

ERIE 1 | INSTRUCTIONAL BOCES SERVICES

ALTERNATIVE EDUCATION | CAREER AND TECHNICAL EDUCATION | SPECIAL EDUCATION

COVID-19 REOPENING PLAN ADDENDUM

UPDATED MAY 20, 2021



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THIS PLAN IS SUBJECT TO CHANGE AS PUBLIC HEALTH GUIDELINES ARE UPDATED.

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 (Grades K – 5)
Various Integrated Special Classes in Host Component School Districts Across Western New York (Grades 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/covid.

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,

The Erie 1 BOCES Instructional Services Team

Dr. Lynn M. Fusco, District Superintendent and CEO

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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Note:

The following serves as an addendum to Erie 1 BOCES' previously published Reopening Plans, updated October 19, 2020 and April 30, 2021. The full Reopening plan along with all COVID-related information pertaining to Erie 1 BOCES can be found online at www.e1b.org/covid.

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Communication

Erie 1 BOCES will continue to utilize several communication channels to inform parents, students, teachers, administrators, support staff and the community of general protocols 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.
- The primary repository for letters, documents, event headlines, frequently asked questions and general information is Erie 1 BOCES website, www.e1b.org/covid.
- Google Classroom and Schoology are primary resources where students can connect with faculty, staff and administration regarding their child's educational program.
- Parent Portal, where applicable, contains information available to parents regarding their child's grades, attendance and assignments.

Any information regarding confirmed COVID-19 cases within the school will be made available on Erie 1 BOCES website at www.e1b.org/covid. Staff or students identified as close contacts will be directly contacted by a member of Erie 1 BOCES' administration.

Learning Models

Given the dynamic nature of the pandemic, Erie 1 BOCES will maintain plans for all instructional models (e.g., in-person, hybrid, and remote) while working towards the goal of a return to full-time, in-person learning for all students. Regardless of the instructional model, Erie 1 BOCES is committed to continue providing instructional services to 100% of students in a meaningful way that adheres to current standards for health and safety measures.

All instructional models 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 from the NYS and Erie County Departments of Health, NYS Education Department and state and local entities:

The models include:

- 1. In-Person Learning** (100% Student and Staff Density)
- 2. Remote Learning** (Including Remote by Family Choice Options)
- 3. Hybrid Learning** (a Combination of In-Person and Remote Learning)

In-Person Learning (100% Student and Staff Density)

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. This model will be adopted only when full health and safety guidelines can be fully assured and maintained.

Remote Learning

The decision to go fully remote will be carefully considered in consultation with component school districts and guidance from the Erie County Department of Health, NYS Education Department and State and Federal Guidelines.

When under a remote model, students from across Alternative Education, Career and Technical Education and Special Education remain at home and receive instruction remotely through distance learning platforms. Students will have meaningful contact with teachers and support staff and receive regular feedback regarding their learning objectives and academic progress.

Learning in a fully remote model incorporates the use of a combination of synchronous and asynchronous teaching and learning methods as well as independent student practice and regular office hours for teachers. A definition of terms is outlined below:

- **Synchronous Learning:** Direct instruction and engagement facilitated by the teacher/educator remotely, happening in real time.
- **Asynchronous Learning:** Digital instructional materials and resources provided by the teacher/educator to students for their individual access (e.g., recorded and video-based lessons); can be revisited on multiple opportunities if desired or needed.
- **Independent Student Practice:** Meaningful engagement of students as they apply the skills and strategies gained and demonstrate understanding of their learning; also includes engagement with resources and activities not requiring a device.
- **Office Hours:** Opportunities for students to interact directly with the teacher for any additional assistance needed or to ask questions.

Attendance

Students are expected to be engaged through the entirety of the school day. Attendance will be taken remotely and daily. Student participation may be used to determine attendance.

Technology Support

Students or parents who need technology support should first contact their assigned teacher. Additional resources can be found on Erie 1 BOCES website at www.e1b.org/covid. If parents or students are still having difficulty after accessing these resources, please email istech@e1b.org with details outlining your needs or issues and someone will contact you.

Remote by Family Choice

Erie 1 BOCES recognizes that some students and parents may not be comfortable reporting to the school building for in-person learning. These students will be provided with a distance learning program that is aligned with in-person instruction to the extent possible.

Families choosing to select a fully remote model should complete the online application available at www.e1b.org/covid. Erie 1 BOCES will consider requests for fully remote instruction in collaboration with the building principal, the home school component district and the family. Families are not required to commit to remote learning for a predetermined amount of time and may request to re-

enter schools for in-person learning provided current classroom density levels are able to accommodate the request.

Hybrid Learning Model for Career and Technical Education

Hybrid instruction will consist of various models including a focus on hands-on practical application of technical skills, teacher developed pre-recorded theory lessons, direct instructional links, supplemental instructional resources (online textbooks, YouTube educational videos, and industry sponsored supporting learning platforms). Other opportunities for substantive teacher/student interaction in the online-learning platform.

Additional CTE Learning Supports and Assurances:

All Erie 1 BOCES CTE programs are NYS approved for integrated academic credit in the areas of Math, Science and ELA. When requested by the district, students will have the opportunity to receive a unit of credit for 3rd Math, 3rd Science and 4th ELA. 3.75 credits per year can be granted for each year of instruction for a total of 7.5 credits for program completion.

- E1B CTE Liaison and academic teachers will support students that need a deeper understanding of concepts.
- E1B ELA Teachers will provide assignments for all CTE students to create online portfolios through Google Site. ELA teachers will provide pre-recorded videos and host daily Google meet rooms.
- E1B CTE work-based learning coordinators will develop online professional development workshops, virtual career fairs and other virtual sessions that will allow students to obtain CDOS hours.
- E1B School Counselor and School Social Workers will be available to assist any students who needs additional support.
- Parents and home school counselors will be made aware of individual student situations and concerns.
- Regular office hours will be available for students to connect with teachers and administrators in support of student engagement and academic progress.

CTE Teacher Expectations for Learning Models:

- Teachers will provide theory-based assignments virtually through the Google or Schoology platform for both hybrid and remote learning models.
- In the hybrid model, teachers will provide instruction including teacher developed pre-recorded theory lessons, direct instructional links, supplemental instructional resources (online textbooks, YouTube educational videos, industry sponsor supporting learning platforms) on a Google or Schoology Platform. Other opportunities for substantive teacher/student interaction in the online-learning platform.
- In the remote model, teachers will provide live theory and demonstrations via Google Meet or Schoology and will upload recorded lessons along with instructional materials and assignments.

- Standards-aligned lessons will be provided that support students working toward mastery of the learning targets for instruction in a CTE shop, lab, adhering to health and safety recommendations.
- 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 remote instruction which include regular check-ins with students.
- Provide guidance and ensure that 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.

CTE Student Expectations for Learning Models:

- In-person CTE students will report to designated CTE Centers on assigned days. Attendance at the center is of utmost importance for students to achieve mastery in the practical skills.
- Access theory-based assignments virtually through the Google or Schoology platform in both models (hybrid and fully remote).
- Complete assignments, reading, videos, lessons, etc. as assigned by teacher by due dates.
- When needed or directed, students will attend scheduled meeting(s) with teachers during office hours.
- Communication via email, phone, Google or any other forms provided by teachers. Be responsive to teacher inquiry.
- Work with parents/guardians to access Parent Portal to monitor grades.
- Complete professional activities through the Erie 1 BOCES' Work-Based Learning coordinators to prepare for career and future opportunities.

Hybrid Learning Model for Alternative and Special Education

- Students will rotate between in-person and remote learning (synchronous and asynchronous). Erie 1 BOCES has adopted the following model: (AB Monday, Tuesday. Wednesday Remote. AB Thursday, Friday).
- Erie 1 BOCES will work with participating school districts to designate student cohort groups (A or B for Special Education and Alternative Education Only).

- All classrooms will be reduced to 50% of the students present for in-person instruction at any time.
- 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.
- Students will be placed into cohorts with content certified teachers for the duration of the day for middle and high school academic students every other day.
- Students will rotate through their content specific classes and lessons virtually while remaining in the same physical location at school or from home on alternating days.
- Students will be provided additional instructional support by the classroom teacher and substantive interactions with other content area teachers through daily office hours.
- Specials and electives such as art, physical education, and music may be provided in person on alternating days.
- Special education students in elementary grades or in functional life skill groupings K-12 will remain with their special class teacher (in reduced size groups) for all instruction through a combination of live and synchronous instruction on alternating days.
- On remote learning days students will also virtually access synchronous Art and PE instruction as well as certain related services provided via tele-therapy.
- Additionally, students will access computer based/ virtual instruction, practice and assessment activities in the reading series (e.g. Reading Street) and math series (e.g. Go Math).
- Erie 1 BOCES will host its virtual classrooms at all grades and levels using the Google Classroom platform and will subscribe to the “I do, we do, you do” gradual release model for instruction. This model of explicit instruction lends itself to optimizing academic achievement for “at risk” special education and alternative education learners given present circumstances and scheduling needs.
- This approach to instruction will be employed in the mixed A/B scheduled hybrid model and easily rolled into a full distance learning model should schools be required to go on a full pause.

School Schedules

Student Schedules for Career and Technical Education (CTE)

CTE will continue to follow the schedule of the participating component school (e.g. in-person, remote, hybrid).

- Any day a student is in-person with the Component District, they are in-person with Erie 1 BOCES CTE.

- All Career Centers (Harkness, Kenton and Potter) are open Monday through Friday to accommodate component district students and schedules.
- Occupational Education follows traditional, five day/week in-person schedule pending District/Parent approval.
- In-person instruction will focus on hands-on practical application of technical skills.
- Remote instruction will consist of various models including teacher developed pre-recorded theory lessons, direct instructional links, supplemental instructional resources (online textbooks, YouTube educational videos, and industry sponsored supporting learning platforms). Other opportunities for substantive teacher/student interaction in the online-learning platform.

CTE Student Schedule for In-Person/Hybrid Learning Monday through Friday		
Year 2 Students	7:45 to 10:00 a.m. (Harkness/Kenton) 7:20 to 9:35 a.m. (Potter)	Demonstration, Practical Application, Guided Practice
MID Session	10:00 a.m. to 12:15 p.m. (Harkness/Kenton) 9:35 a.m. to 12:00 p.m. (Potter)	Demonstration, Practical Application, Guided Practice
Year 1 Students	12:30 to 2:45 p.m. (Harkness/Kenton) 12:15 to 2:30 p.m. (Potter)	Demonstration, Practical Application, Guided Practice

Student Schedules for Alternative and Special Education

In most K-6 classes, students are in-person, at 100% density, 5 days per week (Monday – Friday). In this model, all in-person K-6 learners as well as faculty and staff are able to be in-person.

In grades 7 – 12, students are in-person, at 100% density 4 days per week (Monday, Tuesday, Thursday, Friday). At this time, students will continue remote learning on Wednesdays. Included in this schedule is **Grade 6 students from Northtowns Academy.**

Monitoring of Health Conditions

General Health Screening Protocols:

- Parents and employees should continue using the Daily Health Screening (below) before entering any Erie 1 BOCES facility.
- All students will continue to have their temperature monitored via temperature scanners as they enter the building.
- If a student has a fever of 100°F or higher, or if they exhibit any COVID symptoms, they will be isolated and sent to the nurse for a checkup.
- The nurse will determine if the child is symptomatic and needs to be sent home.

Daily Employee and Parent Health Screening Questions:

1. Are you currently experiencing, or have you experienced in the past 10 days, any signs or symptoms of COVID-19, including but not limited to:
 - Fever of 100°F or higher (or chills)
 - Cough, shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
2. Have you had a confirmed case of COVID-19 in the past 10 days?
3. Are you currently subject to an active quarantine related to COVID-19?
4. In the past 10 days, have you knowingly been in close or proximate contact with anyone who has had a confirmed case of COVID-19?

Students or Staff Who Answer “Yes” to the Health Screening or Develop Symptoms at School

Any employee or student who has symptoms of COVID-19, who believes they may have been exposed to COVID-19, who lives with anyone who has been diagnosed with COVID-19, or who has been diagnosed with COVID-19, shall immediately report this information to the school and/or seek proper medical attention.

Students or staff members who develop symptoms **while at home** should not enter the school building and must call the school nurse or building leader for further direction.

If a student or staff member becomes symptomatic **while at school**, the student/staff will be immediately isolated in a supervised, designated containment room and will be assessed by the school nurse or appointed designee. The school nurse or appointed designee will follow all NYDOH and CDC guidelines regarding PPE (i.e. mask, face shield, gown, gloves).

Containment of Potential COVID-19 Transmission

Personal Protective Equipment (PPE) and Face Coverings (Masks)

Erie 1 BOCES is committed to supplying and maintaining an adequate supply of PPE for all Erie 1 BOCES students and staff and will maintain protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate personal protective equipment (PPE) is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities.

At a minimum, appropriate PPE includes, an acceptable face covering, which is strongly recommended to be worn by all individuals at all times but is required to be worn any time or place that individuals cannot maintain appropriate social distancing. Acceptable face coverings include but are not limited to

2-ply (two layers of material) cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose. Erie 1 BOCES will continue to provide information to staff and students on proper use, removal, and washing of cloth face coverings.

According to Executive Order 202.17, any individual who is over age two (2) 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.

Erie 1 BOCES will allow students, faculty, and staff to use their own acceptable face coverings, but will not require faculty and staff to supply their own face coverings. Further, individuals may wear personally owned protective coverings (e.g., surgical masks, N-95 respirators, face shields), as long as they adhere to the minimum standards of protection for the specific activity. Erie 1 BOCES may otherwise require employees to wear more protective PPE due to the nature of their work in accordance with OSHA standards.

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 should continue to be cleaned or replaced after use or when damaged or soiled. Face coverings are not to 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.

Masks are to be worn by all individuals in classrooms and non-classroom settings including but not limited to hallways, offices, restrooms, gymnasiums, auditoriums, etc. Masks may only be removed during designated mask breaks, during meal time or as directed by a staff member.

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

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.

Physical Distancing

Erie 1 BOCES has procedures in place that ensure appropriate physical distancing is maintained between individuals while in school facilities and on school grounds, inclusive of students, faculty, and staff, unless safety or the core activity (e.g., instruction, moving equipment, using an elevator, traveling in common areas) requires a shorter distance or individuals are of the same household.

The NYSDOH recognizes that certain scenarios may prevent physical distancing from occurring, such as providing essential classroom instruction, medical care, or student comfort/support. Erie 1 BOCES will minimize this contact to the greatest extent possible and continue to ensure appropriate prevention measures—such as cleaning/disinfection, masking, hand hygiene, and respiratory etiquette—are maintained during these temporary episodes.

Due to evidence that transmission risk ranges by the age of the student, the CDC recommends that physical distancing requirements differ by grade level and community transmission risk. Evidence indicates that there is lower susceptibility and incidence of COVID-19 among younger children than

compared to teenagers; therefore, in-person instruction represents less risk of on-site transmission in elementary schools compared to middle and high schools.

The CDC recently developed metrics for COVID-19 prevention strategies which includes guidelines for social distance practices in schools. The metrics are based on the level of community transmission of COVID-19. [More information can be found here](#) and are summarized below:

- In counties with Low to Moderate Risk of transmission, all grade levels (K-12) can maintain a physical distance of at least 3 feet between students in classrooms.
- In counties with Substantial Risk of transmission, all grade levels (K-12) can maintain physical distancing of at least 3 feet between students in classrooms and cohorting is recommended*.
- In counties with High-Risk transmission rates, elementary schools can maintain physical distancing of at least 3 feet between students in class and cohorting is recommended. However, in middle and high schools, 3 feet between students in classrooms is recommended only when schools can use cohorting. **When schools cannot maintain cohorting, middle and high schools must maintain physical distancing of at least 6 feet between students in classrooms.**

The above metrics are based on the Indicators of Community Transmission as described by the CDC. The CDC recommends that public health officials and school administrators consider the total new cases per 100,000 persons in the community within the preceding 7 days and the percentage of molecular tests that are positive within the preceding 7 days when making decisions about physical distancing. Levels of community transmission defined as total new cases per 100,000 persons in the past 7 days (low, 0-9; moderate, 10-49; substantial, 50-99; high, 100 or greater) and the percentage of positive test in the past 7 days (low, less than 5%; moderate 5-7.9%; substantial, 8-9.9%; high, greater 10% or greater.) Please refer to the [CDC's COVID-19 Integrated County View](#) for county indicators.

In addition to the parameters outlined above, a minimum of 6 feet of social distancing must always be maintained under the following:

- 6 feet is always the required distancing between adults (teachers, staff, visitors) and between students and adults.
- 6 feet of distance is required when eating meals or snacks or drinking or anytime masks are removed.
- 6 feet of distance is required during any activity that requires projecting the voice (e.g., singing) or in common areas and outside of classrooms (e.g. lobbies, auditoriums, gymnasiums, cafeterias, and hallways), where possible.

COVID-19 Isolation, Infected Individuals, Exposed Individuals, Contact Tracing

Positive Health Screening

Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, will be immediately sent home with instructions to contact their health care provider for assessment and testing.

- Students who are being sent home because of a positive screen (e.g., onset of COVID-19 symptoms) will be immediately separated from other students and supervised until their parent/legal guardian or emergency contact can retrieve them from school.
- Erie 1 BOCES will provide such individuals with information on health care and testing resources, if applicable.
- Erie 1 BOCES will immediately notify the Erie County Department of Health about the case if diagnostic test results are positive for COVID-19.

Students and staff must immediately disclose if and when their responses to any of the daily Health Screening questions change, such as if they begin to experience symptoms, including during or outside of school hours.

Students or Staff Who Develop COVID-19 Symptoms

Students or staff who develop or display COVID-19 symptoms while in school will be immediately isolated and examined by the school nurse. The student, family or employee will be informed that they must seek medical attention and meet one of the criteria below before returning to the school.

One of the three following criteria must be met before the student/staff can return to school:

1. A note from a medical care provider with an alternative diagnosis is provided, OR
2. The result of a negative diagnostic COVID-19 test is provided, OR
3. There have been at least 10 days since the onset of COVID-19 symptoms.

ECDOH offers free diagnostic testing to symptomatic Erie County residents and close contacts of confirmed cases. Other local testing sites are listed at www.erie.gov/covidtestsites.

Students or Staff Who Test Positive for COVID-19

The student/staff should be placed in isolation, preferably in their own room with their own bathroom. All the following criteria must be met before the student/staff can return to school:

1. At least 10 days after COVID-19 symptom onset or 10 days from their first positive test if asymptomatic, AND
2. Fever-free for at least 72 consecutive hours without the use of fever-reducing medication, AND
3. Respiratory symptoms are improving.

Erie 1 BOCES will work with the Erie County Department of Health to identify those who may have been in close contact with the infected individual.

Classmates or Staff Members in Contact with a Confirmed COVID-19 Case

Protective measures, such as maintaining physical distance and masking while in the classroom, are

practices aimed at reducing the risk of infection. However, having these practices in place does not mean that a classroom is exempt from quarantine in the event of a positive COVID-19 case. Duration of exposure impacts risk.

Even with protective practices, the following quarantine rules apply:

1. Household contacts and close contacts are placed in quarantine for 10 days. A close contact is defined by NYSDOH as an individual who has been within 6 feet of a positive COVID-19 case for 10 consecutive minutes or more during a time the case was infectious.
2. Contact tracers may make recommendations for quarantine based on other factors, including duration, proximity and presence of symptoms.
3. Persons under quarantine who develop symptoms should be tested for COVID-19 immediately if they become symptomatic. If they are asymptomatic, a test is recommended from between 5 – 7 days after the exposure. If the result is positive, the student or staff member will be placed in isolation. If test result is negative, the student or staff member will continue in quarantine for the full 10 days.

Notification

Erie 1 BOCES is required to notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff and visitors. Erie 1 BOCES can also refer students or staff who need tests to their primary care physician. Erie 1 BOCES will fill out the ECODH digital reporting form to indicate if a student or staff member has tested positive for COVID-19.

(<https://www3.erie.gov/covidform>).

Consistent with Executive Order 202.61, Erie 1 BOCES must also make reports to the New York State Department of Health COVID-19 School Report Card [Dashboard](#) every day that school is in session. In addition, Erie 1 BOCES will notify individuals who may have come into close contact with any infected persons (see Testing Protocols for further details).

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.

Testing Protocols

Erie 1 BOCES is responsible for referring students and/or staff to testing locations. The Erie County Department of Health (ECDOH) offers testing within the community. If a student or staff member was symptomatic or considered a close contact, Erie 1 BOCES will recommend families and staff utilize the ECDOH hotline (716-858-2929) to help facilitate getting a test. The hotline has information on testing dates, locations, times, and the ability to schedule an appointment.

COVID-19 test sites in Erie County can also be found online at www.erie.gov/covidtestsites. The District can also contact the primary care physician of the student or staff member in order to make a referral for a COVID-19 test.

Erie 1 BOCES has been approved to operate as a Limited-Service Laboratory license for administering rapid tests and has the ability to do so on a limited basis (CLIA number: 33D2201597).

If a student or staff member tests positive or negative for COVID-19, no matter the type of test, the student or staff members should still take preventive measures to [protect themselves and others](#).

Contact Tracing Support

In the case of an individual testing positive, Erie 1 BOCES has developed plans to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program.

The Erie County Department of Health will contact the student, parent, or staff member to perform the case investigation and contact tracing.

The Erie County Department of Health will notify the school for collaboration with contact tracing and to identify close contacts. A “close contact” is someone who was within six feet or less of a person with COVID-19 for at least 10 minutes, starting from 48 hours before they started to feel symptoms, and for asymptomatic cases, from two days prior to testing positive for COVID-19.

Contact tracers may consider the duration and proximity of the contacts and other criteria in determining close contacts.

A close contact will be quarantined for 10 days from the date of last exposure, advised to monitor for symptoms, and will be recommended to get a diagnostic immediately should they develop symptoms or 5-7 days or more after exposure. Close contacts to a positive case can return to school after a 10-day quarantine period unless they become symptomatic or test positive for COVID-19 at which time they would quarantine for 10 days from the onset of symptoms. Quarantine means staying home, monitoring for symptoms, and maintaining social distancing (at least 6 feet from others at all times). This means remaining in a specific room separate from other non-exposed people in the home and using a separate bathroom, if possible.

An individual with a positive COVID-19 test result will be isolated for a minimum of 10-days from the start of symptoms. The student or staff member must be three days without a fever, unmedicated, and have progressive improvement in symptoms before returning.

Medical information that is shared with ECDOH contact tracers is kept confidential. A contact tracer may share information about an employee diagnosed with COVID-19 with a school district, principal, or human resources department in order to identify and contact potential close contacts. Since a COVID-19 diagnosis is protected health information, Erie 1 BOCES will maintain confidentiality and avoid disclosing the identity of the employee diagnosed with COVID-19 to other staff. The ECDOH will not announce the location of an Erie 1 BOCES school unless there is a concern about an exposure to the public.

Quarantine Guidelines for Vaccinated Individuals and those with Previous COVID-19 Infection

Quarantine guidelines differ for those who have been fully vaccinated as well as for those who have previously been infected with COVID-19. “Fully Vaccinated” is defined by New York State as being 2 or more weeks after the final dose of an FDA approved vaccination.

Individuals who have been identified as a close contact to someone infected with COVID-19 do not need to quarantine if:

- They can provide proof of being fully vaccinated and,
- They remain symptom-free.

Additionally, asymptomatic individuals who have recovered from laboratory confirmed COVID-19 infection during the previous 3 months do not need to be quarantined if exposed to COVID-19.

Ventilation, Cleaning and Disinfection Protocol

Ventilation

Erie 1 BOCES will evaluate its ventilation systems to ensure they are working properly, are code compliant and are optimized according to these guidelines:

- Adherence to a routine maintenance and inspection schedule.
- Windows and doors will be opened to maximize fresh air flow through the classroom and school building whenever possible.
- Diffusers, exhausts, and unit vents will not be blocked or obstructed by cabinets, books, or other materials. The importance of not obstructing diffusers and vents or attempting to modify the ventilation controls will be communicated to staff.
- Erie 1 BOCES will suspend the use of demand control ventilation systems that shut down the percentage of fresh air under certain conditions automatically, unless doing so will degrade indoor air quality.
- Ventilation systems will run throughout the building including bathrooms 24/7.
- Insurance that there is adequate ventilation when cleaners and disinfectants are used to prevent students or staff from inhaling irritating fumes.
- Replacement of existing unit air filters as per manufacturers' instruction and optimization of filtration by upgrading to filters with a minimal efficiency rating value (MERV) of MERV 8.

Cleaning and Disinfecting Protocol

Rigorous and ongoing cleaning and disinfection occurs at least daily or more frequently as needed. A deep cleaning of all buildings will take place prior to students and staff being reintroduced. Regular building cleaning and disinfecting practices occurs 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.

More frequent cleaning and disinfection for high-risk, high touch areas and surfaces (those used frequently and/or by many individuals) is in place.

Custodial and cleaning staff will also clean and disinfect routinely throughout the day. Custodial staff will maintain a daily cleaning log documenting date, time, and scope of cleaning. Custodial and cleaning staff will be provided with disposable gloves and masks to perform their cleaning and disinfecting duties.

Erie 1 BOCES follows the hygiene and sanitization requirements from the Centers for Disease Control and Prevention (CDC) and the New York State Department of Health. Disinfecting products specifically labeled for SARS-CoV-2 are utilized.

Each custodial team member has received training and follows proper cleaning and disinfecting procedures in alignment with CDC recommendations for school buildings. Training is ongoing and reinforced.

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.

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

Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.

School Closure Contingency Plans

Any need to decrease the scale or scope of in-person learning due to COVID-19 by closing a classroom or school will be considered in consultation with the Erie County Department of Health and Erie 1 BOCES’ component partner school districts and in accordance with all NYS and CDC guidelines.

Erie 1 BOCES will continue to will work with the Erie County Department of Health to determine clearly defined measures that will serve as warning signs that the level of COVID-19 transmission may be increasing in school settings beyond an acceptable level.

Warning signs of increased COVID-19 transmission that are used to determine if a classroom or school may need to close or result in a reduction of in-person learning include:

- In-school COVID-19 spread as identified through contact tracing measures.
- Community transmission rates as identified and outlined by the CDC.
- The Erie County Department of Health (ECDOH) uses the following criteria to determine if a school should be recommended to close due to COVID-19 cases:
 - Within a given school building, if a combination of on- and off-site diagnostic COVID tests conducted within a 7-day rolling timeframe yields a number of positive cases that represents 3% or more of all in-person students and staff members, ECDOH will first engage in a conversation with the district and/or school building representative to further investigate the source(s) of the positive cases. If, after conversation and careful analysis, ECDOH determines that the cases pose a significant risk to the school building, then ECDOH will recommend a 10- day closure of the affected school building.

Communication and Continued Instruction

Erie 1 BOCES will utilize its communication plan to notify affected individuals, families and component partner districts internally and externally throughout the closure process.

If the closure of a school is necessitated by widespread virus transmission, that school will pivot back to fully remote instruction for students until the 10-day quarantine period is complete and the Erie County Department of Health has approved the transition back to in-person learning for the respective school.