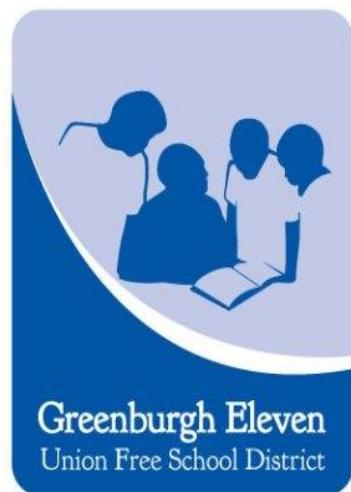


# **Greenburgh Eleven UFSD**



## **Extended School Year (ESY) Opening Plan Draft #2**

June 26, 2020

## RE-ENTRY TASK FORCE MEMBERS

Anthony Gyetua-Danquah, Superintendent

Lisa Tane, School Board President (Alternate)

Francine Vernon, Board of Education Member

Elton Thompson, District Principal

Emmanuel Glasu, Director of Grants and Finance

Richard Gallwey, VP Residential Services, Children Village

Dr. Tracy Gardner, CV Medical Representative

Doris Delgado, Teacher, Greenburgh Eleven Federation

Angevine-Dawn Quas, Teacher, Greenburgh Eleven Federation

Tara Richie, Guidance Counselor, Greenburgh Eleven

Madeline McCormack, Greenburgh Eleven Technology

Vicente Muniz, Maintenance, Greenburgh Eleven

Ben Campos, Senior Vice President, Kencal Cleaning Company

Tim Carver, Brabco Security, Greenburgh Eleven

## Extended School Year | Forward

When the effects of the pandemic required that schools across New York cancel in-school classes during March of 2020, Greenburgh Eleven quickly developed plans to provide access to instruction for all students, utilizing remote learning strategies. In the wake of this public health emergency utilizing an entirely remote learning environment, meeting the needs of all of our students presents a significant challenge.

Based on Governor Cuomo's, initial executive order, New York districts prepared for remote instruction to continue throughout the summer. However, June 5, 2020, Governor Cuomo released Executive Order 202.37 allowing school districts to provide in person summer special education programs and services. The order requires that districts who open to follow all State and Federal guidance regarding the COVID-19 Pandemic.

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

[https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh\\_specialeducationguidance.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_specialeducationguidance.pdf)

While the needs of the students will serve as the backbone of instruction, we recognize that following State and Federal guidance for safety will require Extended School Year to be structured differently. This plan outlines a safe opening plan taking into consideration both the needs of students and staff. Opening our schools in July may result in a combination of both remote and in person instruction dependent upon staffing, practical issues and the continued good health of students and staff.

This document is designed to put into practice guidelines for social distancing, food distribution, schedule of the day, and responding to health issues. We are thrilled to open our schools again to students. Our ability to open is resultant of our dedicated professional staff and the support of administration and parents.

### **The ESY Plan was built on the following objectives:**

- **Maintaining continuity of instruction**
- **Keeping students and staff safe and healthy**
- **Ensuring access and equity for all students**
- **Communicating with stakeholders, such as staff, families, bargaining units and partners.**

This is a living document and will be updated as guidance evolves.

# ESY | Table of Contents

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# What you should know about COVID-19 to protect yourself and others



## Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



## Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



## Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



## Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



## Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



## Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



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[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# ESY | Facilities

**Common Spaces:** Large common spaces such as the multi-purpose room and library should not be utilized to congregate large groups of students or adults. The use of common spaces can be utilized to provide the social distancing necessary for things such as related services, and isolation rooms for sick staff or students. If utilized, each room should be divided to ensure social distancing and circulation patterns in and out of the room should be planned and intentional to minimize contact.

- Use of the elevator should be kept to one person at a time and will require signage
- Playgrounds should be utilized by one class at a time
- Cleaning of the classrooms and play equipment will follow CDC Guidelines for cleaning
- Hand Sanitizer and disinfecting wipes will be kept at the front entry and each common area.

**Designated areas for sick students and staff:** Staff will be sent home and students to medical.

**Classrooms:** The Director of Finance, Principal and the Maintenance Staff will evaluate each classroom space for compliance to social distancing guidance.

To the extent possible, classroom windows may be left open during the school day if needed. All classrooms will be equipped with the appropriate PPE including hand sanitizer, and cleaning supplies.

The following criteria should be utilized for classroom setup:

- Student desks will follow the State's social distancing guidelines for instruction
- Areas for student breaks, one to one instruction, related services
- Provide areas where students can store clothing, lunch supplies and materials
- Individual areas for staff to store their personal items

**Arrival and Dismissal Single Points of Entry:** Identify single points of entry:

## **Staff**

- The staff single point of entry will require Timepiece access and staff will need log in
- Staff arrival will be at the back entrance only.

## **Students**

- Dismissing students will occur from the classroom with students waiting in their classrooms until called.
- one buss at a time to prevent congestion of students and staff in the back of the building.

## **Visitors**

- Visitors will be limited in the building during instruction
- Students pick up line will operate in the back-parking lot with students remaining in their classrooms until called
- If early pick up is required, students will be brought out to the car.

# ESY | Instruction

**Classroom:** Classrooms will be limited to the stated IEP student to teacher ratios including enhanced staffing. The following considerations should be considered for safe instruction:

- Desks will be at least 6 feet apart with additional areas identified for breaks, one to one instruction and related services
- Students will have their own supplies and materials
- Breakfast and lunch will be provided as grab and go with food being eaten in the classroom
- Space for movement breaks provided in the classroom
- Outside use of the fields and play will be scheduled and time in between given for cleaning of the play equipment
- Large group gatherings such as field trips, fun Fridays and assemblies take place, while observing social distancing rules.
- Schedules for handwashing will be upon arrival, before lunch, after coming in from the outside or any type of play area, and any time the child uses the bathroom.
- Any time students line up they will be kept 6 feet apart and floors of the classroom will be marked for easy line up.
- No cooking during ESY and no outside food brought in from families ie. Birthday cupcakes

**Student groupings:** Whole group instruction should only be attempted if the 6 feet social distancing guidelines can be maintained. The use of kidney shaped tables with multiple students is not recommended unless students are 6 feet apart. Clear and consistent routines should be established with each student having their own schedule, picture cues and deposit bins.

**Instruction:** The focus instruction should be on targeted knowledge and skills students need to make progress toward IEP goals. Baseline data should be taken at the beginning of ESY and progress monitoring should continue throughout the six weeks. Data should be archived by individual student. Instruction may want to focus on life skills that are necessary during a pandemic such as mask wearing, hand washing and social distancing. Due to the nature of the COVID 19 pandemic, teachers should be prepared to go in and out of in person instruction taking into consideration the following:

- A clear remote learning schedule by student to be shared with parents
- In classroom utilization of the remote learning platform
- Advanced notice and preparation of students to go in and out of remote learning

# ESY | Physical Space Set Up

**Social Distancing:** Six-foot distancing should always be maintained in accordance to appropriate guidelines. In the few cases where distancing is not possible, appropriate face coverings and other protection (such as face shields) should be available. The only times when distancing may not be possible should be when staff members are:

- Accommodating students with special health care needs or disabilities who may require direct contact (e.g. assisting with toileting or ambulation).
- Conducting health assessments or screenings (e.g. taking temperature or listening to lung sounds by the school nurse).

In these circumstances, appropriate face coverings and other protection should be available and utilized (as described in the sections below).

**Distancing strategies:** Appropriate social distancing strategies should be implemented allowing for at least six feet of physical distance between individuals. To ensure appropriate social distancing, the district will select strategies based on feasibility given the unique space and needs of the school as recommended by CDC's including:

- Increase the space between desks. Rearrange student desks to maximize the space between students. Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).

**Consistent Teams:** If more than one adult is required in a classroom, encourage staff to work in consistent teams to minimize cross-contamination of student groups. Prioritize keeping the same group of adults and students together each day when possible. The flexing of Teacher Associates staff may not be permitted during ESY unless there are issues of student safety.

**Material Sharing:** Restrict the sharing of educational materials between individuals. These materials include, but are not limited to: books, computers, calculators, writing utensils, and art supplies.

- No two individuals should use the same materials in each school day.
- Appropriately clean, disinfect, or sanitize materials at the end of each school day.
- Each student will have their own materials including scissors, pens, pencils etc.
- Bins should be clearly marked with student name and not shared among students
- Materials should be cleaned at the end of each day

**Storage:** Each student should be provided with a specific storage kit for supplies.

As much as possible, adjust facilities to minimize risk of infection:

- Maximize ventilation with outdoor air.
- Use outdoor instruction where safety conditions and physical space allow.
- Provide sanitizer, wipes, gloves and masks in each classroom.

## ESY | Transportation

**Bus Transportation:** Transportation to extended school year is required as part of a students Individualized Education Plan. Sending School districts will be responsible for all transportation needs of day students.

However, parents and guardians may elect to transport their child to the extended school year program.

## Drinking Water

Portable water will be provided with cups for students in the classrooms. The water fountains will be disconnected to prevent usage.

# ESY | Personal Protection

**Wearing face coverings or masks:** All school personnel, unless otherwise exempt, must always use a face mask and or face shield while on school property or a school bus. Face covering includes cloth face covering or face masks. This requirement also applies to parents dropping off or picking up children. Students will wear a face mask to the extent possible recognizing that sensory and behavioral issues may make this challenging. Any student who will not wear a face mask will have tolerance of face masks be part of their instruction.

In addition, educators that can maintain a six-foot distance with students and determine that removing their face covering is critical for instruction, can consider removing their face covering.

**Providing face covering:** Schools will provide face covering to any student or staff member who does not have one. Face covering includes cloth face covering or face masks.

**Protecting high-risk educators:** In cases where close contact between educators and students is highly likely (such as when interacting with certain students with disabilities who cannot socially distance), schools must provide educators with masks.

**Gloves:** Latex gloves may be utilized as needed but not required. Please remember that gloves are no substitute for frequent handwashing.

## **Hand hygiene:**

- Reinforce to staff and children, regular hand washing with soap and water for at least 20 seconds should be done.
- Alcohol-based hand sanitizer should be provided at every school entrance and in every classroom, kept secured in classrooms where children cannot safely use sanitizer without supervision.

**Training:** Training in the use of PPE will be provided at orientation on day one of in-person instruction. In addition, staff may refer to the links below for additional reminders on the use of face coverings and gloves:

- Handwashing: <https://www.youtube.com/watch?v=w3Yn5UXN96Y>
- Mask: [https://www.youtube.com/watch?v=TBB2UDsmS\\_w](https://www.youtube.com/watch?v=TBB2UDsmS_w)
- Gloves: <https://www.youtube.com/watch?v=GCzX48f7qA4>

# ESY | Cleaning and Disinfecting

**Promoting Health Hygiene Practices, and Cleaning & Disinfection:** Cleaning and hygiene protocols recommended by the CDC will be followed and communicated to staff during orientation.

These protocols will be adhered to by all summer school staff and participants. Signs on how to “Stop the Spread” should be posted in all school buildings in easily seen locations.

- Areas where summer school operations are used must be cleaned, disinfected and/or sanitized, as per CDC guidelines. Door handles, desks, and other high contact areas should be given special attention.

**Bathroom cleaning:** should be cleaned throughout the day. Bathroom surfaces should be wiped with disinfecting wipes after each use. The number of staff in a given bathroom will be limited to maintain social distancing.

**Respiratory hygiene:** Encourage all staff and children to cover coughs and sneezes with tissues or the corner of the elbow. Dispose of soiled tissues immediately after use.

**Training:** An in-person or video training that covers social distancing, cleaning protocols, and hygiene practices must be provided to and attended by all students and staff.

# ESY | Health Guidance for School Communities

**Case Protocols and Notification:** If a child or staff member who has been present in school has a confirmed diagnosis of COVID-19, the local health department must be notified immediately. In addition, the school superintendent or designee (such as the school nurse or school medical advisor) should establish specific notification procedures that must be taken if a staff member or student is suspected of being sick, while maintaining confidentiality in accordance with FERPA, privacy expectations, and the Americans with Disabilities Act (ADA). Guidance from the CDC that may inform sick procedures and exclusion protocols are available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>, including:

- When staff and students should stay home (such as if they have tested positive for or are showing COVID-19 symptoms); and
- Exclusion for staff and students who have recently had close contact with a person with COVID-19 and the duration for when they should stay home and monitor their health.

Staff or students with signs or symptoms of COVID-19 are recommended to notify their medical practitioner immediately. If tested for COVID-19 the staff or student must remain home until they receive their results. If results are negative entrance back to school will be permitted once they have been fever free for 24 hours without the use of medication and their symptoms have improved. If results are positive they will need a note of clearance from their doctor or Health Department before they can return to school.

**Health Screening:** Upon entering the school building all staff and students are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees Fahrenheit. If any questions arise regarding the health screener's assessment of the observable symptoms or next steps, the health screener should consult with our district nurse's. Staff and students should also be encouraged to self-report symptoms or exposures. Staff or students who have a temperature greater than 100 degrees are not permitted into the school. Staff or students who have a temperature greater than 100 degrees must remain home and seek medical attention. If tested for COVID 19 the staff or student must remain at home until they get their results. If results are negative entrance back to school will be permitted once they have been fever free for 24 hours without the use of medications and their symptoms have improved. If results are positive a note of clearance will be needed by their medical practitioner or the DOH. When conducting screening, the school should include the following in their protocols:

- Use touchless or disposable (preferred) or oral thermometers with single-

use disposable covers. Be sure to provide adequate disinfection between individual uses.

- The health screener (such as the school nurse) must wear a face mask and face shield while performing screening for illnesses.
- Schools must identify a sick plan for students who develop an elevated temperature or who may become ill.
- In addition to the health office, schools must identify an isolation room where students or staff who exhibit symptoms consistent with COVID-19, can wait for their parent/guardian or responsible party's arrival to pick them up from school.
- Students must never be left unattended in an isolation room.

**School Closure and Reopening:** The decision to suspend or close a school program for some or all participants will be made by the Superintendent or designee. Any school should implement short-term closure procedures regardless of community spread if an infected person has been in a school building. The CDC recommends dismissal of students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the Superintendent, in consultation with the local health department, to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- Recommendations for the scope (e.g., a single school, multiple schools, the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During school dismissals, also cancel extracurricular group activities, school-based afterschool programs.
- Communicate dismissal decisions and possible COVID-19 exposure with staff, parents, students, and relevant stakeholders.
- Initiate recommended CDC cleaning [procedures](#) following a confirmed COVID-19 case.

Decisions on which, if any, staff should be allowed in the school should be made in collaboration with your local health department and school medical advisor, if applicable.

Administrators should work with their local health department following a temporary closure to determine when students and staff can safely return to schools.

# ESY | Detailed Bathroom Protocols

## **Physical distancing:**

- Multi-stall bathrooms should only be used by those who feel well.
- A separate bathroom should be designated for any student that becomes ill.
- The number of staff using the bathroom at any one time should be limited to ensure social distancing protocols of 6 ft apart.
- Bathroom occupancy is determined by the number of persons who are able to use the facility while maintaining 6 feet social distance, therefore, will vary based on size and layout of each bathroom.
- No personal items should be stored within the bathroom (including staff bathrooms).
- Minimize time in the bathroom
- All staff will be notified with signs to be courteous and considerate and limit the time spent in bathrooms.

## **Cleaning:**

- Limit the amount of surfaces touched.
- Wash hands for at least 20 seconds.
- Bathrooms should be fully cleaned and disinfected twice a day. Follow CDC disinfecting and cleaning protocols.
- In addition to full cleaning and disinfection twice daily, spot-disinfect high-touch surfaces throughout the day. These surfaces include: soap and paper towel dispensers, doors within toilet stalls, and toilet handles.
- Place signs near sinks reminding students and staff to wash hands before and after using the restroom.

# Summer School | Additional Resources

## CDC Guidelines

- **General cleaning & disinfecting:** <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- **Handwashing materials:** <https://www.cdc.gov/handwashing/index.html>
- **Facilities & ventilation:** [https://www.rehva.eu/fileadmin/user\\_upload/REHVA\\_COVID-19\\_guidance\\_document\\_ver2\\_20200403\\_1.pdf](https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/schools-checklist-parents.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/schools-checklist-teachers.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

## New York State Guidelines

<http://www.p12.nysed.gov/specialed/publications/2020-memos/special-education-supplement-2-covid-qa-memo-6-20-2020.pdf>

<http://www.p12.nysed.gov/specialed/publications/2020-memos/special-education-supplement-3-covid-qa-memo-6-20-2020.pdf>

[https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh\\_specialeducationguidance.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_specialeducationguidance.pdf)

## COMMUNICATIONS

[https://d33e8303-ab17-45d6-911b-992ebaf50af4.filesusr.com/ugd/8ea95a\\_dba52ef8f91f41b7b66535434cbcc933.pdf](https://d33e8303-ab17-45d6-911b-992ebaf50af4.filesusr.com/ugd/8ea95a_dba52ef8f91f41b7b66535434cbcc933.pdf)