

# **Hyde Park Central School District**

## **Safe Return to Full-Time Instruction Plan**

### **Spring 2022**



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## Introduction

At the Hyde Park Central School District our primary commitment is to the students and families we serve. Our priority must be keeping them safe. In order to do this we will be working with our local department of health (Dutchess County Department of Behavioral and Community Health), NYS Department of Health, Centers for Disease Control and Prevention (CDC), and the Hyde Park Community to implement procedures to keep us all safe and learning. We understand that conditions and information will evolve and our document will be revised as needed.

The areas outlined in this plan represent the myriad considerations HPCSD will address to keep schools safely open full time for all students and to sustain their safe operation. This plan includes procedures that will be followed in the following schools:

- FDR High School, Michael Ruella, Principal 845-229-4020 ext. 6801 [michaelruella@hpcsd.org](mailto:michaelruella@hpcsd.org)
- Haviland Middle School, Eric Shaw, Principal 845-229-4030 ext. 2801 [ericshaw@hpcsd.org](mailto:ericshaw@hpcsd.org)
- Violet Avenue Elementary, Deanna Gonzalez, Principal 845-486-4499 ext. 7801 [deannagonzalez@hpcsd.org](mailto:deannagonzalez@hpcsd.org)
- Ralph R. Smith Elementary, Melissa Lawson, Principal 845-229-4060 ext. 3801 [melissalawson@hpcsd.org](mailto:melissalawson@hpcsd.org)
- Netherwood Elementary, Stephen Hicks, Principal 845-229-4055 ext. 4801 [stephenhicks@hpcsd.org](mailto:stephenhicks@hpcsd.org)
- North Park Elementary, TBD, Principal 845-229-4040 ext. 9801, TBD

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 insure 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 \(NYSDOH\)](#) 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.

Eric Shaw, HMS Principal, will serve as the district's COVID-19 Coordinator. He will serve as a central contact for schools and stakeholders, families, staff and other school community members and will ensure the district is in compliance and following the best practices per state and federal guidelines.

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, and 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:

- Safeguarding the health and safety of students and staff;
- Providing the opportunity for all students to access education **full time** in the fall;
- Monitoring schools, students, and staff;
- Emphasizing equity, access, and support to the students and communities that are emerging from this historic disruption;
- Fostering strong two-way communication with partners, such as families, educators, and staff;
- 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
- 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 original reopening plan for 2020-2021, HPCSD has sought feedback and input from stakeholders, including administrators, faculty, staff, students, parents/guardians of students, local health department officials and health care providers, employee unions and community groups. Engagement efforts included online surveys, virtual forums/meetings and one-on-one conversations. The District Leadership Team (DLT) met virtually on the following dates, specifically to plan for reopening: May 13, May 27, June 17, June 24, July 1, July 8, July 15, July 22, and July 29, 2020. The list of DLT members who participated is below. There will be ongoing meetings and community engagements as needed over the summer of 2021.

Karin Armstrong	6th grade Teacher, HMS
Riane Benson	Secretary, FDR
Doreen Boone-Pitcher	6th grade teacher, HMS
Tina Boryk	Kindergarten Teacher, NPE
Todd Broomhead	Parent
Glen Burger	Science Teacher, FDR
Heather Casto	Parent
Jessica Cole	Special Education Teacher, RRS
Jamie Conway	AIS Math Teacher, VAS
Jennifer Criser-Eighmy	Director of Humanities, HPCSD
James Daley	Principal, NES
Jeff Danielson	Member, Board of Education
RoseAnn Davison	Teaching Assistant, HMS
Adam Deans	Social Studies Teacher, FDR
Karen Desmond	Parent
Deanna Gonzalez	Principal, VAS
Bobbie Goodman	Parent
Mathew Hoffman	Student, FDR
Aviva Kafka	Deputy Superintendent, HPCSD
Dan Hurley	School Psychologist, FDR
Jill Kelly	ENL Teacher, NPE
Kimberly Knisell	Director of Math and Science, HPCSD
Joe Marrine	Community Member
Andrea McKevitt	Special Education Teacher, HMS
Dennis McMahon	Social Studies Teacher, FDR
Jessica Miller	ENL Teacher, FDR
Jennifer Morris	Spanish Teacher, FDR
Nicole North	Parent
Felicia Olson	Community Member
Robin Peek	Parent

Ted Peterson	Community Member
David Ray	Community Member
Michael Ruella	Assistant Principal, FDR
Greer Rychcik	Superintendent of Schools, HPCSD
Mary Beth Scattergood	Hyde Park Teachers' Association President, 5th Grade Teacher, NPE
Eric Shaw	Principal, HMS
Ed Spence	Member, Board of Education
Barbara Sweet	Community Member
Michael Tibbetts	Member, Board of Education
Carl Tomik	Member, Board of Education
Jennifer Turner	Reading Teacher, NES
John Vanderlee	Community Member
Diana Witter	HPCD-UEA President, Teaching Assistant, RRS

In addition, the District Safety Team met on July 8, 15, and 22, 2020 to discuss health and safety planning for reopening. That team is listed below:

Alec Brandow	School Resource Officer, HMS
Jan Burgevin	Registered Nurse, RRS
Dena Cerbino	Teacher, VAS
Sue Cerulli	Registered Nurse, HMS
Leann Coyle	AF UPK, HPE
Tom Cunningham	Director of Health, PE and Athletics, HPCSD
Jim Daley	Principal, NES
Lew Darrow	Roosevelt FD Chief
Melinda DiMaio	Director of Fine Arts, HPCSD
Craig Elderkin	Hyde Park FD Asst Chief
Paul Fazziola	HMS AP
Tim Gilnack	Fairview FD Chief
Dan Hurley	Co-Chair SAVE Committee, HPCSD
Aviva Kafka	Co-Chair SAVE Committee, HPCSD
Anne Marchetti	Teaching Assistant, NPE
Shayna McGeady Russo	Cornell Cooperative Extension
Marty Monaco	HPPD Sergeant
Bill Moughan	Teacher, RRS
Tom Murphy	Pleasant Valley FD
Megan Murray	Cornell Cooperative Extension
Ray Nichols	Dutchess Dept of Emergency Response, Battalion 5
Joan Powers	Student Registration
Lydia Reining	Teacher, VAS

Mike Ruella	Principal, FDR
Elna Sanford	Registered Nurse, VAS/Nurse Coordinator, HPCSD
Eric Shaw	Principal, HMS
Elliot Sheldon	Director of Facilities & Operations, HPCSD
Ruth Sprague	Teacher, FDR
Mike Stallone	Student Resource Officer, FDR
Ray Stretz	Roosevelt FD Asst Chief
George Treadwell	Transportation Supervisor, HPCSD
John Watterson	DCSO Captain
Steve Wilcha	Hyde Park FD Chief
Kristi Wilson	Student Resource Officer, NYSP

The Guidance Advisory Council joined the Mental Health Subcommittee to share their input on July 28, 2020. Those members are listed below:

Linda Boughton	School Counselor, HMS
Jessica Cole	Special Education Teacher, RRS
Heather Chadwell Dennis	Director of Special Education, HPCSD
Ann Golden	Parent/Guardian
Dan Hurley	School Psychologist, FDR
Joanna Jusino	Special Education Teacher, HMS
Aviva Kafka	Deputy Superintendent, HPCSD
Melissa Lawson	Principal, RRS
Rebecca Moore	School Counselor, FDR
Joanna Murphy	Secondary Special Education Coordinator, HPCSD
Eric Shaw	Principal, HMS
Marla Sherman	School Social Worker, RRS
Ashley Veach	School Psychologist, FDR
Lauren Vuocolo	English Teacher, FDR

The District administrative team meets regularly to review the re-opening plan, working in conjunction with advisory groups from Dutchess County and the State.

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.hpcsd.org/domain/1008>, and will be updated throughout the school year, as necessary, to respond to local circumstances. Parent Square will be utilized to notify parents of the availability on the website.

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 district staff, students, parents/guardians, visitors and education partners and vendors. The district will use its existing communication modes to support the



dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic, including:

- The district website ([www.hpcsd.org](http://www.hpcsd.org))
- ParentSquare for text, phone and email communications
- Mailings and traditional print newsletters and calendars
- Appropriate signage and training opportunities

### **Hyde Park Central School District Communication Goals**

- To encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage about ) 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 mail, 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.

HPCSD 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 ([www.hpcsd.org](http://www.hpcsd.org))
- Call list- ParentSquare.com
- Email - ParentSquare.com
- Online training
- Correspondence (letters) to homes

Clear messaging 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.
- The facts as we currently know them (NYSDOH, CDC).
- 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 unscented 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 following information was sent to families and staff on March 2, 2022 and reflects the most current guidance as of that date:

New York State Department of Health released [guidance](#) and a [frequently asked questions](#) document relating to procedures and requirements now that masks are optional for students and employees beginning today, March 2nd. The main highlight for us in Hyde Park, as Dutchess County is currently designated as a low transmission area, is that we are now mask optional in schools and on buses. We have been extremely successful with our mitigation efforts over the past two years and I believe this is safe and appropriate. Our reopening plan will be revised according to our new circumstances.

One of the explicit requirements in the new guidance states that, "...masking is required upon return from isolation during days 6-10 after COVID-19 infection." Hyde Park will comply with this requirement. Furthermore, contact tracing is required within a 6-foot radius when people are unmasked.

Other guidance is presented within the document as recommendations or as steps schools "should" take or are "strongly encouraged to take". Hyde Park is not making these changes at this time.

- COVID-19 by County - [Know your COVID-19 community level](#)

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. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#), the Dutchess County Department of Behavioral and Community Health (DBCH) and the [New York State Education Department \(NYSED\)](#).

The following protocols and procedures will be in place in all district schools for the 2021-2022 school year should in-person schooling resume. Anyone with questions or concerns should contact our COVID-19 Safety Coordinator at [ericshaw@hpcsd.org](mailto:ericshaw@hpcsd.org).

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, HPCSD 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, visitors, and parents/guardians with a consistent means to provide updated information. This will be accomplished through:
  - Website
  - Email / ParentSquare broadcasts
  - Social media

- Print copy mailings
- Voice and/or video messaging
- Traditional media outlets
- There are groups identified by the CDC who are at an increased risk for COVID-19. HPCSD will work with staff who may require accommodations.
- For students who are medically fragile, it is important for parents/guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. Planning and coordination will include school health and educational personnel.

## Facility Entry

Arrival and dismissal procedures will be specific to the buildings. After arrival time, 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.

## Daily Health Screening

- As of 10/22/21 the District no longer participates in the Daily Health Screening Questionnaire.
  - [Community Letter from Superintendent Kafka, October 22, 2021.](#)
- Prior to entering all HPCSD locations, all non-district employees must complete a medical screening questionnaire. This questionnaire is accessible through HPCSD website via parent square at [www.hpcsd.org](http://www.hpcsd.org).
- Staff should self assess for symptoms prior to arriving at work.
- Anyone whose symptoms response changes during the day, must contact their supervisor immediately and await further instruction.
- Parents will be responsible for student health check and temperature before arrival each school day.
- As of February 1, 2021, visitors will no longer have their temperatures taken upon arrival.
- All staff must either digitally or physically sign in and out of each building with the front desk **each** time they enter and exit the building.
- Students will be signed in and accounted for as without fever/symptoms and able to attend school through attendance roll.
- Corridors will be created (outside, but preferably covered) where individuals can enter the facility when in-person screening is utilized.
  - 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.

## 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 snacks and lunch;
  - After using the bathroom;
  - After helping a student with toileting;
  - After sneezing, wiping, or blowing nose or coughing into hands;
  - Anytime hands are visibly soiled;
  - When handwashing is not available use a hand unscented sanitizer;
- Unscented 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.

# Visitor and Vendor Practices

## Visitors

- Visitors, Student Teachers and observing college students must comply with all health and safety requirements, just as staff members.
- All visitors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing.
- 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.

## Vendors

- 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 the staff member they're visiting to report the issue and then immediately seek medical attention.

## Training

HPCSD 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.

HPCSD will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly. 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.
- Provide employees and students with up-to-date education and training on COVID-19, including signs and symptoms of illness.
- Risk factors and protective behaviors (i.e., cough etiquette and care of PPE).
- [CDC: Considerations for schools](#)

### Training for Screeners

HPCSD school nurses will be our screeners and are familiar with CDC, OSHA protocols, and DOH guidelines in each building who will be a trained screener. Screeners will wear appropriate employer-provided PPE, including at a minimum, a face covering, temperature screenings and social distancing. If social distancing or barrier/partition controls cannot be implemented during screening, PPE should be used when within six (6) feet of a student.

### 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
    - [CDC: How and when to wash your hands](#)
    - [WHO: How to wash your hands](#)
- Proper cough and sneeze etiquette
  - [CDC: Coughing & Sneezing etiquette](#)
- Social Distancing
  - Provide training for faculty/staff on how to address close contact interactions with students as part of every day job tasks.
  - [CDC: Social distancing](#)
- Operating procedures (various by building)
  - Entrance into the building
  - Cleaning procedures
  - Sick child pick up
  - Staff who are sick or suspected to be sick
  - [CDC: What to do if you are sick](#)
- Proper cleaning techniques
  - [CDC: Cleaning and disinfecting](#)
- Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes

- [CDC: Reopening communities guidance](#)
- [CDC: Reopening America Guidance](#)
- Hazard Communication – Right-To-Know
  - [OSHA: Proper use of chemicals and Safety Data sheets](#)
  - No chemicals from home
  - Transfer of hand sanitizer in smaller containers
  - [EPA: List N: Disinfectants for 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
  - [CDC: use of dry face coverings to prevent illness](#)
  - Use of face coverings (donning/doffing) (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
  - [OSHA requirements for use of 95 masks 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](#)).



# Space Design and Capacities

## Break Rooms and Lunch Rooms

- Breakroom use is discontinued if a minimum of 6 ft. separation cannot be maintained when consuming food or drink.
- Staggered break schedules may be utilized to assist with separation concerns.

## 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.
- All individuals must also allow for adequate space between when traveling in the same direction.

## Classrooms

- Occupancy in each classroom will be specific and determined based on the overall square footage of the space, less any fixed shelving or furniture.
- Each student will receive a minimum of 3 feet separation from others.
- All staff will continue to receive six (6) foot separation.
- Additional considerations will be taken to account for space utilized for classrooms and teaching material.
- Where possible special teachers and PPS staff will travel to the classroom to provide instruction.
- Restrict items in the classroom to that of obvious use.
  - Remove any unnecessary furniture.

## Nurse Stations

- Nurses must receive proper training and fitment of N95 Respirators prior to use.
- Where possible, nurse stations have been reconfigured to:
  - Maintain social distancing of no less than 6ft.
  - Create “sick” and “well” zones.
    - Students that receive daily medication should 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.
- 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.

## 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. Nurse stations will be equipped with dividing curtains allowing for both a physical divide and at minimum 6ft of separation.
- These rooms have been identified in each building
  - FDR High School - 103A/B
  - Haviland Middle School - A25
  - North Park Elementary School - 9E/F
  - Violet Avenue Elementary School - Room # 32
  - Netherwood Elementary School - Room #27
  - Ralph R. Smith Elementary School - Room #27

### **Security Vestibule/Reception areas**

- The main office in each school will serve as the reception area.
- Where a multi- entrance design is used, additional security posts will be instituted.
- They will serve as the primary location for accounting for all individuals entering and exiting the building.
- Polycarbonate barriers have been installed to protect all individuals.
- 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 6ft of separation.
- Frequently touched materials such as magazines have been removed.

### **Library Spaces**

- Reconfigure space to ensure social distancing.

### **Engineering Controls**

Unscented alcohol-based hand sanitizer will be available in each entry, all corridors, and each classroom.

- Bathrooms
  - Must maintain physical distancing requirements.
  - Automatic hand dryer use will be discontinued
  - Entry doors to multi-stall bathrooms will be left open where applicable to reduce the need to handle
- Vestibules/Reception Areas
  - Polycarbonate barriers will be installed in select areas to provide protection for HPCSD staff and individuals presenting
    - Barriers have been designed in accordance with New York State Fire Code
- Water Fountains
  - As required by New York State Code a potable water supply will be provided per 150 occupants, but not less than one source per floor.
  - To reduce cross contamination the bubbler/drink spout has been removed or disabled.
  - Automatic/touchless bottle filling equipment is installed in place of the drink spout.
  - Additional bottle filler stations will be installed where necessary.
  - These appliances will be routinely cleaned and disinfected as described in the Cleaning and Disinfection Section.
- Floor Demarcations

- All entrances or areas of static wait have floor signage installed allotting for a minimum of six(6) feet of separation between all individuals
- Corridor floors and Stairways indicate directional traffic flow and social distancing.
- Corridor doors will all be affixed open using electromagnetic hold-open devices to minimize the need to touch doors.

## **Ventilation**

HPCSD 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.
- Air handling systems have been inspected for function with higher MERV rated filters.
  - Where applicable filters will be exchanged for MERV rating ranging from 11-13.
- 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.
  - Fans may be used to supplement air flow as long as the air flow is not pointed towards people.
- 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 HPCSD will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, 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.

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

- Bathrooms
- Athletic training rooms, locker rooms
- Health offices, isolation rooms
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Breakrooms
- Cafeterias/Kitchens
- Computer labs
- Science/technology labs
- Classrooms
- Maintenance offices and work areas
- Bus Garage
- Buses, school vehicles
- Libraries
- Large meeting areas (auditoriums, gymnasiums, music rooms)

- Playgrounds (cleaning only)
- Outdoor seating areas (plastic or metal)

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, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include cafeteria tables, which should be cleaned and disinfected between each use. 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. Restrooms will be cleaned and disinfected more often depending on frequency of use.

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.

## Suspected 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. 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

*Public Health Officials assume the task of contact tracing outside of our students and staff, once notified.*

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

- Have a plan for cleaning, disinfection, and notifying 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 your 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 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 or Symptoms

HPCSD will follow protocols and procedures established by the New York State Department of Health and in consultation with the local health department(s), about the requirements for determining when individuals, students, teachers and staff with new or worsening symptoms of COVID-19 can return to the in-person learning environment at school. This protocol includes:

### Return to School for Individuals Displaying Symptoms of COVID-19

- According to the Commissioner's testing determination issued pursuant to 10 NYCRR 2.63, all students, teachers and staff with new or worsening symptoms **must be excluded from school, regardless of vaccination status** and either
  - provide a negative COVID test result, **or**
  - remain excluded from school for a minimum of 10 calendar days from symptom onset
- If symptoms are improving and an individual is fever free for at least 24 hours without the use of fever-reducing medications, they may return to school with either
  - a note from a HCP (Health Care Provider) indicating the negative test, **or**
  - a copy of the negative test result
- [Test to Stay \(TTS\) Update Revised Updated Testing and Quarantine Supplemental Information to the "Interim NYSDOH Guidance for Classroom Instruction in P-12 Schools During the 2021-2022 Academic Year" \(December 23, 2021\)](#)
  - Letter from Superintendent Kafka [COVID Updates Letter 11-19-21](#) updated guidance.
  - [Parent/Guardian Permission for COVID-19 Testing in School](#) - (December 17, 2021)
- [Advisory on Shortening Isolation Period for Certain Fully Vaccinated Healthcare Workers and Other Critical Workforce](#) (December 24, 2021)
- [Guidance for Students Who Have Signs or Symptoms After COVID-19 Vaccination](#)

Per [Dutchess County Protocol for Symptomatic or Positive COVID-19 Student or Staff](#), "the most common symptoms of COVID-19 in children fever or chills, cough, nasal congestion or runny nose, new loss of taste or smell, shortness of breath or difficulty breathing, diarrhea or vomiting, stomach ache, headache, and muscle or body aches." For a complete list of symptoms, please visit: [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus).

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.

The district requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

## Closure Considerations

When a person has been identified (confirmed) to be COVID-19 positive; the process in HPCSD could include:

- School and District administrators collaborate and coordinate with local health officials to make school closure decisions.
- Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance, staffing coverage and in coordination with the local DOH. There is a decision-making tree at the district level.
- Provide 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. If possible, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. 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, as well as staffing coverage.
  - 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.
- 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 regularly. 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.

HPCSD 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.
- Tents, both temporary and permanent are regulated by code and must be submitted for a building permit.
- Minimum number of toilet fixtures that must be available for use in a building is established in the building code.
- 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.

## Cleaning

Routine cleaning will be provided everyday to all spaces. This includes removing trash, dust mopping the floors, vacuuming rugs, cleaning all bathrooms, kitchens, cafeterias, and wet mopping floors as scheduled. Wiping down desks, clean windows, and spot clean vertical surfaces will be on a schedule.

Additional cleaning will be provided with the need of additional staff (staffing dependent on which model the district decides on)

- Desks and chairs and counter tops
- Door handles - interior and exterior
- Deep clean of Health Offices
- Light switches
- Handrails
- Water fountains
- Dispensers
- Faucets and sinks
- Personal work spaces if cleaned off
- School Buses
- Playgrounds
- Locker rooms - as needed

In the event of a confirmed COVID case, F&O will follow all guidelines on cleaning. Cleaning will happen 24 hours (or longer) and then follow all CDC and NYSDOH protocols for cleaning. Proper PPE and training will be provided prior to cleaning.

At all common areas paper towels and disinfectant will be provided to clean commonly used equipment. Best practice is to clean it prior to your use.

Disinfection - Pure tabs from Earth Safe, Hillyard QT-3 or beach solution.

PPE - Facilities will provide PPE to all staff and students per recommendations.

- Mask
  - KN95 masks are available for staff and students in schools and on buses, upon request
  - Mask will be provided to staff - 1 disposable per day
  - Masks will be provided to children - 1 per week or as needed.
- Gloves
  - 10 pair per week per employee \*
- Face Shields
  - 1 per employee (all employees)
- Eye Protection
  - 2 per employee \*
- Gowns
  - 10 per employee per week \*

\*MATERIALS FOR STAFF MEMBERS WILL WHO MAY BE IN HIGH-INTENSITY CONTACT WITH STUDENTS OR HANDLING WASTE MATERIALS

## **Hand Soap and Unscented Hand Sanitizer**

- Hand soap and paper towels will be available at each sink in the buildings. For classrooms without sinks, unscented hand sanitizer will be provided.
- F&O will have adequate supplies available for refills as needed. All hand pumps must be kept to ensure we have one for every space as needed

- Hand sanitizer dispensers will be provided at the main entrance of every building. Other dispensers will be in common spaces i.e.; gyms, cafeterias, and auditoriums.

## **Indoor Air Quality**

- All building heating/ventilation schedules will start 2 hour prior to students arriving and 2 hours after students leave to ventilate the building.
- House exhaust fans will remain on until 10pm.
- Filter changes will be quarterly rather than semi annual.
  - Where a higher grade of filter can be used, F&O will provide it.
- When permitted, utilization of outside air will be used as possible. This can be done mechanically and/or with opening of windows.
  - Univent dampers will be maximized to pull in as much outside air as possible. This will change with the heating demand on the building. The F&O department is in contact with our controls vendors.
- Portable A/C units will be cleaned on a monthly or as needed basis.

## **Social Distancing -**

- Signage will be provided to the schools. Signs for the floors to promote safe travel and general signage throughout the building to remind everyone to stay 6' apart, unless in classrooms, then 3' by 3' apart.
- Cafeterias are distanced no closer than 3' by 3' and when it must be less than 6' feet 6'.
- Reduce shared items in the building ie: pencils, markers, supplies, etc.
- Potential use of different spaces within the building as flex space to accommodate students, staff and building needs.
- Use of trailers to store unneeded classroom/building items.

## **Water testing**

- Routine water testing per NYS and Dutchess County Department of health will continue as scheduled.
- A schedule for the 2020 NYS DOH Regulation 67-4, Lead-in-Water testing will be put in place based on school occupancy.

## Emergency Response Protocols & Drills

The 2020-2021 school year may include hybrid models of the traditional school day. Emergency response drills, including evacuation and lockdown drills, may be spread across the different student populations dependent on the day each population is present the day the drills are scheduled.

### Shelter-In-Place

Areas will be identified in each school that will be used for the Shelter-in-Place along with areas that cannot be used for due to certain types of environmental hazards (i.e.: high winds, tornado, etc.). Shelter-In-Place protocols will be the same with the following changes:

- Provide 6 feet of space between students and staff during the Shelter-In-Place
- Use of face coverings throughout the event may be considered
- Plan to have extra face coverings on hand in the event that a person does not have one
- Listen for updates and respond accordingly

### Hold-In-Place

Hold-In-Place protocols will be the same the following changes:

- Use of face coverings throughout the event may be considered
- Listen for updates and respond accordingly

### Evacuate

Evacuation protocols will be routinely the same with some minor adjustments:

- Identify areas outside of the building in advance. Verify that students and staff will not impede emergency responders
- In effort to get all staff and students out of the building as quickly and efficiently as possible, face coverings should be worn at all times
- Plan to have extra face coverings on hand in the event that a person does not have one
- Identify, in advance, who will be holding the door to get out of the building, therefore reducing the amount of people touching the door hardware when leaving the building. Personnel that will be conducting this task may be assigned to holding the door for one or more classrooms or until confirmation that everyone has vacated the building
- As written in the established protocols, bring all necessary items needed and consider adding the following items: extra face coverings, in the event a face covering becomes unusable and hand sanitizer
- If no extra face coverings are available, instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

### Lockout

Lockout protocols will be the same, besides maintaining six (6) feet of space between students and staff in the area.

### Lockdown

During a Lockdown, there will be a violation of the six (6) foot recommendation between people. In order to protect life safety, lockdown protocols will be mostly the same process as they have been conducted in the past.

- Evaluate, in advance, if there is room to social distance without being in the line of sight
- Face coverings should be worn during the event at all times
- Plan to have extra face coverings on hand in the event that a person does not have one
- Instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

## Child Nutrition

School meals will continue to be free of charge for all students enrolled in a Hyde Park Central School District School, on all inperson school days through 6/30/2021. HPCSD has identified Shauna DeCiutiis (shaunadeciutiis@hpcsd.org) as the contact person to receive and respond to communications from families and to school staff. Menus follow guidance from the SSO program regulated by Child nutrition. Monthly menus are posted on the District Food Service website. Due to supply chain challenges, there may be menu changes or limited menu options, without much notice.

While all students are eligible to receive free meals this school year, they do not necessarily hold the Free or Reduced Meal Status. To qualify for Free or Reduced Meal Status a student must have direct certification from Medicaid or SNAP or they need to submit an income verification to the Food Service Department. Applications were provided to students at the beginning of the school year. In addition, it will be available on our website (<https://www.hpcsd.org/Page/388>) and through email ([Foodservices@Hpcsd.org](mailto:Foodservices@Hpcsd.org)) or regular mail as needed. The application must be completed in full and given to food service staff in school or be mailed in. Phone in support to complete the application is available from our Food Service Director or Assistant Food Service Director at (845) 229-4006.

The Food Service Department does not have any information on the Pandemic EBT funds and is not a part of the process to designate these funds. For any questions parents should contact their Medicaid or SNAP case worker or call the P-EBT hotline. Please see information in the links below.

<https://hungersolutionsny.org/covid-19/pebt/?eType=EmailBlastContent&eld=7a76f6af-6d7f-474d-a1bd-f885485d3aad>

<https://otda.ny.gov/SNAP-COVID-19/Frequently-Asked-Questions-Pandemic-EBT.asp?eType=EmailBlastContent&eld=7a76f6af-6d7f-474d-a1bd-f885485d3aad>

### Meals Onsite

For students onsite, 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. The district will ensure social distancing between individuals while eating in the school cafeteria. Breakfast meals will be provided upon arrival and consumed in designated areas. For lunch meals, all students will go through the serving line to select their menu items. Elementary teachers will place lunch orders for their students each morning to aid in quick meal service while going through the serving line. Secondary students will not have to pre order their meals. Meals will be provided in the school cafeteria at their designated time with polycarbonate barriers between seats.

The sharing of food and beverages (e.g., buffet style meals, snacks) is prohibited, unless individuals are members of the same household. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

Meals will be served in compliance with guidelines and regulations published by the Child Nutrition Program, The Dutchess County Department of Behavioral & Community Health (DBCH) and the New York State Department of Health (NYSDOH) to reduce the spread of the novel coronavirus. Dining areas will adhere to

guidelines set forth by the CDC and department of health with regards to proper cleaning. All food service staff are trained on food safety, cleaning protocols, and COVID reducing hygiene.

Signage encouraging wearing masks and proper hygiene protocols will be placed in all service locations. Proper food handling techniques will be utilized to ensure food safety of all menu items distributed. Meals will be entered into the POS system alerting staff of any food allergies or restrictions. Students will be encouraged to wash their hands and use hand sanitizer prior to eating. Hand sanitizer will be available at all locations at the point of service.

### **Meals offsite/remote**

With students attending school in person, there are no off site meals provided. If the whole district were to shift to remote learning, for an extended period of time the district will evaluate the need for off site meal service. Please contact our Food Service Director, Shauna DeCiutis (229-4006) [Shaunadeciutiis@hpcsd.org](mailto:Shaunadeciutiis@hpcsd.org) with any questions or concerns.

## Transportation

HPCSD will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students and school staff should maintain appropriate social distancing to the extent practicable.

All buses that are used every day by districts and contract carriers will be cleaned/ disinfected once a day. High contact sports will be wiped down after the morning (AM) and afternoon (PM) run depending upon the disinfection schedule.

School buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses.

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

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 the district whose schools are meeting in 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 cleaned and disinfected daily (focus on high touch areas) and in between runs if scheduled for multiple routes. At the end of the day clean and disinfect the entire bus
- *Daily Cleaning*
  - All trash removed
  - Floors swept and dust mopped
  - Walls and windows cleaned
- *High Touch Surfaces*
  - Bus seats and seat backs
  - Seat belts
  - Door handles, handrails
  - 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
- Buses will be inspected to ensure cleaning/disinfecting protocols are followed on district owned and contracted buses
- All cleanings/inspections will be documented (via trackable log)



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

The District Transportation Supervisor, Tamara Fielding, will be notified, the district will then notify building administration and a plan will be implemented to contact parents of students on that bus.

Bus will be taken out of service for 24 hours before the bus can be used again after a report of COVID-19. Bus will be disinfected following CDC guidelines.

## **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.

## **Training (Office Personnel, Drivers, Mechanics, Aides)**

- Hazard Communication/Right-To-Know (annual)
- Personal Protective Equipment (PPE)
- Exposure Control/Bloodborne Pathogen (BBP)
- COVID Awareness
  - New cleaning Protocols (buses, transportation center)
  - Handwashing
  - Personal Health and Hygiene
  - Special working conditions with face coverings (strenuous activity)

## **Transportation Communication**

- HPCSD will emphasize to parents and students prior to reopening schools that the District has thoroughly disinfected all buses and student transportation vehicles
- HPCSD 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
- 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**

- CDC guidelines suggest creating distance between children on the school bus when possible.
  - Regarding transportation, DBCH guidance directs us to keep our students seated as separately as possible, with family members seated together. There will be plenty of ventilation on the buses, with windows and emergency roof hatches open, weather permitting. It is important for you to know that students who are not from the same household could sit two to a seat, depending on the bus route.
- 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

## **Routing**

- HPCSD had developed multiple routing scenarios for administration to analyze different instructional scheduling options including:
  - Utilize computerized routing programs to provide different routing scenarios and analyze cost/feasibility
- Limit rotation of substitute drivers and aides if possible
- Limit student movement between bus routes
  - Discontinue allowing students to ride different buses on different days of the week unless parent or guardian makes plausible requests (childcare, custody arrangements)
  - If possible, mirror AM and PM routes, so bus riders are the same group 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.
- Dismissal times will be staggered to best suit building needs and to promote social distancing
- Adjustments will be made by buildings:
  - For unloading and entry, and loading and departure
  - Route timing which will be affected by delayed loading/unloading processes
  - Arrival and departure activities shall be supervised to ensure social distancing
- HPCSD will add or modify bus routes to reduce load levels on buses

## **Transporting to BOCES**

- HPCSD will be transporting to BOCES and will follow similar protocols as previously described
- HPCSD will keep a log of attendees on the trip in both directions from the BOCES building. Upon request, schools may need to supply the log of passengers in addition to cleaning logs in the event BOCES 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 that 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. In support of this belief, a Social-Emotional Learning team was created consisting of certified teachers, certified school counselors, licensed mental health professionals, community members and school administrators. This task force team was created to develop a cohesive and strategic plan, regardless of the re-entry phase, to support students and staff upon for the 2020-2021 school year; this includes a means to identify and actively support student 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.

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 supports 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. 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 mental health practitioners (school counselors, school psychologists and/or school social workers) should meet to create an asset map of already existing foundational assets within school districts and community-based organizations, and build upon them. In addition, it will be critical to determine students who might be at risk for needing mental health supports. 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 resources from numerous community agencies, which are already being implemented in HPCSD. Additionally, all HPCSD employees have access to the Employee Assistance Program (EAP) which offers many free services including face-to-face and virtual counseling. Information about all social-emotional supports will be made widely available to HPCSD community through the district website. 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. Districts

should 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:
  - Social Emotional Learning (SEL) competencies; self-awareness, self-management, social awareness, relationship skills, and responsible decision-making
  - The warning signs for quarantine related mental health needs
  - How to access crisis support and other mental health services

### **What Mental Health Professionals can do in schools**

- Educate staff, parents, and students 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

As a district, we are committed to ensuring intentional and meaningful inclusion of social emotional learning (SEL) into the school day. Along with physical health and well-being, schools and districts must prioritize social emotional well-being -- not at the expense of academics, but in order to create the mental, social, and emotional space for academic learning to occur (SED Guideline, 2020). To accomplish this goal, the SEL subcommittee has established the following goals:

- Teams to Support the Work
  - Collaborative Advisory Council - District Level level team of mental health staff, teachers, families, and community partners to support the district's SEL work.

- Building Level SEL Council - Building level team of mental health staff, teachers, nurse, and administrators to monitor the SEL needs of individual students.
- Community Supports
  - Dutchess County Department Behavioral and Community Health
  - Colleges and Universities
  - Community partners
  - Business owners
- SEL Model - Multi-Tiered Systems of Support (MTSS)
  - Universal screening for all students
  - Tier 1 - This tier promotes a safe and supportive learning environment for everyone in the school community. A comprehensive program will help all students build fundamental academic, career development, and social emotional skills. An effort will be made to connect with each student daily.
  - Tier 2 - This tier provides targeted support to vulnerable students due to academic, social emotional, family need, and mental health challenges. The Building Level SEL Council will identify students in need of this support and work to put them in place.
  - Tier 3 - This tier will address a smaller group of students who require more specialized individual interventions and/or referrals to community-based counseling and resources.
- SEL During the School Day
  - Morning meetings K-5
  - Start the school year with a focus on SEL and community building
  - Multi-Tiered Systems of Support (MTSS) plan will include supports at each tier of service
  - SEL supports will reflect appropriate grade levels
  - Universal screening upon return to school
  - List resources on our website for families and staff
  - Organize the resources according to topic on the website
  - Use simple and easy to understand language (no acronyms)
  - Provide translation on the website
  - Make Language Line accessible to families
  - Consistent contact with the same staff member (i.e. ENL teacher for ENL students/special education teacher if child has an IEP), as much as possible, to establish relationships and prevent confusion
- Professional Development
  - Stream or record PD sessions so all staff has access to them
  - Provide professional development and study groups to support online teaching and learning as it relates to SEL, anti-racism, and anti-bias
  - Training in the area of health protocols/procedures trauma, anti-racism, anti-bias, equity, cultural responsiveness, and mental health
  - Training on universal screener selected
  - Training on how to support others that express distress (students or staff)
  - Consider Sanctuary, TCIS, Zones of Regulation and other programs to solicit diverse instructional approaches

- Include all staff in training opportunities (bus drivers, monitors, aides, TAs, custodians)
  - Consult the DLT rubric for evaluating new Social-Emotional Learning (SEL) programs
- Sharing and Gathering Information
  - Information and resources posted in each building
  - Use of social media, newsletters, panel discussions, and video to communicate with families
  - Translated materials will be provided whenever possible
  - List of resources for families and staff
  - District Hotline
  - Family and staff surveys will be used to gather feedback
- Implement Community School Strategies
  - Food pantry access for all families
  - Backpack food program for NES
  - Reach out to Hyde Park Food Pantry for support and collaborate
  - Partner with outside agencies for medical/mental health needs
  - Explore additional support available in the community
  - Develop one-page resource sheet
    - Include the services available
    - Days open
    - Times
    - Contact numbers
    - How it works

## School Schedules

Our plan is to return to our in-person full day schedule, Monday - Friday.

## Attendance, Attendance Reporting and Chronic Absenteeism

Our plan is to return to our pre-pandemic attendance policy.

### Chronic Absenteeism

While there is no one-size-fits all approach to addressing chronic absenteeism, HPCSD is committed to providing interventions to prevent and address health-related and mental health chronic absenteeism. We recognize that many factors will influence student attendance.

HPCSD addresses chronic absenteeism as follows.

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

## **Athletics and Extracurricular Activities**

### **Interscholastic Athletics**

If the Fall sports season is interrupted or impacted by COVID-19 crisis (i.e. state official guidance, school closings, cancelation of high-risk sports, etc.) then a condensed seasons plan will be implemented. This plan takes into consideration the competitive and interactive aspects of each sport and would include the following, with the stipulated dates being tentative.

### **Extracurricular Activities**

The HPCSD will limit use of school/district facilities to district or school sponsored extracurricular activities and groups. If any external community organizations are permitted to use school/district facilities, we will ensure such organizations follow State and locally developed guidance on health and safety protocols. We will maximize the use of technology and online resources to facilitate some extracurricular activities.

### **Performing Arts**

The HPCSD recognizes the importance that participation in the arts plays in the lives of our students and to our community. The District's intent is to return to a full schedule of fine and performing arts activities and performance at all buildings, following social distancing and masking guidelines. Music instruction will follow the spacing/masking guidelines of other curricular subjects.



## 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](#)