



**Erie 1 BOCES Instructional Services**

**COVID-19 REOPENING PLAN**

**2020 – 2021 School Year**



Alternative Education | Career and Technical Education | Special Education

*Established* July 31, 2020

Erie 1 BOCES is Committed to Those We Serve  
– Students, Staff and Communities –  
By Understanding, Anticipating, and Responding to Their Needs.

*Our Schools*

EDGE (Grades 9 – 12)

Erie 1 BOCES Learning Center (Grades 7 – 12)

Harkness Career and Technical Center (Grades 10 – 12)

Kenton Career and Technical Center (Grades 10 – 12)

Maryvale Work Readiness Academy (Grades 6 – 12)

Northtowns Academy (Grades 6 – 12)

Potter Career and Technical Center (Grades 10 – 12)

West Seneca West Elementary (K-5)

Various Integrated Special Classes in Host Component School Districts Across Western New York (K-12)



**Dear Erie 1 BOCES Students, Families and Community Partners,**

The health and well-being of our students and families is foremost in our minds during this difficult time. Below you will find critical information about the reopening policy and protocol of our schools and programs that make up our Alternative Education, Career and Technical Education and Special Education programs. Erie 1 BOCES will continue to monitor and implement state and federal guidelines in this area, which are fluid and subject to change. As a result, this plan is subject to regular updates. The most current version of the plan will be posted on [www.e1b.org](http://www.e1b.org).

Thank you for your continued support and understanding as we navigate this unprecedented time. Our greatest priority remains serving our students, families and partner school districts with high quality educational experiences that ensure differentiation, equality and access. Our faculty is available to address all concerns and meet your students' academic, social and emotional needs. Please do not hesitate to contact us directly should you have any concerns or questions.

*Sincerely,*

Dr. Lynn M. Fusco, District Superintendent and CEO  
The Erie 1 BOCES Instructional Services Team  
Michael Capuana, Assistant Superintendent  
Patrick Canfield, Director of Exceptional Education  
Christa McHale, Director of Educational Partnerships and Workforce Development  
Anedda Trautman, Director of Career and Technical Education

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## Communication: Family and Community Engagement

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Erie 1 BOCES has involved numerous stakeholders and community members in the development of this reopening plan. This group includes but is not limited to:

- Administrators
- Faculty and Staff
- Students
- Parents and Legal Guardians
- Erie County Department of Health
- Erie 1 BOCES Consulting Psychiatrist
- Erie 1 BOCES Medical Directors
- Erie 1 BOCES Health Supervisor and COVID-19 Coordinator
- Component School Districts
- Collective Bargaining Units

### Forms of Communication

Erie 1 BOCES will utilize several communication channels to inform parents, students, teachers, administrators, support staff and the community of general protocol and procedures with respect to the COVID-19 pandemic. These channels of communication include but are not limited to:

- Email and text mass communication via BlackBoard Connect.
- Erie 1 BOCES website ([www.e1b.org](http://www.e1b.org)) is the primary repository for letters, documents, event headlines, frequently asked questions and general information.
- Google Classroom and Schoology are primary resources where students can connect with faculty, staff and administration regarding their child's educational platform.
- Parent Portal, where applicable, contains information available to parents regarding their child's grades, attendance and assignments.

### Student, Staff and Faculty Notification

Erie 1 BOCES has been working cooperatively with its division of Health Safety and Risk Management to ensure students and staff are properly taught and trained to follow new COVID-19 protocols safely and correctly. Notification through the sources above as well as building signage will indicate that all students, faculty, staff and visitors will be required to adhere to CDC and DOH guidance regarding but not limited to the following:

- Daily Health Screening
- Hand Hygiene
- Proper Face Covering Wearing
- Social Distancing
- Respiratory Hygiene

Additionally, Erie 1 BOCES will provide guidance to faculty and staff with the following information regarding COVID-19:

- Daily school-entry health screening protocol and personal protections.
- When and how long to stay home from school or work if they are sick.

- What they should do if exposure is suspected and what will happen if a student, employee or close contact tests positive. This will include details about isolation and when the individual can return to school/work.
- How employee / student health will be monitored.
- What to do if they suspect someone else may be sick.
- How a school closure will be handled.
- What additional measures employees in vulnerable populations should take.
- The details regarding social distancing/PPE protocols are on campus and how a failure to follow these protocols will be handled.
- How workspaces, classrooms and common areas will be cleaned and disinfected and what is the responsibility of the employee vs institution.

This reopening plan will be made available for the public on Erie 1 BOCES website ([www.e1b.org](http://www.e1b.org)) using proper accessibility guidelines. Requests for translation to another language will be coordinated through Erie 1 BOCES Communication Services division.

**For “Communication” information specific to Alternative Education, Career and Technical Education or Special Education, refer to Appendix A.**

## Health and Safety Protocol

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Erie 1 BOCES has taken the following into consideration when making the determination to resume in-person instruction:

- Ability to maintain appropriate social distancing and face coverings
- PPE (Personal Protective Equipment) and face covering availability
- Local hospital capacity as determined by the Erie County Department of Health
- Component school district re-opening plans

### Personal Protocol for Students and Staff

The safety and well-being of students, faculty and staff is everyone’s responsibility. As such, Erie 1 BOCES has put mandatory protocol in place regarding the following:

1. Hand and Respiratory Hygiene
2. Social Distancing
3. Face Coverings
4. High Risk and Medically Vulnerable
5. Daily Health Screening

## 1. Hand and Respiratory Hygiene

Students and staff must practice good hygiene to help reduce the spread of COVID-19. Traditional hand washing with soap and water is the preferred method. When soap and water are not available, the use of alcohol-based hand sanitizers (60% alcohol or greater) are acceptable.

### Hand Washing Protocol:

- All staff and students are directed to wash hands often with soap and water for 20 seconds.
- Always wash immediately after removing gloves and after contact with a person who is sick.
- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Before eating or preparing food.
  - After contact with animals or pets.
  - Before and after providing routine care for another person who needs assistance (e.g., a child).

### Respiratory Hygiene:

The covering of mouths and noses when sneezing or coughing is critical for everyone. A supply of tissues and trash cans will be available in each classroom. If a tissue is not available, using the inside of the elbow or shirtsleeve to cover the mouth and nose is preferred followed by hand hygiene.

### Personal Protective Equipment:

Erie 1 BOCES will provide and maintain adequate supplies to support healthy hand and respiratory hygiene, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older students who can safely use hand sanitizer), paper towels, tissues, and lined trash receptacles. Appropriate signage and staff instruction will support this.

## 2. Social Distancing

Regardless of an individual's ability to social distance while on school grounds, all Erie 1 BOCES' students and staff will be required to wear face coverings in addition to following social distancing guidelines. Faculty and staff need to ensure at least six feet of distance between individuals unless safety or core function of the activity requires a shorter distance. Each classroom and shop will be evaluating and adjusting the layout to determine its capacity within parameters of proper social distancing to the greatest extent possible.

Where practicable, desks will be turned to face in the same direction (rather than facing each other), or students should sit on only one side of tables, spaced apart. Under a social distancing scenario, classrooms should require 20 SF per student and 50 SF for Career and Technical Education and Special Education or more.

In a circumstance where sufficient physical distancing is difficult or impossible, such as when students enter or exit a school bus in proximity to the bus driver, all individuals, including staff and students, should wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.



If polycarbonate dividers are installed in a classroom, students or staff seated behind the polycarbonate dividers, can remove masks.

Tightly confined spaces (e.g. elevator) will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

Alternative spaces in Erie 1 BOCES' schools (e.g., cafeteria, library, and auditorium) may be repurposed to increase the amount of available space to accommodate the maximum distance possible. In these larger spaces, Erie 1 BOCES will establish consistent cohorts/classes with separation between the cohorts/classes as another option to maximize these spaces safely.

Social distancing markers will be posted using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site.

**Gatherings, events, and extracurricular** activities are limited to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission areas. Communal use spaces such as cafeterias and playgrounds will be closed when possible; otherwise use will be staggered and the area will be disinfected between use.

Arrival and drop-off times may be staggered at the school building or program level, or other protocols may be put into place that limit direct contact with parents as much as possible.

Each student's personal belongings should be kept separated from others' and in individually labeled containers, cubbies, or areas. Where possible, avoid sharing electronic devices, toys, books, and other games or learning aids and place communal materials in special areas for regular cleaning and disinfection.

Erie 1 BOCES classrooms will have adequate supplies in order to minimize sharing of high touch materials to the extent possible (art supplies, music equipment, general classroom supplies) or use of supplies and equipment will be limited by one group of children at a time and cleaned and disinfected between use.

Each school building will create traffic patterns that best adhere to the social distancing guidelines and will address accessibility issues.

### 3. Face Coverings

According to Executive Order 202.17, any individual who is over age two and able to medically tolerate a face-covering shall be required to cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining, social distance.

Staff and students (except identified special education students) are required to wear acceptable face coverings any time social distancing is not possible. Erie 1 BOCES will provide information to staff and students on proper use, removal, and washing of cloth face coverings, signage regarding use and demonstration.

Per NYSDOH Guidance, acceptable face coverings include but are not limited to cloth-based face coverings (e.g. homemade sewn, quick cut, bandana) and surgical masks that cover both the mouth

and nose.

All employees reserve the right to wear a mask in a situation when they are not required. They also have the right to request those they are interacting with to wear a mask along with them. All employees should be considerate of those who are wearing a mask. If another employee or visitor refuses to put a mask on when requested, whether it is a situation where a mask is required or not, the employee should immediately remove themselves from the area and report the incident to their supervisor. If an employee is uncomfortable, they must address the situation directly in that moment.

Erie 1 BOCES will provide students and staff with acceptable face coverings at no cost and will maintain an adequate supply of face coverings in case of replacement. Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. Personal cloth face coverings should be washed frequently. Disposable surgical masks should be discarded in the trash.

Erie 1 BOCES may use alternate PPE (i.e., face shields or coverings that are transparent at or around the mouth) for therapies or interventions that require visualization of the movement of the lips and/or mouths (e.g. speech therapy). These alternate coverings may also be used for certain students (e.g. hearing impaired) that benefit from being able to see more of the employee's face.

Masks or cloth face-coverings **must be worn**:

- Anytime or place individuals cannot maintain social distancing.
- Upon entry to the building until arriving in your workspace.
- While in any common spaces (for example, break rooms for lunches and breaks, supply closets, restrooms, hallways, copiers).
- When in tightly confined spaces occupied by more than one individual at a time.

Masks or cloth face-coverings **do not need to be worn** when:

- Social distancing and/or working alone within a workspace.
- During meals and instruction with appropriate social distancing.

**Exceptions to mask/face covering requirements** will be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors.

**Mask breaks will occur** throughout the day. Breaks will occur when individuals can be six feet apart.

#### 4. High-Risk and Medically Vulnerable

The following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Students who have family members who are in high risk groups may also need to attend school remotely. Erie 1 BOCES will make accommodations for these students and staff members in the school community. Persons in these groups should consult with their healthcare provider regarding prevention:

- Individuals age 65 or older;
- Pregnant individuals;
- Individuals with underlying health conditions including, but not limited to:
  1. chronic lung disease or moderate to severe asthma
  2. serious heart conditions

3. immunocompromised
4. severe obesity (body mass index [BMI] of 30 or higher)
5. diabetes
6. chronic kidney disease undergoing dialysis
7. liver disease
8. sickle cell anemia
9. children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.

Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/guardians to work with their child's healthcare providers and home district committee on special education (CSE) so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. Transitioning these students back to school requires planning and coordination of:

- School health services personnel
- Special education personnel
- Pupil personnel services and
- Administration.

Alternate plans created in consultation with school health personnel and home district committee on special education (CSE) on how to meet the needs of the child while keeping social distancing may include:

- Additional PPE for staff caring for such students;
- Assigning only one staff member to care for the student; and/or
- Decreased density of students in a classroom, alternating scheduling, and the option to provide related services to an individual instead of group setting.

Additional options for the flexible delivery of IEP programs and services are being considered under executive orders and current NYSED guidance.

### **5. Daily Health Screening**

All students and staff will be required to conduct a daily health screening before entering any Erie 1 BOCES school buildings. Any student or staff member with a fever of 100.4°F or greater and/or symptoms of possible COVID-19 virus will not be permitted to attend school. (5) All visitors, guests, contractors and vendors wishing to enter the school will be subjected to the full health screening to include a temperature check and questionnaire. For full details on the Daily Health Screening see "Daily Health Screening" on the following page. (8a)

### **Illness and Health Monitoring**

Erie 1 BOCES has consulted with its Medical Directors, COVID-19 appointed Health Supervisor and the Erie County Department of Health to develop a protocol to instruct students, families, faculty and staff to observe for signs of illness and to monitor health.

Active surveillance for severe acute respiratory syndrome coronavirus will be essential to informing school policy and public understanding over time. It will not be possible to reduce the risk of COVID-19 transmission

in schools to zero.

**IMPORTANT!**

**Faculty and staff are required to stay home if they are sick.  
Parents and guardians are required to keep sick children home.**

**Daily Health Screening**

Staff, students and families will be asked to comply with a daily health screening *before* entering any school building. Screenings by the parent or guardian are the preferred method. In the event a health screening was not or could not be done at home, parents are directed to call the school and request it be done by a designated staff member upon arrival. The Daily Health Screening used for staff and students consists of the following questions:

1. Are you currently experiencing or have you experienced in the past 14 days, any symptoms of COVID-19 including but not limited to:
  - a. Fever of 100.4°F or higher (or Chills)
  - b. Cough
  - c. Shortness of Breath or Difficulty Breathing
  - d. Fatigue
  - e. Muscle or Body Aches
  - f. Headache
  - g. New Loss of Taste or Smell
  - h. Sore Throat
  - i. Congestion or Runny Nose
  - j. Nausea or Vomiting
  - k. Diarrhea
2. Have you had a confirmed case of COVID-19 in the past 14 days?
3. Are you currently subject to an active quarantine related to COVID-19?
4. In the past 14 days, have you knowingly been in close or proximate contact with anyone who has had a confirmed case of, or experienced symptoms of COVID-19?
5. Travel Advisory: In the past 14 days, have you returned from travel lasting for a period of 24 hours or more in a state covered by New York’s COVID-19 Travel Advisory as issued by Governor Cuomo?  
<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

**Exposure to Someone Infected with COVID-19**

Erie 1 BOCES, its related component districts and the Erie County Department of Health will collaborate to address instances or concerns regarding someone’s exposure to COVID-19. This may include but is not limited to those that have had close contact with a person diagnosed with COVID-19. Exposed individuals may be informed to stay home and self-monitor for symptoms based on guidance from the Erie County Department of Health and must follow CDC or DOH guidance if symptoms develop.

**Signs of Illness in Students**

Parents are directed not to send children to school if they display any sign or symptom of illness while at home. Children who arrive to school with symptoms or who develop symptoms during the school day will be relocated to an isolation area where they will be monitored until a parent or guardian is able to pick them up after which the area will be disinfected.

Students that have a positive “yes” response to any of the required health screening questions are prohibited from entering the school and must contact the school directly to determine next steps.

If a student has:

1. A measured temperature  $\geq 100.4^{\circ}\text{F}$  **OR**
2. Any of the following symptoms:
  - Subjective fever, chills
  - Cough\*
  - Shortness of breath\*
  - Rash\*
  - Nasal congestion or runny nose\*
  - Sore throat
  - Headache\*
  - Nausea or vomiting or diarrhea\*
  - New loss of taste of smell
  - Fatigue\*
  - Muscle aches
  - Poor feeding or appetite\*

\*Schools will disregard this symptom if school personnel are already aware of a non-COVID chronic pre-existing condition that causes that symptom AND if the nature of that symptom (duration, intensity, etc.) is consistent with what school personnel are familiar.

Erie 1 BOCES will take the following actions:

1. Ensure the symptomatic student(s) is in appropriate PPE and remove them from public spaces
2. Isolate student(s) until they can be transported home
3. Refer symptomatic student(s) to call their Primary Care Provider (PCP)

Symptomatic students will be referred to call their primary health provider for next steps and may not return until they have met Erie County Department of Health and CDC criteria to discontinue home isolation (See “*Returning to School After Illness*” for more information.)

Health officials, staff, and families will be notified of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. Erie 1 BOCES will cooperate with the Erie County Department of Health contact tracing efforts, including notification of potential contacts, such as employees or students who had close contact with the individual.

### **Signs of Illness in Faculty and Staff**

Employees that answer “yes” to any of the health screening questions are prohibited from entering the building/school and must contact their supervisor to discuss circumstances surrounding their response(s) to the questionnaire.

Employees who develop symptoms throughout the workday are directed to report this to their supervisor immediately and/or seek proper medical attention.

Symptomatic faculty or staff will be referred to call their primary health provider for next steps and may not return until they have met Erie County Department of Health and CDC criteria to discontinue home isolation.

See *“Returning to Work After Illness”* for more information.

Erie 1 BOCES will work with each individual employee who sets forth this information to determine use of leave and return to work protocols, in accordance with guidance and directives that have been issued by the federal, state and local public health authorities and governmental agencies.

Signs will be posted throughout the facilities and school buildings reminding employees of the COVID-19 symptoms and to frequently self-monitor.

Health officials, staff, and families will be notified of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. Erie 1 BOCES will cooperate with the Erie County Department contact tracing efforts, including notification of potential contacts, such as employees or students who had close contact with the individual.

### **Students Returning to School After Illness**

Based off the most recent guidance from the NYS Department of Health, Erie 1 BOCES will work with students and families with illness to determine when it is safe to return to school based on the following criteria:

Stay home from school until:

1. **IF THE STUDENT(S) COMPLETED A COVID-19 TEST**

- **Positive Test**

- Follow state and local quarantine, isolation and contact tracing protocols  
\*All siblings and household contacts should remain home for 14 days
- May Return to School When:
  1. 2 negative acute COVID-19 test results, both taken since symptoms first appeared and are at least 24 hours apart **OR**
  2. Follow CDC and local public health guidelines for symptom-based return (see also Negative test criteria)

- **Negative Test**

- And no symptoms after date of negative test
  - May Return to School When:
    - In 3 Days if feeling well
- Symptoms persist after date of negative test
  - May Return to School When:
    1. No fever for at least 3 days with no medications **AND**
    2. Respiratory and presenting symptoms have improved **AND**
    3. 10 days since symptoms first appeared (unless there is also a known exposure, then 14 days after that exposure)

\*Note: All siblings and household contacts should remain home for 14 days when student has symptoms consistent with COVID-19, even without a lab test

2. **IF THE STUDENTS(S) DID NOT COMPLETE A COVID-19 TEST**

- May Return to School When:

1. No fever for at least 3 days with no medications **AND**
2. Respiratory and presenting symptoms have improved **AND**

3. 10 days since symptoms first appeared (unless there is also a known exposure, then 14 days after that exposure)

\*Note: All siblings and household contacts should remain home for 14 days when student has symptoms consistent with COVID-19, even without a lab test

3. IF THE STUDENT(S) HAVE A CONFIRMED **ALTERNATIVE DIAGNOSIS**

- May Return to School When:

- School receives a note from licensed MD/DO/NP who manages child attesting a pre-existing chronic medical condition that explain symptoms unrelated to COVID-19, providing confirmation of:

- Alternative diagnosis
- Labs
- Date of record when diagnosed
- Other pertinent information

(NOTE: An acute alternate diagnosis (e.g., strep or AOM) without negative COVID testing cannot be accepted at this time due to the risk of co-morbid conditions that can be associated with this novel virus).

### **Faculty and Staff Returning to Work After Illness**

As employers slowly begin to return employees back to the workplace, diligence must be paid to the health and safety of employees, especially for those employees that previously tested positive for COVID-19 or had close or proximate contact with a person with COVID-19 for a prolonged period of time.

Erie 1 BOCES will refer to NYSDOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" (below) regarding protocols and policies for individuals seeking to return after a suspected or confirmed case of COVID-19 or after close or proximate contact with a person with COVID-19.

### **Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure:**

- If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms.
  - The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine.

- However, if such an employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination by their supervisor and a human resources (HR) representative in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift, which should be monitored and documented by the employer and employee:
  1. Regular monitoring: The employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 12 hours and symptoms consistent with COVID-19 under the supervision of their employer's occupational health program.
  2. Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure.
  3. Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
  4. Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
  5. Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.
- If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.

Additional Information Can Be Found Here:

- Guidance on Returning to Work  
[https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh\\_covid19\\_publicprivate\\_employeereturntowork\\_053120.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivate_employeereturntowork_053120.pdf)
- New York Forward Reopening Webpage: <https://forward.ny.gov/>
- DOH COVID-19 Webpage: <https://coronavirus.health.ny.gov/home>
- CDC COVID-19 Webpage: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

### **School Nurse Care Coordination**

The school nurse coordinates school health services with the school physician and medical director to manage, prevent, and/or reduce health issues. The team will coordinate with student's family and health team and include trauma informed education practice to address the behavioral health needs of students.

The school nurse will establish community behavioral health referral agencies, and coordinate with school health professionals, counselors, social workers, school psychologists.

The school nurse will identify students with pre-existing medical or mental health conditions to determine if treatment has been interrupted, medication or supplies have run out, or important appointments or procedures have been missed.



The school nurse will coordinate with the student’s special education teacher to address current health care considerations by:

- Revising IHP’s
- Determining the special healthcare needs of medically fragile students
- Communicate with parents and health care providers to determine return to school status and modify IEP’s as indicated.

### **Safety Coordinator**

For the purposes of reopening during the COVID-19 pandemic, Erie 1 BOCES has designated a Safety Coordinator (Deborah Summers R.N., Health Supervisor) whose responsibilities include oversight of continuous compliance with all aspects of the school’s reopening plan and DOH regulations and will ensure the compliance of each School Nurse.

### **Visitors, Guests, Contractors and Vendors**

Access to Erie 1 BOCES schools by visitors, guests, contractors and vendors will be limited to the extent possible and will be subjected to the full health screening to include a temperature check and questionnaire.

Visitors seeking entry to the building will be communicated with through the intercom communication system to the extent possible. Employees will ask the purpose for their visit and whether their business can be accomplished through phone, email, or mail. To the extent possible, deliveries should be made to building loading docks. Delivery people should be requested to wear a face covering when entering the building. Social distancing should be practiced.

Only visitors with scheduled meetings with an employee in the building will be allowed in. Visitors will be required to complete the health screening questionnaire, sanitize their hands upon entry to the building and wear a face covering. Disposable masks will be available for those who need one.

**For “Health and Safety Information” information specific to Alternative Education, Career and Technical Education or Special Education, refer to Appendix A.**

## **Facilities**

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### **Erie 1 BOCES Operating Sites**

Erie 1 BOCES works cooperatively with many component school districts and organizations across Western New York to be able to operate programs and services for thousands of students each year. Great care is taken at each site to ensure the safety and well-being of our students and staff at all locations. While Erie 1 BOCES does not own or manage all of its facilities, personal protections for students, faculty and staff remain the same across all locations. All facilities not owned and operated by Erie 1 BOCES will follow the building level protocol for facility usage as established by the host component school district. Erie 1 BOCES’ Operations and Maintenance division will confirm that host component Districts maintain compliance with the most recent Department of Health and CDC guidelines for cleaning, disinfecting and documentation.

### **Before Opening**

Prior to reopening school buildings, administrators, Erie 1 BOCES Health and Safety Risk division and Operations and Maintenance team members will consult the most recent federal guidance for school

programs, including ongoing mitigation strategies, as well as prevention, support, and communication resources. The aforementioned leadership teams will ensure that appropriate inventory of personal protective equipment (PPE), and cleaning/disinfection have been purchased. Erie 1 BOCES will post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering. Erie 1 BOCES will also train all faculty and staff on the precautions both remotely or in-person. A workplace risk assessment will also be conducted in each of the buildings.

### **General Cleaning**

A deep cleaning of all buildings will take place prior to students and staff being reintroduced. Regular building cleaning and disinfecting practices will occur at the end of each workday, including routine cleaning and disinfecting of work surfaces and areas in the work environment, including restrooms, offices, break rooms, classrooms, and other spaces throughout each building. Daily cleaning and disinfecting will be conducted in high-touch areas (e.g. door handles, sink handles, drinking fountains, electronics, shared objects). While most surfaces will need normal routine cleaning, including outdoor areas, frequently touched surfaces will require daily disinfection as well.

Coverage hours for cleaning staff may be expanded to allow more frequent cleaning throughout the day, including frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas.

Erie 1 BOCES will follow the hygiene and sanitization requirements from the Centers for Disease Control and Prevention (CDC) and NYSDOH document "Interim Cleaning and Disinfection Guidance for Primary and Secondary Schools for COVID-19". Disinfecting products specifically labeled for SARS-CoV-2 have been procured and will be used.

### **Personal Protective Equipment Supplies (PPE)**

Erie 1 BOCES is committed to supplying and maintaining an adequate supply of PPE for all Erie 1 BOCES students and staff. Erie 1 BOCES has been successful in finding vendors who can fill all our orders in a timely manner for the most needed items, all while we have followed approved purchasing guidelines. The list of PPE includes but is not limited to:

- Cloth mask coverings, disposable mask or face shields
- Liquid soap
- Running water
- Paper towels
- Tissues
- If soap, water, and paper towels are not readily available, Erie 1 BOCES will provide alcohol-based hand rubs (ABHR) for use if hands are not visibly dirty. Only ABHRs with 60% alcohol or more are recommended in relationship to COVID-19. This product when used in schools will be administered under adult supervision.

Due to potential exposure, the following PPE will be readily available for health services/custodial staff:

- Non-Latex Disposable Gloves
- Gowns
- Eye Protection (Face Shield or Goggles)
- Surgical masks for health service staff when providing care to ill students
- Cloth face coverings and/or surgical masks (to be provided to ill students with fever and cough)
- Thermometers (forehead/strip or digital thermometers with a disposable sleeve)
- Disinfecting wipes

- N95 Respirators to school nurses

### **Cleaning and Disinfecting Schools following CDC Guidance**

Erie 1 BOCES acknowledges reducing the risk of exposure to avoid the transmission of any virus starts with cleaning and disinfection. Per CDC Guidelines, Erie 1 BOCES staff has evaluated our buildings and have created a cleaning and disinfecting plan. Frequently touched surfaces and objects like light switches and doorknobs will need to be cleaned and then disinfected to further reduce the risk of germs on surfaces and objects. As part of our standard infection control practices, routine cleaning will be rigorous and ongoing. Surfaces touched most frequently are prioritized for routine cleaning because these surfaces can be reservoirs for germs and an exposure pathway for transmission to people through contact with these surfaces.

Examples of priority areas for routine cleaning then disinfecting include but are not limited to:

- High contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

#### **Cleaning Plan and Disinfecting Protocol**

Below is the cleaning and disinfecting Plan for Erie 1 BOCES. Each custodial team member has been trained on and is following proper cleaning and disinfecting procedures. There is a copy of this plan on each team members cart so they can refer to it as often as needed. This plan aligns with CDC recommendations for School Buildings. Also on each custodian's cart is a log that is initialed each day after an area is completed, this is used as another tool to ensure all areas are covered each day or as often as scheduled if more often is necessary.

Cleaning with soap and water reduces number of germs, dirt, and impurities on the surfaces. Disinfecting kills germs on surfaces. Below is the protocol for each practice:

#### **Cleaning:**

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant if surface being clean requires it.
- Practice routine cleaning of frequently touched surfaces.
- More frequent cleaning and disinfection may be required based on level of use. The following frequently touched surfaces have been reviewed with each custodial team member:
  - Surfaces and objects in public places, such as telephones, keyboards, monitors, copier machines should be cleaned and disinfected before each use.
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

- Toys, classroom objects, community play materials, community supplies, and physical education equipment will be disinfected daily. If playgrounds are open, they will be disinfected daily.

**Disinfecting:**

Erie 1 BOCES uses only EPA-registered disinfectant chemicals in all of our buildings. Custodians will follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

**Product Safety:**

Custodial staff are trained to always read and follow the directions on the label to ensure safe and effective use. This includes:

- Wearing skin protection and considering eye protection for potential splash hazards.
- Ensuring adequate ventilation.
- Using no more than the amount recommended on the label.
- Using water at room temperature for dilution (unless stated otherwise on the label).
- Avoiding mixing chemical products.
- Labelling diluted cleaning solutions.
- Storing and using chemicals out of the reach of children and animals and never applying directly to your skin as they can cause serious harm.
- Alcohol solutions with at least 70% alcohol may also be used.

**Soft Surfaces**

For soft surfaces such as carpeted floor, rugs, and drapes, custodial staff will:

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer’s instructions and use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with an EPA-registered criteria for use against COVID-19.
- Vacuum as usual.

For clothing, towels, linens, and other items, custodial staff will:

- Launder items according to the manufacturer’s instructions using the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Properly remove gloves, and wash hands right away.

**Cleaning and Disinfecting Erie 1 BOCES Building or Facility if Someone is Sick:**

If an employee becomes ill with COVID-19, the building will be disinfected and closed for a determined amount of time, both in accordance with CDC and NYSDOH recommendations.

- Close off areas used by the person who is sick. (Erie 1 BOCES will consult Erie County Department of Health for guidance on closing entire building or just a particular area of the building.)

- Where possible, open outside doors and windows to increase air circulation in the area.
- As per Erie County Department of Health, wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls.
- Vacuum space if necessary, 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.
  - Staff without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.
  - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.

### **Safety Drills**

Education Law SS807 requires that schools conduct 8 evacuation and 4 lockdown drills each school year. Safety drills will be performed in conjunction with social distancing to mitigate the spread of infectious diseases within reason. During the 2020 – 2021 school year, it may be necessary to conduct drills using protocols that are different than previously conducted. When planning drills, Erie 1 BOCES may conduct drills on a staggered schedule where classrooms are evacuated separately rather than all at once conduct drills in the classroom while maintaining social distancing and using masks. No matter the method, students will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety and should be the first priority.

### **Ventilation**

Erie 1 BOCES plans to maintain adequate, code required ventilation (natural or mechanical) as designed. Erie 1 BOCES will work with its architects to ensure that any proposed changes to air cleaning equipment will be submitted to OFP for review and approval. Erie 1 BOCES will increase the fresh air ventilation rate to the extent possible to aid in maintaining healthy indoor air quality. All buildings temperature control systems have been switched to run 24 x 7 in the occupied mode which ensures air is exchanging in buildings as designed every day, all day. Where possible, Erie 1 BOCES will install a higher efficiency filter when the current equipment will not limit the code compliant air exchanges.

### **Fire Code Compliance**

Erie 1 BOCES has completed all of our required Fire Inspections for the Fiscal Year and has Certificates of Occupancy posted in each building. Through our current Architect, Young & Wright Architectural, when changes or additions to facilities are requested they will be reviewed by the Office of Facilities Planning (OFP), to ensure all spaces to be occupied by Erie 1 BOCES students and staff meet the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code.

### **Lead Testing**

Erie 1 BOCES has a plan in place for Lead Testing, regulation 67-4, Lead-In-Water Testing as per DOH requirements when the building is normally occupied. Sampling will not be conducted when the building is vacant or has been vacant for an extended period due to COVID-19 closure. Erie 1 BOCES will follow recommended procedures and provide clean and safe drinking water upon reopening.

### **Drinking Fountains**

In many of our buildings Erie 1 BOCES has replaced our drinking fountains with combination drinking/bottle filler stations. We have disabled the drinking feature at these stations, the bottle filling feature of these fountains remain intact as they are touchless.

### **General Health and Safety Assurances**

Erie 1 BOCES Building and Grounds staff will work with administrators and instructional leaders incongruence with the DOH and CDC to ensure all buildings meet all requirements associated with building space and related changes that they may elect to make. The health and safety of the children and adults in Erie 1 BOCES' schools is paramount. Health and safety considerations always come first in every decision made and every action taken by Erie 1 BOCES staff.

1. In the event Erie 1 BOCES makes changes or additions to facilities, it will comply with the requirements of the 2020 New York State Uniform and Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to OFP.
2. Erie 1 BOCES is in compliance with the 2020 Building Condition Survey and Visual Inspection.
3. All installed alcohol-based hand-rub dispensers are in accordance with FCNYS 2020 Section 5705.5.
4. In the event Erie 1 BOCES installs dividers in classrooms, libraries, or other points of congregation, it will ensure the submission of detailed floor plans to OFP for review.
5. All new building construction and temporary quarter projects will be submitted to OFP for a full code review.
6. Any new facilities for leasing will provide a plan to consult with OFP for a preliminary evaluation.
7. In the event tents are used, Erie 1 BOCES will provide a plan adhering to the BCNYS.
8. Any alteration to the number of toilet and sink fixtures will follow the minimum standards of BCNYS.
9. Any project submissions only dedicated to "COVID-19 Reopening" will be labeled as such.
10. Any and all plastic separators used to control congregation and social distancing are in compliance with the 2020 BCNYS Section 2606.

**For "Facilities" information specific to Alternative Education, Career and Technical Education or Special Education, refer to Appendix A.**

## Child Nutrition

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### **Food Authority Partners**

Erie 1 BOCES will continue to cooperate with the School Food Authorities (SFAs) of Cheektowaga-Sloan Union Free School District, Sweet Home Schools, Maryvale Union-Free School District and West Seneca Central Schools to provide meals to applicable school programs in Alternative and Special Education. Students in applicable schools will continue to receive access to meals each school day in accordance with health and safety guidelines and the Child Nutrition Program.

### **Food Services During Remote Learning**

In the event schools are closed and/or students are working remotely, families are to rely on the child's district of residence to provide for the continuity of meal services.

### **Providing Food Service**

Food service workers will be monitored on a daily basis and by subject to daily health screening protocols. Kitchen areas will be cleaned and disinfected on a daily basis in compliance with CDC and DOH guidelines and as directed by the host component school District. Food service workers will wear face coverings at all times. Equipment and high touch objects will be disinfected daily or more often as to be determined by usage. At a minimum, the follow applies to food service:

- Gloves, masks, disposable aprons, and other supplies will be readily available.
- Fresh healthy menu options will be available that are individually plated meals and pre-portioned and pre-wrapped produce.
- Disposable trays may be utilized and cold items will be wrapped in plastic and hot food wrapped with foil.
- Food stations will be reorganized for proper physical distancing during meal preparation and meal service.
- Floor spaces will be marked at 6' intervals to ensure social distancing while waiting to be served.
- Cleaning and disinfection of all utilized tables, chairs, trash receptacles, and high contact surfaces will occur before and after the arrival of each lunch group.

### **Lunch Hygiene Protocol**

- Appropriate measures will be taken to identify and protect students with food allergies in the event meals are provided outside the cafeteria (e.g. classroom).
- Students will be required to use proper hand hygiene before and after eating any meal or snack. Hand washing using soap and water is the preferred method, but when not possible, hand sanitizer is advised. Staff and signage will work to promote this.
- The sharing of food and/or beverages between students will be discouraged.
- Students will wear masks whenever they are not seated in the cafeteria including arrival, securing food, and returning trash.

### **Social Distancing During Lunch Service**

- Physical distancing will occur through increased spacing, small groups, and limited mixing between groups where feasible.



- Meal times may be staggered to allow for cleaning between meal services and to serve students in smaller groups.
- Six feet of physical distancing will be provided between groups or tables by increasing table spacing, removing tables, marking tables as closed, and/or providing a physical barrier between tables.
- Physical guides, such as tape on floors or sidewalks and signage on walls will be provided to ensure that students remain at least 6 feet apart in lines or while waiting for seating.
- Where necessary, physical barriers will be installed, such as sneeze guards and partitions, at point of service and other areas where maintaining physical distance of 6 feet is difficult. (8)
- Cafeteria tables and chairs will be disinfected between lunch periods.
- Students will wear masks whenever they are not seated in the cafeteria including arrival, securing food, and returning trash.
- Schools will identify additional meal consumption spaces throughout the school to reduce congregation at meal distribution sites and provide greater social distancing for students.
- Where applicable, meals may be distributed via carts in locations throughout the school.

**For “*Child Nutrition*” information specific to Alternative Education, Career and Technical Education or Special Education, refer to Appendix A.**

## Transportation

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Erie 1 BOCES relies on and works cooperatively with its component district partners and third-party providers to ensure transportation is provided to students.

Each Erie 1 BOCES’ instructional campus has developed a protocol for student arrival and dismissal designed to minimize student congregation and ensure social distancing. This may include maximizing the use of multiple entry locations to minimize school congregation and directing students to enter the school one busload at a time per entryway. Once in the building, students will be required to move directly to the classroom.

In instances in which transportation is secured by a carrier for events or activities, Erie 1 BOCES will work with the carrier to ensure proper assurances and COVID-19 related safety and cleaning / disinfecting protocols are in place.

**For “*Communication*” information specific to Alternative Education, Career and Technical Education or Special Education, refer to Appendix A.**

## Social Emotional Well-Being

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Even before the COVID-19 pandemic dramatically changed the landscape of education, there was a growing consensus in education that schools have a responsibility to attend to students’ social-emotional development. Further, Erie 1 BOCES recently appointed a full-time Social Emotional Learning Coordinator



whose responsibility it is to coordinate services, supports, events and activities for students enrolled in all of Instructional Services. The social-emotional learning skills are outlined in the five core social-emotional competencies as identified by the Collaborative for Academic, Social and Emotional Learning (CASEL) and are considered the foundation for young people's well-being. These five competencies include:

1. Self-Awareness
2. Social Awareness
3. Self-Management
4. Relationship Skills
5. Responsible Decision Making

### **Welcoming Students Back to School**

Erie 1 BOCES will be prepared to support an influx of students who may need counseling support by creating a positive school climate and culture to address the issues raised by the COVID-19 pandemic and improve the conditions for learning for all students in any of the in-person, hybrid, or remote instructional models. To optimize the learning process, students and staff need to feel cared for, reengaged, and reacclimated to the school community, so schools can deliver instruction most effectively. In order to improve school culture and climate, Erie 1 BOCES will:

- Prioritize the health and emotional well-being of staff and students above all else.
- Assess the school climate to identify vulnerabilities and plan to implement evidence-based strategies to address identified needs.
- Plan to provide and sustain instruction on social norms, relationship building, and behavioral expectations beginning at the start of the school year.

Further, Erie 1 BOCES faculty and staff will consider the following when working with students:

- Secondary traumas
- Increase in abusive tendencies
- Isolation/Loneliness
- Changes in routine
- Relocation
- Family unemployment / job loss
- Previous mental health issues worsening
- Frustration with use/knowledge of remote technology

### **Supports for Students and Families**

Erie 1 BOCES holds a collective responsibility to ensure to safety, well-being, and overall development of its students. To support this:

- School counselors and support staff will ensure that comprehensive school counseling program plans are reviewed and updated to meet the current state-of-affairs.
- Erie 1 BOCES, in collaboration with its consulting psychiatrist and other mental health professionals will provide resources, referrals and access to address mental health, behavioral, and emotional support services and programs to individual students and families based on need.
- Each school building will build a broad coalition through their building-based Student Support Team (SST) to integrate SEL and academic supports into transition plans, and create and maintain a caring, safe, and supportive environment for all students and adults.

### **Staff Professional Development**

And while learning does not happen without social connection, we recognize that in the light of social disconnection caused by COVID-19, learning of any kind (remote or in-person) cannot occur without first addressing the social-emotional needs of our students, teachers, and families. Furthermore, we recognize that to attend to these social-emotional learning needs, we must provide the necessary support and resources to all district stakeholders to build a community of collective understanding on how we can attend to students as well as each other. Erie 1 BOCES will provide professional development opportunities for faculty and staff on:

- Talking with and supporting students during and after the ongoing COVID-19 pandemic and provide supports for developing coping and resiliency skills for students, faculty and staff.
- Integration of social-emotional learning (SEL) in their teaching, including the skills to foster positive learning environments and techniques for embedding SEL into instruction whether in-person or remote.
- Understanding and utilization of trauma-informed practices.
- Protocol for identifying and supporting students who may be experiencing social- emotional, behavioral, and mental health challenges.

### **Shared Decision-Making**

Erie 1 BOCES has an established Shared Decision-Making plan and building-level teams that will work to advise and inform the comprehensive developmental school counseling program plan. The team will be comprised of:

- Families
- Students
- Members of the Board of Education
- Erie 1 BOCES Leadership
- Teachers
- School Counselors
- Social Workers
- School Psychiatrist

### **Student Support Teams (SST)**

Erie 1 BOCES will utilize its existing Student Support Teams within each building to further support and identify students who exhibit academic, social-emotional or behavioral problems by providing early, systematic assistance to students and connect them to the appropriate interventions and supports.

### **Pupil Personnel Services Staff**

Counselors, social workers psychologists, consulting psychiatrist and behavioral specialists are ready to provide student mental health and counseling services with telehealth options. Staff are prepared to create plans with students and parents that return to school, monitoring various mental health needs related to COVID-19 (e.g., added financial stress, abusive home environments exacerbated by remote learning, isolation, and depression).

**For “Social Emotional Learning” information specific to Alternative Education, Career and Technical Education or Special Education, refer to Appendix A.**

## School Schedules

Erie 1 BOCES goal is to support all component districts, students and families by continuing to provide instructional services to 100% of students in a meaningful way that adheres to current standards for health and safety measures. All instructional plans (in-person, hybrid, and remote) will consist of regular substantive interaction between teachers and students. The following models outline the instructional plans Erie 1 BOCES may implement based on considerations and guidance per the NYS and Erie County Department of Health, NYS Education Department:

### In-Person

The in-person model for Erie 1 BOCES’ instructional programs and services accounts for 100% density of staff and students attending school in the physical building for a full day on each scheduled school day per the Board of Education adopted school calendar. Instruction will be delivered in-person in traditionally scheduled courses/subject areas. This will include established precautions for maintaining health and safety. Social distancing measures will be in place and masks are to be worn. Using this model, students will be actively involved in the school learning environment. In addition, instructional programs, for the most part, will maintain their current integrity. This model will be adopted only when full health and safety guidelines can be fully assured and maintained.

### Hybrid

All Erie 1 BOCES instructional services students from across Alternative Education, Career and Technical Education, and Special Education will be grouped in two cohorts (A/B) that will rotate evenly between in-person and remote learning (synchronous and asynchronous) every other day, Monday through Friday. Groups represent a 50% density of students in the building at once which will support adherence to social distancing and all CDC, DOH and NYSED guidelines.

### Example Schedule:

| Example               | Monday                               | Tuesday                              | Wednesday                            | Thursday                             | Friday                               |
|-----------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <b>Week 1 Example</b> | Group A<br>(at Erie 1 BOCES)         | Group B<br>(at Erie 1 BOCES)         | Group A<br>(at Erie 1 BOCES)         | Group B<br>(at Erie 1 BOCES)         | Group A<br>(at Erie 1 BOCES)         |
|                       | Group B<br>(Remote Learning at Home) | Group A<br>(Remote Learning at Home) | Group B<br>(Remote Learning at Home) | Group A<br>(Remote Learning at Home) | Group B<br>(Remote Learning at Home) |
| <b>Week 2 Example</b> | Group B<br>(at Erie 1 BOCES)         | Group A<br>(at Erie 1 BOCES)         | Group B<br>(at Erie 1 BOCES)         | Group A<br>(at Erie 1 BOCES)         | Group B<br>(at Erie 1 BOCES)         |
|                       | Group A<br>(Remote Learning at Home) | Group B<br>(Remote Learning at Home) | Group A<br>(Remote Learning at Home) | Group B<br>(Remote Learning at Home) | Group A<br>(Remote Learning at Home) |

**September 2020 at a Glance**

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
|        | 1       | 2         | 3        | 4      |
| 7      | 8       | 9         | 10       | 11     |
| 14     | 15      | 16        | 17       | 18     |
| 21     | 22      | 23        | 24       | 25     |
| 28     | 29      | 30        |          |        |

**A Cohort In-Person Schedule** (Group B will be remote learning from home.)

**B Cohort In-Person Schedule** (Group A will be remote learning from home.)

**Career and Technical Education and Occupational Education Programs**

- Districts will be assigned a group (A or B) for scheduling purposes. (Exception: Occupational Education will run every day, Monday through Friday during mid-session.)
- All career centers (Harkness, Kenton and Potter) will be open Monday through Friday to allow for rotating schedules.
- Remote online learning platform is Google and Schoology.
- Districts (not students) will be arranged A or B scheduling for consistency and transportation purposes.

**Alternative Education (EDGE, Twilight, MiddleTech)**

- Students will be assigned a group (A or B) for scheduling purposes.
- All schools will be open Monday through Friday to allow for rotating schedules.
- Remote online learning platform is Google. E1B will provide student devices on a 1:1 basis.

**Special Education**

- Students will be assigned a group (A or B) for scheduling purposes.
- Self-contained ratios will cohort as half the group.
- All schools will be open Monday through Friday to allow for rotating schedules.
- K-2 and all Functional students in grades 3-12 will be provided an iPad.
- Grades 3-12 will use Google. E1B will provide student devices on a 1:1 basis.

**Remote**

All Erie 1 BOCES instructional services students from across Alternative Education, Career and Technical Education, and Special Education will remain at home and receive instruction remotely through distance learning platforms. Remote learning will include a combination of synchronous and asynchronous every day, Monday through Friday. Students will have meaningful contact with teachers and support staff and receive regular feedback regarding their learning objectives.

**For “School Schedules” information specific to Alternative Education, Career and Technical Education or Special Education, refer to Appendix A.**

## Technology and Connectivity

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### **Access**

Erie 1 BOCES will survey all faculty, staff, and students, with respect to their access to high-speed internet connectivity and a reliable mobile device by utilizing our Blackboard Connect System that is linked to its Student Information Systems and employee databases. The results will be used to inform next steps in providing access to the needed technologies for online learning, remote teaching, and remote work. The survey will be open with daily reminders being pushed out through Blackboard Connect during this period. Those not responding to the survey will be provided information during the opening days of school/return to work and building teachers and administrators will prioritize these conversations with students and families either in class or by phone and email.

Erie 1 BOCES is prepared to provide a mobile device as needed to each faculty member, staff member, and student who is not provided an appropriate device by their district of residence. Erie 1 BOCES already maintains individual accounts for each full-year enrolled student, faculty, and staff member in multiple systems to facilitate online work, teaching, and learning. Erie 1 BOCES has provided wireless connectivity (internet access) to staff without this capability at home and is prepared to continue to do so. Student connectivity should be addressed by the component school district of residence – Erie 1 BOCES will facilitate this process when necessary.

### **Engagement Strategies and Online Learning**

Over the past several months, Erie 1 BOCES has shifted instruction with the use of Google-based tools. This aligns better with most component school district modalities. We have capacity for asynchronous and synchronous online learning in a variety of modalities as enabled by Google tools, and in concert with additional online learning supports, such as Freckle, GO Math, News 2 You, RAZ Plus, etc.

Asynchronous virtual learning occurs when students work independently on learning activities and assignments. Teachers provide lesson content through written materials and video presentations. Students show what they know by completing interactive learning activities, self-grading and teacher graded assessments, and teacher graded written work and projects.

Synchronous virtual learning occurs when students join an audio/video enabled meeting space at the same time. This space is greatly enhanced when the meeting space includes an interactive whiteboard, chat, and breakout rooms. This synchronous session may include whole group instruction led by the instructor and small group work amongst the learners. The structure of this session is similar to an in-person learning experience.

Teachers are provided professional learning opportunities to help them become adept at using online portfolios, authentic assessments, and immersive learning tasks through an online platform. In addition, Erie 1 BOCES technology integrators are on staff and available to support teachers and families adapt to multiple modalities of learnings.

**For “Technology and Connectivity” information specific to Alternative Education, Career and Technical Education or Special Education, refer to Appendix A.**

## Teaching and Learning

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### **Continuity of Learning**

Erie 1 BOCES will ensure a continuity of learning and instruction for all of its students across Alternative Education, Career and Technical Education and Special Education. Continuity of learning will be guaranteed through each of its proposed instructional models including in-person, hybrid, and remote scenarios as outlined in the overall re-opening plan.

### **Alignment to New York State Learning Standards**

The aforementioned continuity of instruction and learning plan incorporates alignment with all applicable NYS Learning Standards and Career and Technical Education Industry standards across its K-12 programming. Furthermore, Erie 1 BOCES has Professional Development and Technology plans established that provide a framework and overarching guidance in support of student instruction aligned to relevant NYS Learning Standards.

### **Teacher / Student Interaction**

Erie 1 BOCES understands the importance of equity and access for all students and families whether the instruction is delivered in-person, hybrid or remotely. Further, Erie 1 BOCES understands that the relationship between a teacher and his or her students is critically important to the learning process and to the social-emotional well-being of students. As such, regular and substantive interaction between students whether delivered in-person, hybrid, or remotely is of the utmost importance. Administrators, faculty and staff will collaborate on a daily basis to ensure consistent, meaningful and rigorous learning opportunities for all students. The delivery of instruction, whether in-person or remote, will continue to occur at scheduled times so as to provide consistency for students and teachers to interact and seek feedback.

### **Communicating with Teachers and Building Leaders**

Communication between students, families and caregivers and teachers, principals and support staff is paramount. Information on ways to contact school staff is available on Erie 1 BOCES website ([www.e1b.org](http://www.e1b.org)) and at each individual and will be made available on school correspondence. In addition, communication is encouraged to occur via student learning platforms Google and/or Schoology and Parent Portal for Alternative Education and Career and Technical Education programs.

### **Attendance and Chronic Absenteeism**

Erie 1 BOCES has in place a Student Attendance Policy to raise student achievement, ensure student safety and verify compliance with education laws. Parents and Guardians are expected to notify the district in the event of an absence or illness.

Whether in-person, remote or hybrid learning is occurring, all Erie 1 BOCES programs and services will continue to collect and report daily student attendance and engagement. Daily attendance will be recorded in the applicable student management system (eSchoolData for Alternative and Career and Technical Education and Frontline ESA for Special Education programs). Student attendance concerns will be communicated directly with the parent or guardian and school administration. Teachers will make documented contact with students and parents via email and/or phone calls. For students that are absent, missing for online virtual platforms or disengaged for more than 5 consecutive days will be considered chronically absent and referred to Student Support Team. In addition to communicating with students and

families, Erie 1 BOCES' administrators will communicate chronic absenteeism concerns with CSE, guidance office and/or administration of component district. E1B will also provide attendance/engagement level letters as established in the Student Handbook (7 days, 15 days, 20 days).

### **Teacher and Principal Evaluation Systems**

All Erie 1 BOCES teachers and principals are evaluated pursuant to its currently approved Annual Professional Performance Review (APPR) plan unless directed other by the New York State Department of Education.

### **Teacher Certification and Contracted Employees**

All Erie 1 BOCES teachers, administrators, support staff and substitute teachers hold valid and appropriate teaching certification expect where otherwise allowable under the Commissioner's regulations. Contracted service providers, such as community-based organizations, will be trained and required to follow all health and safety guidelines as required by the New York State Department of Health. Further, these individuals will continue to follow Erie 1 BOCES' plans for instruction whether in-person, hybrid or remote.

**For "Teaching and Learning" information specific to Alternative Education, Career and Technical Education or Special Education, refer to Appendix A.**

## **Special Education**

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In accordance with the Individuals with Disabilities Education Act (IDEA), each student with a disability has unique needs and it is the purpose of the education system to ensure every student has access to their grade-level standards and makes progress in their education. The IEP is the roadmap for each student with a disability, and in these challenging and evolving times including COVID-19 restrictions, it is critical that the component or home school district IEP team meets and works with the family to jointly determine what is working for each student in distance learning as well as what accommodations and modality of learning allows the greatest access.

Erie 1 BOCES will provide special education programs and services in a manner which ensures the provision of a Free Appropriate Public Education (FAPE) for all enrolled students with a disability regardless of the mode of instructional delivery (i.e. in-person, hybrid, or remote). IEP implementation during in-person, remote or hybrid instruction will be delivered in a manner consistent with current NYSED Office of Special Education (OSE) guidance. Programs and related services will be delivered to the greatest extent possible in a manner that ensures the health and safety of students with disabilities and staff delivering services.

Parents and guardians will be given a variety of opportunities to provide feedback to each student's instructional team regarding their child's unique learning needs. Opportunities for meaningful engagement will be provided through telephone, email and other written communications provided in the parents preferred language or mode of communication.

Erie 1 BOCES will collaborate with representatives of its component school district's special education administrators through the regional Special Education Advisory Council. Collaborations will address general special education program and service delivery, progress monitoring and reporting. BOCES will collaborate

directly with the Committees on Special Education (CSE) regarding the individual needs of enrolled students, delivery of IEP programs and services, necessary accommodations / modifications and specific or unique needs of students relative to health and safety under varied modes of instruction delivery including in-person, remote or hybrid.

Erie 1 BOCES will collaborate with each student's CSE to identify and address unique needs for necessary accommodation, modifications, supplementary aides and services and technology (including assistive technology) relative any specific mode of instruction necessary to ensure the health and safety of students and staff. BOCES will provide for each student's unique needs as identified in collaboration with the CSE and described in the IEP. BOCES will collaborate with enrolling districts concerning any necessary flexibility with respect to mode and /or manner; group or individual service sessions; specific group sizes for related services; frequency, duration or location of related services and special class ration sizes, as provided for in current OSE guidance in order to ensure the health and safety of students and staff.

Erie 1 BOCES will maintain individual instructional logs for each enrolled student identifying the mode of instructional delivery being employed, levels of student engagement, feedback and communication with parents and the CSE. Descriptions of programs, services and modes of delivery will be widely published through a variety of means including letters, web site, Blackboard telephone communications and emails. Information will be provided to families in their preferred language and mode of communication.

**For "Special Education" information specific to Alternative Education, Career and Technical Education or Special Education, refer to Appendix A.**

## Bilingual Education and World Languages

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Erie 1 BOCES supports Component School Districts through purchased FTE services under a COSER for English as a New Language (ENL) services. BOCES ENL services providers will follow all provisions of the contracting component district's reopening plan regarding the provision of ENL and Bilingual educational services. All applicable guidelines will be followed with regard to the established timelines for the initial identification process for potential new English Language Learners (ELLs).

ENL services will be provided in the mode prescribed by the contracting District ( in person, remote or hybrid) and at a level consistent with Part 154 Regulations and established guidelines regarding instructional units of study for ELLs based upon each student's most recently measured level of English Language Proficiency.

The BOCES ENL provider will maintain regular communication with the parent/ guardian and other family members of each ELL to ensure that they are engaged in the ELLs instructional program. All communications will be provided in the families preferred language and mode of communication.

**For "Bilingual and World Languages" information specific to Alternative Education, Career and Technical Education or Special Education, refer to Appendix A.**



## Appendix A

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### **Current Building-Level Protocol and Procedures**

The details below provide an overview of building-level implementation based on Erie 1 BOCES' reopening plan protocols and procedures. This information is subject to change based on evolving guidance, requirements and input from stakeholder groups including but not limited to: faculty and staff, operations and maintenance, Erie 1 BOCES Health and Safety Risk division, host component school districts, students and families.

### **Arrival and Dismissal**

- Visual checks of students as they enter the building.
- Strict door opening policy: no visitors, vendors will follow guidelines established by E1B Health and Safety Risk division.
- Doors manually opened as students arrive.
- Students cannot arrive/enter the building prior to 10 minutes before the start of each session.
- Students will wear masks at all times while in the building unless otherwise directed.
- Students enter through designated entry points.
- Dismissal will be staggered to avoid students congregating.
- Students report directly to classroom/shops/labs upon arrival.
- Designated loading and unloading zones will be provided with staggered building entry.
- Student drivers will be required to enter through the designated entrance.
- Student drivers will park in designated student parking area.

### **Class Configuration**

- Shared equipment and technology will be sanitized frequently throughout the day.
- Hand sanitation stations will be available.

### **Uniforms and Equipment**

- Students are expected to wear industry appropriate uniforms while in the CTE shops.
- Students are expected to clean and maintain uniforms in a sanitary manner.
- All prescribed industry-based safety equipment must be used.

### **Hall Traffic**

- Lockers will be available with safety measures in place.
- One-way direction during transitions.
- No congregating in hallways.
- Masks will be worn at all times by students and staff.

### **Shared Spaces**

- Multiple sanitizing stations.
- Restrooms restricted to one student at a time.
- Water fountain will be disabled, but bottle filling stations will remain operable.

**Student Pick-Up and Early Release**

- If being picked up, students will provide note and early dismissal protocol will be followed.
- If a student has to be dismissed due to illness, the student will remain in the nurse's office until they are picked up.
- A student who is dismissed from the building for COVID related medical symptoms must show evidence that they were evaluated at a medical facility and are cleared to return to school.

**Communication Protocol for Students and Families**

- Each program/school will contact students and detail learning expectations, including teacher and administrator contact information.
- Each program/school will commit to a reasonable response time to students and families regarding questions, work, assignments, discussion boards, etc.
- Teachers will hold student check-in hours (office hours) daily.
- Establish remote classroom materials access for students and families.
- Provide guidance and ensure all students are able to login to all systems that are a part of the class/course.
- Support students with technical issues related to online learning.

**Setting Learning Objectives**

- Establish weekly checklists with clear instructions for students across all instructional models, hybrid, remote or in-person.
- Create standards-aligned lessons that work toward mastery of the learning targets for instruction.
- Provide resources for students to create evidence of their knowledge in a variety of formats to demonstrate mastery.
- Create customized learning pathways, where learning goals and objectives are linked to specific directions for completion.
- Ensure targets are being met to provide quality off-site instruction which include regular check-ins with students on a daily/weekly/set intervals.
- Students will be provided with additional time and support for assignments, activities, and assessments in consideration of the diverse home experiences for both hybrid and remote learning.