



# ICHABOD CRANE CENTRAL SCHOOL DISTRICT

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## 2021-2022 School Opening Plan

Updated: August 27, 2021

### Introduction

A district-wide reopening task force was created in the summer of 2020 and has continued to meet since that time. Four sub-committees (Academics; Health and Safety; Operations and Athletics; Mental Health and Physical-Emotional Wellbeing) were also created, each of which consists of administration, Board members, teachers, parents, health and safety experts, medical professionals and community members. These four sub-committees have also continued to meet regularly to inform the task force and district operations, and have reviewed a plethora of resources including updated CDC guidelines from July 2021, guidance from the American Academy of Pediatrics, Questar III documents and guidance provided by the New York State Education Department from August of 2021.

The school district has designated the Superintendent, Suzanne Guntlow as their COVID-19 Safety Coordinator. This individual shall be responsible for the continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

The school district has designated Michelle Warner, Nurse Coordinator as the COVID-19 Resource Person, primary point of contact upon the identification of a positive COVID-19 case, and to be responsible for subsequent communications. This person shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians regarding the COVID-19 public health emergency and the plans being implemented in the school.

The following principles guided the Ichabod Crane Central School District's reopening plans:

- Ensuring the health, safety, and well-being of our students and adults
- Returning all of our students back to the classroom for in-person instruction
- Equity and access for all students within our diverse school population
- Preparation and planning to seamlessly pivot between in person, remote, and a hybrid learning environment

The Ichabod Crane Central School District's school reopening plans are student-centered with a safe and effective learning environment at its core. The following is the detailed plan for the Ichabod Crane Central

School District.

## **Communication/Family and Community Engagement**

Communication between the district and students, parents and staff as well as fostering family engagement is of utmost importance. Ichabod Crane Central School District has developed a communication plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information via web pages, text and email groups, and/or physical media groups or posts. The following information outlines our plans and protocols for communication and community engagement.

- The district will continue to engage stakeholders in the development and refinement of plans and will solicit feedback from parents, the community, and other groups on a periodic basis when necessary.
- The district will post and maintain all school reopening plans on the district website (<https://www.ichabodcrane.org/district/school-reopening-updates/>) and have hard copies available at each school in the languages spoken by families. The reopening plan will be posted on the website as both a downloadable PDF and a direct embed.
- Regular updates and communications with students, parents/guardians, staff and visitors via the district's website ([www.ichabodcrane.org](http://www.ichabodcrane.org)), automated messaging (email, text messages and phone calls when applicable) and posting on district physical media ([Facebook](#)) will be provided. The district will also periodically reach out to parents/guardians to ensure contact information is up-to-date.
- All students, faculty, staff, and visitors will be encouraged through verbal and written communication (e.g. signage) to adhere to CDC guidance.
- The district will have a designated COVID-19 Resource Person for COVID-19-related questions. This coordinator is Michelle Warner, Nurse Coordinator. She can be reached at the [mwarner@ichabodcrane.org](mailto:mwarner@ichabodcrane.org) or by phone at 518-758-7575 X4093 during the hours of 7:30 am to 2:30 pm, Monday through Friday.
- The district will immediately notify the local health department about confirmed COVID-19 cases and work closely with local health department guidelines for contact tracing and coordination as needed.

## **Health and Safety**

The following Health and Safety Guidelines were developed following the Centers for Disease Control (CDC) [Guidance for COVID-19 Prevention in K-12 Schools](#) document released July 9, [Interim Public Health Recommendations for Fully Vaccinated People](#) released by the CDC on July 28, the [American Academy of Pediatrics' COVID-19 Guidance for Safe Schools](#), and [NYS Health and Safety Guide for 2021-2022 School Year](#).

The CDC states that “vaccination is the leading public health prevention strategy to end the COVID-19 pandemic.” Recognizing that not all students are eligible for vaccination, current guidance emphasizes implementing layered prevention strategies (i.e., using multiple prevention strategies together consistently) to mitigate the spread of the virus and protect students, teachers, staff, visitors, and other members of their households. It is recommended that schools and districts perform health checks and screenings, and recognize signs and symptoms of illness in students and staff; practice appropriate physical distancing; manage and isolate ill persons until they can be sent home; instruct students and staff in proper hand and respiratory hygiene; wear face coverings when indoors; and clean/disinfect the schools in accordance with CDC guidance.

The following are the district's adopted health and safety protocols.

## Mask Use in Schools

- **Indoors:** Consistent and correct mask use is required for all staff and students inside school buildings regardless of vaccination status. The only exceptions are when eating and during designated mask breaks (which may occur during classroom instruction if six feet of distance can be maintained). Mask breaks will occur multiple times each day as scheduled by the classroom teacher.
- Requests for a mask exemption must be submitted to administration for approval by the school physician by individuals who cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et seq.) or Section 504 of the Rehabilitation Act. Medical documentation must be submitted for review and consideration for approval.
- **Outdoors:** In general people do not need to wear masks while outdoors. However, in areas of substantial to high transmission, CDC recommends that people who are not fully vaccinated wear a mask in crowded outdoor settings or during activities that involve sustained close contact with other people who are not fully vaccinated.

## Physical Distancing

- Student seating/desks will be placed at least three feet apart.
  - Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
  - Open windows to ensure ventilation when possible.
  - Keep classroom doors open to avoid touching handles.
- Community transmission levels will be monitored in conjunction with the local health department for any required adjustments to physical distancing in school buildings.
- Teacher and Staff Meetings
  - Large group meetings will occur in person when three feet of physical distancing can be maintained between vaccinated individuals and six feet of distancing maintained between unvaccinated individuals. Large meeting spaces will be used for these meetings. Masks must be worn at all times.
  - Meetings are allowed in small groups (up to 20 persons) in classrooms based on the capacity of the classroom. Vaccinated participants must maintain three feet of distance while unvaccinated must maintain six feet of social distancing. Participants must wear masks at all times.
- For students in K-5, each student's belongings will be separated from others' and use of cubbies will be staggered to ensure three feet of social distancing is maintained at all times while accessing the cubby area. Cubbies should be utilized only under close supervision by the teacher/teaching assistant.
- The district will ensure adequate supplies to prevent sharing of high-touch materials (e.g. pens, pencils, erasers, etc.). When objects (including toys) need to be shared, students will perform hand hygiene before and after use.
- When participating in Chorus, Band, and Physical Education, individuals will keep a physical distance of at least six feet. Any instrument, music, or equipment used will need to be disinfected between classes when possible. When disinfection is not possible, students will perform hand hygiene before and after usage. Outdoor space will be used as much as possible.
- Use of lockers is suspended at this time for the Middle and High School.
- The number of students in the restroom will be limited at any given time. Physical distancing markers

will be used and restrooms will be disinfected frequently throughout the day.

- Students are able to work in groups if they wear masks at all times, maintain three feet of social distance and complete hand hygiene before and after the group work.
- A distance of at least six feet must be maintained between students and teachers/staff and between teachers/staff who are not fully vaccinated.

## Health Checks

- Parents/guardians are required to take their child's temperature and perform a health self-assessment before leaving home every day.
- All staff are required to take their temperature and perform a health self-assessment before leaving home each day.
- Any student or staff member that has a temperature of 100.0° Fahrenheit or higher or displays one of the symptoms of COVID-19 according to the CDC are not permitted to come to school.
- Any student or staff member displaying symptoms will be isolated from others and evaluated by the school nurse. Point of care COVID-19 testing will be administered as needed and where consent has been previously provided. Parents/Guardians will be contacted. See *Screening and Point of Care (POC) Testing* below.

## Screenings and Point of Care (POC) Testing

Screening testing identifies infected people, including those with or without symptoms who may be contagious, so that measures can be taken to prevent further transmission. Screening testing will be done in a manner that ensures the ability to maintain confidentiality. Point of Care testing enables the school nurses to test students or staff who develop symptoms while in school to determine if it is related to COVID-19.

- The Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases Cooperative Agreement (ELC) provides financial support and technical assistance to the nation's health departments to support efforts to detect, prevent, and respond to emerging infectious diseases. ELC Funds will provide testing equipment and kits.
- In-house COVID-19 testing and screening will be completed as recommended by the CDC and Columbia County Department of Health.
- POC testing will be completed utilizing a molecular test. This test involves a gentle swab of the nasal passage and results are available within 15-30 minutes.
- Weekly screening and testing of all athletes will be completed as indicated in the CDC chart below utilizing a rapid antigen test.
- District Nurses will be trained on proper testing procedures and assisted in screening by Questar traveling nurses.
- Parent Consent will be required for both screening and Point of Care (POC) testing.
- Surveillance Testing will be completed weekly of staff and students who have provided consent.

## CDC Screening Testing Recommendations for K-12 Schools by Level of Community Transmission

	Low Transmission <sup>1</sup> Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
<b>Students</b>	Do not need to screen students.	Offer screening testing for students who are not fully vaccinated, at least once per week.		
<b>Teachers and staff</b>	Offer screening testing for teachers and staff who are not fully vaccinated, at least once per week.			
<b>High risk sports and activities</b>	Recommend screening testing for high-risk sports <sup>2</sup> and extracurricular activities <sup>3</sup> at least once per week for participants who are not fully vaccinated.	Recommend screening testing for high-risk sports and extracurricular activities twice per week for participants who are not fully vaccinated.	Cancel or hold high-risk sports and extracurricular activities virtually to protect in-person learning, unless all participants are fully vaccinated.	
<b>Low- and intermediate-risk sports</b>	Do not need to screen students participating in low- and intermediate-risk sports. <sup>2</sup>	Recommend screening testing for low- and intermediate-risk sports at least once per week for participants who are not fully vaccinated.		

<sup>1</sup> [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) and percentage of positive tests in the past 7 days (low, <5%; moderate, 5-7.9%; substantial, 8-9.9%; high, ≥10%.)

<sup>2</sup> The NCAA has developed a risk stratification for sports. See

[https://ncaaorg.s3.amazonaws.com/ssi/COVID/SSI\\_RephysicalizationDevelopingStandardsSecondEdition.pdf](https://ncaaorg.s3.amazonaws.com/ssi/COVID/SSI_RephysicalizationDevelopingStandardsSecondEdition.pdf)

<sup>3</sup> High-risk extracurricular activities are those in which increased exhalation occurs, such as activities that involve singing, shouting, band, or exercise, especially when conducted indoors.

### Athletics

- Interscholastic sports will be offered to students this Fall. In accordance with CDC guidelines, it is

recommended that schools currently located in regions classified as a “high” transmission zone must either cancel higher risk sports or ensure that all students participating in higher risk athletic teams are fully vaccinated. For the Fall season, this requirement affects participants in Girls’ Volleyball, Football and Cheerleading. The district is conferring with other schools within our league and the NYS Public High School Athletic Association to examine this requirement. Parents of all students including those registered for interscholastic athletics are encouraged to consider vaccination in consultation with your child’s primary care provider.

- The district is also reviewing requirements to implement a [surveillance testing program](#) of student athletes among other students in accordance with CDC recommendations (see CDC table above).
- Parent/Guardian consent for testing of students is required in all cases.
- Please refer to the Ichabod Crane Athletics website for the most up-to-date information on the status of our sports seasons. [Ichabod Crane Athletics](#)

## **Food Services**

The district will maximize physical distancing in cafeterias and eating areas to the extent possible in order to provide the necessary meals to all students in attendance. In addition, layered mitigation strategies will be incorporated for food areas.

### **Meal Service During In-Person Instruction**

- In order to maximize physical distance, students in grades K-12 will either eat in their classroom or in the cafeteria.
- Students will be encouraged to remove their mask only for the period of the time spent eating.
- All students enrolled will be provided with access to school meals each school day.
- Hand washing and/or hand sanitizer will be available before and after meals.
- Sharing of food and beverages will be prohibited.
- Cleaning and disinfection will be completed between table or desk use.
- Breakfast and lunch will be “to go” style with a single, prepackaged option each day. Meals will be served in both classrooms and in the cafeteria in order to maintain six feet of physical distancing.
- Parents/guardians will be encouraged to set up and utilize a MySchoolBucks account to minimize cash transactions.
- There will be no self-serve options. This includes utensils and napkins.
- All students with food allergies will have individualized health care plans.
- All staff will be trained on health and safety procedures and guidelines.

### **Meal Service During District- or Building-Wide Full Remote Learning**

- Family outreach in both English & Spanish with emails, texts and district physical media platforms to notify families of meal services offered.
- Food will be delivered twice per week utilizing the transportation department should a building or the district need to pivot to remote or hybrid instruction.

## **Transportation**

The CDC and the local county health departments are in agreement with full occupancy of the buses following the protocols below:

- Mask use at all times for staff and students while on district transportation.

- Windows or roof hatches will be open.
- Continued cleaning and disinfection practices including antimicrobial application.

### **District Transportation Protocols**

- All students must wear a mask while riding district transportation. Students without masks will be provided a mask at the bus stop. If a student refuses to wear a mask without providing medical exemption documentation and approved by the school physician he or she will be denied entry to the bus.
- School bus drivers and aides must wear a mask while driving students to/from school.
- Parents/guardians must screen their child(ren) for fever/signs of COVID-19 prior to getting on the bus; sick students must be kept home.
- Students will be assigned seats for contact tracing purposes.
- Members of the same household/family will be assigned seating together regardless of grade.
- Parents are encouraged to drive their children where feasible.
- All transportation department employees are required to take their temperature and perform a health self-assessment before leaving home each day.
- Each bus will have all high traffic areas properly cleaned between each bus run.
- Each bus utilized in the school day will be sanitized at least once daily.

### **Outside Visitors and Facilities Use**

- Nonessential visitors, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated will be limited and only granted access with prior approval by administration. All approved visitors must complete a health screening and self-assessment as well as follow all district-wide health and safety protocols currently in place. Any approved unvaccinated visitors to the buildings must maintain six feet of social distancing and remain masked at all times.
- Visitors to all school buildings will be limited. Whenever possible, all guest speakers and visitors should participate virtually.
- Eliminate the use of the indoor spaces by outside organizations.
- Outside use of facilities is allowed. This use cannot conflict with school programs (facilities use “as available”). Facilities use will be handled the same as a normal year (including all appropriate forms completed). From a health and safety perspective, outside events are of minimal risk. Groups must follow the applicable district-adopted guidelines. Each group must provide a contact person for us to give to the DOH if contacted for contact tracing.

### **Healthy Hygiene Practices**

- Healthy hygiene practices will be taught to students during the first week of school.
- Signs will be posted throughout the school building (including entrances, restrooms, cafeteria, classrooms, offices, auditorium, and janitorial staff areas) outlining healthy hygiene practices.
- The district will reinforce proper hand hygiene (cough/sneeze covering) among all students and staff. The following methods will be used:
  - Training (of staff and students) as mentioned above
  - Signs
  - Announcements
  - Teacher reinforcement

- The following hand hygiene practices will be used:
  - Traditional hand washing for a minimum of 20 seconds.
  - When hand washing is not available, hand sanitizer (60% alcohol or greater) will be available. Each classroom teacher will have hand sanitizer in their classroom. All offices will also have hand sanitizer available.
- The following respiratory hygiene practices (cough/sneeze covering) will be used:
  - Training (of staff and students) as mentioned above
  - Signs
  - Announcements
  - Teacher reinforcement
- Fans are allowed only if a window is open. Fans must be facing either the open window or the open door. Fans must not be blowing directly on students.

### **School Events and Activities**

- Indoor school events and ceremonies must maintain the above guidelines that require masks at all times and three feet of physical distance between vaccinated participants or six feet between unvaccinated participants. Maximum capacity is dependent on the capacity of the space used for the event.
- Seating charts must be created, maintained, and submitted for each event when feasible.
  - One attendee from each attending party must sign in and provide the following contact information:
    - Full name
    - Address
    - Email
    - Phone Number
  - Attendees must maintain a distance of three feet from others at all times, except for members of the same party.
  - Face coverings must be worn at all times. Note: Students may remove their mask briefly for the purpose of a photograph.
  - There must be controlled movement that is planned out in detail in advance.
  - Large scale events (Graduation and Prom) are exceptions to these guidelines. Decisions on the details of these events will be determined by a committee.
- Outdoor events are permissible.
  - People who are not fully vaccinated must wear a mask in crowded outdoor settings or during activities that involve sustained close contact with other people.
- Field Trips may be permitted under the following guidelines:
  - Detailed plans for all field trips must be submitted to the building principal for approval in consultation with the local department of health.
  - The trip location may be indoors or outdoors.
  - All Health and Safety protocols and applicable district-approved recommendations in place at the time of the field trip MUST be strictly adhered to.
  - Students must be cohorted for the bus ride and the duration of the trip. Seating charts on the bus must be kept and submitted to the bus driver at the start and end of the trip.
  - Face coverings must be worn at all times. If students are outside and appropriately physically distanced, they may remove their masks.



- Extracurricular activities may take place in person. All procedures and guidelines must be followed. When possible six feet of distance should be maintained. Careful attendance must be taken and seating charts must be maintained. High-risk extracurricular activities are subject to the screening testing guidelines as outlined by the CDC (in areas of substantial and high transmission).
- Staff luncheons are acceptable. The use of catering is preferred and the use of homemade food is discouraged. If someone is dispensing the food, that person needs to wear a mask, face shield, and gloves at all times. All persons must maintain at least six feet of distance at all times. Faculty and staff must take their food and eat in their designated lunch location. Masks should be removed only while eating.
- Students/parents may now provide prepackaged snacks for their class. Food may only be handed out by the staff member and gloves must be worn. All rules for eating meals must be followed.

### Medically Vulnerable/High-Risk Groups

- The district will, to the best of our ability, protect and support staff and students who are at higher risk for severe illness.
- Any parent/guardian or staff member should contact the appropriate building administrator as soon as possible and inform them of the medically vulnerable status. Medical documentation will be required and will be reviewed by the ICC school physician.
- Medical documentation should include:
  - The nature, severity, and duration of the impairment
  - The activity or activities that the impairment limits
  - The extent to which the impairment limits the ability to perform the activity or activities
  - Accommodations recommended by the medical professional and substantiation as to why the requested accommodation is needed
- The district will consult with school health personnel and school physicians and work together with the students' family or staff member on how to meet the individual needs and provide accommodations that are medically necessary.
- Full remote instruction will not be offered by district faculty. Outside agencies such as Northeastern Regional Information Center (NERIC), BOCES, or other learning platforms such as APEX will be utilized. Additionally, full remote instruction will only provide state-mandated requirements. Electives will not be offered.

### Personal Protective Equipment (PPE)

- PPE Requirements: Staff
  - ALL staff must wear an approved face covering at all times. [An approved face covering covers the nose and mouth and fits the face snugly.](#) Cloth face coverings (excluding bandanas) are acceptable. The only exceptions are when eating, during designated and appropriate times for mask breaks, and/or when alone in a room or office.
  - The district will make available acceptable face covering at no-cost to the employee. Employees will be allowed to wear their own face covering.
  - Employees must wear a face covering unless they are unable to medically tolerate such covering. Employee(s) that are not medically able to wear a face covering will be required to provide documentation from a healthcare provider and is subject to school physician approval. If an employee is medically unable to wear a face covering, the district and the employee will work together to determine an appropriate alternative (i.e. face shield, etc.).

- Alternate PPE (i.e., face shields or coverings that are transparent at or around the mouth) may be used 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.
- PPE Requirements: Students
  - All students must wear an approved face covering at all times. [An approved face covering covers the nose and mouth and fits the face snugly](#). Cloth face coverings are acceptable (excluding bandanas). The exceptions are when eating and during designated mask breaks (which may occur during classroom instruction if six feet of distance can be maintained). For students seated three feet apart, mask breaks will occur in a staggered manner.
  - Students are expected to come to school with their own mask or face covering. If a student forgets his or her mask, the district will provide one.
  - Mask breaks will occur multiple times each day as scheduled by the classroom teacher.
- [View the district's Face Mask/Covering Protocol](#)

### **Aerosol Generating Procedures**

- Additional PPE will be used when conducting aerosol generating procedures.
- This PPE consists of gloves, N95 or surgical facemask, eye protection, and a gown.
- This PPE will be used when suctioning, administering nebulizer treatments, or using peak flow meters with students who have respiratory conditions.
- These treatments will be conducted in a room separate from others with the nursing personnel wearing the above PPE. Cleaning of this room will take place between use.

### **Management of Ill Persons**

- Students or staff with symptoms of illness will be sent to the health office to be assessed. Students or staff that exhibit symptoms of COVID-19 that are not explained by a chronic health condition as determined by the school health personnel will be sent to the isolation room until a parent/guardian can pick them up.
- If consent has been given, the student or staff member will be given a COVID-19 test (see above *Screening and Point of Care (POC) Testing*).
- If positive, students and staff will immediately be sent home and are encouraged to contact their healthcare provider. The school nurse will notify the Department of Health. If negative, the decision to send the student(s) home will be made by the school nurse in conjunction with the parent/guardian.

### **If Students or Staff become Ill with Symptoms of COVID-19 at School**

- School staff must immediately report any illness of students or staff to the school nurse.
- If several students or staff are waiting to see the school nurse, they will wait at least 6 feet apart.
- Two rooms will be available for school health personnel - one room for healthy individuals who have injuries or need their medications or nursing treatments and another room for assessing and caring for ill students and staff.
- 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.
- Students suspected or confirmed as having COVID-19 awaiting transport home by the parent/guardian will 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.

- Students will be escorted from the isolation area to parent/guardian while wearing a mask.
- Areas used by the ill person will be cleaned and disinfected.
- School staff will call for emergency transport for any student showing emergency warning signs for Multisymptom Inflammatory Syndrome in Children (MIS-C).
- If a student or staff member reports having tested positive for COVID-19, the COVID-19 Resource Person will notify the local department of health.
- [View the CDC Protocol Chart for Symptomatic/Positive COVID-19 Individuals](#). This was released by the CDC to assist schools in determining protocols if a student becomes sick or reports a COVID-19 diagnosis at school.

### Exposure to COVID-19

- Vaccinated: Fully vaccinated people who have come in close contact with someone with suspected or confirmed COVID-19 do not need to be quarantined; however they must be tested 3-5 days after exposure and wear a mask in public indoor settings for 14 days or until they receive a negative test result.
- Unvaccinated: Unvaccinated people who have come in close contact with someone with confirmed COVID-19 are subject to a mandatory quarantine by the NYS Department of Health. Close contact with someone with a suspected case of COVID-19 may lead to a **possible** quarantine and/or COVID-19 testing based on guidance obtained after consultation with the local Department of Health.

### Return to School After Illness (following CDC and Department of Health Guidelines)

- If not diagnosed with COVID-19 by a healthcare provider, individuals can return to school when:
  - No fever, without use of fever reducing medicines, and felt well for 24 hours .
  - If diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school.
- If diagnosed with COVID-19, individuals can return to school when:
  - It has been 10 days since the individual first had symptoms.
  - It has been 3 days since the individual has had a fever (without using fever reducing medicine).
  - It has been 3 days since the individual's symptoms improved, including cough and shortness of breath.
- The school may request medical documentation following the display of COVID-19 symptoms in school.

### Contact Tracing (Note: Regional School Protocols Currently in Development)

- The CDC guidance document defines a close contact as someone who was within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes).
  - **Exception:** In the K–12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically

compatible illness) if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time. Additional guidance for wearing masks is available from the CDC. **This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.**

- In the event an individual is identified as a confirmed case within a school, the local health department will determine a starting date for which the school will need to provide contact tracing information. This date will be 48 hours prior to the individual becoming symptomatic. To this end, the school district will need to keep records that will be made available to the local health department for those who may have been in close contact with the confirmed case. The COVID-19 School Resource Person ([Michelle Warner, Nurse Coordinator](#)) will assist the local health department with questions and information related to identifying close contacts. Any close contacts will be identified by the local health department. Once close contacts are identified, information will be sent by the local health department to NYSCommCare, as part of the NYS Contact Tracing Program.
- Any contact identified by the local health department may not return to school until such a time as they are released from mandatory quarantine by the local health department.
- Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.”

## School Closures

- School closure decisions will occur in consultation with the local health department. These may be necessary in some situations and will be implemented on a case-by-case basis.
- Closures may involve a classroom or entire facility depending on the quantity of suspected and/or confirmed cases.

## Cleaning and Disinfection

- All buildings will undergo a deep cleaning and disinfection prior to the opening of school.
- All surfaces and/or materials in educational spaces that are difficult to clean and disinfect or that may harbor pathogens will be removed. This includes but is not limited to upholstered furnishings, rugs, stuffed animals, etc.
- School wide cleaning will include classrooms, restrooms, cafeterias, libraries, and buses. This cleaning will include:
  - Normal routine cleaning with soap and water to decrease how much of the virus is on surfaces and objects.
  - Disinfection using US Environmental Protection Agency (EPA)-approved disinfectants against COVID-19. Where disinfectants are used, products will be registered with EPA and the NYS Department of Environmental Conservation (DEC).
  - When EPA-approved disinfectants are not available, alternative disinfectants will be used (e.g., 1/3 cup of bleach added to 1 gallon of water or 70% alcohol solutions).
- The district will clean and disinfect each area with the following frequency:
  - Classrooms: Clean daily
  - Restrooms: Clean and disinfect daily
  - Cafeterias: Clean and disinfect daily
  - Libraries: Clean daily

- Buses: Clean after each bus run and disinfect daily
- High Touch Surfaces: Multiple times daily
- Nurse's Offices: Clean and disinfect daily (and as needed) (see below)
- Any shared electronic devices such as laptops, iPads or Chromebooks, keyboards and computer mice, etc., will be disinfected between uses via sanitizing wipes.
- When possible, shared athletic/gym equipment (e.g., balls, protective gear) will be cleaned between use per manufacturer's directions. When cleaning is not possible in between uses, students will perform hand hygiene before and after use.
- School Health Office Cleaning
  - School health office cleaning must occur after each use of:
    - Cots
    - Bathroom
    - Health office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.)
    - Disposable items should be used as much as possible including:
      - Disposable pillow protectors
      - Disposable thermometers, or disposable thermometer sheaths or probes, and disposable otoscope specula.
- Shared objects will be cleaned and disinfected (e.g., games, art supplies, athletic/gym equipment) between uses by different cohorts of students. Students will perform hand hygiene before and after touching shared objects.
- All water systems and features (e.g., drinking fountains, decorative fountains) will be flushed to ensure water quality.
- All surfaces and/or materials in educational spaces that are difficult to clean and disinfect or that may harbor pathogens will be removed.

## Safety Drills

- All mandatory safety drills, including eight evacuation ("fire drills") and four lockdown drills, will be conducted as required by law.
- Approved face coverings and physical distancing will be mandatory during all drills.
- Students will be instructed that if it is an actual emergency that requires evacuation or lockdown, the most imminent concern is to get to safety; maintaining physical distance in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.
- The district will modify the lockdown drill protocols as follows:
  - The drills will be conducted in the classroom without "hiding" or "sheltering."
  - An overview of how to shelter or hide in the classroom will be provided as part of the drill.

## Before and After Care Program

- The district's before and after care program is run by an independent organization, OK Kids, Inc.
- OK Kids, Inc. will follow all COVID-19 procedures and protocols outlined in this document and all reopening plans.

## Facilities

Schools and districts are required to promote physical distancing while maintaining existing safety requirements designed to protect students. To accomplish this, our schools will change the way they utilize

space. Ventilation and filtration requirements will be met or exceeded to support air quality.

### **Ventilation and Filtration**

- We are currently utilizing the maximum filtration (MERV 13) and ventilation based on our system's capabilities.
- Ventilation systems are regularly checked and maintained to ensure they are operating properly.
- Outdoor air circulation will be increased by opening windows and doors, unless they pose a safety or health risk (e.g. allowing pollen in or exacerbating asthma symptoms) to students using the facility. Outside air circulation will be maximized in all spaces to the extent possible.
- HVAC equipment will run a minimum of one hour in advance of the building being occupied.
- Teachers will be encouraged to have windows open and have class outside as much as possible.
- The cleaning and/or changing of heating/air conditioning system filters will occur quarterly based on run time and environmental conditions.
- The District conducted an inventory of HVAC systems to determine how to maximize the system's efficiency with regard to filtration and ventilation. The inventory was completed with the help of Ichabod Crane's Maintenance Department, mechanical engineers with CSArch, construction managers with Turner Construction and the District's Health & Safety Specialist. Review of the equipment capabilities included representatives from Otto Building Services and Camfil USA, Inc. [View the final report here.](#)

### **Social-Emotional Well Being**

Schools and districts must prioritize physical emotional well-being - not at the expense of academics, but to create the mental, physical, and emotional space for academic learning to occur.

The district will utilize a tiered approach of health interventions to assess students' mental health needs as outlined in the attached graphic: [ICC MTSS Mental Health](#)

- Tier I Support: The district has provided Peaceful Classroom training K-12 for all teachers. This is a curriculum designed to teach problem-solving skills, understanding stress responses, learning different types of thinking, building emotional resilience and mindfulness.
- Tier II Support: Counselors and psychologists will continue to implement Peaceful Kids, a program that targets small counseling groups based on Peaceful Classroom training and the need of a higher level of support.
- Tier III Support: The district will utilize the following to identify individual needs and develop the proper interventions:
  - Data from COVID-19 (March 2020-June 2021) will be used to identify students that should be assessed in September based on engagement and social-emotional needs.
  - Students returning from fully remote instruction will be surveyed to assess their social emotional needs.
  - Teachers will continue to monitor students' social-emotional wellness and identify at risk students .

### **Support for Faculty/Staff, Students, Parents**

- Time will be dedicated during the first week of school to orientation for K-12 students to familiarize students with school and new protocols.
- Mindfulness activities will be implemented school-wide each day.

- Counselors and psychologists will visit all classes in September to inform students of their role in the school and how to access them.
- Counselors and psychologists will provide office hours for students and parents.
- Training will be provided for parents on how to identify students who may need social-emotional support.
- Therapy dogs will return to classrooms.

## **School Schedules**

By using the CDC's "[Guidance for COVID-19 Prevention in Schools](#)" document as our guide, we have developed plans for full in-person instruction for all students in grades K-12.

As an additional precaution, in the event that we will need to transition to alternate learning models if we experience a significant wave of COVID-19 cases in the school/community, we have also prepared plans for hybrid learning in grades 6-12, and full remote instruction for all students in grades K-12.

We will monitor the development of COVID-19 within our community, and will continue to develop improved ways to provide our students with a rich and well-rounded education in the safest manner possible.

### **District Full In-Person Model:**

#### **Grades K-5: Full In-Person Model**

##### **3 Feet Guidance for September**

- Students are placed in cohorts and will be present for in-person instruction each day. By following recommended safety guidelines, including physical distancing (3 feet), all students can return to school for a full day of learning.
  - For lunches, students will be maximized and wherever possible maintained at 6 feet apart. Some students will be moved to different locations during lunch in order to accommodate this safety precaution.
- Recess will be built in for all students each day with only their classmates.
- Teachers will maximize opportunities for outdoor learning (i.e.) nature walks, instruction outdoors, Story Time, structured games, etc.
- Special area classes (specifically Physical Education and Music) will be distanced at six feet. Masks may be removed outdoors if students are 6 feet apart.
- In the event a student is under mandatory quarantine by the local health department, the school district will provide remote learning options for the student for the length of their quarantine.
- Any other prolonged absences will fall under the homebound instruction policy (4327) and will be reviewed on a case by case basis.

##### **6 Foot Guidance - In the event that there is an increase of cases**

- In the event that students are required to maintain 6 feet of physical distancing during instruction, additional classroom sections will be added to kindergarten through fifth grade in order to meet safety requirements. This will generate the need to create new K-5 class lists and restructure staff assignments for the 2021-2022 school year.

#### **Grades 6-12: Full In-Person Model**

- Masks will be worn indoors by students and staff regardless of vaccination status.
- Students will attend school 5 days per week, following the Day 1 / Day 2 alternating schedule. This is similar to the schedule that was followed for years prior to the 2020-2021 school year.
- Physical distance will be maintained at a minimum of three feet in classrooms.
- Physical Education will do activities outside as much as possible. When inside, students will wear masks and will maintain physical distancing of six feet when active.
- Band / Chorus will maintain physical distancing of six when practicing/performing.
- Masks will be worn at all times, except during designated mask breaks (only when 6 feet apart). Students are able to remove their masks when outdoors (i.e. for recess, PE, etc.) if physical distancing is maintained.
- In the event a student is under mandatory quarantine by the local health department, the school district will provide remote learning options for the student for the length of their quarantine.
- Any other prolonged absences will fall under the homebound instruction policy (4327) and will be reviewed on a case by case basis.

## **District Hybrid Model**

### **Grades 6-12: Hybrid Model**

- In the event that a shift to a learning model in which all students and staff must be a minimum of 6 feet apart is needed, the Middle and High School will transition to a hybrid learning model. This model will reduce the number of students in the building at a given time and allow for appropriate physical distancing in classrooms.
- We revised the hybrid plan this year in order to maximize the number of days that students are in school for in-person instruction.
- In-person instruction for grades 6 -12 will run on an alternating basis.
  - Students will be split up into either 'Group A' or 'Group B'. \*\*\*Every effort will be made to keep children in the same families together in designated groups (A or B).
  - Students in Group A will attend in-person classes every Monday/Tuesday and the first two Wednesdays of each month.
  - Students in Group B will attend in-person classes every Thursday/Friday and the last two Wednesdays of each month.
- Students will follow their typical period schedule (block schedule for HS students).
  - Classes will be offered on an alternating Day 1 / Day 2 schedule.
- Teachers will provide synchronous (concurrent), live instruction to both students at home and to students on campus on days of hybrid instruction.
- Students are required to virtually attend every period or block via Google Meet.

### **Sample 6-12 Hybrid Schedule**



<i>Week 1</i>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	Day 1	Day 2	Day 1	Day 2	Day 1
	A Group	A Group	A Group	B Group	B Group
<i>Week 2</i>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	Day 2	Day 1	Day 2	Day 1	Day 2
	A Group	A Group	A Group	B Group	B Group
<i>Week 3</i>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	Day 1	Day 2	Day 1	Day 2	Day 1
	A Group	A Group	B Group	B Group	B Group
<i>Week 4</i>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	Day 2	Day 1	Day 2	Day 1	Day 2
	A Group	A Group	B Group	B Group	B Group

### Fully Remote Model

In the event that it is determined that we need to provide instruction in a “full remote model,” we are prepared to quickly and effectively transition our instructional approach.

### Grades K - 3

If the situation arises in which all students are not able to attend school, the following will be the plan for full remote instruction.

- Students in K-3 will remain with their assigned class/teacher for full reopening.
- Students in K-3 will maintain a full school day schedule which would include live Google Meets with the teacher in both ELA and Math groups, daily.
- Students in K-3 will continue viewing teacher guided instructional videos via Seesaw and are responsible to complete follow up activities as assigned by the teacher.
- Students will be expected to follow a structured school day schedule from 7:40 am - 2:40 pm each day as indicated below.

<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>
<b>7:40 - 8:00 am</b> Morning Announcement from Principal	<b>7:40 - 8:00 am</b> Morning Announcement from Principal	<b>7:40 - 8:00 am</b> Morning Announcement from Principal	<b>7:40 - 8:00 am</b> Morning Announcement from Principal	<b>7:40 - 8:00 am</b> Morning Announcement from Principal
<b>8:00 - 9:30 am</b> <b>ELA</b>	<b>8:00 - 9:30 am</b> <b>ELA</b>	<b>8:00 - 9:30am</b> <b>ELA</b>	<b>8:00 - 9:30 am</b> <b>ELA</b>	<b>8:00 - 9:30 am</b> <b>ELA</b>

<p>Video and activity *RS/Phonics and comprehension skill (Frontloading from RS pacing guide)</p> <p><b>9:45 - 10:15 am</b> <b>Daily Writing</b></p> <p><b>10:15 - 10:45 am</b> <b>Independent Reading</b></p> <p><b>11:00 - 12:30 pm</b> <b>Math</b> Video and activity Google Meet (30 min.per group x 2)</p> <p><b>12:30 - 1:00 pm</b> <b>Lunch</b></p> <p><b>1:00 - 1:30 pm</b> <b>Support Services</b> Google Meet</p> <p><b>1:00 - 1:45 pm</b> Teacher Open Office Time</p> <p><b>1:45 - 2:25 pm</b> <b>Special</b></p> <p><b>2:30 - 2:40 pm</b> <b>Closing Announcements</b></p>	<p>Video and activity *Guided Reading Groups *Google Meet (30 minutes per groupX2)</p> <p><b>9:45 - 10:15 am</b> <b>Daily Writing</b></p> <p><b>10:15 - 10:45 am</b> <b>Independent Reading</b></p> <p><b>11:00 - 12:30 pm</b> <b>Math</b> Video and activity Google Meet (30 min.per group x 2)</p> <p><b>12:30 - 1:00 pm</b> <b>Lunch</b></p> <p><b>1:00 - 1:30 pm</b> <b>Support Services</b> Google Meet</p> <p><b>1:00 - 1:45 pm</b> Teacher Open Office Time</p> <p><b>1:45 - 2:25 pm</b> <b>Special</b></p> <p><b>2:30 - 2:40 pm</b> <b>Closing Announcements</b></p>	<p>Video and activity *Guided Reading Groups *Google Meet (30 minutes per groupX2)</p> <p><b>9:45 - 10:15 am</b> <b>Daily Writing</b></p> <p><b>10:15 - 10:45 am</b> <b>Independent Reading</b></p> <p><b>11:00 - 12:30 pm</b> <b>Math</b> Video and activity Google Meet (30 min.per group x 2)</p> <p><b>12:30 - 1:00 pm</b> <b>Lunch</b></p> <p><b>1:00 - 1:30 pm</b> <b>Support Services</b> Google Meet</p> <p><b>1:00 - 1:45 pm</b> Teacher Open Office Time</p> <p><b>1:45 - 2:25 pm</b> <b>Special</b></p> <p><b>2:30 - 2:40 pm</b> <b>Closing Announcements</b></p>	<p>Video and activity *Guided Reading Groups *Google Meet (30 minutes per groupX2)</p> <p><b>9:45 - 10:15 am</b> <b>Daily Writing</b></p> <p><b>10:15 - 10:45 am</b> <b>Independent Reading</b></p> <p><b>11:00 - 12:30 pm</b> <b>Math</b> Video and activity Google Meet (30 min.per group x 2)</p> <p><b>12:30 - 1:00 pm</b> <b>Lunch</b></p> <p><b>1:00 - 1:30 pm</b> <b>Support Services</b> Google Meet</p> <p><b>1:00 - 1:45 pm</b> Teacher Open Office Time</p> <p><b>1:45 - 2:25 pm</b> <b>Special</b></p> <p><b>2:30 - 2:40 pm</b> <b>Closing Announcements</b></p>	<p>Video and activity *Google Meet/RTI  (30 minutes per groupX2)</p> <p><b>*Fun Friday Activities</b> <b>(physical/emotional activities)</b></p> <p><b>9:45 - 10:15 am</b> <b>Daily Writing</b></p> <p><b>10:15 - 10:45 am</b> <b>Independent Reading</b></p> <p><b>11:00 - 12:30 pm</b> <b>Math</b> Google Meet/RTI (30 min. per group x 2)</p> <p><b>12:30 - 1:00 pm</b> <b>Lunch</b></p> <p><b>1:00 - 1:30 pm</b> <b>Support Services</b> Google Meet</p> <p><b>1:00 - 1:45 pm</b> Teacher Open Office Time</p> <p><b>1:45 - 2:25 pm</b> <b>Special</b></p> <p><b>2:30 - 2:30 pm</b> <b>Closing Announcements</b></p>
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#### Grades 4 - 8

- Students and teachers will follow their regular schedules and will attend classes virtually.
- Staff will give students periodic screen breaks.
- Instruction will be provided through a variety of formats including large and small group instruction in Google Meet, Google Classroom, online videos, and additional learning applications.

#### Grades 9-12

- Students and teachers will follow their Day 1 / Day 2 schedules and will attend virtual classes. A modified schedule will be provided to students and staff that allows for short breaks from screens during each block. Students will be expected to attend class virtually following a specific time schedule.
- Instruction will be provided through a variety of formats including large and small group instruction in Google Meet, Google Classroom, online videos, and additional learning applications.

## **Technology and Connectivity**

Access to computing devices and high-speed internet are essential for educational equity. Ichabod Crane is committed to ensuring that all students have access to both a device and to internet access in all grades regardless of whether learning is in-person, remote, or a hybrid model.

### **District Plan to Provide Devices and Internet Access to Students and Staff**

- In third through twelfth grade, students will be assigned a computing device and provided with internet access as needed.
- In kindergarten through second grade, the district will provide a device and internet access as needed during any period of remote only learning.

## **Teaching and Learning**

### **K-12 Instructional Requirements: In-Person Instruction**

- Instruction and curriculum in each grade level and course will be aligned to the New York State Learning Standards.
- Teachers should identify content that takes precedence in the event instructional capabilities are modified and/or changed throughout the year.
- Instructional experiences must be inclusive, culturally responsive, consider the needs of all students, and adhere to all established state regulations and guidelines.

### **K-12 Instructional Requirements: Hybrid and District-Wide Fully Remote Instruction**

- Students must have regular personal, face-to-face interaction with the teacher(s).
- Students are required to virtually check-in to every period or block via Google Meet. Daily face-to-face check in is required for MS and HS students at the beginning of each period. At the High School level, at the end of each block students should either be submitting assigned work or have the option to check back in to ask questions. The goal is to ensure students are engaged for the duration of the block.
- The intent is to preserve the hands-on portions of our instructional program and allow flexibility for engaging in-person lessons while balancing the need to provide more structure and face-to-face instruction when at home.
- Students must be together for at least a portion of each instructional period or block. For classes where hands-on activities are planned, students may be assigned independent work which is carefully structured and may include working with other remote students in break-out sessions or checking back in with the teacher.
- It is recommended that teachers leave the Google Meet open for the duration of the period/block for students who may have questions or concerns while working at home. Teachers have the authority to require students to remain online while working independently so they can still access teacher

assistance by raising a hand as needed.

- Safety is of the utmost importance. Monitoring in-person students when completing potentially dangerous activities (i.e. using a bandsaw) should be prioritized. If teachers are unable to effectively monitor the safety of students for situations such as science labs and technology classes, the focus should be on students in the classroom and teacher flexibility utilized to provide independent work for remote students.
- Teachers should consider in advance what materials might be suggested for students to have on hand at home or create assignments that can be completed with items easily found at home.
- Teachers will communicate with parents/guardians frequently, answering questions about the instruction provided.
- Specifics on the comprehensive teaching and learning plan can be found under the “School Schedules” section of this document.

## **Career and Technical Education**

- Career and Technical Education is provided by our regional BOCES, Questar III. This organization has developed their own plans for the 2021-2022 school year which must be followed by all Ichabod Crane students participating in the program.
- We will collaborate with our business partners to ensure a safe and healthy work-based learning opportunity for students with disabilities as outlined in their education plans.

## **Special Education**

### **Framework for Special Education Services**

- Students with disabilities will have access to in-person learning to ensure equal access to learning opportunities provided to general education students.
- Each student with a disability will be provided the special education services identified in the student’s Individualized Education Plan (IEP) as written. Services listed on the IEP may need to be amended to ensure the health and safety of students and staff.
- Regardless of the model (in-person, hybrid, fully remote), parents can expect their child’s special education teachers and related service providers to be in contact with them and their students via phone, email, google classroom, or other virtual connections.
- Teachers and related service providers will be providing a variety of resources, materials, and activities that will be designed to continue to allow them to increase academic skills and progress in the New York State Learning Standards.

### **Delivery Models**

- Students with disabilities who require a highly specialized program, such as an all-day special class will attend in-person instruction daily. (K-12).
- Students K-12 who receive a less restrictive setting such as integrated co-teaching or consultant teacher services, will follow the same in-person and/or hybrid model as their general education peers, supported by their special education teacher/case manager daily.
- In the event of a shift away from full time, in-person instruction, related services (speech therapy, occupational therapy, physical therapy, psychological counseling) will be scheduled and prioritized on students in-person days. Individual scheduling and planning will occur in accordance with each child’s

individualized education plan. Teletherapy will be provided if students have to move to a hybrid or remote model.

- For those students who are receiving special education programs and services through BOCES or an approved school-age program at a private school, we continue to remain in close contact with all educational agencies regarding the planned activities, nature, and delivery of instruction and related services to identify shared resources, materials, and technology available as appropriate.
- Whether services are provided in-person, remote, and/or through a hybrid model we will continue to monitor and address students' individual needs in the event of an intermittent or extended school closure.

## **English Language Learners and World Languages**

The district will provide all communications to parents/guardians of English Language Learners (ELLs) in their preferred language and mode of communication to ensure that they have equitable access to critical information about their children's education.

The district will provide professional learning opportunities related to the instruction and support of ELLs to all educators, as required by Part 154 of the Commissioner's regulations.

- Policies will be aligned to the Blueprint for English language learner/Multilingual learner Success.
- Progress monitoring tools will be used to measure ELL proficiency.
- Physical-emotional learning supports will be provided to ELLs in their home language.
- Technology will continue to be used in ELL instruction.