

New Suffolk Common School District Plan for Re-Opening of School 2020-2021



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I. Reopening of in-person instruction: At New Suffolk Common School, the safety of our students and staff is paramount, and this will require significant updates and modifications to our systems and routines. The wearing of masks, temperature checks, and social distancing are just a few of the modifications to mention. We will continuously monitor and adjust our protocols based on our data collection and as we receive information from our local and state governments and the public department of health.	
a. Capacity:	At New Suffolk Common School, we are planning to return to in-person instruction for 15 full-time students (K-6) and 4 full-time staff members. Indoors, we have 3 classroom spaces and a common area available for our students and staff. Outdoors, we have several acres of space available for a safe, outdoor education environment and can be utilized at any time based on conducive weather conditions. As a result of all of our students being in close proximity of the school building, we currently do not provide daily transportation of any of our students to/from the New Suffolk Common School. It is the responsibility of our Parents/Guardians to transport their children to our building.
b. Social Distancing:	Based on the size of our classroom spaces and number of students and staff, we can maintain a 6-ft minimum of social distancing at all times.
c. PPE and Face Coverings:	For the purposes of this document, PPE/Face coverings/masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth. Face shields may be superior to cloth face coverings in many circumstances, given improved ability to see mouth movements and improved air circulation.
d. Restart Operations:	Cleaning and disinfecting have been on-going in our building by our custodian and all staff members since the close of school last Spring. We will be opening the school year with 4 new Medical Grade H13 Filters. To continuously help clean the air within our building, these units will be placed in all classroom spaces and our common area.

	<p>We will continue to use standardized cleaning products and procedures based on the current recommended best practices. We will continuously monitor changes in standards to ensure our district standards meet CDC and DOH guidelines.</p> <p>In addition, a refresher training for all staff on proper techniques for cleaning and sanitization will take place. Also, our Health/PE Teacher will address the needs of our students with on-going hand and respiratory hygiene lessons throughout the school year. We have removed non-essential furniture and supplies and this process will continue to be addressed.</p>
e. Extracurriculars:	At New Suffolk Common School, we do not currently nor plan to provide extracurricular and before/aftercare programs. If we were to begin a program, we would follow the guidelines set by NYS and the Department of Health.
f. Before and Aftercare:	At New Suffolk Common School, we do not currently nor plan to provide extracurricular and before/aftercare programs. If we were to begin a program, we would follow the guidelines set by NYS and the Department of Health.
g. Vulnerable Populations:	<p>Staff who fall into the high-risk category for COVID-19, will be required to speak with school administration to discuss accommodations that may be necessary related to their specific job responsibilities. A physician's note will be required.</p> <p>Students may be at high-risk for COVID-19 or live with someone at risk. In this case, the parent/guardian of the student must contact our school administration and be prepared to provide a note from the child's physician excusing the child from school. An alternate approach/remote learning for educating the child will be designed.</p>
h. Transportation:	At New Suffolk Common School, we do not currently nor plan to provide transportation for our students. If we were to begin a program, and/or take a field trip, we would follow the guidelines set by NYS and the Department of Health.

<p>i. Food Services:</p>	<p>New Suffolk Common School students bring their own lunch/snacks to school; we do not have a cafeteria or food distribution program. We have a mandatory building-wide food allergy protocol in place. During the lunch period, all students will be separated into the 3 classroom spaces in order to maintain appropriate distancing during the lunch/indoor recess periods. The tables that students eat at will be disinfected before and after the lunch period. More frequent cleaning and disinfection procedures will be followed using approved cleaning products. Students and staff will be encouraged to engage in frequent hand washing and use of hand sanitizer. On weather-permitting days, a group of students may be supervised outside for lunch. We will follow the same before and after lunch cleaning protocols.</p>
<p>j. Mental Health, Behavioral, and Emotional Support Services and Programs:</p>	<p>A developmentally appropriate universal screening tool will be distributed to all students returning to school to assess their mental health (with parent consent). K-2: Parent Survey and/or Student Interviews 3-6: Google Form Survey</p> <p>We will analyze the responses and implement our health and wellness protocol to address all students and staff needs.</p>
<p>k. Communication:</p>	<p>Communication has always been and will continue to be of the utmost importance! We will continue to offer our open lines of communication with direct text messaging/phone calls/emails/website posts/ and modified in-person building visits. Our reopening plan will continue to be monitored and adjusted as necessary in order to address our school community needs. With our guidance and prior to the beginning of the school year, parents/guardians will be able to begin practicing with children social distancing and the wearing of PPE. Together, we will establish mutual respect for the health and safety of all.</p>

II. Monitoring Protocols:	
a. Screening	<p>All New Suffolk Common School students and staff will self-screen for COVID-19 symptoms before coming to our school campus each day. If any student, faculty, or staff member presents with a temperature of 100 degrees or greater, he/she will be sent home. We are requesting that parents check their child(s) temperature before they come to school. If your child has a temperature of 100 degrees or greater, we ask that you keep your child home. If at any time your child is sick, please keep your child home. A daily temperature screening will be conducted when the students arrive at school. School visitors will be limited to those with official school business and all visitors will be temperature screened upon arrival and will be required to wear a face covering.</p>
b. Testing Protocols:	<p>Parents must ensure that they do not send a child to school with any COVID-19 symptoms or after having a lab-confirmed positive COVID-19 test. Regular temperature checks will be taken and privately logged before entering our school building.</p> <p>Individuals who have been lab-confirmed positive for COVID-19 OR who have symptoms of COVID-19 may not return to school until we receive a physician's note clearing the individual for return.</p> <p>Students and Staff who report any illness will be immediately isolated, checked for fever of 100 degrees or greater, and screened for COVID-19 symptoms. Parents/guardians will be notified and given information and guidance. In order to reduce the chance of transmission of the virus, parents will be asked to pick-up their student within an hour of notification.</p>

c. Testing Responsibility:	Parent/guardian shall seek a COVID-19 test from a physician's office, health center, or hospital facility to confirm a positive or negative diagnosis. Informational packets of symptoms and resources will be made available and shared with all families.
III. Containment:	
a. School Health Office Space:	We will follow the protocol of the NYSDOH requirements to isolate a student or staff member within our office space/common area until they can be released to a family member for evaluation by a physician at a health center or hospital.
b. Isolation:	In addition, we will continue to monitor symptoms of the student/staff member with temperature check, cough, shortness of breath, or other symptoms while awaiting release to a parent/guardian or medical provider. While waiting, the student/staff member will continue to be shielded with a PPE; face mask or face cover while in the isolation area. Once a family member arrives, the student/staff member will be escorted outside of the building. In the case of a severe situation and EMT services are called upon, our staff will remain with the student/staff member until they safely leave our property with the medical team. The Superintendent and/or the COVID-19 Safety Coordinator will notify the Suffolk County Department of Health regarding suspected and confirmed cases and follow their directives as we proceed with the notification to our staff and families. Confidentiality will be maintained while sharing information as per law.
c. Collection:	A parent/guardian will be contacted to pick-up their student/staff member at school. The parent/guardian will be instructed to call our school upon arrival and a staff member will escort the ill-person to the parent's vehicle. The family will be instructed to visit a physician's office, testing site and/or hospital for assessment.

d. Infected Individuals:	If any student/staff member tests positive for COVID-19, communication by email or telephone will be sent to parents of students or staff members that are affected or as directed by our local Department of Health. Parents or staff members must provide a written note from the medical provider assuring the district that the student/staff member is exhibiting no symptoms, has isolated for required time and is now testing negative and may return to school.
e. Exposed Individuals:	Follow CDC guidelines, that any student, or staff member who is suspected of having contact with a positive COVID-19 person inform school administrators and monitor for symptoms of fever, cough, shortness of breath, or any other symptoms. Social distancing from others, being assessed and/or tested by your healthcare provider, will be required prior to their return to school. In addition, proper documentation from a health care provider will be required.
IV. Closure	
a. Closure triggers:	As we navigate through this pandemic, we must plan for the need to transition to a distance learning/remote instruction model. A transition to full remote learning may be necessary for our entire school building dependent upon a number of confirmed cases arising. It is even possible we may need to transition to full remote learning depending upon the overall state of public health in Suffolk County and New York State. If any of these circumstances arise, we will notify all through our established communication protocols: phone calls/text messaging/email/website. We were very successful in our Zoom instruction and work packet platforms that were used last Spring, so it would be very similar. We want to make a possible transition easy for our families and staff.

V. Social Distancing and Face Covering	
a. Social Distancing:	<ul style="list-style-type: none"> • Floor plans in classrooms and other instructional and common areas will reflect adequate spacing between students to maximize social distancing under the DOH guidelines. (6 ft.) Up to 12 ft. can be provided during Music and outdoor PE classes. • Age appropriate signage to promote social distancing will be displayed throughout our school building. • Weather-permitting, the use of outdoor learning environments (fields and tables) will be accessible.
b. Face Coverings:	<ul style="list-style-type: none"> • All staff and students will wear a face covering that covers the nose and the mouth. If a faculty member is in a classroom with students, a face covering must always be worn. The only time that faculty and staff may not wear a face covering will be if they are in a room alone or can socially distance from their colleagues when students are not in the classroom. • If students require a break from wearing the face covering, they can be provided a break in a location of a room where social distance can be maintained. • All visitors on school grounds must be prepared to put on a face covering. All Individuals must wear face coverings in common areas, such as entrances/exits and when traveling around the school. • Students and staff will participate in a training to ensure proper usage and removal of face coverings/PPE equipment.
c. Space Configurations:	<ul style="list-style-type: none"> • Student personal items will be labeled and left in book bags which are hung on hooks in the classroom. Each child's belongings will be separated from others in individually labeled toolbox containers or areas. • All staff members will keep their personal items in a locked cabinet, classroom desk space, and/or closet area. • Use of shared materials will be discouraged.

	<ul style="list-style-type: none"> • Decals will be placed on hallway floors to direct traffic.
d. Schedules:	<p>All of New Suffolk Common School students live within close proximity to our school building. Therefore, we do not provide transportation. All students arriving in vehicles will remain in their vehicles until they reach the screening checkpoint. At the checkpoint, all students will have their temperature recorded, and if okay, the student will proceed to the building and the vehicle will drive off. Students that walk to school will have a separate temperature screening checkpoint prior to entering our school building.</p>
e. Signage:	<p>Signage will be placed throughout the buildings and grounds on social distancing, proper use of PPE items, face masks, goggles, etc. and proper hand washing instructions in easy to read with pictures as guidance for the youngest students. Signage will be at both school entrances, inside and outside all 3 classrooms, in our common areas/office space, and the bathrooms. Exterior signage will also be added to all exterior areas for students/staff and community members. Additional information will be provided to our families and posted on our website with appropriate instruction/information regarding the virus or suspected illnesses.</p>
VI. Gatherings	

a. Meals:	<ul style="list-style-type: none"> • Students will be separated into smaller groups, with a staggered lunch/recess period, to observe social distancing and proper cleaning and disinfection between students while eating meals and participating in recess. All 3 classroom spaces will be utilized for lunch and recess periods. Students will be informed of no food sharing. • We will suspend the microwave heating of any student/staff meals. • We will suspend the delivery of any meals from local restaurants. • We have no students eligible for free/reduced price meals.
b. Small Spaces:	New Suffolk Common School does not have break rooms/faculty rooms or supply rooms. We will take every precaution to keep 6 feet apart and wear face coverings while in the building.
c. Faculty and Staff Meetings:	Staff meetings will be conducted weekly remotely using the Zoom platform.
d. Ventilation:	Windows will be opened when seasonally permissive. New air purification units will be placed in each classroom and the office/common area.
e. Common Areas:	<p>New Suffolk Common School does not have break rooms/faculty rooms. It is our building practice to have only one student in a restroom at a time and lining up to wait is prohibited. Signage will be placed by the restrooms to remind students of the policy as well as washing hands properly.</p> <p>Teachers use their own classroom for breaks, prep, and lunch.</p>
VII. Operational Activity	
a. Cohorts:	Our instructional Cohorts are separated by grade level. Cohort 1 will be pre-k--2, Cohort 2 consists of grades 3 & 4, Cohort 3 consists of grade 5 & 6. We are a small rural school with a school-wide student population of 15.
b. In-Person Instruction:	We have 3 classrooms and 3 full-time teachers. Our pre-k-- sixth grade student population is expected to be 15 students. Each classroom is large enough to keep a social distance of 6 feet between students. All desks (including teachers) will face in the same direction rather than

	<p>facing each other to reduce transmission caused by virus-containing droplets.</p> <ul style="list-style-type: none"> •In-person schooling focuses on direct teaching, guided small-group instruction, and ongoing assessment and feedback. •During remote schooling, which includes both synchronous and asynchronous instruction, students read supplemental texts, complete independent tasks and projects, and engage in small-group activities. Zoom sessions take various forms, including individual conferencing, small-group interactions, and whole-class sessions. •Teachers address specific curricular standards through experiences and assignments that meet course or grade-level learning expectations. Follow-up occurs during in-person schooling to hold students and teachers accountable for the formers' progress. •We will take advantage of the 1:1 initiative that places laptop computers in the hands of all students. •Teachers and students will become accustomed to all-day remote learning in the event we are forced to close because of local COVID or flu infections. •All students will access digital content beginning the first week of school, which will allow for a smooth transition to remote learning if necessary. • Time outside will be maximized weather permitting. • Floor markings will be in all buildings to illustrate social distancing between individuals.
VIII. Movement and Commerce	
a. Student Drop-Off and Pick-Up:	<p>Student and parent/guardian will remain in their car and line-up facing North on New Suffolk Road for student arrivals. A staff member will meet the car and perform a daily temperature screening before allowing the student to enter the building and parent/guardian to leave. There will be a marked area for students to wait, 6 feet apart, for a daily temperature screening of students who walk to school.</p>
b. Deliveries:	<p>All pickups and deliveries will occur at the front of our building (New Suffolk Road entrance). All unnecessary admission to the building will</p>

	be deterred. Visitors will be temperature screened before entering and will be required to wear a face covering.
c. Faculty/Staff Entrances and Exits:	The doors on New Suffolk Road will be designated as entrance doors and the door on King Street will be designated as an exit door during school hours of operation. Signage will be posted on the walls and use of directional floor markings will be put in place to assist students with proper hallway travel, any doorways designated for entry or exit only, and any corridors designated for one-way traffic.
d. Shared Objects:	Student designated hooks will be placed in each classroom. Students will carry all needed supplies and personal items with them when changing class so as to not share materials with other students. In accordance with Centers for Disease Control (CDC) guidelines, there will be no sharing of student supplies. Select instructional materials will need to travel back and forth from home with the students in the event that we need to make an immediate decision to close schools due to the pandemic. This will ensure that all students have the required materials when needed at home. All desks/tables will be disinfected before/after use. All desks (including teachers) will face in the same direction rather than facing each other to reduce transmission caused by virus-containing droplets.
IX. Places	
a. Personal Protective Equipment (PPE):	<ul style="list-style-type: none"> • Utilizing personal protective equipment will be a mandatory practice upon the return to school. New Suffolk Common School will have an adequate supply of accessible face coverings, masks, and any other PPE readily available to any faculty/staff member, or student, should they be in need. This will be provided at no cost. • Signs will be displayed throughout the building, mandating that all individuals entering the building must wear an appropriate face covering. • Individuals may use their own PPE as long as it adheres to the appropriate activity.

X. Hygiene and Disinfection	
a. Hygiene and Disinfection:	<ul style="list-style-type: none"> ● Routine cleaning of our building space will take place using standard cleaning products based on current best practices. ● Signage geared toward school aged children will be displayed at all washing stations, and restrooms. ● All hallways, classrooms, restrooms, office/common area will receive cleaning and disinfection. ● High touch areas; door handles, chairs, switches etc. will receive as used/multiple cleanings each day. ● After school cleaning will be thorough and extensive once the building is empty each day. ● All staff/students/administrators will be trained on proper hygiene. ● All staff/students/visitors will use hand sanitizing stations at entrance and throughout the building (60% alcohol) with supervision for students by staff. ● All students/staff will use restroom and classroom hand washing sinks throughout the school day. ● Disinfecting wipes will be used by staff for all hard surfaces. ● Signage will be displayed regarding hand sanitizing, washing throughout the stations, and restrooms within the school. Common areas will be monitored to assist school-aged students throughout the day utilizing the hand sanitizing stations. ● PPE will be provided in the school and the safe disposal will be utilized within the common areas and classrooms.
b. Cleaning and Disinfection:	<ul style="list-style-type: none"> ● Staff will have use of disposable disinfecting wipes throughout the day to wipe any and all hard surfaces. Custodial staff will thoroughly clean classrooms, restrooms, and all common areas daily including all other small objects, telephone, laptops, keyboards, etc. ● There are no water fountains in the school. A water bottle refilling station will be cleaned and used by students and staff. ● All cleaning will follow DOH standards and best practices. Cleaning of all surfaces will continue throughout the day. Extensive cleaning

	<p>will continue daily of all surfaces, floors, desks, doors, knobs, chairs, hard surfaces and small object surfaces.</p> <ul style="list-style-type: none"> ● Restrooms are only occupied by one person at a time and the cleaning of restrooms will happen after each use. ● All supplies used to clean any surface will be disposed of after one use. ● Cleaning logs will be kept daily for each area of the school; classrooms, office space, common area, etc...
c. Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case:	<p>All procedures will be followed according to CDC guidelines for school cleaning. Health department and administration will be notified regarding positive cases or suspected positive cases. We will follow the DOH guidelines with respect to notification of all staff and families. The location of the space will be closed off temporarily while students and staff isolate. The custodial staff will clean and disinfect the area. A log will be kept of the space, date, time cleaned. Other areas, if visited by a suspected ill-person will also be closed temporarily and cleaned. A cleaning log will be maintained. School staff will notify the DOH and will follow guidelines and any additional recommendations provided.</p>
XI. Coordination and Phased Reopening	
a. COVID-19 safety coordinator responsibilities:	<p>The Superintendent of Schools and/or the COVID-19 Safety Coordinator will be responsible for overseeing the reopening plan. It will be his/her responsibility to collect input from all staff members and make final decisions related to NYS and DOH compliance. All building staff/TEAM will be responsible to report any concerns, while assisting to adhere to our common goal of health and safety for all. The TEAM will be responsible for all aspects of our building plan</p>

	<p>implementation, while providing curriculum instruction and crisis leadership. We will meet weekly to discuss our protocols and monitor and adjust as necessary. We will continue to review/research/implement any necessary support and/or training that can be beneficial to the success of our plan. We are all committed to work together to foster and maintain a safe and supportive school climate as necessitated by the usual and now unusual challenges of COVID-19.</p>
<p>b. Communication Plans:</p>	<p>As detailed elsewhere in the plan for reopening, the New Suffolk Common School plans no changes in its fundamental daily operations. Instruction will remain in-person, school hours will remain the same, the curriculum will not be significantly changed nor will the yearly school calendar. We firmly believe all this can be accomplished within strict compliance with all applicable regulations and procedures promulgated by both federal and state offices. Detailed written information regarding new procedures and protocols to be followed during the school day will be provided to school parents via text messaging/email, notes sent home/website. Summaries of this information will be posted on the school website.</p> <p>Additionally, practical information/teaching meetings will be held for all students on the first day of school regarding all COVID-19 protocols to be followed during each school day. The means of such teaching will be tailored to the age of each student group and will include demonstrations involving the wearing of PPE equipment during school hours.</p> <p>As has been the case in the past, the School Secretary will serve as the point of contact between all events that happen within the school and the outside community. That will include the students' parents, our high school receiving district (Southold Union Free School District), the larger New Suffolk Community and the Suffolk County Department of Health. The role of the Coordinator will be to monitor developments within the New Suffolk/Southold communities and</p>

	participate as appropriate in aiding the adjusting and/or development of new or additional approaches to the monitoring and reporting of current conditions.
XII. Processes	
a. Screening and Temperature Checks:	<ul style="list-style-type: none"> ●Prior to entering the building, staff are required to answer a Health Screening Attestation, which includes a temperature check. Proof of clearance to enter the building through the use of COVID-19 Attestation survey will be required. ●Limited visitors, with an appointment, will be allowed to enter the building during normal business hours. A log will be maintained for visitors. All visitors will be required to wear a mask, have a temperature check, and take a screening survey before entering. ●Families will utilize a forthcoming health screening questionnaire prior to sending students to school daily. ●Staff members will be designated to take students' temperatures, monitor the wearing of acceptable face coverings and assist students with social distancing protocols and student traffic control. ●If temperature is 100 degrees or over, the student will be directed to the office for further assessment and will be sent home. Each entry point will have a staff member designated to direct students upon entering the building to their designated area.
b. Positive Screen Protocols:	<p>People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:</p> <ul style="list-style-type: none"> • Fever or chills • Cough • Shortness of breath or difficulty breathing • Muscle or body aches • Headache • New loss of taste or smell • Sore throat

	<ul style="list-style-type: none"> • Congestion or runny nose • Nausea or vomiting <p>Additionally, staff will be educated to observe students or other staff members for signs of any type of illness such as:</p> <ul style="list-style-type: none"> • Flushed cheeks • Rapid or difficulty breathing (without recent physical activity) • Frequent use of the bathroom. <p>Students and staff exhibiting these signs with no other explanation for them will be sent to the office for an assessment.</p> <p>Any student, staff or faculty member who is presenting with COVID –19 like exposure or symptoms will be immediately sent home with instructions to contact their health care provider for assessment and testing.</p> <p>The secretary or principal will notify the Suffolk County Department of Health of suspected and confirmed cases if diagnostic test results are positive for COVID –19.</p> <p>According to CDC guidance, any student, faculty, or staff member who is suspected to have close contact with someone who tests positive for COVID –19 should consider the following information and contact their building administrator if they have any concerns.</p> <ol style="list-style-type: none"> 1. Watch for fever (100°), cough, shortness of breath, or other symptoms of COVID-19. 2. If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.
c. In-Person Screening:	<p>Prior to entering our building, staff are required to answer a Health Screening Attestation, which includes a temperature check. Proof of clearance to enter the building through the use of COVID-19 Attestation survey will be required.</p>

XIII. Tracing and Tracking	
a. Metrics:	<p>The school does not have either the necessary equipment or the qualified personnel to conduct formal testing for COVID-19. The school staff intends to rely on the publicized symptoms of COVID-19 to determine whether any student/staff member shows signs of possible infection.</p> <p>During the school day, should a student exhibit any of the COVID-19 symptoms, the student will be immediately separated from other students, the parent will be notified, and the student sent home as quickly as possible. The school will immediately notify the Suffolk County Department of Health of the incident and further instruction.</p> <p>Given the small size of the school building and extremely small enrollment (15 students), interior sections of the building cannot be adequately isolated and thus safe, effective operation of the school cannot continue. Consequently, school may immediately be closed, the parents notified by phone and the students sent home. The school will remain closed and the students quarantined until such time as the health status of the possibly infected student can be fully and professionally diagnosed.</p>
b. Notification:	The Suffolk County Department of Health will be immediately notified of any individual suspected of having COVID-19 symptoms and any ensuing closure of the school.
c. Tracing Support:	Contact tracing within the District boundaries is under the purview of the Suffolk County Department of Health. School staff is not professionally trained in this area. However, the staff does have full information regarding the names, locations, and contact methods for

	the parents of all students. All such information will be offered to the County and the staff will then stand ready to assist with any supplemental information requested by the DOH.
d. Quarantine, Isolation, and Return to School:	<p>Upon notification of a positive COVID-19 test result from the County Department of Health involving either a student, staff member, or parent, the DOH will contact our school community with additional instructions and information.</p> <p>For staff and/or students who experienced symptoms, we will follow the guidelines set forth by the CDC and the DOH. A physician's note verifying these facts must be submitted upon the individual's return to school.</p> <p>For staff and/or students who did not experience any symptoms, we will follow the guidelines set forth by the CDC and the DOH. A physician's note verifying these facts must be submitted upon the individual's return to school.</p>