



## Allegany-Limestone Central School District

www.alcsny.org  
3131 Five Mile Road  
Allegany NY 14706  
716-375-6600

Anthony Giannicchi, District Superintendent

The safety of our students, staff and community are of the utmost importance. The Allegany-Limestone Central School District's COVID-19 Reopening Plan establishes and explains the procedures, practices and safeguards needed to meet the recommendations and guidance outlined by the following governmental agencies:

Centers for Disease Control and Prevention (CDC) CDC Guidance for K-12 Schools  
Federal Occupational Safety and Health Administration (OSHA) [www.osha.gov](http://www.osha.gov)  
New York State Department of Health (NYSDOH) <https://coronavirus.health.ny.gov/home>  
New York State Education Department (NYSED) <http://www.nysed.gov/coronavirus>  
New York State's "New York Forward" guidelines <https://forward.ny.gov/>

Based on the aforementioned guidance, we have developed procedures that allow our District to be responsive to the ever-changing nature of this pandemic.

Allegany-Limestone Central School District  
Contact Information

For Questions About...	Contact Information
A course, assignment or resource	Assigned classroom teacher
A technology-related problem or question	ALCS Technology Office at 375-6600 ext. 2221 Email <a href="mailto:alcshelpdesk@alcsny.org">alcshelpdesk@alcsny.org</a>
Social-emotional or academic concern	School Counselors ALES 375-6600 ext. 4162 ALMHS 375-6600 ext. 2177  School Psychologists ALES 375-6600 ext. 4166 ALMHS 375-6600 ext. 2176
School meal questions	Rhonda Herbert 375-6600 ext. 2188
COVID-19 Health Screening Questions	School Nurses ALES 375-6600 ext. 4165 ALMHS 375-6600 ext. 2160  ALES COVID-19 Safety Coordinator 375-6600 ext. 4173  ALMHS COVID-19 Safety Coordinator 375-6600 ext. 2102
Building Related Questions	ALES Main Office 375-6600 ext. 4172 ALMHS Main Office 375-6600 ext. 2100
Transportation Related Questions	ALCS Transportation 375-6600 ext. 4316
District-wide Curriculum and Instruction Questions	ALCS Director of Instruction 375-6600 ext. 2249
Special Education Questions	ALCS CSE Chairperson 375-6600 ext. 4264

**Allegany-Limestone Central School District  
Quick Resource Guide**

Resource	Where to find it...
ALCS School Counseling Plan	<a href="https://www.alcsny.org/Page/4105">https://www.alcsny.org/Page/4105</a>
CDC Hand Washing Poster	<a href="https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf">https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf</a> ;
CDC Hand Washing is Your Superpower Poster	<a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/superhero_poster.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/superhero_poster.pdf</a>
CDC Cover Your Cough Poster	<a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/cover-your-cough_poster.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/cover-your-cough_poster.pdf</a>
CDC Stop the Spread Poster Version 1	<a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread_poster.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread_poster.pdf</a>
CDC Stop the Spread of Germs Poster Version 2	<a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf</a> .
CDC Stay Home If You Are Sick Poster	<a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-B-StayHomeFromWork_Poster.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-B-StayHomeFromWork_Poster.pdf</a> ;

**New York State Provided Resources  
Quick Resource Guide**

*The everchanging nature of the situation provides new resources to school districts and communities on an almost daily basis. These resources links and information were up to date at the time of the publication of this document on July 31, 2020.*

Resource	Where to find it...
NYSED Recovering, Rebuilding, Renewing: The Spirit of New York's Schools	<a href="http://www.nysed.gov/reopening-schools/school-reopening-resources">http://www.nysed.gov/reopening-schools/school-reopening-resources</a>
Department of Health Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools - During the COVID-19 Public Health Emergency	<a href="https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K%20to%20Grade%2012%20Schools%20MasterGuidance.pdf">https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K to Grade 12 Schools MasterGuidance.pdf</a>
Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency	<a href="https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/SportsAndRecreationMasterGuidance.pdf">https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/SportsAndRecreationMasterGuidance.pdf</a>
Western New York and for Cattaraugus and Allegany Counties Infection Rate Website	<a href="https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-Map?%3Aembed=yes&amp;%3Atoolbar=no&amp;%3Atabs=n">https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-Map?%3Aembed=yes&amp;%3Atoolbar=no&amp;%3Atabs=n</a>

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### ALCS COVID-19 Reopening Planning Committee Members

Dedicated members of the Allegany-Limestone Central School community served as contributors to the ALCS Reopening Plan. Many thanks for their expertise and dedication not only to the outstanding educational experience of our students, faculty, and staff, but also for making the health and safety of our education community their top priority during the COVID-19 global pandemic. The Reopening Planning Committee members represented the diversity of our large organization, including members of our collective bargaining units, parents, staff, and administration.

Tony Giannicchi, District Superintendent	Daniele Vecchio, ALCS Business Official
Kevin Straub, Director of Technology/Building Administrator	Paige Kinnaird, District Director of Instruction/Building Administrator
Alicia Bockmier, District CSE Chairperson	Meghan Janora, ALES Principal
Shawn Phinney, District Transportation Supervisor	Rhonda Herbert, District Food Services Manager
Allen Backer, District Facilities Manager	Jonathan Thomas, District Senior Maintenance Mechanic
Kim Higley, ALTA President, ALMHS Team Leader, ALMHS Special Education Teacher	Jennifer Brooks, ALMHS Special Education Teacher
Terra LaCroix, ALMHS Special Education Teacher	Todd Hopkins, ALMHS Team Leader, ALMHS Health Teacher
Cheryl Wintermantel, ALMHS Nurse	Linda Dodd-Nagel, ALMHS Mathematics Teacher
Tamra Hollowell, ALTA Vice-President, ALMHS Mathematics Teacher	Kevin Weiss, ALMHS ELA Teacher
Brian Rohrabacher, ALMHS Social Studies Teacher	Dollene Christopher, ALMHS Social Studies Teacher
Sarah Flanders, ALMHS Special Education Teacher	Karol Stayer, ALMHS Team Leader, ALMHS Mathematics Teacher
Penny Owen, ALMHS Reading Teacher	Dan Waugaman, ALMHS Science Teacher
Eileen Finn, ALMHS Team Leader, ALMHS World Languages Teacher	Kim Buchanan, ALES Grade-Level Coordinator, ALES Teacher (1 <sup>st</sup> grade)
Tina Henneman, ALES Nurse	Donna Buckley, ALES Grade-Level Coordinator, ALES Teacher (K)
Lori Jones, ALES Teacher on Special Assignment	Katie Buzzard, ALES Grade-Level Coordinator, ALES Teacher (Pre-K)
Kelly Lovell, ALES Teacher Aide	Deb Christopher, ALES Teacher (1 <sup>st</sup> grade)
Tina Marino, ALES Teacher Aide	Jeff Ciminesi, ALES Teacher (5 <sup>th</sup> grade)
Todd Miller, ALES Teacher (5 <sup>th</sup> grade)	Suzie Ciminesi, ALES Teacher (5 <sup>th</sup> grade)
Curtis Peters, ALESPA Union President, ALCS Maintenance	Andrea Darrow, ALES Teacher (1st grade)
Bonnie Robinson, ALES Aide	Bill Fancher, ALES and ALMHS Music Teacher
Patty Saglimben, ALES Aide	Jen Giardini, ALES Grade-Level Coordinator, ALES Teacher (4 <sup>th</sup> grade)
Marnie Vogtli, ALES Teacher (K)	Katie Gleason, ALES Teacher (Pre-K)
Alexandra Zimmer, ALES Special Education Teacher	Erik Jones, ALES Teacher (2 <sup>nd</sup> grade)
John Wolfgang, ALES Psychologist	Brooke Potter, ALES Aide
Kelly Reisman, ALES Art Teacher	Kim Ricci, ALES Aide
Barb Smith, ALES Teacher (1 <sup>st</sup> grade)	Barb Weaver, ALES Aide
Crystal Wilczewski, ALES PTO Representative	Angie Honeck, ALES PTO Representative

## Introduction

Schools and education organizations are faced with unprecedented challenges due to the global pandemic caused by COVID-19. As a result of the pandemic, schools were forced, in mid-March 2020, to close their doors to students and transition to remote learning. Over the course of the final fifteen weeks of the 2019-2020 school year, school looked different than it ever had before. The last days of the school year culminated with teachers and students giving their summer farewells via video conference and district led car parades rather than waving to each other from buses as they left our campuses for the start of the summer vacation.

As we look to enter the 2020-2021 school year, educators find themselves having to plan for the possibilities of face-to-face learning, remote learning, and blended learning all at the same time. **The purpose of this plan is to offer some certainty during uncertainty.**

That is, when we return to school face-to-face, what will be the protocols we use to keep the children and adults in our schools safe?

If we are to return to school remotely, how will we ensure all students receive the education they are each entitled to?

These are questions that are important to us as a school community.

Our goal is always first and foremost the health and safety of our students, our staff, and our community.

This plan was developed by engaging a cross-section of stakeholders from our district and our community well as from each of our employee groups. Subcommittees met to address all aspects of the New York State Education Department's reopening guidance for **Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools.**

As this plan evolved, we viewed ourselves as a school with students, teachers, support staff, classrooms, and offices. Additionally, we addressed our unique context as an essential partner to our Allegany and Limestone communities. We must take into consideration that our classrooms are composed of students whose families are concerned about their education and their safety.

The following plan is ALCS's response to our employees and our community to ensure the students and adults who are in our educational care are provided with the quality education and services they expect from us in an environment that is safe and remains flexible in our rapidly changing world context.

## **Allegany-Limestone Central School District (ALCS) Practices and Expectations of Faculty, Staff, Students, and Visitors**

The health and safety of our faculty, staff, students, and visitors to ALCS locations is our top priority. We believe ALCS plays a key role in educating and communicating with our educational community about everyday actions that are best known to prevent the spread of COVID-19. While ALCS will perform daily screening, increased cleaning and disinfection, and management of persons that become ill in our care, there are three central activities all people entering our facilities and events will be expected to participate in order to keep everyone as safe as possible; social distancing, wearing personal protective equipment, and giving increased attention to personal hygiene practices. While these three practices are mentioned throughout our plan, they are mentioned here to give importance to their practice and guide everyone in setting these as our norms as we come together within our facilities.

These Practices and Expectations comply with guidance from:

NYSED Recovering, Rebuilding, Renewing: The Spirit of New York's Schools

<http://www.nysed.gov/reopening-schools/school-reopening-resources>

Department of Health Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency

[https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K to Grade 12 Schools MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf)

### **Practices and Expectations for Social Distancing for Faculty, Staff, Students, and Visitors [SED Assurance: Health and Safety 11]**

To ensure all faculty, staff, students, and visitors comply with physical distancing requirements, anyone within ALCS facilities will practice social distancing expectations:

1. All faculty, staff, students, and visitors must follow all posted signage regarding social distancing practices and expectations.
2. All faculty, staff, students, and visitors will refrain from physical contact with one another to the greatest extent possible.
3. Ensure 6 ft. distance between any employee, student, or visitor, unless safety or core function of work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
4. Tightly confined spaces will be occupied by only one individual at a time unless all occupants are wearing face coverings. If area is occupied by more than one person, keep occupancy under 50% of maximum capacity.
5. Social distancing markers are posted throughout our facilities.
6. Limit in-person gatherings as much as possible and use tele- or videoconferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.
7. All planned deliveries to our facilities will take place through our receiving areas at our District buildings. All other deliveries will be received by our Maintenance Staff and follow screening and safety protocols of visitors.

## **Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors**

### **[SED Assurance: Health and Safety 13]**

To ensure all faculty, staff, students, and visitors comply with protective equipment requirements, each agree that they will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage regarding PPE practices and expectations.
2. ALCS will provide employees and students with an acceptable face covering at no-cost and have an adequate supply of coverings in case of replacement.
3. 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.
4. Training will be provided to all staff members and students on the proper use of face coverings including:
  - a. How to Wear Face Covering Appropriately
  - b. How to Put on/Remove Face Covering
  - c. How to Properly Remove a Face Covering
  - d. Proper Care of Face Coverings
5. Face coverings must be worn at all times, especially when social distancing is difficult or impossible to practice.
  - i. Students must wear face coverings at all times. Students may remove face covering during instruction if they are seated and while eating meals, or with the permission of their teacher. The only exception to the mask requirement is that students whose physical or mental health would be impaired by wearing a mask are not required to do so. This will be handled on a case-by-case basis or according to a student's Individual Education Plan (IEP) or when students have provided medical documentation.
  - ii. Faculty and staff must wear face coverings at all times. Faculty and staff may remove face coverings when social distancing is being practiced. Frequently provide mask breaks to students, but only do so when social distancing practiced or when everyone in the classroom is seated or stationary.
  - iii. Visitors are required to wear face coverings at all times, unless otherwise instructed by an ALCS district level staff member or building level administrator.
6. When in contact with shared objects or frequently touched areas, gloves will be provided; employees, students, and visitors are encouraged to wash hands before and after contact.
7. Touching of shared objects and surfaces is discouraged.
  - a. Examples of some frequently touched areas in schools: Classroom desks and chairs, Lunchroom tables and chairs, Door handles and push plates, Handrails, Kitchen and bathroom faucets, Light switches, Handles on equipment (e.g., athletic equipment), Buttons on vending machines and elevators, Shared telephones, Shared desktops, Shared computer keyboards and mice, Bus seats and handrails, etc.
8. Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects
  - a. First, clean the surface or object with soap and water
  - b. Then, disinfect using an EPA-approved disinfectant
  - c. If an EPA-approved disinfectant is unavailable, you can use or 70% isopropyl alcohol solutions to disinfect



### **Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors**

To ensure all faculty, staff, students, and visitors comply with hygiene and cleaning requirements, ALCS will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage hygiene and cleaning practices and expectations (*SED Assurance: Health and Safety 10*).
2. Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs onsite that document date, time, and scope of cleaning to be maintained by the Facilities and Maintenance Department.
3. Provide and maintain hand hygiene stations for personnel, including hand washing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% ethanol or 70% isopropyl alcohol for areas where hand washing is not feasible.
4. Provide teachers and therapists with student safe cleaning products to clean room surfaces throughout the day.
5. Staff Training will be provided to promote healthy hygiene practices. Training will include, but is not limited to:
  - a. Proper hand washing techniques
  - b. Use of hand sanitizer
  - c. Respiratory etiquette, including covering coughs and sneezes
  - d. Proper use of face coverings
  - e. Encourage staff to stay home when sick
6. Post signs on how to stop the spread of COVID-19, proper hand washing technique, promote everyday protective measures, and the proper wearing of a face covering.
7. Conduct regular cleaning and disinfection daily, or more frequently as needed, along with frequent cleaning, disinfection, or sanitizing of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.
8. Require that hand washing, or hand sanitizing will take place before and after consuming food (*SED Assurance: Child Nutrition 4*).

### **Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors** **[SED Assurance: Health and Safety 5, 8]**

To ensure all faculty, staff, and students comply with daily screening requirements, ALCS will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage regarding daily screening practices and expectations (*SED Assurance: Health and Safety 10*).
2. Implement a daily screening protocol, either electronically for faculty and staff, or on paper for students and visitors that document answers to the following questions:
  - a. Have you experienced any COVID-19 symptoms in the past 14 days?
  - b. Have you had a positive COVID-19 test in the past 14 days?
  - c. Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?
  - d. Have you travelled to and returned from a state with significant community transmission of COVID-19, as defined by NYS DOH, in the past 14 days?
  - e. If you have taken your temperature today, was it over 100°F?
3. If any person answers “yes” to question a through e, additional immediate screening will be required.
4. Immediate digital notification is sent to ALCS District Level Staff if any faculty and staff member answers “yes” to any question.

5. Thermometers will be available at ALCS location for additional screening if required or if temperature readings were not able to be conducted before entering an ALCS facility.
6. It is important that parents, staff and students know the symptoms of COVID-19 so you can monitor your own health and assist in monitoring the health of others around you; i.e., your family, your colleagues, students, visitors, etc. The Centers for Disease Control and Prevention keep an up to date list of symptoms of Coronavirus on its website. This list is not all inclusive as some individuals may display symptoms or none. As of 7/13/2020, the following are listed as the most common symptoms of COVID-19: (*SED Assurance: Health and Safety 9*):

- Fever or chills (100°F or greater)
- 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.

Observe students, other staff members, and visitors for signs of any type of illness such as (*SED Assurance: Health and Safety 9*):

- Flushed cheeks
- Rapid or difficulty breathing (without recent physical activity)
- Fatigue, and/or irritability
- Frequent use of the bathroom

## ALCS Reopening Plan for In-Person Instruction

At the heart of the reopening of ALCS programs for in-person instruction are faculty, staff, and student safety while providing a quality learning experience for our students.

All ALCS student-based programs will ensure that applicable New York State Learning Standards will be met when the Plan for In-Person Instruction is implemented. *ALCS anticipates the ability to deliver all approved programs when student return to in-person instruction:*

- *without the need for reductions of student or staff populations (SED Assurance: Health and Safety 1).*
- *without significant modification to instruction, schedules, program offerings (SED Assurance: School Schedules 1; Special Education 2).*
- *and without modification to permanent facilities (SED Assurance: Facilities 1, 2, 5-8, 10-12).*

All instruction will be delivered in a manner that allows all faculty and students to strictly adhere to:

- ALCS Practices and Expectations of Faculty, Staff, Students, and Visitors.
- Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors.
- and Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors.

The in-person instruction plan complies with all guidance from:

- NYSED Recovering, Rebuilding, and Renewing: The Spirit of New York's School (<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>)
- Department of Health Interim Guidance for In-person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency ([https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K\\_to\\_Grade\\_12\\_Schools\\_MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf))

ALCS programming will meet NYS Learning Standards. All ALCS programs will operate in a manner that meets all NYS Department of Health guidelines for health and safety and social distancing policies.

### Students with Disabilities

ALCS Special Education programs and services provide equity and access for students with disabilities to be involved in and to participate and progress in the general education curriculum. Our highly qualified faculty and staff will provide a framework to ensure that all students with disabilities continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living. ALCS considers in-person services a priority for high-needs students and preschool students with disabilities whenever possible. ALCS administration, faculty, and staff will implement all guidelines from SED stated in the *Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools* document.

FAPE (SED Assurance: Special Education 1)

Students programs will be individualized to meet their needs. To the greatest extent possible, student IEP's will be implemented. If necessary, a request to convene a CSE meeting will be made.

Parent Engagement *(SED Assurance: Special Education 3)*

Parents will receive notification of the model being utilized to provide instruction. Parents will be regularly contacted by classroom staff. If parent participation difficulties arise, school personnel will provide additional support. All communication with parents will be in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.

Collaboration with CSE on IEP Implementation *(SED Assurance: Special Education 4)*

Continued collaboration with district CSE and CPSE will occur.

Necessary Accommodations, Modifications, Supplementary Aids and Services, and Technology *(SED Assurance: Special Education 5)*

Students that require accommodation, modifications, supplementary aides and services and technology that is currently not on their IEP, will be referred to CSE. These services will be provided in general education or special education classes as indicated on a student's IEP.

CA BOCES does provide itinerant teacher services to ALCS English Language Learners and does not anticipate any changes to the services provided because of the COVID-19 pandemic *(SED Assurance: Bilingual Education and World Languages 1, 2)*.

All other non-teaching environments (Central Office; Technical Services; Facilities and Maintenance; Food Services; Transportation Services) are currently open with little to no accommodations needed. These District spaces are all operating with strict adherence to Phase 2 guidance.

### Capacity

All instruction will be delivered in a manner that is compliant with social distancing and PPE measures for all faculty, staff, and students. Close examination of physical space within our facilities has taken place to comply with guidelines from the State Education Department *(SED Assurance: Health and Safety 1)*.

COVID Maximum Occupancy signage will be placed outside each room location using the above ratios.

Due to the changing and sometimes unpredictable nature of our enrollment, classroom capacities will be closely monitored by faculty, administration, and the COVID-19 Safety Coordinators to allow for social distancing at all times. If classrooms reach capacity, "spillover rooms" will be available to accommodate all students. These rooms will be connected to the main classroom via video conference equipment and students will be monitored within these spaces according to SED guidelines.

ALCS does not anticipate changes or additions to facilities but will comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code and the state Energy Conservation Code and will submit such changes to OFP if the need arises *(SED Assurance: Health and Safety 1)*.

In all areas of the District, all faculty, staff, students, and visitors must follow all posted signage regarding PPE practices and expectations.

**Allegany-Limestone Elementary School (Grades UPK – 5)**

- \*Entrances to the building will be divided based on mode of transportation to allow for social distancing.
- \*All students will be in attendance every day with all grade-levels and classrooms following occupancy guidelines to ensure proper social distancing. This structure allows for continuity of learning through in-person instruction.
- \*Bell schedule will be altered to adjust passing times to limit the number of students in the hallways at the same time.
- \*Students whose parent(s)/guardian(s) choose not to send them to school will receive instruction remotely utilizing district technology (one-to-one devices, Microsoft Teams, Microsoft OneNote, etc.)

**Allegany-Limestone Middle-High School (Grades 6-12)**

- \*Entrances to the building will be divided by grade level to allow for social distancing and to place students at the entry that is closest to their locker(s)/classroom(s)
- \*Students will be placed in attendance cohorts with all students in attendance either 2 days per week (M & Th or T & F) and remote learning 2 days per week. Additionally, a select population of students will be in attendance 4 days per week to foster high levels of engagement. Wednesdays will be a day to provide individual support and instruction to students remotely. This structure allows for continuity of learning through in-person, remote, and hybrid modes of instruction.
- \* All classrooms will be following occupancy guidelines to ensure proper social distancing.
- \*Students whose parent(s)/guardian(s) choose not to send them to school will receive instruction remotely utilizing district technology (one-to-one devices, Microsoft Teams, Microsoft OneNote, etc.)
- \*Bell schedule will be altered to adjust passing times to limit the number of students in the hallways at the same time.

**Additional District Areas including:**

Central Office, Food Services, Facilities/Maintenance, Transportation, and Technical Services

- \*All areas of the District will follow social distancing guidelines.
- \*Transportation routes will be developed to ensure compliance with NYSED Guidance regarding number of students per bus to allow for proper social distancing.
- \*All students and adults who gain entry to a district bus will be required to wear a protective face mask during the entire time on the bus.
- \*Students will be assigned seats on each bus route, beginning with back seats of the bus and working forward, to limit contact.
- \*District staff will take attendance, based on established bus routes, each day for all transportation runs.

**Social Distancing**

All faculty and staff will be directed to deliver instruction in a manner that allows all faculty and students to strictly adhere to Practices and Expectations for Social Distancing for Faculty, Staff, Students, and Visitors (*SED Assurance: Health and Safety 11*). Movement within classrooms will be limited as much as possible.

All faculty and staff should immediately communicate with their supervisor with questions or concerns.

Allegany-Limestone Elementary School (Grades UPK – 5)  
Allegany-Limestone Middle-High School (Grades 6-12)

For General Guidance See “Practices and Expectations for Social Distancing for Faculty, Staff, Students, and Visitors”

\*Social distancing markers are posted throughout our facilities, and must be used by all students, faculty, staff, and visitors.

\*All congregate areas (hallways, cafeteria/gymnasium) will be designated with flow patterns to assist with social distancing, and must be used by all students, faculty, staff, and visitors.

\*All students, faculty, staff, and visitors will refrain from physical contact. If physical contact must be made, the use of gloves and handwashing protocols should be followed.

Additional District Areas including:

Central Office, Food Services, Facilities/Maintenance, Transportation, and Technical Services

For General Guidance See “Practices and Expectations for Social Distancing for Faculty, Staff, Students, and Visitors”

### **PPE and Face Coverings**

All faculty will be directed to deliver instruction in a manner that allows all faculty and students to strictly adhere to “Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors” (*SED Assurance: Health and Safety 13, 14*).

Face coverings/masks and other PPE can be obtained, at no cost, at any ALCS location.

As often as possible, faculty will provide mask breaks to students at times during instruction ONLY when ALL students are seated at least 6-feet apart. Any movement within the classroom during a mask break will result in the need for everyone in the class to replace their face covering/mask.

PPE will be available to all students and staff at ratios stated within Reopening Guidance from the State Education Department.

Allegany-Limestone Elementary School (Grades UPK – 5)

Allegany-Limestone Middle-High School (Grades 6-12)

For General Guidance See “General Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors”

\*All students, faculty, and staff will be required to wear a mask when entering the building or on school grounds. They are required to be worn any time or place that the individual cannot maintain appropriate social distancing.

\*Instructional areas will be configured to ensure students are 6ft. apart or are separated by a barrier. Face coverings will be recommended at all times, but students will be allowed to remove masks/take a mask break if they remain in their designated instructional space and social distancing can occur.

\*Students will be required to wear a face mask on the school buses.

\*Masks may be removed for meals, but social distancing will be adhered to while eating.

\*Masks must be worn outside on school grounds if social distancing is not possible.

Additional District Areas including:

Central Office, Food Services, Facilities/Maintenance, Transportation, and Technical Services

For General Guidance See “General Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors”

### **Operational Activity**

Seating arrangements, and labs/shop spaces will be analyzed and adjusted to meet social distancing guidelines. When social distancing cannot be followed overflow spaces will be utilized. Remote learning will be implemented based on immediate response to COVID-19 polices issued by DOH, NYSED, and governor of NYS.

Capacities for the maximum number of people (based on room square footage, student enrollment, and social distancing considerations) have been determined in classrooms, cafeterias, auditorium, gymnasiums, and libraries.

Each building has determined the communal spaces (i.e. library, computer lab, art room, music room) that will be repurposed as a classroom instructional space to provide greater social distancing and/or smaller class sizes.

Playground usage at ALES will be limited to ensure social distancing. After usage, proper cleaning protocols will be followed. These areas do not require disinfection as per NYSED guidance.

All ALCS field trips are postponed until direction from NYSED.

The hybrid learning plan for the MHS includes creating overlap for students within the same household to assist families with meeting household and familial needs.

### Facility Operations

Since the start of the pandemic, ALCS facilities have remained open to essential employees. Our buildings and grounds have continued operations with increased cleaning and disinfection in used office areas and have continued cleaning and maintenance procedures.

As we move forward, all ALCS facilities will continue to:

- be cleaned and disinfected following NYS Department of Health Guidelines.
- comply with the 2020 Building Condition Survey and Visual Inspection (*SED Assurance: Health and Safety 2*).
- and conduct required school safety drills so that social distancing is practiced: fire code compliance, doorways, emergency drills (*SED Assurance: Health and Safety 18*), inspections, and lead testing (*SED Assurance: Facilities 1-3*).

ALCS anticipates the ability to deliver all approved programs when student return to in-person instruction and without modification to permanent facilities (*SED Assurance: Facilities 1, 2, 5-8, 10-12*).

Hand sanitizer is in place throughout all our facilities and in compliance with FCNYS 2020 Section (*SED Assurance: Facilities 4*).

ALCS does not anticipate any new building construction and temporary quarter project due to the COVID-19 pandemic but will comply with *SED Assurance: Facilities 6* if the need arises.

ALCS does not anticipate opening any new facilities for leasing due to the COVID-19 pandemic but will comply with *SED Assurance: Facilities 7* if the need arises.

ALCS does not anticipate the need for temporary or permanent use of tents due to the COVID-19 pandemic but will comply with *SED Assurance: Facilities 8* if the need arises.

All drinking fountain bubblers have been temporarily turned off to minimize viral spread, but all fountains have water bottle fillers that will remain active (*SED Assurance: Facilities 9*).

Some toilets and sinks in restrooms will be temporarily turned off to allow for proper social distancing (*SED Assurance: Facilities 10*).

ALCS will maintain adequate, code required ventilation as designed within all our facilities (*SED Assurance: Facilities 11*).

ALCS does not anticipate any new building construction due to the COVID-19 pandemic but will comply with *SED Assurance: Facilities 12* if the need arises.

Minimal use of portable plastic dividers will be used, as referenced within this plan and will comply with 2020 BCNYS Section 2606 (*SED Assurance: Facilities 13*).

### **Restart Operations**

Allegany-Limestone Elementary School (Grades UPK – 5)  
Allegany-Limestone Middle-High School (Grades 6-12)

\*All required NYS school safety drills will be conducted with the consideration of the social distancing and face covering requirements. It is understood that evacuation drills will likely take longer than they would without social distancing.

\*As part of the drill, students should be instructed that social distancing is part of the drill, however, in a real situation (i.e. fire) social distancing is secondary to the immediate need to evacuate. In that event, students and staff will wear face coverings if possible.

### **Hygiene, Cleaning, and Disinfection**

Facilities Cleaned by ALCS Facilities and Maintenance Department (*SED Assurance: Health and Safety 17*) See Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors.

- All facilities cleaned and maintained by the ALCS Facilities and Maintenance Department are cleaned daily according to guidance from the New York State Department of Health and the Centers for Disease Control.
- Daily facility cleaning includes classrooms, restrooms, offices, hallways, conference rooms, ALES playground, gymnasiums, etc.
- Daily logs are maintained and posted that include the date, time, and scope of cleaning and disinfection in a facility or area.
- High touch surfaces should be cleaned and disinfected more frequently though each day.
- Required PPE is provided to all Facilities and Maintenance Department staff as they clean.
- Students should not be present at their desks when disinfectants are in use and should not participate in cleaning and/or disinfection activities.
- Routine scheduled maintenance and cleaning and/or changing heating/air conditioning system filters will be maintained throughout all facilities and at all times.

Allegany-Limestone Elementary School (Grades UPK – 5)  
Allegany-Limestone Middle-High School (Grades 6-12)



For General Guidance See “General Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors

\*Facilities and Maintenance staff will clean rooms, restrooms, and all high frequency areas (including offices) and use COVID-19 compliant disinfectants/sanitizers.

\*Training and promotion of hygiene to include and not limited to:

\*\*Weekly school-wide call including hygiene reminders to parents/staff/students

\*\*Weekly teacher instruction on safety protocols.

\*\*All students/teachers/staff required to wear masks in spaces where 6ft. social distancing is unattainable,

\*\*Continue Health Department handwashing trainings include technology in the form of videos, website links, and TV monitor displays to show step by step hygiene instructions.

\*Classroom disinfection to include and not limited to: no extra items from home such as toys, “soft” items (blankets, stuffed animals), keep doors open/windows open to increase ventilation and decrease touching of surfaces, implement teacher created handwashing schedule and protocols.

### Extracurriculars

Assemblies and other congregate events will be suspended until future guidance is given or unless social distancing and PPE protocols can be firmly practiced. Some events may take place online.

If events are offered, social distancing and PPE will be required. Events may be offered only to students and parents/guardians to minimize the density of population at the event locations. ALCS will confer with the Cattaraugus County Health Department for assistance and guidance as decisions are made.

All sporting events will be conducted in full compliance with Section VI and NYSED guidance.

ALCS sponsored after school activities, included, but not limited to, homework help and after-school detention, will be conducted in full compliance with social distancing, hygiene and PPE guidelines and protocols.

Reference: Department of Health “Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency”

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/SportsAndRecreationMasterGuidance.pdf>

### Before and Aftercare

ALCS does not provide before and after care programs for students. These valuable services are typically provided by community-based organizations. ALCS does not anticipate operating before and aftercare programs due to the COVID-19 pandemic but will comply with *SED Assurance: Health and Safety 19* if the need arises.

All on-site aftercare programs will adhere to ALCS protocols and well as NYS Department of Health and CDC guidelines including considerations for social distancing, cleaning, and disinfecting.

### Vulnerable Populations

The unknown vulnerabilities of our faculty, staff, and students (*SED Assurance: Health and Safety 12*) will be handled on a case-by-case basis with support from our Superintendent as well as District-level and Building-level administrators. Accommodations, where appropriate, will be provided when and where needed. Faculty and staff will be trained in vulnerabilities outlined in guidance provided by the State Education Department and are asked to notify their supervisor with questions and concerns, and/or to develop an accommodations plan.

ALCS acknowledges that 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. ALCS will make accommodations and be able to accommodate the needs of these students 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:
  - chronic lung disease or moderate to severe asthma
  - serious heart conditions
  - immunocompromised
  - severe obesity (body mass index [BMI] of 30 or higher)
  - diabetes
  - chronic kidney disease undergoing dialysis
  - liver disease
  - sickle cell anemia
  - 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:

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 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. As these students transition back to the school environment, our trained teaching staff will plan and coordinate with the following so that a healthy transition is made:

- school health services personnel
- special education personnel and
- administration.

Additional PPE for staff caring for such students will be provided on a case-by-case basis. Staffing assignments will be examined to provide the lowest teacher-to-student ratios possible.

Portable plastic dividers may be used with this population, at the discretion of the teacher, so that the student can maintain visual contact with their teacher (*SED Assurance: Facilities 13*).

English Language Learners

CA BOCES Instructional Support Services (ISS) provides ELL itinerant teachers to serve ALCS students. ELL itinerant teachers will follow protocols and procedures of ALCS Special PPE (i.e., clear face coverings/masks so that mouth and face structures can be seen, clear dividers between teacher and students, etc.) will be provided as needed so that this population of students can receive an educational experience that aligns with the Blueprint for English Language Learners. CA BOCES itinerant staff will work with this small population to develop personal approaches to learning on a case-by-case basis. Portable plastic dividers may be used with this population, at the discretion of the teacher, so that the student can maintain visual contact with their teacher (*SED Assurance: Facilities 13*).

### **Transportation**

Bus transportation to and from all ALCS locations and out-of-district programming will be in coherence with all SED transportation protocols and assurances. (*SED Assurance; Transportation 1-3, 9, 12-18*)

All ALCS bus drivers, bus monitors and transportation department staff will follow all SED transportation protocols and assurances.

Bus drivers and bus monitors will:

- not carry personal bottles of hand sanitizers (*SED Assurance; Transportation 4*).
- must wear a face covering with optional face shield (*SED Assurance; Transportation 5*).
- will follow all ALCS protocols, including training for COVID-19 symptoms, social distancing, and PPE (*SED Assurance; Transportation 6-8*).
- must wear gloves (*SED Assurance; Transportation 10*).
- must complete the daily health screening before reporting to work each day (*SED Assurance; Transportation 11*).

Due to the nature of our programming, geography of our region, and differing bell-schedules at our district buildings, students will be arriving and departing programs and locations at staggered times. This will assist in social distancing expectations during student drop-off and pickup at district facilities.

Proper social distancing and PPE protocols will always be practiced in all district owned buses and vehicles, by both adults and students.

### **Food Services**

ALCS will be following protocols established by Food Services to ensure full compliance with SED Guidance. All meals provided to ALCS students will be fully compliant with Child Nutrition Program requirements (*SED Assurance: Child Nutrition 1, 2, 6*).

In all situations, faculty, staff, and students will be expected to wash hands before and after each meal (*SED Assurance: Child Nutrition 4*).

Allegany-Limestone Elementary School (Grades UPK – 5)

- \*Meals will be served to in the cafeteria and, in some cases, in classrooms. Each in situation all students practicing social distancing (sitting 6 feet apart or separated by a barrier).
- \*ALCS handwashing or sanitizing protocols will be followed in classrooms prior to and after meals are served.
- \*Hand sanitizing stations will be at entrance and exits of cafeteria.
- \*Food sharing will not be permitted.

Allegany-Limestone Middle-High School (Grades 6-12)

- \*Meals will be served to in the cafeteria and in other designated areas, including the stage and large open spaces. Each in situation all students practicing social distancing (sitting 6 feet apart).
- \*ALCS handwashing protocols will be followed to and after meals are served.
- \*Hand sanitizing stations will be at entrance and exits of cafeteria.
- \*Food sharing will not be permitted.
- \*Disinfection of student seating area will occur between lunch groups.

### **Mental Health, Behavioral, and Emotional Support Services and Programs**

Available services are communicated to all faculty and staff. This information can be found on our District website as well as in the main office area of all District locations (*SED Assurance: Social Emotional Well-Being 3*).

The use of Restorative Practices and Trauma Informed Care are very prevalent and always encouraged at ALCS. Many faculty and staff are trained in these practices and implement them in classrooms, particularly at ALES. It is through these practices that all voices in our educational community are heard. It is expected that these practices will continue (*SED Assurance: Social Emotional Well-Being 4*).

School counselors are employed to assist with social and emotional needs of students for both in school and remote instruction. When additional assistance is required, school personnel reach out to community agencies. (Cattaraugus County Community Services, 373-8040)

School counselors are available for all Exceptional Education students throughout the day. Staff are trained to deescalate students using a primarily hands-off approach. Physical restraints will continue to be utilized as a last resort. Staff will wear appropriate PPE whenever possible.

All ALCS students have access to school counselors within our facilities. As always, we will remain in high communication with faculty and staff regarding student needs and will ensure full implementation of our school counseling program plan (*SED Assurance: Social Emotional Well-Being 1 & 2*). The ALCS School Counseling Plan can be found by visiting our website (<https://www.alcsny.org/Page/4105>).

In all ALCS facilities, faculty and staff will complete daily check-ins with students and refer students to school counselors and/or school psychologist if needed.

## Communication

### Communications to Foster Family and Community Engagement

#### District level

The Superintendent of Schools will provide regular communication to families, responsive to recent changes/developments. Communications regarding academic instructional outlines, support for free breakfast/lunch, technological assistance, and mental health support are the foundation of these communications. Additionally, logistics of the closure and its implications on instructional delivery, grading, graduation requirements, etc. are communicated to families. The District utilizes our Student Information System (SIS) to send emails and/or text messages to families. The District also utilizes social media and the press to share information with the community.

Weekly automated calls and email messages will be sent to all families to remind them to conduct daily screening at home prior to boarding the bus/coming to school. These reminders will be sent to all families on Sunday evenings.

#### School building level

The building administrators regularly send communications to families via email and School Messenger and utilize a variety of communication tools, including morning and afternoon announcements, to share important information with students.

#### Teacher level

Teachers communicate with families via email and telephone communications. Additionally, some teachers utilize technology applications and other communication tools. Microsoft Office 365 including Microsoft Teams and Office 365 Notebooks (our Learning Management System) and PowerSchool (our student information system) are also used to provide insight in student engagement with assignments.

The ALCS Plan for In-Person Instruction will be posted on the organizational website.

Signage expressing expectations and practices have been posted throughout our facilities; including adherence to CDC and DOH guidance regarding the use of PPE (specifically acceptable face coverings) when social distancing cannot be maintained (See ALCS Plan for In-Person Instruction)

All ALCS faculty and staff will receive training on expectations and practices before locations and programs reopen.

ALCS faculty and staff will communicate with students and families (in the language spoken in the home) about preparing for the upcoming year, which will include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene, as well as the following areas:

- programs and services offered to students with disabilities and the provision of services that meet the requirements of the IDEA.
- how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology.
- and maintenance of regular communication with parents/guardians of English Language Learners to ensure that they are engaged in their children's education during the reopening

process and provide all communications for parents/guardians of English Language Learners in their preferred language and mode of communication.

- *(SED Assurance: Communication/Family and Community Engagement 2-5; Health and Safety 3; Child Nutrition 7; Special Education 3; Bilingual Education and World Languages 3; Teaching and Learning 5)*

*(SED Assurance: Communication/Family and Community Engagement 2-5; Health and Safety 3; Child Nutrition 7; Special Education 3; Bilingual Education and World Languages 3; Teaching and Learning 5)*

Communication logs will be maintained in all district facilities to ensure the district maintains a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means.

## ALCS Plan for Remote Learning

### Remote Learning

#### Operational Activity

In the event of a single or multiple program closure, the ALCS Plan for Remote Instruction (Continuity of Learning Plan) will be implemented (*SED Assurance: Teaching and Learning 1*). This plan will represent how ALCS will implement remote instruction within a model of closure where all ALCS programs and locations are closed, or within a hybrid model where one or more programs or locations are closed. Regardless of the number of programs or locations that are closed, the following plan will be implemented (*SED Assurance: Teaching and Learning 1*). Our organization learned in the Spring of 2020 that our faculty and staff must be prepared for closure at any moment. This plan will assist in preparing for closure well before actual closures take place and to deliver online remote instruction as soon as needed.

All ALCS student-based programs will ensure that applicable New York State Learning Standards will be met when the ALCS Plan for Remote Instruction is implemented (*SED Assurance: Teaching and Learning 2*) in a manner where regular substantive interaction occurs between students and their teachers (*SED Assurance: Teaching and Learning 3*).

The ALCS Remote Instruction Plan complies with all guidance from:

- NYSED Recovering, Rebuilding, and Renewing: The Spirit of New York's School (<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>)
- Department of Health Interim Guidance for In-person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency ([https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K to Grade 12 Schools MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf))

Like in our in-person instruction plan, ALCS will perform the following within our remote instruction plan:

FAPE (*SED Assurance: Special Education 1*)

Students programs will be individualized to meet their needs. To the greatest extent possible, student IEP's will be implemented. If necessary, a request to convene a CSE meeting will be made.

Parent Engagement (*SED Assurance: Special Education 3*)

Parents will receive notification of the model being utilized to provide instruction. Parents will be regularly contacted by classroom staff. If parent participation difficulties arise, school personnel will provide additional support. All communication with parents will be in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.

Collaboration with CSE on IEP Implementation (*SED Assurance: Special Education 4*)

Continued collaboration with district CSE and CPSE will occur.

Necessary Accommodations, Modifications, Supplementary Aids and Services, and Technology (*SED Assurance: Special Education 5*)

Students that require accommodation, modifications, supplementary aides and services and technology that is currently not on their IEP, will be referred to CSE. These services will be provided in general education or special education classes as indicated on a student's IEP.

If possible, ALCS faculty and staff may be asked to deliver remote instruction from their physical classrooms if deemed safe by county health officials. This will allow our instructors access to all the teaching tools of their classroom, i.e., technical equipment, higher-end video conferencing equipment, classroom manipulatives, texts, records, etc.

Allegany-Limestone Elementary School (Grades UPK – 5)

Allegany-Limestone Middle-High School (Grades 6-12)

\* Microsoft Teams is the platform that will be used for all remote learning for the 2020-2021 school year.

\*To assist students and families with familiarization of Microsoft Teams, usage and training information will be posted on the ALCS website.

Any additional platforms utilized for remote learning instruction and interactions will be Ed Law 2-d compliant.

### Course Scheduling and Content Coverage

Equity is at the heart of all instructional decisions. In order to deliver instruction in a remote manner that adheres to New York State Learning Standards and where regular substantive interaction occurs between students and their teachers (*SED Assurance: Teaching and Learning 3*), course scheduling and content coverage will be highly coordinated and planned well before unanticipated closures take place.

If possible, ALCS faculty and staff may be asked to deliver remote instruction from their physical classrooms if deemed safe by county health officials. This will allow our instructors access to all the teaching tools of their classroom, i.e., technical equipment, higher-end video conferencing equipment, classroom manipulatives, texts, records, etc.

- Scheduling – Curriculum will be broken into weekly online modules with student submittal requirements using Office 365/Microsoft Teams. Work/activity lists will be provided for an “at a glance” visual aid for student organization of work (*SED Assurance: School Schedules 1*). Faculty will have regular substantive interaction with all their students, daily calls, online chats, video connections, feedback to student work, etc. (*SED Assurance: Teaching and Learning 3, 4*).
- Content – Curriculum content will be delivered within the curriculum scope and sequence, without interruption regarding closure.
- Grading – Standard grading processes will be practiced in remote instruction and recorded in PowerSchool.

#### Exceptional Education

- Scheduling – Online instructional schedules will mirror the student's in-person schedule. Faculty will host online sessions at times when in-person classes were held (*SED Assurance: School Schedules 1*). Faculty will have regular substantive interaction with their students, daily calls, online chats, video connections, feedback to student work, etc. (*SED Assurance: Teaching and Learning 3, 4*).
- Content – Curriculum content will be delivered within the curriculum scope and sequence, without interruption regarding closure.
- Grading – Standard grading processes will be practiced in remote instruction and recorded in PowerSchool.



### Technology

Technology device needs and online access for all faculty, staff, and students has been, or is currently being, assessed. Both device and online access is at the heart of our remote instruction plan. ALCS is technology rich. Our faculty, staff, and students are well accustomed to online learning, technical tools, and numerous instructional platforms while they are in school and we will take every step necessary to transition those levels of technology access into the home, if needed.

ALCS assessed student technology needs through a district-wide survey that was provided to all district families in mid-July 2020. Personal communication will occur by September 1 with all families who did not respond to the original survey to determine technology needs in the event the district moves to remote learning. (*SED Assurance: Technology and Connectivity 1 & 2*). ALCS is a one-to-one technology district (Pre-K to grade 5 classroom technology carts, Grades 6-12 each student provided with a district device, with parental approval).

For students that do not have the ability to access internet, alternative methods of instruction will be provided. This may include, work packets, flash drives with work and videotaped instruction, phone calls, box deliveries of supplies as well as other alternatives as appropriate. (*SED Assurance: Technology and Connectivity 3*)

All members of ALTA (Allegany-Limestone Teacher Association) have been trained in Microsoft Teams. This will be the platform of choice for all remote learning for the 2020-2021 school year. To assist students and families with familiarization of Microsoft Teams, usage and training information will be posted on the ALCS website. Any additional platforms utilized for remote learning instruction and interactions will be Ed Law 2-d compliant.

### Remote Learning Attendance

Daily attendance will be recorded by all faculty and staff for each student and will be reported in PowerSchool even while receiving instruction in a remote learning environment, according to SED guidance (*SED Assurance: Attendance and Chronic Absenteeism 1*).

All faculty and staff will ensure substantive daily interaction (daily remote instruction, online participation, phone calls, emails, or other activities) with students while also clearly communicating information about instructional plans with parents and guardians. All attendance policies will remain in place during remote learning.

Initiating an educational neglect or Person in Need of Supervision (PINS) proceeding should be a last resort.

### Certification

All ALCS coursework will continue to be taught by appropriately certified teachers *while the remote instruction plan is implemented* (*SED Assurance: Certification 1*).

Instructors who are required to hold a NYS professional license for a content area and will maintain such license without lapse. All laboratory instruction and supervision will be delivered by the appropriately certified teacher.

Flexibility is allowed for other staff (under the guidance of the certified teacher) to supervise student groups to better adhere to social distancing guidelines. All NYSED requirements will be met.

### **APPR, Observation/School Visits, and SLOs**

As required by the New York State Education Department, the ALCS APPR Plan will be fully implemented during the 2020-21 school year while the remote instruction plan is implemented (*SED Assurance: Teacher and Principal Evaluation System 1*).

Each educator's evaluation must include at least one required student performance measure. Observations will be conducted within our remote instruction model, documented in Frontline PD & E, and submitted to the State Education Department according to the ALCS APPR plan and Education Law 3012-d.

## ALCS Plan for Monitoring and Tracking Health Conditions

### Monitoring

#### Screening for Faculty and Staff

A continuum of mitigation efforts, including daily temperature checks, other screening measures and contact tracing, will be implemented by ALCS to help reduce the spread of the virus. ALCS will work directly with the departments of health from Allegany and Cattaraugus Counties in the event that screening procedures detect infection of our staff, students, or visitors to any of our locations or programs.

All faculty and staff will follow Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors.

All staff will participate in daily self-monitoring check for symptoms of COVID-19 by completing the digital sign-in and sign-out of work locations. Daily reminders to sign-in and out of ALCS facilities will be sent to all ALCS employees (*SED Assurance: Health and Safety 5*).

All staff are expected to take their temperature on a daily basis at home before reporting to work locations (*SED Assurance: Health and Safety 5*). Thermometers will be available at all ALCS work locations for those that are unable to do this at home.

All staff will be trained to know and recognize possible symptoms of COVID-19 and what to do when they believe someone (student or staff) is experiencing symptoms.

#### Screening for Students

All students will follow Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors.

All students will be screened by the parent/guardian at home prior to boarding the bus/coming to school using a checklist provided by the district. All ALCS students will have temperature taken when entering the building. If the child presents with COVID-19 symptoms the parent/guardian is requested to contact the building nurse. All other “non-COVID-19” absences should be reported to the attendance clerk in each building.

Students that self-transport to ALCS locations, rather than using component district provided buses, will enter buildings at Main Entrances and will be screened for entrance. Students answer COVID-19

#### Screening for Visitors

Access to ALCS locations will be limited to only essential visitors.

All visitors will participate in self-monitoring check for symptoms of COVID-19 by completing the Health Screening Form at all ALCS locations (ALES, ALMHS, Transportation, District Office).

All visitors will have their temperatures taken upon entering ALCS locations. Thermometers will be available at all ALCS locations for those that are unable to do this at home.

### **Testing Protocols**

Anyone entering ALCS locations will attest to the following questions:

- Have you experienced any COVID-19 symptoms in the past 14 days?
- Have you had a positive COVID-19 test in the past 14 days?
- Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?
- Have you travelled to and returned from a state with significant community transmission of COVID-19, as defined by the NYS DOH, in the past 14 days?
- If you have taken your temperature today, was it over 100?

If any person answer “yes” to any question, additional immediate screening is required.

Immediate notification is sent to ALCS District level staff and/or Building Administrators if any staff member answers “yes” to any question.

### **Testing Responsibility**

ALCS will not seek to test anyone for COVID-19 or require testing or antibody testing of students or staff members. The Safety Coordinators and/or Director Level Staff may make general recommendations to parents and staff members to seek medical advice from their primary care physician.

The ALCS COVID-19 Safety Coordinators, along with all Director Level Staff, receives notification of screening results so that appropriate supervisors can be immediately contacted to determine if intervention is needed with any employee that fails screening procedures.

Front desk receptionists will serve as frontline observers of screening of self-transporting students and visitors and will deny entry to any person that fails screening procedures or will be taken to an isolation area for parent pick-up.

The COVID-19 Safety Coordinators will be notified by Director Level Staff or front desk receptionists if any person fails screening procedures. The Safety Coordinators will work with the appropriate County Health Departments if COVID-19 is suspected. Those that fail screening procedures will not be allowed entry into ALCS facilities.

School Nurses in each ALCS school building will be key responders if any faculty, staff, students, or visitors are in need of medical care while in our facilities.

### Early Warning Signs

The COVID-19 Safety Coordinators and School Nurses will regularly confer with County Health Departments for guidance on regional infection rates. ALCS will follow all state guidance if the Western New York region's (Allegany, Cattaraugus, Chautauqua, Erie, and Niagara Counties) 7-day infection average meets the state determined threshold of 9%.

The COVID-19 Safety Coordinators and School Nurses will monitor daily the 7-day average infection rate for Western New York and for Cattaraugus and Allegany Counties (<https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-Map?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>). ALCS will follow guidance from our County Health Departments and New York State officials to determine if local practices, protocols, and procedures need to be adjusted based on local and regional infection rates.

Other internal early warning signs that will be closely monitored are faculty, staff, and student absences related to COVID-19, more local infection rate data, and other information from the Cattaraugus County Departments of Health.

ALCS will collaborate with the local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

ALCS faculty and staff will be trained to instruct parents/guardians to observe signs of illness in their child that require staying home from school (*SED Assurance: Health and Safety 9*).

## ALCS Plan for Containment

Containment
School Health Offices
<p>Students and staff with symptoms of illness must be sent to the health office within that facility. Transportation facility staff with symptoms of illness will be sent to the health office at ALES.</p> <p>Within ALCS owned and operated facilities, the school nurse will assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat (<i>SED Assurance: Health and Safety 4, 6</i>). The school nurse of the COVID-19 Safety Coordinators will immediately consult with county health officials if COVID-19 is suspected.</p> <p>If the school nurse is not available, schools will isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider. Administrators will work collaboratively with school nurses to determine if additional staff is needed to assist with non-nursing tasks such as: student supervision; telephone calls, text, or emails to parent/guardians; and assistance with completing any required paperwork other than nursing documentation.</p>

Isolation
<p>ALCS will follow Education Law § 906:</p> <p><i>Whenever a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law. The director of school health services, or other health professionals acting upon direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.</i></p> <p>School staff must immediately report any illness of students or staff to the school nurse or the COVID-19 Safety Coordinators. Such reports should be made in compliance with FERPA, and Education Law 2-d. If nurses choose to go to classrooms to make assessments of students, this also should be done in a manner that protects the student's confidentiality. If there are several students waiting to see the school nurse, arrangements should be made to have students wait at least 6 feet apart.</p> <p>Where possible ALCS will have two rooms for school health personnel - one room for healthy students who have injuries or need their medications or nursing treatments, and another room for assessing and caring for ill students and staff. Both rooms require a supervising adult to be present and should have easy access to a bathroom and sink with hand hygiene supplies (<i>SED Assurance: Health and Safety 7</i>).</p> <p>School nurses and other school health professionals assessing or providing care to ill students and staff will follow transmission-based precautions which includes the use of appropriate PPE.</p>

Students suspected of having COVID-19 awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet.

### Collection

The ALCS COVID-19 Safety Coordinators and District Level Staff will coordinate efforts, in conjunction with county health officials, to communicate directly with student guardians and request they be seen by a health care provider. Collection locations will vary depending on location and will be determined to maintain confidentiality and minimize potential exposure to others.

Parents will be instructed to call the school upon arrival for student pick-up and will be instructed NOT to enter school facilities.

### Infected Individuals

The school nurse will immediately consult with county health officials and the COVID-19 Safety Coordinator if COVID-19 is suspected. Collaboratively, they will work together to limit viral spread and determine timely virus testing of the most appropriate measure and implement contact tracing in the event of a positive case.

ALCS will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.

Per guidance from the State Education Department, if a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school.

If a person IS diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms.
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

All discharges from isolation will be conducted by local departments of health. A return to the learning environment by students and staff must include documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution.

### Exposed Individuals

The school nurse will immediately consult with county health officials and the COVID-19 Safety Coordinator if exposure to COVID-19 infected individual is suspected through contact tracing. Collaboratively, they will work together to limit viral spread and determine timely virus testing of the most appropriate measure and implement any additional contact tracing in the event of a positive case.

ALCS will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.

If a person is NOT diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours.
- If they have been diagnosed with another condition and has a healthcare provider written note stating, they are clear to return to school.



### Hygiene, Cleaning, and Disinfection

The CDC and NYSDOH recommends, and ALCS will implement the following:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred.
- Opening outside doors and windows to increase air circulation in the area.
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
  - Once the area has been appropriately cleaned and disinfected it can be reopened for use.
  - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

### Contact Tracing

Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus.

ALCS will cooperate with state and local health department in any contact tracing related to our locations, programming, staff, students, and/or visitors, according to requirements of the New York State Education Department. The ALCS COVID-19 Safety Coordinators will, solely, assist public health departments in knowing who may have had contact at school with a confirmed case by:

- keeping accurate attendance records of students and staff members (see Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors).
- ensuring student schedules are up to date.
- keeping a log of any visitors which includes date, time and where in the school they visited.
- assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.

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

### Communication

The ALCS Plan for Containment will be posted on the organizational website.

Containment communications will be coordinated by the COVID-19 Safety Coordinators and District level staff.

## ALCS Plan for Closure

Closure
Closure Triggers
<p>ALCS offers programming at two district owned buildings plus the district transportation center.</p> <p>Closure of programming will be taken very seriously, considering multiple factors that include: presence of or potential presence of COVID-19 within one of our buildings, absentee rates of faculty, staff, and students, as well as determinations made by the NYS Department of Health, State Education Department, Local departments of health, ALCS district level staff, and our COVID-19 Safety Coordinators. ALCS programs will remain open only if absentee rates are at acceptable levels to operate our programs safely and according to DOH and SED regulations.</p> <p>All decisions for closure of any program will be made by the ALCS District Superintendent, in conjunction with local departments of health, ALCS district level staff, and the COVID-19 Safety Coordinators.</p> <p>Considerations for single or multiple program closures are:</p> <ul style="list-style-type: none"><li>• levels of community spread using the COVID-19 Western New York 7-day infection average (<a href="https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-DailyTracker?%3Aembed=yes&amp;%3Atoolbar=no&amp;%3Atabs=n">https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-DailyTracker?%3Aembed=yes&amp;%3Atoolbar=no&amp;%3Atabs=n</a>);</li><li>• and levels of faculty, staff, and student absence due to COVID-19 infection or potential infection within the district.</li></ul> <p>The District Superintendent will use the ALCS Considerations for Closure chart as a guide when considering location and/or program closures. Any closures will be officially made by the District Superintendent.</p> <p>The major consideration for program closure is the suspected presence of the COVID-19 virus within our facilities. In this case, the ALCS COVID-19 Safety Coordinators will collaborate with district level staff and county health officials to determine if a program location must close.</p> <p>ALCS facilities and programs will close if the Western New York 7-day infection rate average is greater than 9%. This determination will be made by state officials.</p>

### **Operational Activity**

Any changes to the operational activities of our facilities and programs will be determined by the COVID-19 Safety Coordinators, district level staff, and county health officials.

In the event of any program closure, the ALCS Plan for Remote Instruction and elements of the ALCS Plan for Containment will be immediately implemented.

### **Communication**

ALCS has well established methods of closure that will be implemented in the event of closure during the 2020-21 school year. Much like our closures for inclement weather and other emergencies, CA BOCES will inform faculty, staff, students, and community via mass communication methods, television, radio, phone, text, etc. Closure communications will be coordinated by the COVID-19 Safety Coordinators and the District Superintendent.

The ALCS Plan for Closure will be posted on the organizational website.