

Windham-Ashland-Jewett CSD
Initial Reopening Plan
August 2020

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Please note all content is subject to change. Modifications will be communicated through updates and posted to the school website at www.wajcs.org .

Introduction

Governor Andrew Cuomo announced that public school districts in New York can follow plans to reopen for in-person schooling in September if COVID-19 infection rates stay at 5% or lower in a given region. WAJ crafted this reopening plan using stakeholder input with the goal of providing as much guidance as possible in anticipation of the start of our 2020-2021 school year.

New York State will make regional determinations about opening and closing schools as the COVID-19 pandemic continues. If a region is in Phase 4 and has a daily infection rate of 5% or lower over a 14-day average, schools in that region could hold in-person instruction. If daily infection rates exceed 9% over a seven-day average, however, schools in that region would not reopen. Similarly, should a region see such an average after reopening, schools in that region would also be directed to close.

WAJ will make daily determinations as to whether it is feasible to be open and provide in person instruction. Several factors could limit the District's ability to remain open and provide in-person instruction. It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from state agencies, stay-at-home orders from the Governor and/or local situations impacting safety. The level of infection, the spread of the virus and response to the disease in our community will influence decisions on closure. Additionally, several other factors may also influence such a decision, including but not limited to: availability of bus drivers, availability of teachers, and availability of internet service, availability of PPE and sanitation materials, weather and student attendance.

While all public school districts have been instructed by the NYSED and New York State to prioritize efforts to return students to in-person instruction to the extent practical, the District is also planning to provide remote/distance learning. A hybrid model that combines in-person instruction and remote learning is planned for September. Parents will have the choice to remain in the remote learning model if they elect to do so. If school is closed, instruction will be provided remotely. **ALL PARENTS MUST BE PREPARED FOR ALL REMOTE LEARNING.**

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel as comfortable and safe returning to school campus as possible. Our reopening plan incorporates recommendations and guidance from the Centers for Disease Control and Prevention (CDC), the New York State Department of Health (NYSDOH), Occupational Health and Safety Administration (OSHA) and the New York State Education Department (NYSED).

Mrs. Lara McAneny, Assistant Superintendent, working closely with Gabrielle Gonzalez, WAJ School Nurse, will serve as the District's COVID-19 Coordinator. Mrs. McAneny and Mrs. Gonzalez will work closely with our local health department, the District's medical director and other related agencies. Mrs. McAneny will serve as a central contact for schools and stakeholders, families, staff and other school community members and will ensure the district is in compliance and following the best practices per state and federal guidelines. Mrs. McAneny can be contacted at lmcaneny@wajcs.org and her contact information will be posted on our website.

Communication and Engagement

The District's decision to secure an extension from the NYSED was made with the genuine goal of working through the polarity of response and opinion to our surveys and stakeholder interactions to find common ground. Engagement efforts included online surveys, virtual forums/meetings and one-on-one conversations.

The District remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff and visitors. The plan is available to all stakeholders via the district website at www.wajcs.org and will be updated as needed throughout the school year when modifications are required in response to local community circumstances. All interested parties should visit the website for updates.

The District will continue to use its existing communication channels –website, School Messenger system, text messages (when appropriate), the parent portal, internal district email and written communication materials – as well as appropriate signage and training opportunities to support educating stakeholders about the risks and spread of COVID-19.

The District is committed to establishing and maintaining regular channels of communication and has reviewed and determined which methods have proven to be the most effective in communications with our school community. WAJ will rely on the district's website, School Messenger system, email, the parent portal and written communication materials to communicate news, requirements and updates related to reopening and in-person instruction, including social distancing requirements, proper wearing of face coverings and proper hand and respiratory hygiene.

In support of remote learning, computer devices will be available to students and teachers who need them. All students who require a device will be assigned a district-owned device. The District will provide students and their families with multiple ways to contact the school and teachers during remote learning, including teacher and principal email addresses.

WAJ will use existing internal and external communication channels to notify staff, students, and families/caregivers about in-person, remote and hybrid school schedules and any necessary changes to those schedules with as much advance notice as possible.

It is important for parents and staff to be available for updates each day. This information will be shared throughout the district through its existing communication channels – including the district's website, School Messenger emails, internal district email and written communication materials as needed. The WAJ Initial Reopening Plan will be updated on the website on or about September 1, 2020, to reflect any needed modifications and to inform all stakeholders of those major modifications (if any).

The District will continue to follow its existing engagement and communication protocols with parents regarding the provision of special education services for their child.

WAJ will communicate regularly regarding the importance of understanding how COVID-19 infections spread, methods for limiting exposure and school expectations for conduct around minimizing COVID-19 infection spread risk.

- **Hand hygiene:** Frequent hand washing, with soap and water, for a minimum of twenty (20) seconds. Bathrooms have been equipped with paper towels rather than hot air dryers, to reduce the risk of airborne spread. Signage on proper hand washing procedures will be placed in all bathrooms. Additionally, where hand washing is not practicable, hand sanitizer stations will be located throughout the school.
- **Proper face covering procedures** (how to wear and remove): Everyone will wear proper face coverings when on campus or in the building. All staff and visitors will be required to wear an appropriate face covering. Face covering must cover the nose and mouth and extend to the ears. In addition, face shields may be worn over top of a face mask. Staff are encouraged to supply their own mask, but disposable masks will be provided if needed.

Students are required to wear a face mask. At this time, if a student exemption to wearing a mask is requested, for whatever reason, the student will be provided remote instruction. Students will be afforded mask breaks throughout the day. However, parents should know that students will be wearing mask coverings for the majority of the time that they are in school and/or on district transportation. Upon completion of the day, reusable masks should be laundered and disposable masks should be discarded in the appropriate waste receptacles. Training about the proper wearing of masks and their removal/disposal will be provided along with signage throughout the buildings.

- **Social distancing:** Social Distancing of six (6) feet is recommended for all faculty, staff and students. Classrooms will be set-up with the appropriate distance between each desk and all desks must face in the same direction. Where necessary, floor signage may mark the one-way directions in the hallways and clustering of individuals will not be permitted. Student time leaving a classroom will be staggered, as well as arrival and dismissal times, to avoid clustering of a large number of students. Social distancing should be maintained on the school bus and the playground. Students will be spaced apart on the bus to the extent practical. On the playground, students will be instructed to maintain social distancing and physical education instruction will focus on non-interactive activities. Signage reminding students and staff to maintain appropriate social distancing will be posted throughout the buildings. Modifications to social distancing protocols will be made as needed.
- **Respiratory hygiene:** All students and staff will be trained on appropriate hygiene with regards to coughing and sneezing. When available, students and staff should cough or sneeze into a disposable tissue, discard it immediately in the appropriate trash receptacle and wash his/her/their hands or use hand sanitizer. If a disposable tissue is not available, he/she/they should use the crook of their elbow to cover the sneeze/cough and immediately follow proper hand hygiene procedures.
- **Identifying symptoms:** Staff will be trained on how to identify symptoms of a student or staff member who is ill. These include: flushed cheeks, rapid breathing or difficulty breathing, fatigue, irritability/extreme fussiness, or frequent use of the bathroom. Students who exhibit these symptoms will be sent to the nurse's office immediately for a health assessment. The student will remain in a separate room where he/she/they will be assessed by a medical professional and then sent home.

PARENTS MUST MONITOR CHILDREN FOR SYMPTOMS EACH DAY. Parents will be provided information on how to appropriately assess their child(ren)'s health condition prior to the student being sent to school. This includes the identification of symptoms and temperature checks. Students who display symptoms must remain out of school until such time that the symptoms are no longer present or he/she/they have a negative COVID test.

Parents/guardians will be responsible for taking the temperature of their student(s) before they come to school. The parent/guardian will also have to attest on an app. that they have taken the temperature and that they have no symptoms. If families are in need of a thermometer, they can email chthorington@wajcs.org and WAJ will provide information on how to obtain a thermometer, or provide them with a thermometer prior to the start of the school year, depending on availability.

All students, staff and visitors will have their temperature checked prior to entering the school building. Temperature readings of over 100°F will be cause for the student or staff member to be sent home. Individuals responsible for conducting the temperature screenings will wear appropriate PPE and will be trained on the use of the contactless thermometers. Individual temperature readings will not be recorded, only the “pass/fail” result. If there is any doubt about whether to send a child into school, keep your child home. Remote instruction will be available and will generally follow the in-class schedule routine.

All staff and visitors will be required to complete a daily “self-attestation” form, preferably prior to their arrival at school. The self-attestation will require the answering of several questions related to their personal health, contact with a COVID positive individual and travel outside of NYS. Any “yes” answers on the self-attestation will require the employee to remain out of work until such time as he/she/they can attest “no” to all questions. A final electronic self-attestation form will be provided to stakeholders and posted on the website prior to the beginning of school.

Parents, on behalf of the student(s), will be required to perform the daily self-attestation. Parents/guardians of ill students should report the absence to the school following traditional procedures. Periodically, parents/guardians will be reminded about assessing the health of their child(ren) prior to sending them to school via the district's website, School Messenger emails/calls and the parent portal.

WAJ will create and deploy signage throughout the district to address public health protections surrounding COVID-19. Signage will address protocols and recommendations in the following areas:

- Proper use of personal protective equipment (PPE)
- Acceptable face coverings and requirements related to proper wear and care
- Hand washing
- Adherence to social distancing instructions
- Symptoms/prevention of COVID-19

In addition to signage, the district will encourage all students, faculty, staff and visitors through verbal and written communication to adhere to Centers for Disease Control and Prevention (CDC)

and DOH guidance regarding the use of PPE through additional means such as the district's website, school messenger and the parent portal.

The District is committed to creating a learning environment that protects student and staff health, safety and privacy. Our district will operate under a standard procedure for addressing situations in which an individual has tested positive for COVID-19 or appears symptomatic. These procedures are outlined in the Health and Safety section of our plan.

WAJ will post on the district's website, School Messenger emails and in the parent portal information about our safety measures and containment. In the event that a student or staff member is sick or symptomatic, notification to exposed individuals will occur pursuant to the state's contact tracing protocols as implemented by the local health department. The District will not notify the wider community unless specifically directed to do so by local health officials. Please do not inquire about rumors around possible infections or symptomatic individuals, as privacy protocols will be followed.

School Closures

WAJ is preparing for situations in which the building and grounds might need to close due to a significant number of students or staff testing positive for COVID-19 or a considerable regional increase in COVID-19 cases or local factors reducing staffing or our ability to provide in-person instruction safely. Every day, WAJ will make an assessment, similar to when there is a significant risk for inclement weather and notify all stakeholders if a closure is warranted.

WAJ will monitor daily student and staff attendance. The families of all students who are absent from school will be called by our attendance secretaries to confirm the reason for absence. Any report of absence is potentially COVID-19 related will be shared with the District's COVID-19 Coordinator.

All staff will complete a daily attestation which will alert us to any possible interactions with someone who has tested positive for COVID-19. Our COVID-19 coordinator will report all spikes in absences as well as all possible exposures to COVID-19 to the Superintendent and GCDOH.

The District may choose to modify operations prior to fully closing to help mitigate a rise in cases. WAJ may consult appropriate agencies when making such decisions to close. If a decision to close is made, every attempt will be made to communicate using our district website, an announcement made through the School Closings Network, and direct messages through our School Messenger communication system.

Health and Safety

The most important priority for our District is to maintain health and safety of our students, our staff and their families. We want students and employees to feel as comfortable and safe as possible in returning to school. WAJ is expecting all people with signs and symptoms of COVID-19 to stay off campus and to stay home.

WAJ's initial reopening plan incorporates recommendations and guidance from the Centers for Disease Control and Prevention (CDC), the New York State Department of Health (NYSDOH), Occupational Health and Safety Administration (OSHA), DOSH Public Employee Safety & Health and the New York State Education Department (NYSED).

The following protocols and procedures will be in place for the 2020-21 school year should in-person schooling resume. Anyone with questions or concerns should contact our COVID-19 safety coordinator at lmcaneny@wajcs.org or 518-734-3400 x 1130.

Health Checks

WAJ has developed resources to educate parents/guardians and staff members regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school. The resources include the requirement for any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection to not come to school. The Centers for Disease Control and Prevention (CDC) list of Coronavirus symptoms was used to develop these resources.

The Windham-Ashland-Jewett CSD will implement the following practices to conduct mandated health screening.

- Self-attestation form – Families must complete the form prior to getting on a school bus or entering the school campus/building each day. Staff must complete daily and prior to arrival at work each day. Forms will be sent to families within the Welcome Back packets in late August. The short form will list questions about being COVID-19 symptom free.
- Temperature checks will be conducted at home for all staff and students prior to entering the main school building. Visitors will have their temperatures checked prior to admittance into the building. Visitor access to the building will be significantly restricted and authorized on a per case basis.
- Staff members whose temperature is 100°F or greater must remain home.
- Visitors whose temperature is 100°F or greater will be denied admittance to the building.
- Students with 100°F temperature or higher will be sent to the nurse's office for further evaluation and his/her/their parent/guardian will be notified. **DO NOT SEND YOUR CHILD INTO SCHOOL WITH ANY SYMPTOM OF COVID-19.**
- Students and staff must maintain social distancing protocols while waiting to be screened. Signage on the floors and walls will indicate appropriate social distancing requirements.
- As supervision of students will be needed to ensure proper social distancing and general supervision, staff members will be assigned this duty daily.

- Staff members who are assigned to perform temperature screenings will be trained by a school nurse to ensure proper execution of the check and the requirement for confidentiality.
- All staff members performing temperature checks will be required to wear appropriate PPE, including: masks, gloves and a face shield. If requested, gowns will be provided as well. The Director of Buildings and Grounds, in consultation with the Building Principal and School Nurse, is responsible for ensuring that appropriate levels of PPE are available for all those who need it.
- If a student becomes ill during the day, he/she/they will be required to report to the school nurse immediately for evaluation. Staff members who become ill should leave the building as soon as practicable, minimizing contact with others and notifying their supervisor immediately. He/she/they are to remain out of work until such time as the symptoms are gone and he/she/they can answer “no” to the self-attestation questions.
- Records regarding temperature screenings for staff, students and visitors will be maintained for one (1) year. Information recorded will include their name, date and pass/fail. No records of the actual temperature will be kept.
- Parents/guardians will be provided information about health screenings and their responsibilities prior to the start of the 2020-2021, via the website, direct mail, school messenger and the parent portal.
- Additional information can be found at: [New York Forward Pre-K to Grade 12 School Guidelines](#)

Screening Questionnaire – The District will implement a screening form/tool for all staff and students to complete prior to arrival at school, including temperature checks. For those who fail to complete the screening, the nurse will follow up with these students to ensure they do not have symptoms.

Students/staff suspected of having COVID-19 must be assessed and evaluated by the Registered Nurse. Each individual showing signs of COVID will be isolated in a room or area separate from others, with a supervising adult present, to the extent possible. Students/staff will be assessed privately and should they be found to show symptoms will be required to return home. If multiple students are suspected of having COVID-19, they may be in the isolation room provided they can be separated by at least six (6) feet until parent pick up is available. Parents will be contacted for immediate pick up, and students will be escorted from the isolation area to the parent/guardian.

DO NOT SEND A CHILD WITH COVID-19 SYMPTOMS TO SCHOOL.

The School Nurse will distribute to the parent/guardian our District protocol on the next steps once he/she/they pick up the student. The parent/guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center. Symptomatic students or staff members must follow the CDC’s “Stay Home When You Are Sick” guidance unless otherwise directed by a healthcare provider or the local department of health.

Additional screening or temperature checks will be conducted if a student/staff show signs during the school day.

Those failing to complete the self-attestation and/or getting a proper screening upon entry into the building, or exhibiting symptoms of COVID-19 can be denied access to a bus or the school building.

Main office staff will be responsible for reviewing the results of the screening application and communicating with the school nurse to follow up with those who did not complete the daily attestation.

The school nurse will be the direct contact for all students/families to report any potential or suspected COVID symptoms. Staff reporting symptoms will contact the Assistant Superintendent or the Building Principal immediately. The school nurse will work in conjunction with the COVID Coordinator regarding any students with symptoms.

Social Distancing, Face Coverings, and PPE

WAJ has developed a plan with policies and procedures for maintaining social distancing of all students, faculty, and staff when on school facilities, grounds and transportation. The District will use various methods for educating all about the importance and proper use of social distance, face coverings and PPE.

Students, staff and visitors to our schools will be expected to wear face coverings indoors and outside, including on the school bus, when six-foot physical distancing is not possible. Students will be allowed to remove face coverings during meals and for short breaks so long as they maintain appropriate social distance. At this time, students who are unable to medically tolerate a face covering will be required to receive remote instruction unless appropriate modifications can be made to safeguard self and others (possible face shields and social distance).

ALL STUDENTS AND EMPLOYEES SHOULD WEAR A FACE COVERING AT ALL TIMES UNLESS DIRECTED OTHERWISE BY THE BUILDING PRINCIPAL OR HIS DESIGNEE. Because students and staff will need to be prepared to wear a face covering if another person unexpectedly cannot socially distance, they will be required to wear a face covering in all common areas (e.g., entrances and exits) and when traveling around the school.

Face coverings will be provided to students and staff, if needed. Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based coverings and surgical masks that cover both the mouth and nose.

Employees are allowed and encouraged to wear their own acceptable face covering. Employees who are not medically able to tolerate a face covering must provide medical documentation to the Assistant Superintendent. Upon receipt, the Assistant Superintendent will contact the employee to discuss possible accommodations.

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Short periods of time when masks are not worn will be provided (mask breaks), provided social distancing of students and staff can be maintained.

Face coverings should not be placed on:

- Children younger than 2 years old
- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

The district will instruct students, parents/guardians and staff, contractors and vendors on:

- The proper way to wear face coverings
- Washing hands before putting on and after removing their face covering
- Proper way to discard disposable face coverings

COVID-19 Infection Control Strategies

The district will employ several infection control strategies in order to reduce the possible spread of infection.

- Points of entry and exit will be clearly labeled to ensure a smooth flow of traffic in and out of the buildings.
- Hand sanitizer stations will be available at the entrance to each building and located throughout the buildings as well.
- Bathrooms will be cleaned and sanitized routinely, on a specific schedule and as needed.
- Bathrooms and other sinks will be equipped with paper towels, rather than hand dryers to reduce the airborne contaminants.
- In areas where staff will be closer than six (6) feet, masks will be required.
- Student arrival, dismissal and room changes, where practicable, will be on a staggered schedule to reduce the possibility of clustering.

WAJ has developed room use plans to minimize crowding and maximize social distancing. Therefore, regular desk and room configurations will be modified to increase distance. Additionally, staggered schedules may be implemented as needed. All rooms are being set up with a lower than normal occupancy because of the need for 6-foot distancing and maintaining proper egress.

Facility Alterations and Acquisition

WAJ will continue to follow all requisite codes and regulations necessary to operate a public school. Means of egress, fire alarm protection, and lighting will be unaffected.

In order to minimize risk and spread of COVID-19 infection in the district, facilities operations are focused on meeting social distancing requirements and frequently cleaning high-touch spaces. The District postponed the capital project vote until May 2021.

Space Expansion

WAJ is not expecting to utilize temporary buildings at this time.

Plumbing Facilities and Fixtures

Restroom social distancing will be ensured through making fixtures that are too close together without proper dividers unavailable for use. A physical barrier will not allow access to fixtures that are not 6 feet apart without barriers. After the bathrooms have been properly set up for distancing we will review to see if we have been able to maintain the proper amount of toilet fixtures. Where possible barriers will be installed to maintain fixtures and proper signage will be installed in the bathrooms.

Paper towel dispensers are currently in use within the school. Where hand dryers have been installed, they will be deactivated and paper towel dispensers installed.

WAJ has significantly increased the amount of sanitation stations within the District.

Ventilation

WAJ will continue to follow all requisite ventilation requirements made by the NYSED and NYSDOH. WAJ has made modifications to certain systems, including installing MERV-13 filters in our HVAC system, during this COVID health crisis. The percentage of outside air for the ventilation system will be increased.

Management of Ill Persons/Contact Tracing

WAJ requires students who develop COVID-19 symptoms during the school day to report to the nurse's office. If there are several students waiting to see the school nurse, students must wait at least 6 feet apart. WAJ has designated areas to separate individuals with symptoms of COVID-19 from others until they can go home or to a healthcare facility, depending on severity of illness. One area will be used to treat injuries, provide medications or nursing treatments, and the other area will be used for assessing and caring for ill students and staff. Both areas will be supervised by an adult and have easy access to a bathroom and sink with hand hygiene supplies. We have limited health care staffing and should we have an influx of symptom-bearing students, we may be forced into a closure decision. Therefore, it is imperative that PARENTS MUST KEEP CHILDREN WITH SYMPTOMS HOME.

Staff members who develop COVID-19 symptoms while at work are to remove themselves from the work environment as soon as immediately practicable by contacting the main office to ensure classroom supervision can be maintained. Symptomatic staff should not come to work and will be directed to go home.

PPE requirements for school health office staff caring for sick individuals includes both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (e.g., goggles or face shield) will be added. When caring for a suspect

or confirmed individual with COVID-19, gloves, a gown, eye protection, and a fit-tested N-95 respirator will be used, if available. If an N-95 respirator is not available, a surgical face mask and face shield will be used.

School health office cleaning will occur after each use of cots, bathrooms, and health office equipment (e.g., blood pressure cuffs, otoscopes, stethoscopes). Health office equipment will be cleaned following manufacturer's directions.

Disposable items will be used as much as possible (e.g., disposable pillow protectors, disposable thermometers, disposable thermometer sheaths or probes, disposable otoscope specula).

Aerosol Generating Procedures

Respiratory treatments administered by nurses generally result in aerosolization of respiratory secretions. These aerosol generating procedures (AGPs) potentially put healthcare personnel and others at an increased risk for pathogen exposure and infection. The district requires the following PPE to be worn during AGPs: gloves, N-95 or a surgical mask with face shield, eye protection and a gown. PPE will be used when: suctioning, administering nebulizer treatments, or using peak flow meters with students who have respiratory conditions.

Treatments such as nebulized medication treatments and oral or tracheostomy suctioning will be conducted in a room separate from others with nursing personnel wearing appropriate PPE. For nebulizer treatments, if developmentally appropriate, the nurse will leave the room and return when the nebulizer treatment is finished.

Cleaning of the room will occur between uses and cleaning of the equipment should be done following manufacturer's instructions after each use.

If Students Become Ill with Symptoms of COVID-19 at School

WAJ will require students with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. Students will be supervised in the isolation area while awaiting transport home and will be separated by at least 6 feet. Students will be escorted from the isolation area to their parent/guardian. Students will be referred to a healthcare provider or local health department should they not have a health care provider and provided resources on COVID-19 testing.

Traditionally, WAJ students often look forward to visiting our school nurse office for minor issues. Due to the safety requirements within this health crisis, only those students requiring medical attention will be allowed to see the nurse.

Return to School After Illness

WAJ has established protocols and procedures, in consultation with the local and state health departments about the requirements for determining when individuals, particularly students, who

screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

1. Documentation from a health care provider following evaluation
2. Negative COVID-19 diagnostic test result
3. Symptom resolution, or if COVID-19 positive, release from isolation

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

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

COVID-19 Testing

Should a student/staff member show signs or symptoms of potential/presumed COVID, the following protocol will be followed by the School Nurse:

- The student/staff member will be separated from others and should symptoms be present, he/she/they will be instructed to return home.
- All parties will be instructed to call their healthcare providers for possible office assessment or testing.
- The school nurse will distribute a copy of the District's Protocol Sheet to the parent/guardian outlining the proper procedures.
- The school nurse will follow up with the family.
- The District will follow all the latest NYSDOH and CDC guidelines.
- The District will seek guidance from our Medical Director and local Health Department regarding any situations that warrant it.

At this time, no large-scale testing will be conducted at the school and will occur at a county identified site or medical facility.

Contact Tracing

The District will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of the district.

To assist the local health department with tracing the transmission of COVID-19, WAJ has developed and maintained a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program.

Districts may assist with contact tracing by:

1. Keeping accurate attendance records of students and staff members.
2. Ensuring student schedules are up to date.
3. Keeping a log of any visitor which includes date and time, and where in the school they visited.
4. Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program.

If a confirmed case of COVID-19 is discovered, the district will contact the local health department to receive guidance. The rooms/wings where the infected person was located will be immediately closed and will not be allowed to reopen until full disinfection of the area has taken place.

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

Local decisions to close during pending COVID-19 testing periods will be made and communicated following our protocol established in this plan.

School Closures

WAJ reserves the right to close the building anytime conditions require it. **ALL PARENTS MUST BE READY TO KEEP THEIR CHILD(REN) HOME IF THEY ARE SYMPTOMATIC OR IF SCHOOL IS CLOSED ON A PARTICULAR DAY.**

A closure refers to contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education and/or closing the school. The district will collaborate with the local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in the school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

At a minimum, the plan will incorporate the following:

- Schools will close if the regional infection rate rises over 9% after Aug. 1. Schools will close if the 7-day rolling average of the infection rate is above 9%.
- Schools in regions in Phase 4 can reopen if the daily infection rate remains below 5 percent using a 14-day average, unless otherwise directed from the Albany County health department.
- If the infection rate rises about 9%, schools must wait until the 14-day average is below 5%.
- Once schools open at Phase 4 below 5% for a 14-day rolling average, schools can remain open even if the rate continues to rise about 5% until it reaches 9% for the 7-day average.
- School will be notified by: The Greene County Department of Health regarding the situation.

- WAJ may consider closing school if student or employee absentee rates impact the ability of the school to operate safely.
- WAJ may choose to modify operations prior to closing to help mitigate a rise in cases. If infection rates are rising above 5%; consider modifying school operations for medically vulnerable students and staff if they are participating in in-person activities.
- The district will consult the school physician and/or the Greene County Department of Health when making such decisions.
- The district will determine which operations will be decreased or ceased and which operations will be conducted remotely; developing a process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel.

Health Hygiene

Especially now during this health crisis, all people must practice sound health hygiene. WAJ will emphasize healthy hygiene practices for students and staff by providing initial and refresher education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs will be posted throughout the school (e.g., entrances, restrooms, cafeteria, classrooms, administrative offices, auditorium, and custodial staff areas) and regular messaging will be shared with the school community. Signage will be used to remind individuals to:

1. Stay home if they feel sick.
2. Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
3. Properly store and, when necessary, discard PPE.
4. Adhere to social distancing instructions.
5. Report symptoms of, or exposure to, COVID-19.
6. Follow hand hygiene, and cleaning and disinfection guidelines.
7. Follow respiratory hygiene and cough etiquette.

Hand Hygiene

Students and staff must carry out the following hand hygiene practices.

- Wash hands routinely with soap (any kind) and water for at least 20 seconds.
- Dry hands completely after washing. Use paper towels to dry hands if available instead of a hand dryer.
- If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol. Hand sanitizer should be rubbed on the hands until it is completely absorbed. DO NOT dry hands if sanitizer is used.

Hand washing should occur:

- Before and after eating (e.g. snacks and lunch).
- After going to the restroom or after assisting a student with toileting.

- After using a tissue.
- Before and after using shared materials.
- Before and after putting on or taking off face masks.
- After coming in from the outdoors.
- Anytime hands are visibly soiled.

Respiratory Hygiene

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, the district will emphasize the importance of respiratory hygiene.

Students and staff must carry out the following respiratory hygiene practices.

- Cover a cough or sneeze using a tissue. If a tissue is used, it should be thrown away immediately.
- If you don't have a tissue when sneezing or coughing, sneeze into your elbow.
- Wash your hands after sneezing or coughing.
- Face coverings are protective. Wearing a face covering will keep the respiratory droplets and aerosols from being widely dispersed into the air.

Cleaning and Disinfecting

WAJ continues to ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19," and the "STOP THE SPREAD" poster, as applicable. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

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

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

- Large meeting areas (auditoriums, gymnasiums, music rooms)
- Playgrounds (cleaning only)
- Outdoor seating areas (plastic or metal)

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

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

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

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The District will ensure regular cleaning and disinfection of restrooms. Restrooms will be cleaned and disinfected more often depending on frequency of use.

If, through no fault of the District and due to COVID-19 related protocols, staff numbers fall below appropriate level to maintain cleaning and sanitizing regimes, the District may close the building and conduct remote learning only.

Vulnerable Populations/Accommodations

WAJ recognizes that some students and staff members are at an increased risk for severe COVID-19 illness, live with a person who is at an increased risk, or simply do not feel comfortable returning to an in-person educational environment. It is our goal that these individuals are able to safely participate in educational activities. For families requesting accommodations, please contact Guidance Office caplin@wajcs.org. For staff members, please contact Mrs. Lara McAneny at lmcaneny@wajcs.org directly. It is encouraged that those with verifiable vulnerabilities access learning remotely to reduce contracting COVID-19.

Visitors on Campus

The WAJ Campus and Buildings will remain closed to all except employees and students. No outside visitors or volunteers will be allowed on school campus, except for the safety and well-being of students, and by appointment. Parents/guardians needing help, should contact the main office to see if their concern can be addressed remotely. If authorized, parents will report to the front office and not go beyond unless it is for the safety or well-being of their child. Essential visitors to facilities will be required to wear face coverings and will be restricted in their access to our school buildings. All visitors must follow all safety protocols as listed above.

School Safety Drills

WAJ will conduct fire (evacuation) drills and lockdown drills as required by education law and regulation and the fire code without exceptions. Schools must continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. Drills will be conducted in a manner that maintains social distancing at exits and gathering points outside the building, while still preparing students to respond in emergencies.

- Fire Code Section 404 requires that schools maintain Fire Safety, Evacuation, and Lockdown Plans and these plans include how lockdown and evacuation drills are conducted. Methods to promote and provide for social distancing during the evacuation drills will be determined at the building level and these modifications will be included in the Fire Safety plans.
- Education Law § 807 requires that schools conduct eight (8) evacuation and four (4) lockdown drills each school year. When planning drills, the district will consider how each school will modify their drill procedures to minimize risk of spreading infection. Conducting drills is an important part of keeping students and staff safe in an emergency; however, steps must be taken to minimize the risk of spreading infection while conducting drills. As such, it will be necessary for each school to conduct drills during the school year using protocols which may be different from those used in the past. It will be up to the building principal to determine how these protocols may be different based on the need to maintain social distancing. Once developed, staff and students must be trained on the new procedures prior to any drill being conducted.
- If an actual emergency arises that requires an evacuation or lockdown, the most imminent concern is the students' safety. Therefore, maintaining social distancing in an actual emergency may not be possible and should not be the first priority. Staff and students must be trained on this exception.

Potential Modifications to Safety Drills

It is highly likely that drills will be modified to help reduce the spread of COVID-19 and maintain appropriate social distance when possible. Some modifications may include, but not limited to:

- Conduct drills on a “staggered” schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. Staggering the drill schedule by classroom minimizes contact of students in hallways, stairwells, and at the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all students in the school building on that school day, it may be necessary to do so during a class period that is extended for this purpose.
- If the district reopens with a “hybrid” in-person model, schools must be certain that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person.
- Lockdown drills in classroom settings should maintain social distancing and the students and staff should be using masks.
- Conduct lockdown drills on a “staggered” schedule with smaller numbers of students present to maintain social distancing, however schools must be certain that all students are

receiving instruction in emergency procedures and participating in drills while they are in attendance in-person.

- Conduct lockdown drills in the classroom without “hiding”/ “sheltering,” but provide an overview of how to shelter or hide in the classroom.

Teaching and Instruction

WAJ is eager to welcome back our students and get to work on another great academic year. Given the current COVID-19 health crisis and restrictions on traditional routes, WAJ intends to help guide parents, students and teachers toward establishing a positive learning environment that meets their current needs.

The 2020-2021 school year begins on September 8 and September 9 with two Superintendent Conference Days to accommodate teacher and staff training and preparations. While our schedule is subject to change, the District intends to operate two Parent/Student Conference Days on September 10 and September 11 to inform and guide all participants in how the school day will look this fall. These days will also be utilized for student orientation. This time will allow small groups of students to meet with their new teacher and begin to establish the relationship necessary for a successful school year. Additional details regarding whether these days will be in-person, remote or both, along with a general itinerary, will be provided during the week of August 24th.

The first day of instruction for grades K-12, whether a family elects in-person or remote learning will be September 14, 2020. The school day will begin at 8 AM and end at 2:30 PM. The earlier end time will help account for proper loading of school buses. Parent pick-up and drop off procedures will be modified to reflect needed safeguards during the COVID-19 health crisis. These procedures will be provided to parents before the start of school.

The District will not be offering pre-Kindergarten this fall. WAJ will evaluate the situation and make a determination if pre-K will be offered in the spring by January 31st.

Regardless of the mode of instructional delivery, students will earn grades. Grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of course content. Lack of participation or attendance, regardless of the mode of instruction offered, will negatively impact a student's grade. While legitimate mitigating circumstances will be taken into account, all students are expected to be responsible learners and complete their work assignments, follow the Code of Conduct and participate in their own learning.

If parents are not comfortable sending their child to school, they will have the option to keep their child home for remote learning. This remote option may be staffed by WAJ teachers and staff, by other certified educators through BOCES or other collaborative, or a combination of the two.

During the week of August 17th parents will be required to identify which mode of instruction they will follow for the first marking period (September into November) in order for us to plan accordingly. The District intends to send to all families a summary of our K-12 school reopening plan, the terms and conditions for the remote learning option and a survey asking them to select the in-person / hybrid model or remote only model. We will send this communication both electronically and hard copy through the mail to ensure that we reach all households. For those who prefer to complete the hard copy, they may mail it back or drop it off at a mailbox that will be located at the District Office entrance.

Failure to submit a form by the due date may be viewed as the parent electing remote instruction.

Once a family has made their decision, students will be required to follow that plan for the entire semester, unless electing to go to remote only.

In-Person Instruction (including school schedules)

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

Accommodating a six-foot radius around students will necessitate the identification of additional rooms and common-area spaces that can be converted into elementary classrooms. WAJ is currently investigating whether split schedules will be necessary to accommodate all the mandated safety protocols needed for this mode of instruction (depending in part on how many students enroll in-person versus remote learning),

K-6 In-person instruction will be provided on a modified schedule. Students will be placed into a cohort group and either attend classes on Monday and Tuesday in-person (Cohort A) or Thursday and Friday in-person (Cohort B). On the remaining days of the week, students will receive instruction remotely. Wednesdays will be a remote instructional day schoolwide. Reducing student density and allowing breaks within classroom and school use will allow for adequate sanitation to occur, assist with contact tracing when it is needed, and allow professional staff to meet all their requirements.

In this scenario, our teachers will move whenever possible, rather than our students. Students will be identified into cohorts to reduce COVID-19 exposure risks. Our need to create smaller groupings will potentially impact the number of adults a student will see during the day. For example, the classroom teacher may split his/her day between two groups, rather than remain with one. As a result, part of the student day may be spent with additional faculty/staff who will be responsible to teach and supervise.

All instruction will continue to be aligned to the New York State Learning Standards. All WAJ teachers are excited to begin working with your child(ren).

The movement of students will be minimized. This potentially means having students eat meals in their classroom instead of the cafeteria and eliminating assemblies, field trips and other large-group activities. Special-area subjects (e.g., art, music, physical education) may be pushed into the classroom, may be offered on a reduced frequency or not offered to all grade levels.

Whenever possible students will utilize outside space for physical education instruction. We will adhere to 12 feet between students when engaging in physical activity. Students will not be changing for physical education. Therefore, gym lockers will not be used.

The entire in-person instructional model will not work if parents do not closely monitor their child's health and daily engagement in the content. **PARENTS MUST NOT SEND SYMPTOMATIC CHILDREN TO SCHOOL.**

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

7-12 In-person instruction will be provided following a similar cohort day as the elementary. Students will be placed into a cohort group and either attend classes on Monday and Tuesday in-person (Cohort A) or Thursday and Friday in-person (Cohort B). On the remaining days of the week, students will receive instruction remotely. Wednesdays will be a remote instructional day schoolwide. Reducing student density and allowing breaks from classroom and school use will ensure adequate sanitation occurs, assist with contact tracing when it is needed, and allow professional staff to meet all their requirements. 7-12 students will generally follow a typical bell schedule. Passing time will be staggered to minimize student congregation opportunities. Students will be required to wear face coverings. Any student violations of the Code of Conduct that jeopardize health and safety may result in the student being assigned to remote instruction, along with any other suitable consequences. It is expected that students will take everyone's health seriously, including that of their classmates, teachers and themselves.

In short, students electing in-person instruction shall come to school and follow the bell schedule for their classes. K-6 remain in their areas and rooms for all content. 7-12 follow a bell schedule with limitations on movements and congregations in the building. Students will be placed in a cohort where part of the week they will be in-person and for part of the week they will attend remotely.

ALL PARENTS MUST BE PREPARED TO SWITCH TO REMOTE LEARNING if the situation calls for it each day. Like with inclement weather, if the conditions warrant it, the District shall notify all parents of a building closure and movement to remote learning by 6:30 AM.

Remote/Hybrid Instruction

Given the possibility that we may experience spikes in COVID-19 cases or other related situations at any point during the school year, which may prompt short or long-term school closures, WAJ has developed a hybrid learning model and schedule that can continue in a fully remote environment.

All core courses will be livestreamed or otherwise provided remotely while in-class instruction is occurring. The level of rigor and interaction will be the same for all students enrolled at WAJ. Those electing to attend remotely (or if required by school closure), will follow a typical daily bell schedule. Final draft schedules will be provided to students within Welcome Back packets during the week of August 24th.

All instruction will continue to be aligned to the New York State Learning Standards.

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

Remote learning opportunities for secondary students will include a greater emphasis on synchronous instruction, with teachers finding ways to provide live instruction and lessons to students. While recording of live lessons is still essential for students unable to attend at a

scheduled time, teachers will ensure that their students are directly engaged with them and their class peers in experiential learning on a regular basis.

To ensure high-quality remote learning experiences, we will standardize the use of a single learning platform (Google Classroom) and video-conferencing tool (Zoom), to the extent possible, and develop a common, coordinated set of guidelines for teachers to follow when using the platform with students.

Grading practices for all students will follow our traditional policies as outlined in the course selection guide and in course/teacher syllabi. Student work will be graded and a GPA will be generated. If a student becomes ill, efforts will be made to support the student through the illness, just as we have always done before COVID-19.

WAJ will be using two possible platforms for our remote learning, Google Classroom and ZOOM. Support will be provided to families needing help in utilizing either platform. Teachers will also be available during 'office hours' should there be questions about an individual teacher's classroom.

Facilities

In order to prevent the spread of COVID-19 infection in the district, facilities operations will be geared toward meeting social distancing requirements and frequently cleaning high-touch spaces. In carrying out projects or tasks supporting infection control, requirements will be met for changes associated with building spaces.

Until further notice, all campus grounds and buildings will remain closed to the general public.

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

The district plans to meet the deadline for submission of a Building Condition Survey or Visual Inspections.

Upon reopening, the district plans to increase ventilation, to the greatest extent possible, while using recommended filters. The water system will be flushed prior to reopening in September.

Child Nutrition

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

Meals On-site

On-site, meals will be provided while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced. Most breakfasts/lunches will be made to accommodate individual bagged meals.

The District will ensure social distancing between individuals while eating. Meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students.

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

WAJ breakfast will be provided in a similar manner.

The District may deliver meals to classrooms and/or offer cafeteria style bagged meal pickup service, depending on grade level.

Classroom Delivery with Classroom Dining

A meal delivery team will report to classrooms and distribute meals (pre-ordered) from the cafeteria. Students will pick-up “grab and go” meals and consume the meal at clean/sanitized assigned areas. At breakfast, meals may be picked-up as students enter the classroom to save time in having them come back up after they are seated. (Food Service Designee will collect rosters each day). This protocol may be adjusted during the first few days of school, especially in the elementary grades.

Cafeteria Style Service with Classroom Dining

Specified locations throughout the school building will be set up to address social distancing. Students will be required to visit the service points in small groups maintaining social distancing and make meal selections for “grab and go” meals or pick-up pre-ordered meals. Meals will be brought to the assigned classroom and desk for consumption. Meals accounting will be done utilizing rosters and/or electronic POS system.

Child Nutrition Program Compliance and Allergy Concerns

Student meal charges will be accounted for under the Free, Reduced and Paid categories. All meals will be consistent with the current USDA meal regulations for the National School Breakfast and National School Lunch Programs.

Parents of students with food allergies who are participating in the school meal programs must work with their child’s school nurse, food service director and cafeteria kitchen supervisor.

Meals Off-site/Remote

WAJ plans on offering a meal pick-up option for our remote learning students. Meals will be available for pick-up on specified days and times, following a schedule, similar to what we followed this spring. A final meal pick up schedule will be posted for eligible families during the week of August 31st. It is highly probable that the meal pick-up date will be every Wednesday, with multiple days of meals made available.

Transportation

WAJ will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students and school staff must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated) and should maintain appropriate social distancing to the extent practicable. If conditions warrant, the driver may remove his/her mask when wearing one impedes the driver's ability to properly operate the vehicle.

While students will be spaced apart to the extent possible, it is impractical to maintain six foot social distance on school buses. Therefore, students be required to wear masks at all times and social distance on the bus to the extent practicable. Members of the same household may be seated together. Parents and legal guardians are encouraged to drop off or walk students to school to reduce density on buses if possible. Bus routes, parent drop-off location and times and required pre-boarding activities will be identified and shared with parents before the start of school, within welcome back documents and via other communications.

Before a child is allowed to board a school bus, the student must present an attestation form (slip) filled out by the parent/guardian that guarantees that they have screened their child(ren) that morning and that their child(ren) is COVID symptom free and does not have a temperature of 100°F or higher. Students will not be allowed to be transported without the proper form or if the child is presenting symptoms of COVID-19.

All students will need to have a signed attestation slip before being allowed to enter the building. The slip, along with the procedure and directions for completing it will be provided in welcome back packets before school starts and will be provided online as well.

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

School buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier and district.

School Bus Staff

School bus drivers, monitors, attendants and mechanics are required to perform a self-health assessment for symptoms of COVID-19 before arriving at work. If personnel are experiencing any of the symptoms of COVID-19, they will notify their employer as per the reporting policies and seek medical attention.

School bus drivers, monitors, attendants and mechanics must wear a face covering.

Transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

Drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.

All students are required to wear face coverings while on the bus to the extent possible, students will not be denied transportation if they do not have a mask, drivers will be allowed to provide a mask to students who need one.

Members of the same family will be allowed to sit together on the bus. All students on the bus will be socially distanced to the extent possible, including students who use wheelchairs. Modified routing schedules will be used to allow for reduced seating capacity on buses. To further help reduce busing needs and capacities, parents are encouraged to transport their students or walk them to school.

Buses will be cleaned after morning and afternoon runs and will be sanitized between runs using an electrostatic sprayer.

When weather conditions permit, school buses should transport passengers with roof hatches or windows slightly opened to provide air flow.

The following health and safety protocols have been implemented:

The driver, monitor, and attendant may wear gloves if they choose to do so but are not required unless they must be in physical contact with students.

Transportation staff should be encouraged to wash their hands with soap and water before and after AM and PM runs to keep healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you:

- touch your eyes, nose, and mouth with unwashed hands
- touch a contaminated surface or objects
- blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

When students embark and disembark the bus, they should follow social distancing protocols. This will increase the time required to load and unload buses at schools in the morning and afternoon. Schools should consider staggered arrival and departure times to ensure social distancing.

Routes have been modified where possible to allow for social distancing to the extent practical, while maximizing routing efficiencies.

Special Education

WAJ will continue to provide special educational services and resources to our students during the COVID-19 health crisis.

Parent choice shall be offered for in-person or remote instruction for special education services where applicable. Individual plan modifications may be met following existing regulations to address the needs of identified students. The referral process for services shall remain in place to the extent possible.

WAJ plans to implement students' IEPs as recommended by the Committee on Special Education (CSE). Students' health and safety will be the main priority during the reopening of school. Additionally, IEP goals will be progress monitored closely to determine any needed amendments or changes. Areas of academic need will be addressed at the CSE level as they arise. For any students' who cannot attend because of various medical reasons or parents who do not feel comfortable with their special education students' attending in-person school, virtual options for instruction and implementing IEP services will be offered to the greatest extent possible.

District CSE will meet frequently to create and review student IEPs and behavior plans. The collaboration between families and the district is essential to student success.

All assistive technology, accommodations, program modifications, and supplementary aids and services will remain in place for all students to the greatest extent possible while first and foremost adhering to our health and safety guidelines. Any amendments to these areas will be discussed with families at the CSE level.

Social Emotional Needs

WAJ offers a wide range of services through our guidance department for students and families. Should a need arise, our guidance counselors, school psychologist, social worker, and other resources are available to help you through to find solutions by contacting the department via email caplin@wajcs.org or by calling the school at 518734-3400 x 1122.

Professional development has been offered to teachers and other staff on how to appropriately assist students and parents with anxiety related to the current health crisis.

The WAJ Child Study Team will evaluate student progress weekly, identify areas of concern and develop strategies to assist those in need of support.

Bilingual Education/World Language Students

WAJ will continue to follow the NYSED guidelines and Part 154 regulations regarding the appropriate individualized services offered to our English Language Learners.

School Extracurricular Activities and CROP

At this time, WAJ continues to evaluate if providing extracurricular activities is feasible during this health crisis. However, afterschool activities or extracurricular activities are not currently planned to run for the fall. This includes the prohibition of fundraisers, events that congregate individuals in confined spaces (dances, parades, concerts, festivals) and similar activities.

Most extracurricular activities are not expected to run this fall. Depending on guidance from the various agencies related to COVID-19 risk analysis, there is a possibility that some activities could be offered remotely/online later in the school year.

In regard to interscholastic athletics, **the District will not be running or participating in any fall sports activities.** WAJ will make a decision regarding the winter sports season in the coming weeks.

The use of facilities, fields and playground areas will be reserved for instructional purposes. Sanitation protocols will require significant focus during off instructional hours. Any authorized in-person activities would have to be conducted in a safe environment, abiding by our expectations of social distance, cohort size, PPE usage and cleaning/disinfection protocols.

At this time, **CROP is not scheduled to start in September.** WAJ will continue to evaluate whether this program will be able to run following guidelines and restrictions for afterschool transportation and cleaning requirements.

As per the New York State Department of Health guidance, no sports and recreation activity will occur without meeting the following minimum State standards, as well as applicable federal requirements, including but not limited to such minimum standards of the Americans with Disabilities Act (ADA), Centers for Disease Control and Prevention (CDC), Environmental Protection Agency (EPA), and United States Department of Labor's Occupational Safety and Health Administration (OSHA).

If an extracurricular or similar-based activity is sanctioned, as per the New York State Department of Health guidance, the District will ensure that for any assembly, indoor sport or recreational activity, capacity is limited to no more than 50% of the maximum occupancy for a particular area as set by the certificate of occupancy, inclusive of employees and patrons/players/spectators. The District will limit spectators to no more than two spectators per player. The District will ensure a distance of at least six feet is maintained among individuals at all times, whether indoor or outdoor, unless safety or the core activity (e.g. practicing, playing) requires a shorter distance.

Attendance and Chronic Absenteeism

WAJ expects that every individual will do their duty to prevent the spread of COVID-19 and to do their very best in the role they have. Learning requires regular active engagement. It is expected that all students will attend their program, whether in-person (when possible) and/or remotely every day. While WAJ teachers will be required to keep daily attendance and engagement records, it is imperative that parents and students take responsibility for their own engagement each day, whether in the classroom or participating remotely.

The WAJ Child Study Team will meet weekly to monitor the progress of students when in a remote environment. Teachers will be required to keep daily attendance and engagement records (as evidenced by completion of classwork, homework, etc.) Teachers will be the first to contact families if a child is not engaging in remote learning. Should the teacher not have success with this intervention, the child will be referred to the child study team. The team will review teacher submissions and create an intervention plan which will include a tier of supports to engage students in the remote learning work.

To discourage parents from sending students with COVID-19 symptoms to school, WAJ will not be recognizing perfect attendance or like awards during the 2020-2021 school year. Instead, we hope all individuals will responsibly address changes in their health without the pressure to attend for recognition awards.

PARENTS MUST KEEP SYMPTOMATIC CHILDREN HOME. The school will expect regular updates from parents if their child is unable to participate in the school day, either for illness or other reasons. Chronic absenteeism may be addressed by involving other agencies if necessary.

Childcare

The District will assist and direct individuals needing childcare to outside agencies offering childcare opportunities within the area.

Technology and Connectivity

WAJ will be providing remote, digital content to students each day. Teachers will provide instruction from school whenever possible. However, in an all remote environment, teachers will be permitted to provide instruction remotely from an alternate location.

In some cases, when school may need to be closed to address a local or county COVID-19 related situation, the District will identify local hot spots for parents to access the internet if needed.

All K-12 students that need it will be offered a District device that matches the appropriate grade level and instructional need. All students opting for remote instruction will require a device and internet access. To allow them to participate in hybrid, remote, or in-person classes, devices will need to meet connectivity standards that support online streaming platforms used at WAJ. Students will be polled about access to the internet at their place of residence in late August and early September (and on a rolling basis for the regular school year) as part of the fall registration process where they will choose whether or not they will be opting for remote learning.

Additionally, during the first two weeks of remote and/or hybrid classes, any student who does not actively participate will also be personally contacted to verify internet availability.

WAJ will address the need to provide internet access by a combination of strategies, including but not limited to:

- Assisting families to find discounted or free access to the internet through local companies and vendors.
- Where possible, providing Wi-Fi hotspots to families who are unable to obtain broadband services in their area.

WAJ will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, by providing:

- Livestreamed video instruction through the use of Zoom and/or Google Meet. Students will also be able to connect to the audio portion of livestreamed lessons via the telephone if an internet connection is not available.
- Textbooks, workbooks, packets, and other paper-based instructional materials for those students unable to participate digitally.

Staff Evaluation

All teachers and principal will continue to be evaluated pursuant to the district's approved APPR plan.