



Wellsville CSD Reopening Plan

Wellsville Central School District
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Table of Contents

Acknowledgements	3	24	Testing Responsibility
Introduction	4	24	Early Warning Signs
Wellsville CSD Practices and		26	Plan for Containment
Expectations of Faculty,	5	26	School Health Offices
Staff, Students, and Visitors		27	Isolation
Social Distancing	5	27	Collection
Personal Protective Equipment	6	27	Infected Individuals
Personal Hygiene and Cleaning	7	28	Exposed Individuals
Daily Screenings	8		Hygiene, Cleaning, and
Plan for In-Person Instruction	9	28	Disinfection
Facility Capacity	10	28	Contact Tracing
Social Distancing	11	29	Communication
PPE and Face Coverings	11	30	Plan for Closure
Operational Activity	11	30	Closing Triggers
Facility Operations	12	31	Operational Activity
Hygiene, Cleaning, and		32	Communication
Disinfection	13	32	Training for Our Staff (Internal
Extracurriculars	13	32	ONLY)
Before and After Care Programs	13		
Vulnerable Populations	14		
Transportation	15		
Food Services	15		
Mental Health, Behavioral, and			
Emotional Support	16		
Certification	17		
APPR, Observations, SLOs	17		
Communication	17		
Plan for Remote Instruction	18		
Operational Activity	19		
Course Scheduling, Content			
Coverage, and Grading	19		
Technology	20		
Remote Attendance	21		
Certification	21		
APPR, Observations/School			
Visits, and SLOs	22		
Plan for Monitoring and			
Tracking Health Conditions	23		
Screening	23		
Testing Protocols	24		



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Wellsville CSD COVID-19 Reopening Taskforce Members

- David Foster; District Superintendent
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- Kathleen Agnello; Director of Curriculum, Instruction & Technology
- Mary Ellen O’Connell; Secondary School Principal
- Jason Mank; Secondary School Assistant Principal
- Aaron Brubaker; Secondary School Assistant Principal
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- Stefanie Mayr; Elementary School Assistant Principal
- Veronica Scholes; Family and Community Resource Coordinator
- Erica Aftuck; Teacher and Athletic Director
- Eric Miller; Maintenance Supervisor
- Bob Myers; Food Service Supervisor
- Dave Saunders; Transportation Supervisor
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- Heather Hoffman-School RN-CSEA Member
- Zahi Kassas MD-School Physician
- Chris Perkins-Parent
- Michael Hunt-Parent
- Kris Green-School Board Member and Parent
- Scott Cicirello; Parent
- Braedyn Poore; Student
- Aidan Hart; Student
- Nate Kewley; Teacher
- Shelley Chaffee; Teacher



Introduction

Schools and education organizations are faced with unprecedented challenges due to the global pandemic caused by COVID-19. In the midst of the pandemic, schools were forced to close their doors to students and transition to remote learning. Over the course of fourteen weeks school looked different than it ever had before and the last days of school culminated with teachers and students giving their summer farewells via video conference rather than waving to each other from buses.

As we look to enter the 2020-2021 school year, educators find themselves having to plan for the possibilities of face-to-face learning, remote learning, and blended learning all at the same time. The purpose of this plan is to offer some certainty during uncertainty. That is, when we return to school face-to-face, what will be the protocols we use to keep the children and adults in our schools safe? If we are to return to school remotely, how will we ensure all students receive the education they are each entitled to?

This plan was developed by engaging a cross-section of stakeholders from our various divisions and departments as well as from each of our employee groups. Subcommittees met to address all aspects of the New York State Education Department's reopening guidance for Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools and the guidance provided by the New York State Department of Health: Interim Guidance for In-Person Instruction at the PreK to Grade 12 Schools During the COVID-19 Public Health Emergency.

As this plan evolved, we viewed ourselves as a school with students, teachers, support staff, classrooms, and offices. Additionally, we addressed our unique context as an essential partner to the Wellsville community.

The following plan is Wellsville CSD's response to our employees, customers, and community to ensure the students and adults who are in our educational care are provided with the quality education and services they expect from us in an environment that is safe and remains flexible in our rapidly changing world context. Provided herein are Wellsville CSD protocols: Practices and Expectations for Faculty, Staff, Students, and Visitors; Plan for In-Person Instruction; Plan for Remote Instruction; Plan for Monitoring and Tracking Health Conditions, Plan for Containment, Plan for Closure, and Training for Our Staff along with Standard Operating Procedures.



Wellsville CSD Practices and Expectations for Faculty, Staff, Students, and Visitors

The health and safety of our faculty, staff, students, and visitors to Wellsville CSD locations is our top priority. We believe Wellsville CSD plays a key role in educating and communicating with our educational community about everyday actions that are best known to prevent the spread of COVID-19. While Wellsville CSD will perform daily screening, increased cleaning and disinfection, and management of persons that become ill in our care, there are three central activities all people entering our facilities and events will be expected to participate in order to keep everyone as safe as possible; social distancing, wearing personal protective equipment, and giving increased attention to personal hygiene practices. While these three practices are mentioned throughout our plan, they are mentioned here to give importance to their practice and guide everyone in setting these as our norms as we come together within our facilities.

These practices and expectations comply with guidance from:

- NYSED Recovering, Rebuilding, and Renewing: The Spirit of New York's School (<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>)
- Department of Health Interim Guidance for In-person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency (https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf)

Practices and Expectations for Social Distancing for Faculty, Staff, Students, and Visitors

(SED Assurance: Health and Safety 11)

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

1. All faculty, staff, students, and visitors must follow all posted signage regarding social distancing practices and expectations.
2. All faculty, staff, students, and visitors will refrain from physical contact with one another to the greatest extent possible.
3. Ensure 6 ft. distance between any employee, student, or visitor, unless safety or core function of work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
4. Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If area is occupied by more than one person, keep occupancy under 50% of maximum capacity.
5. Social distancing markers are posted throughout our facilities.

6. Limit in-person gatherings as much as possible and use tele- or videoconferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.
7. All planned deliveries to our facilities will take place through our Building loading docks. All other deliveries will be received through our main entrances and follow screening and safety protocols of visitors.

Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors

(SED Assurance: Health and Safety 13)

To ensure all faculty, staff, students, and visitors comply with protective equipment requirements, you agree that you will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage regarding PPE practices and expectations.
2. Wellsville CSD will provide employees and students with an acceptable face covering at no-cost and have an adequate supply of coverings in case of replacement.
3. Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
4. Training will be provided to all staff members and students on the proper use of face coverings including:
 - a. How to Wear Face Covering Appropriately
 - b. How to Properly Put on Face Covering
 - c. How to Properly Remove a Face Covering
 - d. Proper Care of Face Coverings
5. Face coverings must be worn at all times, especially when social distancing is difficult or impossible to practice.
 - i. Students must wear face coverings at all times. Students may remove face covering during instruction if they are seated and while eating meals, or with the permission of their teacher. The only exception to the mask requirement is that students whose physical or mental health would be impaired by wearing a mask are not required to do so. This will be handled on a case-by-case basis or according to a student's Individual Education Plan (IEP).
 - ii. Faculty and staff must wear face coverings at all times. Faculty and staff may remove face coverings when social distancing is being practiced. Frequently provide mask breaks to students, but only do so when social distancing is practiced or when everyone in the classroom is seated or stationary.
 - iii. Visitors are required to wear face coverings at all times, unless otherwise instructed by a Wellsville CSD District Level staff member.
6. When in contact with shared objects or frequently touched areas, gloves will be provided; employees, students, and visitors are encouraged to wash hands before and after contact.
7. Touching of shared objects and surfaces is discouraged.
 - a. Examples of some frequently touched areas in schools: Classroom desks and chairs, Lunchroom tables and chairs, Door handles and push plates, Handrails, Kitchen and bathroom faucets, Light switches, Handles on equipment (e.g., athletic equipment), Buttons on vending machines and elevators, Shared telephones, Shared desktops, Shared computer keyboards and mice, Bus seats and handrails, etc.

8. Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects
 - a. First, clean the surface or object with soap and water
 - b. Then, disinfect using an EPA-approved disinfectant
 - c. If an EPA-approved disinfectant is unavailable, you can use an alcohol-based hand sanitizer containing 60% ethanol or 70% isopropyl alcohol solutions to disinfect

Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors

To ensure all faculty, staff, students, and visitors comply with hygiene and cleaning requirements, Wellsville CSD will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage regarding hygiene and cleaning practices and expectations (*SED Assurance: Health and Safety 10*).
2. Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs onsite that document date, time, and scope of cleaning to be maintained by the Facilities and Maintenance Department.
3. Provide and maintain hand hygiene stations for personnel, including hand washing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% ethanol or 70% isopropyl alcohol for areas where hand washing is not feasible.
4. Provide teachers and therapists with student-safe cleaning products to clean room surfaces throughout the day.
5. Staff Training will be provided to promote healthy hygiene practices. Training will include, but is not limited to:
 - a. Proper hand washing techniques
 - b. Use of hand sanitizer
 - c. Respiratory etiquette, including covering coughs and sneezes
 - d. Proper use of face coverings
 - e. Encourage staff to stay home when sick
6. Post signs on how to stop the spread of COVID-19, proper hand washing technique, promote everyday protective measures, and the proper wearing of a face covering
7. Conduct regular cleaning and disinfection daily, or more frequently as needed, along with frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas.
8. Require that hand washing take place before and after consuming food (*SED Assurance: Child Nutrition 4*).

Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors
(*SED Assurance: Health and Safety 5, 8*)

To ensure all faculty, staff, and students comply with daily screening requirements, Wellsville CSD will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage regarding daily screening practices and expectations (*SED Assurance: Health and Safety 10*).
2. Implement a daily screening protocol, either electronically for faculty and staff, or on paper for students and visitors that document answers to the following questions:
 - a. Have you experienced any COVID-19 symptoms in the past 14 days?
 - b. Have you had a positive COVID-19 test in the past 14 days?
 - c. Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?
 - d. Have you travelled to and returned from a state with significant community transmission of COVID-19, as defined by NYS DOH, in the past 14 days?
 - e. Have you had your temperature taken today?
 - f. If you have taken your temperature today, was it over 100°F?
3. If any person answers “yes” to any question, additional immediate screening will be required.
4. Immediate digital notification is sent to Wellsville CSD District Level Staff if any faculty and staff member answers “yes” to any question.
5. Thermometers will be available at Wellsville CSD location for additional screening if required, or if temperature readings were not able to be conducted before entering a Wellsville CSD facility.



Wellsville CSD Plan for In-person Instruction

At the heart of the reopening of Wellsville CSD programs for in-person instruction are faculty, staff, and student safety while providing a quality learning experience for our students. All Wellsville CSD student-based programs will ensure that applicable New York State Learning Standards will be met when the Plan for In-Person Instruction is implemented. ***Wellsville CSD anticipates the ability to deliver all approved programs when students return to in-person instruction:***

- ***without the need for reductions of student or staff populations*** (SED Assurance: Health and Safety 1);
- ***without significant modification to instruction, schedules, program offerings*** (SED Assurance: School Schedules 1; Special Education 2);
- ***and without modification to permanent facilities*** (SED Assurance: Facilities 1, 2, 5-8, 10-12).

All instruction will be delivered in a manner that allows all faculty and students to strictly adhere to:

- “Wellsville CSD Practices and Expectations of Faculty, Staff, Students, and Visitors”;
- “Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors”;
- and “Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors”.

The in-person instruction plan complies with all guidance from:

- NYSED Recovering, Rebuilding, and Renewing: The Spirit of New York’s School (<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>)
- Department of Health Interim Guidance for In-person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency (https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf)

Wellsville CSD Special education programs and services provide equity and access for students with disabilities to be involved in and to participate and progress in the general education curriculum in our region. Our highly qualified faculty and staff will provide a framework to ensure that all students with disabilities continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living. Wellsville CSD considers in-person services a priority for high-needs students and preschool students with disabilities whenever possible. Wellsville CSD administration, faculty, and staff will implement all guidelines from SED stated in the *Recovering, Rebuilding, and Renewing: The Spirit of New York’s Schools* document.

FAPE (SED Assurance: Special Education 1)

Student's programs will be individualized to meet their needs. To the greatest extent possible, student IEP's will be implemented. If necessary, a CSE meeting will be held.

Parent Engagement *(SED Assurance: Special Education 3)*

Parents will receive notification of the model being utilized to provide instruction. Parents will be regularly contacted by classroom staff. If parent participation difficulties arise, school social workers, guidance counselors, and teaching staff will provide additional support.

Collaboration with CSE on IEP Implementation *(SED Assurance: Special Education 4)*

Students who require accommodations, modifications, supplementary aides and services and technology that is currently not on their IEP, will be referred back to the CSE.

Necessary Accommodations, Modifications, Supplementary Aids and Services, and Technology *(SED Assurance: Special Education 5)*

Students who require accommodations, modifications, supplementary aides and services and technology that is currently not on their IEP, will be referred back to the CSE. These services will be provided in general education or special education classes as indicated on a student's IEP.

Wellsville CSD does not currently provide services for English Language Learners and does not anticipate any changes to the services provided as a result of the COVID-19 pandemic *(SED Assurance: Bilingual Education and World Languages 1, 2)*.

All other non-teaching environments (District Office/Business Office; Technology; Curriculum; Food Service; Transportation; and Operations and Maintenance are currently open with little to no accommodations needed. These offices are all operating with strict adherence to Phase 2 guidance for office spaces.

Facility Capacity

All instruction within our programs will be delivered in a manner that is compliant with social distancing and PPE measures for all faculty, staff, and students. Close examination of physical space within our facilities has taken place to comply with guidelines from the State Education Department *(SED Assurance: Health and Safety 1)*.

COVID Maximum Occupancy signage will be placed outside each room location using the above ratios.

Due to the changing and sometimes unpredictable nature of our enrollment, classroom capacities will be closely monitored by faculty, administration, and the COVID-19 Safety Coordinator to allow for social distancing at all times. If classrooms reach capacity, "spillover rooms" will be available to accommodate all students. These rooms will be connected to the main classroom via video conference equipment and students will be monitored within these spaces according to SED guidelines.

Wellsville CSD does not anticipate changes or additions to facilities, but will comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code and the state

Energy Conservation Code and will submit such changes to OFF if the need arises (*SED Assurance: Health and Safety 1*).

Social Distancing

All faculty and staff will be directed to deliver instruction in a manner that allows all faculty and students to strictly adhere to **“Practices and Expectations for Social Distancing for Faculty, Staff, Students, and Visitors”** (*SED Assurance: Health and Safety 11*). Movement within classrooms will be limited as much as possible. To the extent possible, student cohort interactions with others will remain consistent as possible.

Teaching faculty and staff in individual buildings will follow these guidelines and protocols in addition to those implemented by the building where instruction is delivered.

All faculty and staff should immediately communicate with their supervisor with questions or concerns.

PPE and Face Coverings

All faculty will be directed to deliver instruction in a manner that allows all faculty and students to strictly adhere to **“Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors”** (*SED Assurance: Health and Safety 13, 14*).

Face coverings/masks and other PPE can be obtained, at no cost, at any Wellsville CSD location.

As often as possible, faculty will provide mask breaks to students at times during instruction ONLY when ALL students are seated at least 6-feet apart. Any movement within the classroom during a mask break will result in the need for everyone in the class to replace their face covering/mask.

PPE will be available to all students and staff at ratios stated within Reopening Guidance from the State Education Department.

Operational Activity

Seating arrangements, and large group instruction spaces will be analyzed and adjusted to meet social distancing guidelines. When social distancing cannot be followed, overflow spaces will be utilized. Remote learning will be implemented based on immediate response to COVID-19 polices issued by DOH, NYSED, and the governor of NYS.

Teaching faculty and staff will follow these guidelines and protocols in addition to those implemented by the building when instruction is delivered.

Facility Operations

Since the start of the pandemic, Wellsville CSD facilities have remained open to essential employees. Our buildings and grounds have continued operations with increased cleaning and disinfection in used office areas and have continued cleaning and maintenance procedures.

As we move forward, all Wellsville CSD facilities will continue to:

- be cleaned and disinfected following NYS Department of Health Guidelines;
- comply with the 2018 Building Condition Survey and Visual Inspection (*SED Assurance: Health and Safety 2*);
- and conduct required school safety drills so that social distancing is practiced: fire code compliance, doorways, emergency drills (*SED Assurance: Health and Safety 18*), inspections, and lead testing (*SED Assurance: Facilities 1-3*).

Wellsville CSD anticipates the ability to deliver all approved programs when students return to in-person instruction and without modification to permanent facilities (*SED Assurance: Facilities 1, 2, 5-8, 10-12*).

Hand sanitizer is in place throughout all our facilities and in compliance with FCNYS 2020 Section 5705.5 (*SED Assurance: Facilities 4*).

Wellsville CSD does not anticipate any new building construction and temporary quarter project due to the COVID-19 pandemic but will comply with *SED Assurance: Facilities 6* if the need arises.

Wellsville CSD does not anticipate opening any new facilities for leasing due to the COVID-19 pandemic but will comply with *SED Assurance: Facilities 7* if the need arises.

Wellsville CSD does not anticipate the need for temporary or permanent use of tents due to the COVID-19 pandemic but will comply with *SED Assurance: Facilities 8* if the need arises.

All drinking fountain bubblers have been temporarily turned off to minimize viral spread, but fountains have water bottle fillers that will remain active (*SED Assurance: Facilities 9*).

Some toilets and sinks in restrooms have been temporarily turned off to all for proper social distancing (*SED Assurance: Facilities 10*).

Wellsville CSD will maintain adequate, code required ventilation as designed within all our facilities (*SED Assurance: Facilities 11*).

Wellsville CSD does not anticipate any new building construction due to the COVID-19 pandemic but will comply with *SED Assurance: Facilities 12* if the need arises.

Minimal use of portable plastic dividers will be used, as referenced within this plan and will comply with 2020 BCNYS Section 2606 (*SED Assurance: Facilities 13*).

Hygiene, Cleaning, and Disinfection

Facilities Cleaned by Wellsville CSD Facilities and Maintenance Department *(SED Assurance: Health and Safety 17)*

(Elementary School, Secondary School, Transportation Facility)

- See “Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors”.
- All facilities cleaned and maintained by the Wellsville CSD Facilities and Maintenance Department are cleaned daily according to guidance from the New York State Department of Health and the Centers for Disease Control.
- Daily facility cleaning includes classrooms, restrooms, offices, hallways, conference rooms, etc.
- Daily logs are maintained and posted that include the date, time, and scope of cleaning and disinfection in a facility or area.
- High touch surfaces will be cleaned and disinfected more frequently throughout each day.
- Required PPE is provided to all Operations & Maintenance Department staff as they clean.
- Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.
- Routine scheduled maintenance and cleaning and/or changing heating/air conditioning system filters will be maintained throughout all facilities and at all times.

Extracurriculars

Assemblies and other congregate events will be suspended until future guidance is given or unless social distancing and PPE protocols can be firmly practiced.

Wellsville CSD will see if it is healthfully responsible to offer events in their traditional format with appropriate PPE provided for all students/coaches, and Wellsville CSD staff.

If events are offered in conjunction with other districts, social distancing and PPE will be required. Events may be offered only to students and coaches to minimize the density of population at the event locations. Wellsville CSD will confer with the Allegany County Health Department for assistance and guidance as decisions are made.

Before and Aftercare Programs

Wellsville CSD provides a site for before and aftercare programs for students in cooperation with the YMCA. Wellsville will continue to work with the YMCA to continue these valuable services. Wellsville

CSD does not anticipate operating additional before and aftercare programs due to the COVID-19 pandemic but will comply with *SED Assurance: Health and Safety 19* if the need arises.

Vulnerable Populations

The unknown vulnerabilities of our faculty, staff, and students (*SED Assurance: Health and Safety 12*) will be handled on a case-by-case basis with support from our Counseling and Social Work Staff. Accommodations, where appropriate, will be provided when and where needed. Faculty and staff will be trained in vulnerabilities outlined in guidance provided by the State Education Department and are asked to notify their supervisor with questions and concerns, and/or to develop an accommodations plan.

Wellsville CSD acknowledges that the following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Students who have family members who are in high risk groups may also need to attend school remotely. Schools will need to make accommodations and be able to accommodate the needs of these students in the school community.

Persons in these groups should consult with their healthcare provider regarding prevention:

- Individuals age 65 or older;
- Pregnant individuals;
- Individuals with underlying health conditions including, but not limited to:
 - chronic lung disease or moderate to severe asthma
 - serious heart conditions
 - immunocompromised
 - severe obesity (body mass index [BMI] of 30 or higher)
 - diabetes
 - chronic kidney disease undergoing dialysis
 - liver disease
 - sickle cell anemia
 - children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.

Students with Special Needs:

Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. 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. As these students transition back to the school environment, our trained teaching staff will plan and coordinate with the following so that a healthy transition is made:

- school health services personnel
- special education personnel
- pupil personnel services and
- administration.

Additional PPE for staff caring for such students will be provided on a case-by-case basis. Staffing assignments will be examined to provide the lowest teacher-to-student ratios possible.

Portable plastic dividers may be used with this population, at the discretion of the teacher, so that the student can maintain visual contact with their teacher (*SED Assurance: Facilities 13*).

English Language Learners:

Special PPE (i.e., clear face coverings/masks so that mouth and face structures can be seen, clear dividers between teacher and students, etc.) will be provided as needed so that this population of students can receive an educational experience that aligns with the Blueprint for English Language Learners. Our staff will work with this small population to develop personal approaches to learning on a case-by-case basis. Portable plastic dividers may be used with this population, at the discretion of the teacher, so that the student can maintain visual contact with their teacher (*SED Assurance: Facilities 13*).

Transportation

Bus transportation to and from all Wellsville CSD locations and programming is provided by and overseen by the Wellsville Transportation Department. Wellsville CSD operates school buses and employs bus drivers (*SED Assurance; Transportation 1-3, 9, 12-18*) and will comply with all SED Assurances.

Wellsville CSD transportation employees will follow protocols of the district.

Transportation employees (will):

- not carry personal bottles of hand sanitizers (*SED Assurance; Transportation 4*);
- must wear a face covering along with optional face shield (*SED Assurance; Transportation 5*);
- will follow all Wellsville CSD protocols, including training for COVID-19 symptoms, social distancing, and PPE (*SED Assurance; Transportation 6-8*);
- must wear gloves (*SED Assurance; Transportation 10*);
- must complete the digital sign-in before reporting to work each day (*SED Assurance; Transportation 11*).

Students arrive at all programs and locations at staggered times. This will assist in social distancing expectations during student drop-off and pickup at all programs and locations.

Vehicles will be properly sanitized in between uses.

Food Services

Students enrolled in full day programs will have daily access to school meals. These are fully compliant with the Child Nutrition Program requirements (*SED Assurance: Child Nutrition 1, 2, 6*).

If lunches are consumed in locations other than cafeterias, classroom staff will be made aware of any food allergies a student may have.

In all situations, faculty, staff, and students will be expected to wash hands before and after each meal (*SED Assurance: Child Nutrition 4*).

Elementary School: Students at this location will receive lunch at the building's two cafeterias, a large group instruction area, and a gymnasium to allow for social distancing and the ability to remove masks and eat their meal. Students will properly social distance while consuming food (unless a physical barrier is provided). Food allergies will be carefully monitored by all faculty and staff (*SED Assurance: Child Nutrition 3, 8*). Staff will disinfect eating surfaces before and after consuming food. (*SED Assurance: Child Nutrition 5*).

Secondary School: Students at this location will receive lunch in the building's cafeteria which allows for social distancing and the ability to remove masks and eat their meal. Students will properly social distance while consuming food (unless a physical barrier is provided). Food allergies will be carefully monitored by all faculty and staff (*SED Assurance: Child Nutrition 3*). Staff will disinfect eating surfaces before and after consuming food. (*SED Assurance: Child Nutrition 5*).

Mental Health, Behavioral, and Emotional Support Services and Programs

EAP (Employee Assistance Program) is available to all Wellsville CSD employees. The existence of this service is communicated to all faculty and staff often and is widely used (*SED Assurance: Social Emotional Well-Being 3*).

The use of Restorative Practices and Trauma Informed Care are very prevalent and always encouraged at Wellsville CSD. Many faculty and staff are training in these practices and implement them in classroom across our organization. It is through these practices that all voices in our educational community are heard. It is expected that these practices will continue (*SED Assurance: Social Emotional Well-Being 4*).

School Counselors and Social Workers are employed at each of our instructional buildings to assist with social and emotional needs of students for both in school and remote instruction.

Social Workers and Counselors are available for all Exceptional Education students throughout the day. Staff are trained to deescalate students using a primarily hands-off approach. Physical restraints will continue to be utilized as a last resort. Staff will wear appropriate PPE whenever possible.

All Wellsville CSD students have access to school counselors within each of our instructional buildings. The counseling staff implement their comprehensive developmental school counseling program plans. (*SED Assurance: Social Emotional Well-Being 1*). Wellsville CSD will develop a comprehensive developmental school counseling program if needed.

Certification

All Wellsville CSD coursework will continue to be taught by appropriately certified teachers *while the in-person instruction plan is implemented (SED Assurance: Certification 1)*.

Flexibility is allowed for other staff (under the guidance of the teacher) to supervise student groups when direct instruction is not being provided.

APPR, Observation/School Visits, and SLOs

As required by the New York State Education Department, the Wellsville CSD APPR Plan will be fully implemented during the 2020-21 school year while the in-person instruction plan is implemented (*SED Assurance: Teacher and Principal Evaluation System 1*). Each educator's evaluation must include at least one required student performance measure (SLO for teachers; SLOs or an input model for principals). Observations/School Visits will be conducted within our remote instruction model, documented in My Learning Plan, and submitted to the State Education Department according to the Wellsville CSD APPR plan and Education Law 3012-d.

Communication

The **"Wellsville CSD Plan for In-Person Instruction"** will be posted on the organizational website.

Signage expressing expectations and practices have been posted throughout our facilities; including adherence to CDC and DOH guidance regarding the use of PPE (specifically acceptable face coverings) when social distancing cannot be maintained (See **"Wellsville CSD Plan for In-Person Instruction"**; See **"Training Outline for Our Staff" (INTERNAL ONLY)** and applicable **"Standard Operating Procedures" (INTERNAL ONLY)**).

All Wellsville CSD faculty and staff will receive training on expectations and practices before locations and programs reopen.

Wellsville CSD faculty and staff will communicate with students and families (in the language spoken in the home) about preparing for the upcoming year, which will include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene.

(SED Assurance: Communication/Family and Community Engagement 2-5; Health and Safety 3; Child Nutrition 7; Special Education 3; Bilingual Education and World Languages 3; Teaching and Learning 5)



Wellsville CSD Plan for Remote Instruction (Continuity of Learning Plan)

Operational Activity

In the event of a single or multiple program closure, the Wellsville CSD Plan for Remote Instruction (Continuity of Learning Plan) will be implemented for impacted programs (*SED Assurance: Teaching and Learning 1*). This plan will represent how Wellsville CSD will implement remote instruction within a model of closure where all Wellsville CSD programs and locations are closed, or within a hybrid model where one or more programs or locations are closed. Regardless of the number of programs or locations that are closed, the following plan will be implemented (*SED Assurance: Teaching and Learning 1*). Our organization learned in the Spring of 2020 that our faculty and staff must be prepared for closure at any moment. This plan will assist in preparing for closure well before actual closures take place and to deliver online remote instruction as soon as needed.

All Wellsville CSD student-based programs will ensure that applicable New York State Learning Standards will be met when the Wellsville CSD Plan for Remote Instruction is implemented (*SED Assurance: Teaching and Learning 2*) in a manner where regular substantive interaction occurs between students and their teachers (*SED Assurance: Teaching and Learning 3*).

The Wellsville CSD Remote Instruction Plan complies with all guidance from:

- NYSED Recovering, Rebuilding, and Renewing: The Spirit of New York's School (<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>)
- Department of Health Interim Guidance for In-person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency (https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf)

Like in our in-person instruction plan, Wellsville CSD will perform the following within our remote instruction plan:

FAPE (*SED Assurance: Special Education 1*)

Students' programs will be individualized to meet their needs. To the greatest extent possible, student IEP's will be implemented.

Parent Engagement (*SED Assurance: Special Education 3*)

Parents will receive notification of the model being utilized to provide instruction. Parents will be regularly contacted by classroom staff. If parent participation difficulties arise, school social workers will provide additional support.

Collaboration with CSE on IEP Implementation (*SED Assurance: Special Education 4*)

Continued collaboration with district CSE and CPSE will occur. Cross service meetings will take place.

Necessary Accommodations, Modifications, Supplementary Aids and Services, and Technology (*SED Assurance: Special Education 5*)

Students who require accommodations, modifications, supplementary aides and services and technology that is currently not on their IEP, will be referred back to the CSE. These services will be provided in general education or special education classes as indicated on a student's IEP. A survey of internet access and availability of technology will be done. These things will be provided, to the extent possible, to students lacking them.

If possible, Wellsville CSD faculty and staff may be asked to deliver remote instruction from their physical classrooms if deemed safe by county health officials. This will allow our instructors access to all the teaching tools of their classroom; i.e., technical equipment, higher-end video conferencing equipment, classroom manipulatives, texts, records, etc.

Course Scheduling, Content Coverage, Grading

In order to deliver instruction in a remote manner that adheres to New York State Learning Standards and where regular substantive interaction occurs between students and their teachers (*SED Assurance: Teaching and Learning 3*), course scheduling and content coverage will be highly coordinated and planned well before unanticipated closures take place.

If possible, Wellsville CSD faculty and staff may be asked to deliver remote instruction from their physical classrooms if deemed safe by county health officials. This will allow our instructors access to all the teaching tools of their classroom; i.e., technical equipment, higher-end video conferencing equipment, classroom manipulatives, texts, records, etc.

Elementary School

- **Scheduling** – A fully in-person, remote and hybrid version of the schedules will follow the regular classroom and special area (Art, Library, Music & Physical Education) student day. Full in-person courses will occur in a classroom cohort fashion, to promote social-distancing requirements and limit student exposure to multiple students; when necessary to promote instruction, adults will move from room to room. Students will transition to special area courses under the direction of an adult and maintain social distance. The hybrid model will incorporate online videos, educational apps, and teacher directed at-home learning sessions for students in large or small group settings. Students who attend in-person, remote or hybrid instruction will report to school 5 of 5 days per week for instruction. Special area courses will be scheduled in a trimester fashion, to reduce the use of student shared materials; all students will continue to have exposure to all special area courses throughout the school year.
- **Content** – Curriculum content will be delivered within the curriculum scope and sequence, without interruption regarding closure.

- **Grading** – Standard grading processes for trimesters will be practiced in remote instruction and recorded in e-school.

Secondary School

- **Scheduling** – In-person, remote and hybrid versions of the schedules will all follow the regular 9 period day. The hybrid model will incorporate a combination of in-school classes, online video conference classes and teacher directed at-home learning sessions for all students. For grades 7-12, in order to meet social-distancing requirements, our school population will be split into two teams (team Wellsville and team Lions). These teams will alternate in-school and at-home learning over 4 days per week. Students and families will have a set schedule of in-person days. The 5th day of instruction will consist of online classes via Zoom. 6th grade students will report to school 4 of 5 days per week for in-person instruction. The 5th day of instruction will be via zoom with teacher supported at-home learning sessions.

Team Wellsville Grade 7-12	Monday A-Day	Tuesday B-Day	Wednesday A-Day	Thursday B-Day	Friday A-Day
	In School	At Home Learning	Zoom	In School	At Home Learning
Team LIONS Grade 7-12	Monday A-Day	Tuesday B-Day	Wednesday A-Day	Thursday B-Day	Friday A-Day
	At home learning	In School	Zoom with all classes	At home learning	In School
Grade 6	Monday A-Day	Tuesday B-Day	Wednesday A-Day	Thursday B-Day	Friday A-Day
	In School	In School	Zoom Connections At-home learning	In School	In School

- Remote Learning will follow the regular 9 period schedule and instruction will be delivered daily via zoom. Both classroom instruction and office hours will be available for all students.
- **Content** – Curriculum content will be delivered within the curriculum scope and sequence, without interruption regarding closure.
- **Grading** – Standard grading processes will be practiced in remote instruction and recorded in e-School.

Technology

Technology device needs and online access for all faculty, staff, and students has been, or is currently being, assessed. Both device and online access is at the heart of our remote instruction plan. Wellsville CSD is technology rich. Our faculty, staff, and students are well accustomed to online learning, technical tools, and numerous instructional platforms while they are in school and we will take every step necessary to transition those levels of technology access into the home, if needed.

Assessing Technology Need

- **Families** – Student information sheets will be mailed to students with self-addressed stamped envelopes so that contact information can be collected, along with the student’s access to personal computing devices and home internet access (*SED Assurance: Technology and Connectivity 1*). This information will be confidentially shared within ESchool so that all faculty are knowledgeable of access. To the extent possible, MiFi devices will be provided to faculty and staff on a case-by-case basis (*SED Assurance: Technology and Connectivity 2*). For students who do not have the ability to access internet, alternative methods of instruction will be provided. This may include, work packets, flash drives with work and videotaped instruction, phone calls, and box deliveries of supplies as well as other alternatives as appropriate. (*SED Assurance: Technology and Connectivity 3*)
- **Students with Disabilities** – A survey will be conducted in the Summer of 2020 and will be updated in the fall to determine the level of access to devices and high-speed internet for all students and teachers at their residences (*SED Assurance: Technology and Connectivity 1*). To the extent possible, MiFi devices will be provided to faculty and staff on a case-by-case basis (*SED Assurance: Technology and Connectivity 2*). For students who do not have the ability to access internet, alternative methods of instruction will be provided. This may include, work packets, flash drives with work and videotaped instruction, phone calls, and box deliveries of supplies, as well as other alternatives as appropriate. (*SED Assurance: Technology and Connectivity 3*)

Both Wellsville campuses have been outfitted with signal boosters to allow Internet access from the parking lots and nearby green space to allow for even greater student and community access to the internet at no cost. All faculty and staff, have unlimited access to tools and content referenced in the **Wellsville CSD Staff Page** <https://www.wellsvilleschools.org/domain/79>.

Remote Attendance

Daily attendance will be recorded by all faculty and staff for each student and will be reported in SIRS via ESchool and/or Cleartrack even while receiving instruction in a remote learning environment, according to SED guidance (*SED Assurance: Attendance and Chronic Absenteeism 1*). All faculty and staff will **ensure substantive daily interaction** (daily remote instruction, online participation, phone calls, emails, or other activities) with students; and clearly communicating information about instructional plans with parents and guardians. All attendance policies will remain in place during remote learning.

Initiating an educational neglect or Person in Need of Supervision (PINS) proceeding should be a last resort.

Certification

All Wellsville CSD coursework will continue to be taught by appropriately certified teachers *while the remote instruction plan is implemented (SED Assurance: Certification 1)*.

Flexibility is allowed for other staff (under the guidance of their teacher) to supervise student groups in instances where no direct instruction is being provided.

APPR, Observation/School Visits, and SLOs

As required by the New York State Education Department, the Wellsville CSD APPR Plan will be fully implemented during the 2020-21 school year while the remote instruction plan is implemented (*SED Assurance: Teacher and Principal Evaluation System 1*). Each educator's evaluation must include at least one required student performance measure (SLO for teachers; SLOs or an input model for principals). Observations/School Visits will be conducted within our remote instruction model, documented in My Learning Plan, and submitted to the State Education Department according to the Wellsville CSD APPR plan and Education Law 3012-d.



Wellsville CSD Plan for Monitoring and Tracking Health Conditions

Screening for Faculty and Staff

All faculty and staff will follow “**Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors**”.

All staff will participate in daily self-monitoring check for symptoms of COVID-19 by completing the digital sign-in and sign-out of work locations. Daily reminders to sign-in and out of Wellsville CSD facilities will be generated as employees log into the Wellsville CSD computer network (*SED Assurance: Health and Safety 5*).

All staff are expected to take their temperature on a daily basis at home before reporting to work locations (*SED Assurance: Health and Safety 5*).

Thermometers will be available at all Wellsville CSD work locations for those who are unable to do this at home.

All staff will be trained to know and recognize possible symptoms of COVID-19 and what to do when they believe someone (student or staff) is experiencing symptoms.

Screening for Students

All students will follow “**Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors**”.

Screening for Visitors

All visitors will follow “**Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors**” (*SED Assurance: Health and Safety 8*).

Access to Wellsville CSD locations will be limited to only essential visitors. All visitors will participate in self-monitoring check for symptoms of COVID-19 by completing the sign-in and sign-out of Wellsville CSD locations. All visitors will be required to take their temperature before entering Wellsville CSD locations. Thermometers will be available at all Wellsville CSD locations for those who are unable to do this at home (*SED Assurance: Health and Safety 5*).

Testing Protocols

Faculty, staff, students, and visitors entering Wellsville CSD locations be screened using common questions (*SED Assurance: Health and Safety 5*). *Every person* will attest to the following questions:

- Have you experienced any COVID-19 symptoms in the past 14 days?
- Have you had a positive COVID-19 test in the past 14 days?
- Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?
- Have you travelled to and returned from a state with significant community transmission of COVID-19, as defined by NYS DOH, in the past 14 days?
- Do you have a temperature of 100°F or higher?

If any person answers “yes” to any question, additional immediate screening is required.

Immediate digital notification is sent to Wellsville CSD District Level Staff if any staff member answers “yes” to any question.

Testing Responsibility

Wellsville CSD will not seek to test anyone for COVID-19 or require testing or antibody testing of students or staff members. The Safety Coordinator, District Level Administration, and/or supervisors may make general recommendations to parents and staff members to seek medical advice from their primary care physician.

The Wellsville CSD COVID-19 Safety Coordinator, along with all District Level Administration, receives electronic notification of digital screening results so that appropriate supervisors can be immediately contacted to determine if intervention is needed with any employee who fails screening procedures. Employees receive immediately on-screen instructions to contact their supervisor and, if possible, to NOT enter Wellsville CSD facilities.

Front desk receptionists or attendance staff will serve as frontline observers of screening of self-transporting students and visitors and will deny entry to any person who fails screening procedures or will be taken to an isolation area for parent pick-up.

The COVID-19 Safety Coordinator will be notified by District Level Administration or front desk receptionists/attendance staff if any person fails screening procedures. The Safety Coordinator will work with the appropriate County Health Departments if COVID-19 is suspected. Those who fail screening procedures will not be allowed entry into Wellsville CSD facilities.

School Nurses in each Wellsville CSD facility will be key responders if any faculty, staff, students, or visitors are in need of medical care while in our facilities.

Early Warning Signs

The COVID-19 Safety Coordinator and School Nurses will regularly confer with County Health Departments for guidance on regional infection rates. Wellsville CSD will follow all state guidance if the Western New York region's (Allegany, Cattaraugus, Chautauqua, Erie, and Niagara Counties) 7-day infection average meets the state determined threshold of 9%.

The COVID-19 Safety Coordinator and School Nurses will monitor daily the 7-day average infection rate for Western New York and for Cattaraugus and Allegany Counties (<https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-Map?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>). Wellsville CSD will follow guidance from our County Health Departments and New York State officials to determine if local practices, protocols, and procedures need to be adjusted based on local and regional infection rates.

Other internal early warning signs that will be closely monitored are faculty, staff, and student absences related to COVID-19, more local infection rate data, and other information from the Allegany Department of Health.

Wellsville CSD will collaborate with the local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.



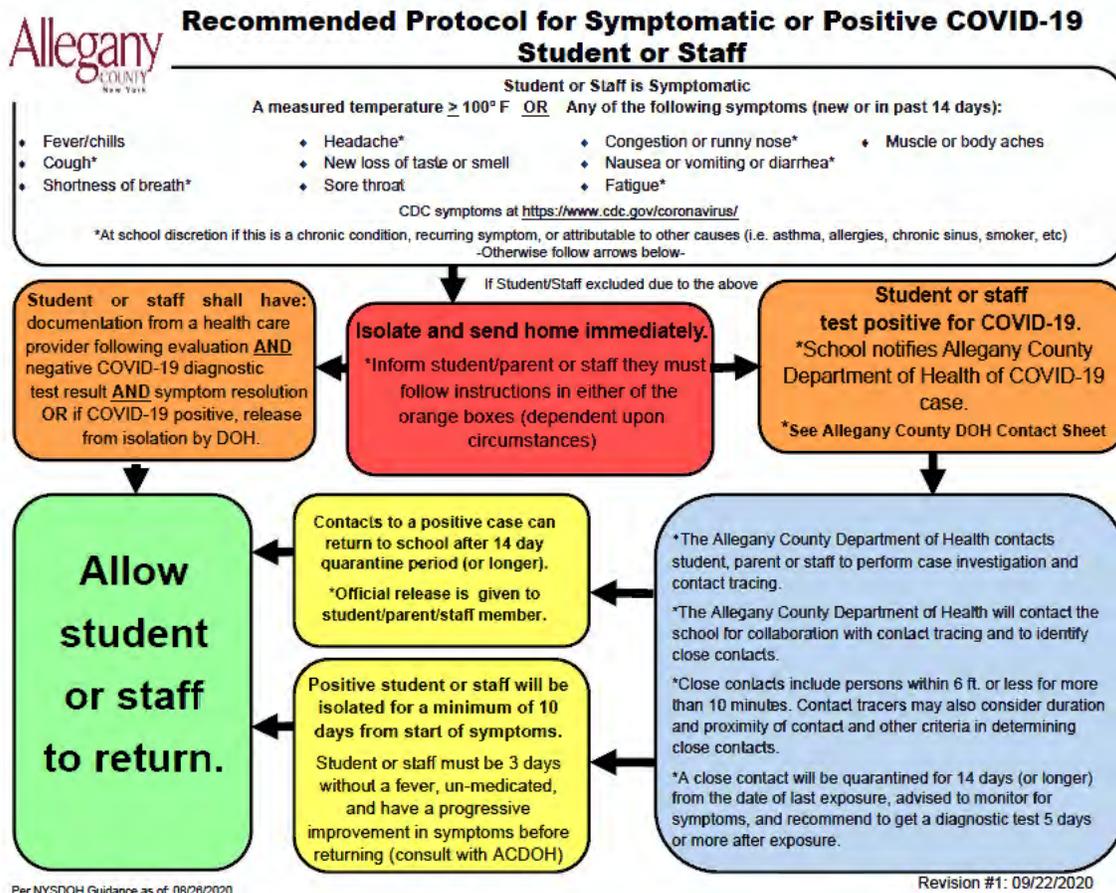
Wellsville CSD Plan for Containment

School Health Offices *(SED Assurance: Health and Safety 4)*

Students and staff with symptoms of illness must be sent to the health office within Wellsville CSD facilities. Staff with symptoms of illness must communicate immediately with their supervisor and their health care provider.

Within Wellsville CSD owned and operated facilities, the school nurse (and School Medical Director) will assess individuals with chronic conditions such as asthma, allergies, chronic gastrointestinal issues, etc. that may present with the same symptoms as COVID-19 but would not be contagious nor pose a public health threat *(SED Assurance: Health and Safety 4, 6)*.

If the school nurse is not available, schools will isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider. Administrators will work collaboratively with school nurses to determine if additional staff is needed to assist with non-nursing tasks such as: student supervision; telephone calls, text, or emails to parent/guardians; and assistance with completing any required paperwork other than nursing documentation.



Isolation (*SED Assurance: Health and Safety 15*)

Wellsville CSD, at all locations, will follow Education Law § 906:

Whenever a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law. The director of school health services, or other health professionals acting upon direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.

School staff must immediately report any illness of students or staff to the school nurse or administration or the COVID-19 Safety Coordinator. Such reports should be made in compliance with FERPA, and Education Law 2-d. If nurses choose to go to classrooms to make assessments of students, this also should be done in a manner that protects the student's confidentiality.

If there are several students waiting to see the school nurse, arrangements should be made to have students wait at least 6 feet apart.

Where possible, Wellsville CSD will have two rooms for school health personnel - one room for healthy students who have injuries or need their medications or nursing treatments, and another room for assessing and caring for ill students and staff. Both rooms require a supervising adult to be present and should have easy access to a bathroom and sink with hand hygiene supplies (*SED Assurance: Health and Safety 7*).

School nurses and other school health professionals assessing or providing care to ill students and staff will follow transmission-based precautions which include the use of appropriate PPE.

Students suspected of having COVID-19 awaiting transport home by the parent/guardian must 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 be in this isolation room if they can be separated by at least 6 feet.

Employees are directed to:

- contact their supervisor immediately by phone as soon as symptoms are suspected;
- minimize movement within the facility and exit the facility as soon as possible via a route that minimizes exposure to other office colleagues;
- contact your primary care physician.

Collection (*SED Assurance: Health and Safety 15*)

The Wellsville CSD COVID-19, Director Level Staff, and building administrators will coordinate efforts, in conjunction with county health officials, to communicate directly with student guardians and request they be seen by a health care provider. Collection locations will vary depending on location and will be determined to maintain confidentiality and minimize potential exposure to others.

Parents will be instructed to call the school upon arrival for student pick-up and will be instructed NOT to enter school facilities.

Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.

Infected Individuals *(SED Assurance: Health and Safety 15, 16)*

Wellsville CSD will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.

If a person **IS** diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

All discharges from isolation and return to school/work will be conducted by the COVID-19 Safety Coordinator and the local health departments.

Exposed Individuals

Wellsville CSD will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.

If a person is **NOT** diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and has a healthcare provider written note stating, they are clear to return to school.

Hygiene, Cleaning, and Disinfection *(SED Assurance: Health and Safety 17)*

The CDC and NYSDOH recommends, and Wellsville CSD will implement the following:

- 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.

Contact Tracing

Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus.

Wellsville CSD will cooperate with state and local health department contact tracing, according to requirements of the New York State Education Department. The Wellsville CSD COVID-19 Safety Coordinator will, solely, assist public health departments in knowing who may have had contact at school with a confirmed case by:

- keeping accurate attendance records of students and staff members (see **Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors**);
- ensuring student schedules are up to date;
- keeping a log of any visitors which includes date, time and where in the school they visited; and
- assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.

Confidentiality will be maintained as required by federal and state laws and regulations. Our staff will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

Communication

The **Wellsville CSD Plan for Containment** will be posted on the organizational website.

Containment communications will be coordinated by the COVID-19 Safety Coordinator and the Wellsville CSD District Office.



Wellsville CSD Plan for Closure

Closure triggers

Wellsville CSD offers programming at two campuses (Elementary School and Secondary School) as well as a separate non-instructional transportation facility. Closure of programming will be taken very seriously, considering multiple factors that include: presence of or potential presence of COVID-19 within one of our campuses, absentee rates of faculty, staff, and students, as well as determinations made by the NYS Department of Health, State Education Department, Local departments of health, Wellsville CSD district level staff, and our COVID-19 Safety Coordinator.

All decisions for closure of any program will be made by the Wellsville CSD Superintendent, in conjunction with local departments of health, Wellsville CSD district level staff, and the COVID-19 Safety Coordinator.

Considerations for single or multiple program closures are:

- levels of community spread using the the COVID-19 Western New York 7-day infection average (<https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-DailyTracker?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>);
- and levels of faculty, staff, and student absence due to COVID-19 infection or potential infection within one or more Wellsville CSD campus.

The Superintendent will use the **Wellsville CSD Considerations for Closure** chart as a guide when considering location and/or program closures, but this guide or the content of this plan may not be the sole determinant in closure. Any closures will be officially made by the Superintendent.

Wellsville CSD Considerations for Closure					
The Wellsville CSD Considerations for Closure chart will be consulted if one or more building closures occur. This chart and criteria are a guide for closure decisions and may not determine actual closures. Final decision regarding any closures are to be determined by the Superintendent, in conjunction with county health officials, Wellsville CSD Administration, and the COVID-19 Safety Coordinator. The Wellsville CSD Plan for Remote Instruction will be implemented in the event of any closure.					
Level of Community Spread based upon Western NY 7-day infection average (Low-Medium-Substantial)	Criteria 1 0 students or staff members within a single building	Criteria 2 1 student or 1 staff member infected within a single building	Criteria 3 2-4 students or staff members infected within a single building	Criteria 4 5+ students or staff members infected within a single building	Criteria 5 5+ students or staff members infected within <u>both</u> buildings
Low/No Spread 5% or less (5 or less cases per 100,000)	All buildings remain open	Consider building closure for up to 24 hours. Consult County Health Officials	Consider building closure for up to 72 hours. Consult County Health Officials	Consider building closure for up to 14 days. Consult County Health Officials	Consider district closure for more than 14 days. Consult County Health Officials
Medium Spread 6-8% (6 to 8 cases per 100,000)	All buildings remain open	Consider building closure for more than 24 hours. Consult County Health Officials	Consider building closure for more than 72 hours. Consult County Health Officials	Consider building closure for more than 14 days. Consult County Health Officials	Consider district closure for more than 14 days. Consult county health officials
Substantial Spread 9% or more (9 or more cases per 100,000)	Close the district. Consult county health officials	Close the district. Consult county health officials	Close the district. Consult county health officials	Close the district. Consult county health officials	Close the district. Consult county health officials

Another consideration for program closures may include absentee rates of faculty, students, and staff. Wellsville CSD programs will remain open only if absentee rates are at acceptable levels to operate our programs safely and according to DOH and SED regulations.

The major consideration for program closure is the suspected presence of the COVID-19 virus within our facilities. In this case, the Wellsville CSD COVID-19 Safety Coordinator will collaborate with district level staff and county health officials to determine if a program location must close.

Wellsville CSD facilities and programs will close if the Western New York 7-day infection rate average is greater than 9%. This determination will be made by state officials.

Closure Operational Activity Considerations

Any changes to the operational activities of our facilities and programs will be determined by the COVID-19 Safety Coordinator, district level staff, county health officials, and component district leadership.

In the event of any building closure, the **Wellsville CSD Plan for Remote Instruction** and elements of the **Wellsville CSD Plan for Containment** will be immediately implemented.

Closure Communication:

Wellsville CSD has well established methods of closure that will be implemented in the event one or both buildings must close during the 2020-21 school year. Much like our closures for inclement weather and other emergencies, Wellsville CSD will inform faculty, staff, students, off-site instructional districts, and community via mass communication methods; television, radio, phone, text, etc. Closure communications will be coordinated by clerical staff and the COVID-19 Safety Coordinator.

The “Wellsville CSD Plan for Closure” will be posted on the organizational website.



Wellsville CSD Plan for Training Our Staff

We know the effectiveness of our plans require all within our community to be adequately trained. The following outline will be used for all faculty and staff training to guarantee consistency across our large and diverse organization. All staff will be trained using the following outline before in-person instruction begins.

Employees should take the following steps to protect themselves at work:

- Follow the policies and procedures of Wellsville CSD related to illness, cleaning and disinfecting, work meetings, etc.
- Stay home if sick, except to get medical care.
- To the extent possible, avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails.
- Avoid handshaking, fist bumps, high fives, etc.
- Minimize handling/sharing cash, credit cards, and mobile or electronic devices when possible.
- Avoid all non-essential travel.

Maintain social/physical distancing

- Practice social/physical distancing at all times but especially while on district premises.
- Keep six (6) feet away from other persons and do not go near anyone with respiratory symptoms of cough, fever, difficulty breathing, or other flu-like illness.
- Preparing your classroom for social distancing:
 - Any furniture configuration must fully comply with 2020 New York State Uniform Fire Prevention and Building Code and the State Energy Conservation Code (*SED Assurance: Facilities 1*);
 - Arrange student seating and workspace so that social distancing can be practiced;
 - Arrange student seating and workspace so that all students face in the same direction;

Personal responsibility