to be revised in order to be consistent with our plans for re-opening under an in-person, remote, or hybrid instructional model. In the event that change is needed, the District will primarily work in collaboration with both the Wappingers Congress of Teachers and Wappingers Administrators Association to ensure that the oversight of Teaching and Learning is ongoing and consistent. School leaders will continue to attend annually required Lead Evaluator training.

Certification, Incidental Teaching and Substitute Teaching

All teachers will hold valid and appropriate certificates for teaching assignment, except where otherwise allowable under the Commissioner's Regulations (e.g., incidental teaching) or Education Law. Incidental teaching may be necessary due to potential staff absences.

Student Teachers

Student Teachers from NYSED registered college or university programs can serve under the supervision of fully certified teachers in the Wappingers CSD. Student Teachers will follow all of the social distancing, mask wearing, health status reporting, and other COVID-19 procedures that the teachers follow. Student Teachers will serve under the supervision of

our full time certified teachers only. At no time will a Student Teacher be used as a Teacher-of-Record.

Key References

- [State Education Department Issues Guidance to Reopen New York State Schools \(July 16, 2020\)](#)
- [State Education Department Presents Framework of Guidance to Reopen New York State Schools \(July 13, 2020\)](#)
- [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency, NYS Department of Health \(July 13, 2020\)](#)

Additional References

- [Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency \(June 26, 2020\)](#)
- [Interim Guidance for Food Services during the COVID-19 Public Health Emergency \(June 26, 2020\)](#)
- [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency \(June 26, 2020\)](#)
- [Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency. \(June 26, 2020\)](#)
- [New York State Department of Health Novel Coronavirus \(COVID-19\)](#)
- [New York State Education Department Coronavirus \(COVID-19\)](#)
- [Centers for Disease Control and Prevention Coronavirus \(COVID-19\)](#)
- [Occupational Safety and Health Administration COVID-19 Website](#)

Once finalized, reopening plans must be posted on the district's website. By July 31, 2020, districts will need to complete a survey through the Portal, providing NYSED with:

A link to the public website where each school plan has been publicly posted. A set of mandatory assurances that the reopening plan includes all of the mandatory elements outlined in the NYSED guidance.

NOTE: Information submitted through the Portal will not include detailed narratives or descriptions of specific actions to be taken by a school or district as part of their reopening Plan; those details must be articulated in the materials that are publicly posted on the school/district website.

Also by July 31, 2020, districts must complete a short companion [Department of Health survey that includes a link to the publicly posted plan on the district/school website.](#)