

OACES - Office of Adult & Career Education Services

Reopening Plan 2020-2021

“The mission of OACES is to build an active, employed, educated, and healthy Rochester community by providing open access to education and training opportunities through leveraged community resources.”

Building Name: 30 Hart Street

Address: 30 Hart Street, Rochester, NY 14605

Principal: Paul Burke

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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.*

● **General Information**

- All Adult Education participants will have an individual employment plan.
 - Monday, Tuesday, Wednesday, and Thursday will report for in-person instruction.
 - Friday will provide for Distance Learning instruction.
 - Friday will be a planning/ PLC day, while the building is deep cleaned.
- In the event of COVID protocol changes will have a hybrid model.
 - Classes will be split into two cohort based groups
 - Group A 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.
- Masks will be worn whenever students are not seated.
- Building Hours:
 - Staff can enter the building between 8:30 am, and exit the building no later than 3:45 pm in order for the building to be thoroughly cleaned.
- The safety and health of all of our staff and students is our number one priority! To ensure oversight, the designated COVID-19 Safety Coordinator is Terri Woodard who will also act as a resource for staff and community members as well as heading our COVID Help Desk Team.

Distance Learning:

Students assigned to OACES will follow their typical class schedule in a remote learning environment. Doing so will ensure consistency and continuity of instruction, eliminate conflicts, and build natural breaks (lunch) into the day for students. This also retains planning time for teachers. Class periods will be adjusted to allow for a “screen time break” and transition time between classes. A combination of synchronous large group instruction, synchronous small group instruction, and asynchronous learning will be provided to students each week.

- **Social Distancing**
- We will 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. 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.
- We 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.

Social Distance Classroom Planning

- Classroom Seating:
 - Students desks must be 6 feet apart (side by side).
 - All students should be facing forward.
 - Students are only allowed to work at their designated space all day.
 - Students will not share any materials.
 - Rugs will be rolled up and stored.
 - Small group tables (horseshoe/ kidney) will be removed and stored.
 - Student spaces will be cleaned daily.
 - Student materials will be switched out after each class finishes and before another attends.
 - Students will have an individual bag for their materials.

Cohorts / Continuous Enrollment

- OACES operates on an on-demand continuous enrollment process.
- In-person student enrollment (Intake and Referral) will be performed by appointment only.
- In the event of COVID protocol changes affecting participation, OACES will operate with a 2 Cohort based hybrid model as noted above.

Shared Spaces

Cafeteria and Nutritional Spaces

- Cafeterias will be in use by OACES Adult Students during the scheduled lunch period from 12:00 to 12:30.
- Cafeteria space will be floor marked and furniture spaced to provide for Social Distance occupancy.
- Help Desk Team will monitor compliance. Team includes: Mr. Rogacki, Ms. Pantoja's, Ms. Scott, Ms. Nazario-Hernandez, Ms. Nazario-Hernandez, Ms. Nykonchuk, Ms. Woodard
- Participants who are scheduled for a lunch period will provide their own lunch from home.
- No prepared foods will be available through OACES.
 - Masks will be worn whenever students are not seated at their assigned seats in the cafeteria.
 - Tables/ desks and floors will be labeled to maintain consistency in seating and social distancing.
 - Students will adhere to social distancing rules (6 feet apart) when waiting in line, entering, and exiting the cafeteria.
 - Hands will be washed/ sanitized before eating.
 - Students will remain seated while eating and garbage will be collected by an adult.
 - All cafeteria tables, benches, counters, ect will be sprayed and cleaned between each lunch period.

Gymnasiums

- Gymnasiums will not be in use by OACES Adult Students.

Special Area Rooms (e.g., Music, Art, Dance)

- Special area rooms will not be in use by OACES Adult Students.

Libraries

- Libraries will not be in use by OACES Adult Students.

Career and Technical Education (CTE) Rooms

- Classroom areas will be arranged so that students are six feet apart in all directions when sitting at their desk or table.
- Tool and work station sharing will be limited. When necessary, disinfection will take place between each group.
- Students will perform hand hygiene before and after using shared items.

Playgrounds

- Playgrounds will not be in use by OACES Adult Students.

Restrooms

- Restrooms will not be occupied by more people than stalls.
- Six feet of space will be maintained unless in a stall.
- Signs will be posted to wash hands before and after using the restroom. (*Attachment 5 – Restroom Handwashing*)

- Paper towels will be provided in restrooms.
- Open top trash containers will be provided whenever feasible.
- Supervision of students will occur as needed and required by adults for compliance to social distancing rules.

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.
- If in-person meetings are essential, consider limiting meetings to 50 people or less depending on local, state, and federal guidelines.
 - Face coverings must be worn.
 - Social distancing requirements will be adhered to, six feet of space.

Conference Rooms

- If a conference room is used by multiple people, six feet of space is required in all directions or face coverings must be worn.
- Wear of a face covering is encouraged throughout the meeting.
- If meetings are to occur in person, they will be conducted in a quick manner.
- Lingering and socializing before and after meetings will be discouraged.

Breakrooms and Lunchrooms - Staff

- The use of break rooms 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.
- Communal meals and shared food will not be allowed. (e.g., bagels, donuts, candy and fruit bowls).
- When necessary, lunch breaks will be staggered to minimize occupancy in break rooms and allow for social distancing.
- Congregating in break rooms or lunchrooms will be discouraged.

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.

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.
- The SOUTH Stairwell and elevator will be limited to travel up from floor 1 to 2 to 3.
- The NORTH Stairwell and elevator will be limited to travel down from floor 3 to 2 to 1.

Designated Pick-up and Drop-off for deliveries

- Deliveries will be made to the Main Receiving dock near Entrance 8 and moved to room 144 upon completing the receiving process before deliver to OACES staff..

Cleaning and Hygiene Supplies including face covers, sanitizers, towels.

Daily Supply Inspection

- Supply quantities will be inspected daily at each building. This will be tracked on the *Daily Checklist for Supplies*.
- Supplies to be inspected include: face covers, tissues, hand hygiene materials (e.g., soap, paper towels, hand sanitizer) and cleaning supplies (e.g., disinfectant, paper towels, general purpose cleaner).
- The Help Desk Team will be responsible for monitoring.

Procuring Supplies

- The Monroe County Department of Health is providing masks and hand sanitizer as needed. The District is also purchasing additional PPE and cleaning items.
- The Help Desk Team will be responsible for ordering through Facilities.

Face Cover Location(s): Entrance #2, OACES Main Office Room 218 and storage in Room 144

Face Cover Breaks: Two breaks will be provided – 10-10:15 AM and 1:30-1:45 PM. Designated break areas are the Cafeteria and outside the building. The lunch period also serves as break time.

Health and Safety of Staff and Visitors

Screening & Continuous Log

- All employees will be required to use their badge to gain access to buildings. This will be done at each building even if multiple buildings are visited in the same day. This information will be used to support contact tracing efforts by the Monroe County Department of Health. Employees cannot badge in for other employees. If an employee forgets their badge their must
- All visitors will be required to sign-in at each building excluding deliveries that are performed with appropriate PPE or through contactless means.
- Student attendance will be taken daily and up-to-date schedules will be maintained.
- Staff will complete an online screening questionnaire daily (electronically) before reporting to work.
- Staff and visitors will fill out an electronic screening assessment prior to or immediately upon arrival to any District building. The screening assessment will include all questions required by the [*NYSDOH Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency.*](#)
 - Screening questionnaire determines whether the individuals has:
 - Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19
 - Tested positive through a diagnostic test for COVID-19 in the past 14 days.
 - Has experienced any symptoms of COVID-19, including a temperature of

greater than 100 degrees in the past 14 days.

- Has traveled internationally or from a state with widespread community transmission of COVID-19 per the NYS Travel Advisory in the past 14 days.
- All staff, visitors, and students will have their temperature taken every day onsite. Specific temperatures of individuals will not be recorded.
- Direction will be provided to parents/guardians to assess their child for symptoms prior to their arrival to school. Additional screening will take place at school upon arrival.
- Students and staff are required to notify the District when they develop symptoms or if their answers to the screening assessment change during or outside of school hours. When outside of school hours, staff should call or email the Benefits Department and students should call or email the school nurse.
- Staff will be trained to observe students and other staff members for signs of illness, such as flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue or irritability, and frequent use of the bathroom.

Student Screening:

- OACES Adult Students 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 available.
- OACES Adult Students 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.
 - If a parent/guardian is present they, will be asked about symptoms; fever, shortness of breath, or cough.
 - If a parent/guardian is not present, the student will be asked about and observed for symptoms by the screener.
- Students will be supervised during screening and temperature taking.

Staff Screening:

- Staff will complete a daily screening assessment to self-screen prior to coming to work. If staff are unable to complete the digital screening prior to their arrival there will be resources available onsite to complete the assessment.
- A positive screening will result in an 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.
- Visitors will use the onsite screening kiosk and will not be admitted if they screen positive. They will be advised to contact their healthcare provider.

Staff Screening Location:

- All screening will occur at Main Entrance #2 and be conducted by School Security Officers.
- OACES Help Desk personnel may assist at need.

Identify Screening Team: On-duty School Security Officers / OACES Help Desk personnel

Positive Screening

- Students and staff exhibiting symptoms of illness with no other explanation will be sent to the 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 identified 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 most common symptoms of COVID-19 include:
 - Fever or chills (100 degrees Fahrenheit or greater)
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headaches
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrheas

Isolation Room Location: The isolation room will be located on the 2nd floor, room 215.

Safety Drills, Lockdown Drills, Evacuation 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.

Daily Supply Inspection

- Supply quantities will be inspected daily at each building. This will be tracked on the *Daily Checklist for Supplies*.
- Supplies to be inspected include: face covers, tissues, hand hygiene materials (e.g., soap, paper towels, hand sanitizer) and cleaning supplies (e.g., disinfectant, paper towels, general purpose cleaner).
- The Help Desk Team will be responsible for monitoring.

Communication/ Family & Community Engagement

- Information will be communicated, in multiple languages, with students and families in August 2020.
- Weekly/ Monthly updates will be shared with families through Facebook (@OACES), , robocalls, and newsletters.
- other visitors/ volunteers will be allowed in the building. Plastic safety dividers will be installed on the front desk of the main office.
- Masks must be worn by visitors when entering the office
- Building Hours:
- Staff can enter the building between 7:30 am, and exit the building no later than 3:45 pm in order for the building to be thoroughly cleaned.

Social Emotional Well-Being

Our acknowledges the correlation between academic learning and social-emotional and mental health needs of students. We recognize that if students are not feeling safe and secure - physically, socially, and emotionally - they cannot optimize their learning. Therefore, we remain committed to attending to the social-emotional and mental health needs of our

students under all learning circumstances.

Classroom teachers will maintain a positive, supportive, and respectful learning environment in all settings. Time will be allocated for teachers to facilitate class meetings and community circles. Administrators and all members of the Social-Emotional Team (Administrators, counselors, social workers, school psychologists, school nurse, and behavior specialists) will continue to support individual students, teachers, and families during periods of distance learning.

● **Attendance and Chronic Absenteeism Well-Being**

- Teachers will be required to take attendance.
- In person attendance- see Staff Handbook
- Social distancing attendance/ participation-
- Chronic Absenteeism- the Attendance Team will continue to meet weekly in order to monitor students' engagement levels. The team will identify students that need support and work with staff in connecting for engagement.

Technology and Connectivity

- Staff will conduct surveys with families to gather information of specific technology available for student use.
- The district has provided Chromebooks for all students.
- Staff will provide distance learning opportunities that consist of technology based activities as well as non-technology based activities.
- Teachers will be expected to use technology to provide new learning, enhancing learning and creating rigorous learning (LINC resources).

Teaching and Learning

- Teaching and Learning Goals:
- We will provide clear opportunities for equitable instruction for ALL students.
- We will maintain continuity of learning using instructional models (remote).
- We will provide standards based instruction.
- Substantive daily interaction will occur with teacher to student and student to teacher.
- We will provide clear communication of plans with students and families.
- Specials:
- Art and Music will come to the classroom to provide instruction.
- All materials used will be cleaned between each use.
- Physical education will be held in the gymnasium.
- Students must be 12 feet apart at all times during physical education.
- All equipment must be cleaned between classes.
- Teaching Materials:
- Staff should consider creating a bin or cart with teaching materials (teachers guides, plan books, etc) that can be easily mobile.
- Access to classrooms may be limited on Wednesdays in order for deep cleaning to occur.

Special Education

- Adult Education does not provide Special Education.

Bilingual Education and World Languages

- Adult Education does not provide Bilingual Education.

- For more information about school procedures and policies, please see the OACES Staff/ Student Handbook at OACES.net