

**Rochester City School District COVID-19 Reopening Plan
Building Specific**



Building Name: Rochester Early Childhood Education Center- South

Director: Eva J. Thomas

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Contact Information: (c) 585-353-3972

Student Population: Preschool Students (3 and 4 year old students) and Kindergarten/ First Grade Integrated Program

Address: 820 Chili Ave. Rochester, NY 14611

School Phone Number: 585-328-5272

School Times: 8:00am to 2:00pm (EPK 3year olds), 8:30am to 2:30pm (UPK -4year olds), and Kindergarten/ First Grade (9:00am to 3:30pm)

As per Governor Cuomo and the New York State Education Department document on Recovering, Rebuilding, and Renewing: the Spirit of New York's Schools Reopening Guidance from July 13, 2020. This document details how RECEC –South plans to reopen the building safely.

Continually monitor the Centers for Disease Control and Prevention (CDC) and the New York State Department of Health (NYSDOH) websites to stay current with the most up-to-date COVID-19 information and guidance.

Note: Kindergarten and First Grade Students will follow the same guidelines as the preschool students.

Instruction:

Virtual Hybrid Models

- PreK- Three-year-old students will have a hybrid model.
 - 5 Classes will be split into two groups
 - Group A- will consist of 7 students and will report for in-person instruction on Monday and Tuesday, with distance learning on Wednesday, Thursday, and Friday.

- Group B will report for in-person instruction on Thursday and Friday, with distance learning on Monday, Tuesday, and Wednesday.
- Wednesday will be a planning/ PLC day, while the building is deep cleaned.
- PreK-Four-year-old students will have a hybrid model.
 - 5 Classes will be split into two groups
 - Group A- will consist of 8 students and will report for in-person instruction on Monday and Tuesday, with distance learning on Wednesday, Thursday, and Friday.
 - Group B will report for in-person instruction on Thursday and Friday, with distance learning on Monday, Tuesday, and Wednesday.
 - Wednesday will be a planning/ PLC day, while the building is deep cleaned.
- Preschool Integrated Classroom (4410)
 - 1 classroom will be split into two groups
 - Group A- 7 students will report for in-person instruction on Monday and Tuesday, with distance learning on Wednesday, Thursday, and Friday.
 - Group B-8 students will report for in-person instruction on Thursday and Friday, with distance learning on Monday, Tuesday, and Wednesday.
 - Wednesday will be a planning/ PLC day, while the building is deep cleaned.
- K/1 Integrated Classroom
 - 1 classroom will be split into two groups
 - Group A- 11 general and special education Kindergarten students will report for in-person instruction on Monday and Tuesday, with distance learning on Wednesday, Thursday, and Friday.
 - Group B- 11 general and special education 1st grade students will report for in-person instruction on Thursday and Friday, with distance learning on Monday, Tuesday, and Wednesday.
 - Wednesday will be a planning/ PLC day, while the building is deep cleaned
- Teacher Coaches from the Early Childhood Department will provide a bank of recorded lessons to support the prekindergarten teachers and students.

Hybrid High Scope in Person Daily Routine Schedule

Time	Part of the Day
20 Min	Arrival (Connect with families, check Temperature, bathroom, handwashing)
20 Min	Breakfast (Served individually in the classroom) and book reading *
10 Min	Greeting and Morning Message per High Scope
10 Min	Large Group per High Scope
5 Min	Planning Time (UPK –later EPK) per High Scope
40 Min	Work Time and Clean up per High Scope
10 Min	Recall (UPK –later EPK) per High Scope *
40 Min	Gross Motor (outside weather permitting) per High Scope *
15 Min	Small Group ELA Focus per High Scope
40 Min	Lunch served individually in the classroom Community Connection *
30-40 Min	Rest time *
5 Min	Planning Time (UPK –later EPK) per High Scope
40 Min	Work Time and Clean up per High Scope
5 Min	Recall (UPK –later EPK) per High Scope*
40 Min	Gross Motor (outside weather permitting) per High Scope *
15 Min	Small Group – Math Focus per High Scope
15 Min	Dismissal – Connect with families

* Required handwashing / hand sanitizer per protocol

All Virtual Model Schedule for Preschool (See-Saw-virtual video platform for teacher videos) (High Scope Curriculum) 6 Hours: 5 hour student/ 1-hour parent

Time	Part of the Day
20 Min	Arrival (Connect with families, check Temperature, bathroom, handwashing)
20 Min	Breakfast (Served individually in the classroom) and book reading *
10 Min	Greeting and Morning Message per High Scope
10 Min	Large Group per High Scope
5 Min	Planning Time (UPK –later EPK) per High Scope
40 Min	Work Time and Clean up per High Scope
10 Min	Recall (UPK –later EPK) per High Scope *
40 Min	Gross Motor (outside weather permitting) per High Scope *
15 Min	Small Group ELA Focus per High Scope
40 Min	Lunch served individually in the classroom Community Connection *
30-40 Min	Rest time *
5 Min	Planning Time (UPK –later EPK) per High Scope
40 Min	Work Time and Clean up per High Scope
5 Min	Recall (UPK –later EPK) per High Scope*
40 Min	Gross Motor (outside weather permitting) per High Scope *
15 Min	Small Group – Math Focus per High Scope
15 Min	Dismissal – Connect with families

*Basic learning materials and preschool books will be provided by the district for home use for hands on learning. The learning materials and preschool books will be used in conjunction with/as an alternative to online learning.

Student Arrival: Exit 1

- Parents/guardians will be provided with information on how to assess their child prior to school each day. This will include monitoring of symptoms and temperature and to have the child stay home if symptoms are present. At home screening information will be provided on the District webpage, social media sites, via email and automated phone messages.
- Reminders to continue daily student screenings will be sent regularly on social media sites, email, and automated phone messages. Written notices will be provided in native languages when necessary.
- Parents/guardians will be asked to complete a periodic screening questionnaire.
- Students will also be screened upon arrival to school. Screening will take place with reliance on social distancing of at least six feet.

Cohorts

- Students will be broken up into 4 arrival groups:
 - **Group 1: 8:30 Arrival= 32 students** (3 UPK classrooms x 8 students and 8 UPK Integrated students)
 - **Group 2: 8:45 Arrival=28 students** (3 EPK classrooms x 7 Students and 7 EPK Integrated students)
 - **Group 3: 9:00 Arrival=27 students** (2 UPK classrooms x 8 students and 11 1st grade students)
 - **Group 4: 9:45 Arrival= 25 students** (2 EPK classrooms x 7 and 11 kindergarten students)
- Two tables will be set up in the foyer allowing 6 feet apart for the two assigned staff members (**Nurse/SSO or Parent Liaison/ Social Worker/ Director**)
- Circles will be outside six feet apart with instructions to follow the dots to ensure social distancing
- A “Stop here and wait to be called” sign will be right outside the building on the top step.
- Parents will be called one by one with their students
 - Students and parents must be wearing a mask or will be provided with one
 - Temperatures will be taken
 - The following questions will be asked: Does the child have:
 - fever

- shortness of breath
 - or cough
- Parents will show their parent ID as well as a student ID with the student name, teacher, school and classroom
- They will sign their child in on arrival sheet by classroom.
- Student and student card will proceed to the next table which will be located in the main foyer (**Staffed by Director**) The teacher will be at a designated location in the larger foyer or hallway waiting for students to come to their marked spot (6 feet social distancing) where their carpet square with their name will indicate where they should wait to be walked to their classroom. Students will be directed to wash their hands one by one upon entering the classroom.

Bus Arrival: 11 students per day for the K/1 Integrated Classroom.

- Will enter in **Exit 3 Farragut Street** that is in back of the school (Check with Mike Schmidt)
- **Classroom Teacher or Paraprofessionals will get students off the bus calling one student at a time to ensure social distancing.**
- Teacher takes the take temperature of the first four as they transition to the paraprofessional using a marked spots to ensure social distancing.
- The teacher will take the temperature or the last three and transition them to the paraprofessional to assist them to their marked spots.
- Attendance will be taken in the classroom

Screeners (SSO, Nurse, Social Worker, Head Secretary, Director)

- Staff will be trained on their tasks as a screener including proper procedures and safety precautions including:
 - Performing hand hygiene prior to taking temperatures.
 - Using new disposable gloves, if contact is made, with every individual. If no physical contact is made between the screener and individual, the same gloves can be used.
 - Cleaning of non-contact thermometers with an alcohol wipe between each individual. The wipe may be reused if it remains wet. Contact thermometers, if used, will be thoroughly disinfected per manufacturer's instructions.
 - Performing hand hygiene when screening is completed.
- Staff that will be taking temperatures will be provided with a face covering, a face shield or goggles, and gloves.

If Students do not pass screening

- Parent will be instructed to take them home.
- They will be advised to contact their healthcare provider.
- This will be documented and followed up by the **Nurse** who will take care of information protocols, report to **Teacher and Director**

- **Contact parent with a re-entry plan created by the nurse and Director using guidelines from RCSD.**

Student Dismissal:

- Students will be broken up into 4 Dismissal groups:
 - **Group 1: 2:15 Dismissal= 32 students** (3 UPK classrooms x 8 students and 8 UPK Integrated students)
 - **Group 2: 2:30 Dismissal=28 students** (3 EPK classrooms x 7 Students and 7 EPK Integrated students)
 - **Group 3: 2:45 Dismissal**
 - **27 students** (2 UPK classrooms x 8 students and 11 1st grade students)
 - **Group 4: 3:00 Dismissal= 25 students** (2 EPK classrooms x 7 and 11 kindergarten students)
 -

Parent Pick Up:

- Two tables will be set up in the foyer
- Tables will be staffed by **SSO, Social Worker, and Parent Liaison**
- Parents will follow the same protocols as arrival
- Parents will show ID and state the child and teacher's name
- Teacher will bring students down to their designated area (hallway/foyer to wait on their marked spots with their carpet squares and directly transfer to parent
- Paraprofessional assists students in leaving their marked square to join their parent when called by the SSO, Social Worker or Parent Liaison

Bus Dismissal

- Paraprofessional waits at **Exit 3** for the bus and radios when arrives
- Teacher will take four student and the para will return to the classroom and take three
- Students will wait on their marked spots (6 feet social distancing) with their carpet square until escorted to their bus by the teacher and para.
- Student exit out exit 2
- Teacher radio' the bus has departed

Student Safety

To ensure student safety and to comply with State requirements, RECEC-South will do the following:

- Ensure social distancing of six feet between all students and students and staff at all times unless a specific task requires a shorter distance.

- Any time students are less than six feet apart from another person OR in a public space (e.g., hallways, buses, bathrooms), they must wear an acceptable face covering that covers both the mouth and nose.
- Wear of a face covering will be encouraged at all times and may become required at all times based on State directives.
- Provide face coverings for all students who do not have a face covering.
- Provide hand hygiene stations and encourage regular hand washing with soap and water for at least 20 seconds. If soap and water are not readily available, an alcohol-based hand sanitizer containing at least 60% alcohol will be provided.
- Provide age appropriate information on respiratory hygiene and preventing the spread of germs.
- Take student temperatures everyday upon arrival to school and during dismissal before getting on the bus. Parents/guardians will also be advised on symptom screening, including temperature taking, prior to students coming to school every day.
- Perform a periodic survey to monitor student symptom tracking.
- Families will be advised that sick students must stay home. Students will be encouraged to stay home when sick. Sick students will not be allowed to stay at school.

RECEC Social Distancing Classroom Plan:

- **4 Cohorts (see instructional plan)**
 - **7 students in EPK**
 - **8 students in UPK**
 - **11 students in K General and Special Education**
 - **11 students in 1st General and Special Education**
 - Classrooms will measure out six feet and identify a space for each student.
 - Sets of students' materials will be placed next to the identified area
 - Hula hoop will be used to identify play area for students
 - Disinfection of shared objects will occur between each use.
 - Students will perform hand hygiene before and after using shared objects
 - All food will be served in the classroom (Breakfast, Lunch / Snack)
 - All cloth items such as dress up clothes and stuffed animals will be eliminated from all rooms
 - One teacher and one paraprofessional will be assigned to one classroom and not travel between rooms
 - Cubbies will be placed outside and items will be bagged before going into a cubby

Outside Playground

- Will be limited when possible, to one class (cohort).
 - Hand hygiene will take place before and after playground use.
 - Social distancing will be maintained as much as possible.

- Activities will be limited to cohort groups.
- Face coverings will be worn whenever six feet of distance cannot be maintained.
- 2 outside areas that will be used for gross motor development and play.
- One area is a playground; the other is a green space.
- One classroom will use one space at a time.
- A rotating schedule will be used to identify which students will use each

Student Meals:

All meals eaten in the classroom with social distancing/Meals will not be served family style.

Student Bathroom Use:

All classrooms will use the student co-ed bathrooms in the hallways

A Paraprofessional will escort individual students to the bathroom.

All hygiene and diapering protocol will be observe

Gowns will be provided for all staff to assist with meals and diapering.

Special Area Teachers:

- All special area teachers will deliver instruction inside the classroom.
- Whenever possible related therapy provided will be assigned to students by classroom.

Face Covers

- Face covers must be worn whenever an individual is within six feet of another person and in all communal areas.
- Encourage face coverings to be worn at all times.
- Students will where face masks as they enter the building
- Students and/or staff that have a medical reason not to wear a mask will be not be required upon verification of a physician; but wills strongly be encourage to wear a plastic shield.
- Face Cover Locations
 - main entrance and in the main office (**Exit 1, Exit 7, Exit 3**)

Face Cover Breaks:

Identify times and locations for mask breaks for staff and students. These locations must allow for the person to have at least six feet of space in all directions.

- Facemask break will be provided during eating and outside or when a child is requesting it.

Employee Arrival

- Complete self-check at home. Record in RCSD portal
 - Staff will receive a daily email to self-screen prior to coming to work. If staff are unable to complete the digital, screening prior to their arrival there will be kiosks available onsite to complete the assessment.
 - A positive screening will result in onscreen directive to not report to work or to leave immediately and to contact their healthcare provider, supervisor and the Benefits Department.
 - An email will go directly to the employee's supervisor and to the Benefits Department.
- **Staff will be provided with training on how to use the screening assessment tool, what to do if they do screen positive and to stay home if they would screen positive if they use the onsite screening kiosk.**

If Staff has passed the initial screening

- All staff must enter through **Exit 1 and Exit 7**
- Temperatures will be checked
- Custodial and food services providers come in at **7:00 am**
 - Temperatures will be checked by **Head Custodian or SSO**
- Staff may enter as early as **7:30 am**, and proceed to the main office
 - **Director** will be available to do temperature checks at **7:30 am** and record in staff log book
 - Teacher/ Paraprofessional may arrange to come in earlier with communication to Director .
- Teacher must be in building 30 minutes before the student arrival
 - 8:00 teacher arrival= 17 total (11 teachers and 6 paraprofessionals)
 - 9:00 teachers arrivals= 8 total (6 teachers and 2 paraprofessionals)
 - Temperature will be checked in the main office **by Head Secretary, Social Worker Parent Liaison, SSO or Director**
- **Staff will be trained on their tasks as a screener including proper procedures and safety precautions including:**
 - Performing hand hygiene prior to taking temperatures.
 - Using new disposable gloves, if contact is made, with every individual. If no physical contact is made between the screener and individual, the same gloves can be used.
 - Cleaning of non-contact thermometers with an alcohol wipe between each individual. The wipe may be reused if it remains wet. Contact thermometers, if used, will be thoroughly disinfected per manufacturer's instructions.
 - Performing hand hygiene when screening is completed.
 - Staff that will be taking temperatures will be provided with a face covering or face mask

Staff Lounge

- No more than 7 staff with masks should be in the staff lounge at any given time.

Staff Bathroom

- Staff will use the bathrooms, one at a time
- A sign will be displayed as occupied or vacant

Employee Safety

To ensure employee safety and to comply with State requirements, the RECEC-South will do the following:

- Ensure social distancing of six feet between all staff and staff and students at all times unless a specific task requires a shorter distance.
 - Any time staff are less than six feet apart from another person OR in a public space (e.g., hallways, buses, bathrooms), they must wear an acceptable face covering that covers both the mouth and nose.
 - Wear of a face cover will be encouraged at all times and may become required at all times based on State directives.
- Provide face coverings for all staff.
- Provide hand hygiene stations, in all classrooms, and encourage staff to wash hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, an alcohol-based hand sanitizer containing at least 60% alcohol will be provided.
- Provide information on proper respiratory hygiene and the prevention of germ spread.

Face Covers

- Face covers must be worn whenever an individual is within six feet of another person and in all communal areas.
- Encourage face cover wear at all times.
- All staff and students will wear face masks as they enter the building
- Students and/or staff that have a medical reason not to wear a mask will be not be required upon verification of a physician
- Face Cover Location
 - main entrance and in the main office

Face Cover Breaks:

Identify times and locations for mask breaks for staff and students. These locations must allow for the person to have at least six feet of space in all directions.

- Facemask break will be provided during eating and outside or when a child is requesting it.
- Staff mask breaks may be during lunch, planning, or when requested

Protective Equipment

- Employees will be provided with an acceptable face covering at no-cost to the employee.
- Students who arrive without a face covering will be provided with an acceptable face covering.

- Acceptable face coverings may be cloth or disposable and must cover both the mouth and nose. A face shield used alone is not an acceptable face covering. Face coverings with a sewn-in transparent area around the mouth are acceptable.
 - Face coverings will be cleaned or replaced after use or when damaged or soiled, may not be shared, and will be properly stored or discarded.
 - **The head custodian will have a covered garbage can for masks that need to be disposed of at Exit 7, Exit 1 and on the 2nd Floor.**
 - An information page (*Attachment 1 – Wear & Care of a Face Covering*) will be provided on how to wear and care for the face covering. This will include:
 - How to Wear Face Covering Appropriately
 - How to Put On/Remove Face Covering
 - Proper Care of Face Coverings
 - Staff and students may wear their own face coverings provided they cover the mouth and nose.
 - Students that are incapable of wearing a face covering because it would impair their physical health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction, will not be required to wear a face covering.
- Face coverings will be required to be worn at all times when social distancing is not possible as well as when in any public area, including, but not limited to; hallways, restrooms, and buses.
- Times and locations will be provided for students and staff to have mask breaks. Locations of mask breaks will allow the person at least six feet of space in all directions. These will be identified in individual building plans.
- Shield or goggles, gloves and gowns will be provided to staff.

Engagement with Visitors

- Visitors will follow the six foot social distancing mandate and follow regulations for wearing face coverings to limit the spread of illness while on site.
- Nonessential visitors will be limited and must follow procedures posted at the main entrance in order to enter the building.
- All visitors will have to fill out a screening assessment and will have their temperature taken.
- When possible, parent meetings and other meetings will be held as phone/virtual conferences.
- There will be no permits issued for inside building use. Outside use will be through permit only. Only activities approved by the State will be allowed and must adhere to all CDC and NYSDOH requirements.
- The use of shared writing utensils and clipboards for sign in will be minimized. Shared items will be disinfected between each use.

- **RCSD Staff with deliveries will need to be checked at Exit 1 and Exit 7 before entering the building.**

Visitor Process:

- Parent will be asked to call and set up a virtual zoom meeting to meet with the staff
- When unannounced visitors arrive the intercom will be used to inquire the necessity of the visit
 - Allowable visitor's will be let in and temperatures taken
 - Visitor Screening & Log: (Attachment 3)
 - Visitors will not be allowed in building. If a visitor comes inside a building, they must be logged and screened.
 - Required to get a visitor's pass for the mail office.
- **Monthly bus passes and parent passes will be mailed to the home or placed in an envelope in child's back pack should a replacement be needed.**

Daily Supply Inspection:

- Supplies must be inspected daily. Supplies to be inspected include: face covers, tissues, hand hygiene materials (i.e., soap, paper towels, hand sanitizer) and cleaning supplies (i.e., disinfectant, paper towels, general purpose cleaner). Supply quantities could limit the ability of a building to stay open. It is important that low supply amounts are reported immediately.
 - **Daily Checklist for Supplies (Attachment 4)** will utilized to ensure all supplies are in classrooms, main office, public bathrooms, lobby, and copying machine three times per day **(Custodial Staff)**
 - **Daily teacher sign in for entry**, temperature check information as well as required questions will be ready in the am **(Head Secretary)**
 - Procure 200 pens that can be used and then cleaned daily **(Head Secretary)**
- Teachers will call the main office with any immediate needs and they will be brought to the classroom by the custodian

Social Distancing for Building

- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be kept under 50% of maximum capacity. Examples include elevators, copy rooms, storage spaces, and vehicles (other than buses).
- Large group events such as student assemblies, athletics events/practices, performances, and school-wide parent meetings, will be cancelled or postponed.
- Virtual meetings will take place whenever possible. If an in-person full staff meeting is necessary, it cannot take place unless there is enough space for proper Limit office-based

work to a maximum of 50% of a buildings occupancy. This will require staff to work on an alternate schedule or continue to work from home.

- Social distancing and does not exceed current State limits on gathering size.
- **Limit office-based work to a maximum of 50% of a buildings occupancy. This will require staff to work on an alternate schedule or continue to work from home on an as needed basis.**

Shared Spaces:

- Touching of shared objects and surfaces will be discouraged.
- When in contact with shared objects or frequently touched areas; employees will be encouraged to wash hands before and after contact.
- Some commonly touched shared objects include:
 - Door handles and push plates
 - Handrails
 - Kitchen and bathroom faucets
 - Light switches
 - Handles on equipment
 - Buttons on vending machines and elevators
 - Shared telephones
 - Shared desktops
 - Shared computer keyboards and mice
- 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.

Breakrooms and Lunchrooms - Adults

- The use of breakrooms and lunchrooms will be discouraged.
 - When a breakroom or lunch room is used, it will have cleaners and disinfectants available to wipe down before and after items are used.
 - Hand hygiene will be encouraged before and after use.
 - Signage will be posted. (*Attachment 2 – Shared Appliances*)
 - Some frequently touched items include:
 - Water coolers
 - Coffee makers
 - Shared small kitchen appliances
 - Refrigerator handles
 - Vending machines
- Communal meals and shared food will not be allowed. (e.g., bagels, donuts, candy and fruit bowls).
- Lunches and breaks are staggered to 11 teacher at each lunch time with designated seating 6 feet apart within classroom
- Congregating in breakrooms or lunchrooms will be discouraged.

Protective Equipment

- Employees will be provided with an acceptable face covering at no-cost to the employee.
- Students who arrive without a face covering will be provided with an acceptable face covering.
- Acceptable face coverings may be cloth or disposable and must cover both the mouth and nose. A face shield used alone is not an acceptable face covering. Face coverings with a sewn-in transparent area around the mouth are acceptable.
 - Face coverings will be cleaned or replaced after use or when damaged or soiled, may not be shared, and will be properly stored or discarded.
 - An information page (*Attachment 1 – Wear & Care of a Face Covering*) will be provided on how to wear and care for the face covering. This will include:
 - How to Wear Face Covering Appropriately
 - How to Put On/Remove Face Covering
 - Proper Care of Face Coverings
 - Staff and students may wear their own face coverings provided they cover the mouth and nose.
 - Students that are incapable of wearing a face covering because it would impair their physical health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction, will not be required to wear a face covering.
- Face coverings will be required to be worn at all times when social distancing is not possible as well as when in any public area, including, but not limited to; hallways, restrooms, and buses.
- Times and locations will be provided for students and staff to have mask breaks. Locations of mask breaks will allow the person at least six feet of space in all directions. These will be identified in individual building plans.

Handwashing and Hand Sanitizer Use

- Hand hygiene stations with soap, water and paper towels or an alcohol-based hand sanitizer containing 60% or more alcohol will be provided.
 - Handwashing supplies will be provided in all bathrooms.
 - Hand sanitizing stations will be provided at the main entrance of each building and throughout buildings as needed.
 - Employees that are not assigned to a building will be supplied hand sanitizer.
- Training and education will be provided on proper hand hygiene including how to properly wash hands, when to wash hands, and how and when to properly use hand sanitizer.
- **Hand hygiene will occur:**
 - Upon entering the building and/or each classroom.

- After using shared objects or surfaces (e.g., electronic devices, musical instruments, writing utensils, tools, toys, desks or table tops).
- Before and after snacks and lunch.
- After using the bathroom.
- After helping a student with toileting.
- After sneezing, wiping or blowing nose, or coughing into hands.
- Upon coming in from outdoors.
- Anytime hands are visibly soiled.

General Office Areas

- Tasks requiring large amounts of people to be in one area will be reduced or performed virtually when possible.
- Staff will be encouraged not to linger or socialize in common areas.
- When necessary and possible, workstations will be reconfigured so that employees do not face each other, or partitions will be placed if facing each other cannot be avoided.
- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.
- Shared computer workstations will not be used unless no other option exists. General staff and parent computers will be taken out.
 - Head Secretary will put in time of paraprofessionals who do not have access to a computer.
- **Supply and copier use:**
 - All teaching staff will use the copier in the cafeteria.
 - 6 feet apart dots will be placed if waiting becomes necessary
 - Teachers must wear a facemask when entering our large supply rooms.
 - Once verified that 6 feet is maintain by any other person that may be there
 - Staff will disinfect the copier after each use (add supplies and directions)
- **Bathrooms**
 - All classrooms will use the co-ed bathrooms in the hallway bathrooms
 - Head Custodians and Assistant Custodians will do bathroom cleaning checks and sign off on the back of the bathroom doors once bathrooms have been checked and cleaned.
 - All diapering and toileting protocols will be **followed (Attached 1)**
 - Only one staff member at a time will allowed into the adult bathrooms.
 - An occupied sign will be utilized on the door of each bathroom.
 - Staff will be responsible for sanitizing after use (add supplies and directions)
- **Outside Area**
- **Nurse**
 - Students will call for the nurse to gather and return students from the classroom.
- **Cafeteria**
 - All meals will be served and eaten in the classroom

- Teachers will have designated areas in the cafeteria that are marked at 6 feet.
- **Copier Rooms/Areas**
 - No congregating in copier rooms will be allowed.
 - Copiers are difficult to clean due to the sensitivity of the hardware to liquids.
 - Users will be provided hand sanitizer and gloves.
 - Signs will be posted regarding proper hand hygiene before and after using the copiers to minimize disease transmission. (*Attachment 3 – Shared Computers & Copiers*)
- **Transitions**
 - Student will use marked spots on the floor to ensure social distancing during transitions.

Elevator Use

- Whenever possible, only one person should ride an elevator at a time
- Riders in an elevator cannot exceed 50% of the elevator capacity. This will be posted on the outside of the elevator at each call button. (*Attachment 4 – Elevator Use*)
- Staff must wear a face covering whenever riding in an elevator.
- The use of stairs will be encouraged.

Water Fountains

- One working water fountain is required for every one hundred building occupants.
 - RECEC-NE will request 2 bottle filling stations
 - If a bottle filler is not available or a water fountain must remain in use to meet building code requirements.
- Disposable paper cups will be provided.
- Signage will be provide at water fountains and bottle fillers on safe use.

Engagement with Visitors

- Visitors will follow the six foot social distancing mandate and follow regulations for wearing face coverings to limit the spread of illness while on site.
- Nonessential visitors will be limited
- All visitors will have to fill out a screening assessment and will have their temperature taken.
- When possible, parent meetings and other meetings will be held as phone/virtual conferences.
- There will be no permits issued for inside building use. Outside use will be through permit only. Only activities approved by the State will be allowed and must adhere to all CDC and NYSDOH requirements.
- The use of shared writing utensils and clipboards for sign in will be minimized. Shared items will be disinfected between each use.

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- When unannounced visitors arrive the intercom will be used to inquire the necessity of the visit
 - Allowable visitor's will be let in and temperatures taken
 - **Visitor Screening & Log: (Attachment 3)**
 - Visitors will not be allowed in building. If a visitor comes inside a building, they must be logged and screened.
 - Required to get a visitor's pass for the mail office.
- Month bus passes and parent passes will be mailed to the home or placed in an envelope in child's back pack should a replacement be needed

Designated Pick-up and Drop-off Location for Deliveries

- All deliveries will be made to Exit 2
- When deliveries come to exit one, they will be directed to the back of the building.
- The custodian will accept the delivery outside of the building and place on the back dock.

Cleaning

- The District will adhere to CDC and NYSDOH guidance on cleaning and disinfecting. Cleaning logs will be maintained that include the date, time, and scope of cleaning or disinfection in a building or area. (*Attachment 7 – Cleaning Log & Procedures*)

Daily Cleaning

- Occupied areas of all buildings will be cleaned and disinfected every evening and periodically throughout the day as required by NYSDOH [Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#) and [Interim Guidance for Cleaning and Disinfection of Primary and Secondary Schools for COVID-19](#).
- High-touch areas will be cleaned and disinfected more frequently. High-touch surfaces include tables, doorknobs, light switches, countertops, handles/handrails, desks, phones, toilets, faucets and sinks.
- Additional cleaning will take place as necessary.
- Staff will be trained on how to safely use cleaners and disinfectants.
- Staff will be provided with appropriate PPE when required.
- Staff will be instructed to clean shared frequently used high-touch items before and after each use.
 - A cleaner and disinfectant will be available.
 - When a cleaner or disinfectant is not appropriate, a hand sanitizing station and/or gloves will be provided.
- Disinfectants provided will be on the [EPA List N: Disinfectants for Use Against SARS-CoV-2](#).

- Students will not be allowed to use disinfectants and should not be immediately present when disinfectants are in use whenever possible.

Signs of Illness

- Students and staff exhibiting symptoms of illness will call the health office school health office for an assessment by the school nurse. If a school nurse is not available, students or staff with COVID-19 symptoms not explained by chronic health conditions will be isolated and sent home for follow up with their health care provider.
- A dedicated isolation room will be our new second floor office office, which is located right next to the nursing station.at each school for students or staff members who screen positive, present with a temperature or show signs of illness. Multiple students or staff members may use the same isolation room provided they can be separated by six feet.
- Employees will be directed to leave immediately, if possible, and to contact their direct supervisor, the Benefits Department, and their healthcare provider.
- Students will be supervised in the isolation room until they are picked up or otherwise sent home.
 - Students should be escorted from the isolation room to the parent/guardian.
 - Students or the students' parent/guardian will be advised to contact their healthcare provider and provided with information on testing resources.
- Symptomatic students or staff members will follow CDC's [Stay Home When You Are Sick](#) guidance unless otherwise directed by a healthcare provider or the local department of health.
- If the student or staff member has emergency warning signs, such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face or severe abdominal pain staff will be trained to call 911 and notify the operator that the person may have COVID-19 or symptoms of Multisystem Inflammatory Syndrome in Children.
- Staff will be trained on the symptoms of [Multisystem Inflammatory Syndrome in Children \(MIS-C\) associated with COVID-19](#), which is a serious condition associated with COVID-19 in children and youth. The school will notify the parent/guardian if a child shows any of the following symptoms and recommend the child be referred for immediate follow up with a healthcare provider:
 - Fever
 - Abdominal pain
 - Vomiting
 - Diarrhea
 - Neck pain
 - Rash
 - Bloodshot eyes
 - Feeling more tired or extra tired

- Staff will be trained on how to properly take a temperature by the school nurse.

Contact Tracing and Reporting

Administration staff will not try to determine who is to be excluded from school or work based on contact without guidance and direction from the Monroe County Department of Health.

- **When possible staff and students will be notified by the District of possible contact with a symptomatic or COVID-19 positive staff member or student. Confidentiality will be maintained as required by federal and state laws and regulations. The Monroe County Department of Health is responsible for community contact tracing, including staff and students.**
 - **The CDC defines close contact as being within six feet for at least 15 minutes.**
- If a staff member, student or visitor tests positive for COVID-19, the District will immediately notify state and local health departments and cooperate with contact tracing efforts. The Monroe County Department of Health will be notified of all individuals who entered the site dating back 48 hours before the person tested positive or started experiencing symptoms, whichever is earlier.
 - The District will assist the Monroe County Department of Health in all tracing efforts by supplying student and staff attendance and location information, student schedules, and visitor logs.
 - Erin Graupman, Coordinator of Student Health Services will be responsible for notifying the Monroe County Department of Health if an employee reports that they have tested positive. If Erin Graupman is not available, Michael Schmidt or Stacie Darbey will make the notification.
 - **Monroe County Department of Health Contact Information**
PHONE: (585) 753-5555
EMAIL: COVID19@monroecounty.gov
- **If an employee tests positive for COVID-19 Stacie Darbey, Erin Graupman or Michael Schmidt will use Crisis-Go to notify critical District staff.**
 - **Stacie Darbey, Erin Graupman or Michael Schmidt will work with supervisors and facilities staff to identify locations requiring cleaning and disinfection.**
- If an employee tests positive for COVID-19, other staff (staff that did not have close contact) may be contacted through email or by a supervisor or other District staff. These employees should self-monitor for symptoms such as fever, cough or shortness of breath. If they develop symptoms, they should notify their supervisor, the Benefits Department and stay home.
- Confidentiality of any staff or student who tests positive or has been exposed will be maintained.

Positive COVID 19, Contact and Return to Work and School

- Staff returning to work following a positive test for COVID-19, a positive screening result (close or proximate contact), suspected COVID-19 case, or official quarantine will be determined by the Benefits Department using the NYSDOH [Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#). (Appendix 1)
- More details from Benefits...
- Students returning to school will be determined by School Health Services. Specific criteria for student returning to school following an illness, a positive test for COVID-19, a positive screening result (close or proximate contact), suspected COVID-19 case, or official quarantine can be found in the School Health Services section of the District Reopening Plan.

Accommodations for High Risk Students and Staff

People in the following groups should consult with their healthcare provider regarding prevention measures:

- Individuals age 65 or older
- Pregnant women-
- Individuals with underlying health conditions, including, but not limited to:
 - Chronic lung disease or moderate to severe asthma
 - Serious lung conditions
 - Immunocompromised
 - Severe obesity (body mass index of 30 or higher)
 - Diabetes
 - Chronic kidney disease undergoing dialysis
 - Liver disease
 - Sickle cell anemia
 - Children who are medically complex (neurologic, genetic, or metabolic conditions) or have congenital heart disease
 - Refer to the CDC's [People Who Are at Increased Risk for Severe Illness](#) for the most up to date information.

Identify a dedicated isolation room for students or staff members that with a temperature, signs of illness, and/or a positive response to the screening questionnaire. Students must be supervised prior to being picked up or otherwise sent home. Students' parent/guardian must be provided with information on testing resources and advised to contact their healthcare provider. If possible, staff members should leave the building immediately. Advise staff to contact their healthcare provider and the Benefits Department.

Isolation Room:

The Conference room and Parent Conference Room will be designated sites for isolation rooms. These rooms are 5 feet away from the main entrance and near the main office, parent liaison, nurse and Director.

Disinfection of Contaminated Areas

In the case of a student or staff member with a suspected or confirmed case of COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting the building:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- Close off areas used by the person who is sick.
- The building does not necessarily need to close operations, if affected areas can be closed. Once the area(s) have been appropriately cleaned and disinfected it can be reopened for use.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
 - Disinfectants used must be listed on EPA List N: Disinfectants for Use Against SARS-CoV-2.
- Clean and disinfect all areas used by the person who is sick, such as offices, classrooms, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and copiers.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfection. Workers determined to have close contact will be identified and notified through contact tracing done by the Monroe County Department of Health.
- If more than seven days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection.

Ventilation

- Adequate, code required ventilation will be maintained as designed.
- Preventative maintenance, filter changes, and repair will occur as required.
- Any planned changes to HVAC systems, including filter type modifications, will be reviewed and approved as required.

Safety Drills:

Safety drills must be performed. All on-site students and staff must participate in drills. The drills required by Education Law § 807 include eight evacuation drills and four lockdown drills. These drills will be completed as required.

- School buildings will identify how drills will be conducted using the following considerations:
 - Students will be instructed on actual emergency procedures and that maintaining social distancing in an actual evacuation or lockdown is not the first priority.
 - Evacuation drills can be conducted on a staggered schedule, only evacuating one or a few classrooms at a time, allowing appropriate distance to be kept between students to the evacuation site. Staggering by classroom will minimize 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.
 - When conducting drills during a hybrid in-person schedule, drills must be conducted so that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person.

RECEC Fire Drill:

- Each requirement will be scheduled twice in one week to ensure all cohorts compliance
- Each classroom will maintain social distancing using marked spots on the floor and pavement.

RECEC Lock Down:

- Student will use taped markings on the floor to maintain social distance while unable to be viewed for from the outside hallway

Training and Education

- The District will engage staff, students, parents/guardians and visitors with necessary and consistent information. This will be accomplished through:
 - Website
 - Email
 - Social media
 - Print copy mailings
 - Voice and/or video messaging
 - Traditional media outlets
 - Detailed information on community engagement can be found in the Communications section of the District Reopening Plan

- **Staff Training** will include, but is not limited to:
 - Proper hand hygiene, including the use of hand sanitizer.
 - Respiratory etiquette, including covering coughs and sneezes.
 - Proper use and care of face coverings.
 - Encouraging staff to stay home when sick.
 - Social distancing rules.
 - COVID-19 symptom identification and what to do when students or staff are observed exhibiting signs or symptoms

School Signage: will be displayed in at least the following areas:

- Entrances
- Restrooms
- Cafeterias and breakrooms
- Classrooms
- Administrative offices
- Gyms and auditoriums
- Custodial staff areas
- Kitchens and serving lines
- **Stairs/ Exit 1, Exit 3, and Exit 7**

Signage will remind staff, students and visitors to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols, including:

- How to stop the spread of COVID-19, staying home if they are sick (*Attachments 8 – Stop the Spread*)
- How to report symptoms or exposure to COVID-19
- Proper respiratory etiquette (*9 – Respiratory Etiquette*)
- Proper hand hygiene (*10 – Hand Hygiene*)
- When and how to properly wear a face covering (*11 – Face Covering Wear*)
- How to store and dispose of any PPE, including a face covering
- Social distancing rules
- The Communications Department will develop required signage and signage will be produced by the RCSD Print Shop.
- Signage will be placed by custodial staff.

Materials:

Masks, sanitizers, wipes, disinfectants, face shields, gowns