

OCMBOCES



Committed to Your Success
















***Recovering,
Rebuilding,
Renewing***



**2020-21
SCHOOL REOPENING PLAN**

2020-2021 School Reopening Plan

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OCM BOCES

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Contact Information

Here is the online link for our school reopening plan:

- www.ocmboces.org/reopening2020

July 31, 2020

Dear Parents/Guardians and Community Members:

We are looking forward to having the opportunity to greet students as we begin the 2020-2021 school year in September. While it has been a difficult year for our local, national and global communities addressing the challenges of COVID-19, we are determined to provide the best possible learning opportunities for our students. Having the opportunity to come together and support students during this challenging time is our priority at OCM BOCES. This 2020-2021 School Reopening Plan outlines the processes and strategies we will have in place to support a safe, equitable quality learning environment for all students and staff.

Our OCM BOCES plan incorporates guidance from the New York State Department of Health and the New York State Education Department. It seeks to ensure best practices for preventing the spread of the novel coronavirus. It addresses our students' educational needs under three models of instruction: in-person, remote, and a hybrid of the two. It assures our commitment to helping students of all abilities and backgrounds successfully meet the New York State Learning Standards, but it also focuses on other essential needs for our children, including their social-emotional wellness, nutrition, and access to technology.

I would like to thank our administrative leaders, staff members, parents, guardians, students and members of the community who shared their input about reopening with OCM BOCES and the 23 component districts we serve. I would also like to thank the large and dedicated OCM BOCES team who worked directly on this document so we could share it with you today.

In these last few weeks before the start of the 2020-2021 school year, we will be continuing to implement the plans outlined in this document. We will be moving furniture, posting signs, training staff, preparing lessons, cleaning surfaces, and communicating with our families and other stakeholders about new procedures so we can all kick off the year as smoothly as possible.

Together, we can successfully support the educational needs of our students in Central New York while still making progress, as a local and global community, to defeat this pandemic.

Sincerely,



Colleen Viggiano
Deputy Superintendent
OCM BOCES

REOPENING PLAN

Our OCM BOCES Reopening Plan includes elements outlined in the [guidance released by NYS Department of Health \(DOH\) on July 13, 2020](#).

- The OCM BOCES Reopening Plan is posted on the home page of our website, <http://ocmboces.org>. It is a location that is easily located by students, parents, teachers, administrators, and other community stakeholders.
- The OCM BOCES Reopening Plan includes all assurances completed by the District Superintendent and all elements outlined in the [New York State Department of Education guidance document](#).

► Communication/Family & Community Engagement Reopening Plan

“Recovering, Rebuilding, Renewing”

1. Plans for reopening should identify the groups of people involved and engaged throughout the planning process.

OCM BOCES consistently utilized input from several groups of representative stakeholders outlined in detail in the Health & Safety portion of this document.

The OCM BOCES 2020-2021 Reopening Committee members are:

- Susan Ackley, Project Manager
- Sheryl Allen, School Nurse
- Tamara Barber, Employee Benefits Specialist
- Rich Barton, Custodian III
- Michelle Bassett, Parent
- Emily Behan, Innovative Education Principal
- Lisa Benedict, Teacher
- Doreen Bergman, Director of Educational Programs
- Jolean Bliss, Manager of Central Business Office
- Elizabeth Brando, Parent
- Michael Brando, Parent
- Lindsey Bryant, Teacher
- Joseph Bufano, Director of Human Resources/School Attorney
- Kimberly Capalongo, School Social Worker
- Allison Comes, Systems Librarian
- Pam Charron, Teacher Trainer
- Tracie Clark, Teaching Assistant Interpreter, OCMBFT President
- Eric Comtois, Director of Career & Technical Education and Innovative Education
- Heather Conto, Account Clerk
- Beth Cooper, Special Education Administrator
- Brenda Cussen, Secretary to the Director of Special Education
- Julie Darmody-Latham, Special Education Principal
- Rosanne David, Parent
- Brad Delans, Parent
- Christopher DiFulvio, Assistant Superintendent for Instructional Support Services
- Patricia Dillon, Personnel Specialist
- Domenic D’Imperio, Director of Employee Relations
- Randi Downs, Teacher Trainer
- Nathan Edsall, Student

- Rebecca Edsall, Parent
- Jacqueline Elder, Teacher
- Regina Ferro, School Nurse
- Bryan Finlon, Special Education Administrator
- Tess Finnegan, Student
- Helen Fisch, School Nurse
- Phil Grome, Assistant Superintendent for Administration
- Rosanna Grund, Director of Special Education
- Dr. Indu Gupta, Onondaga County Commissioner of Health Department
- Daniel Hesler, Teacher
- Dennis Hill, Manager of Payroll
- Rachelle Holl, Teacher
- Danielle Hudson, Parent
- Peter Hunn, Career & Technical Education Principal
- Marianne Hunt, Speech Therapist
- Timothy Jachim, Teacher
- Allison Jennings, Teacher
- Sean Joyce, Manager of Central Services
- Sheri Kershner, Manager of Business Services
- Christy Krzywda, Parent
- Louis Lardear, Enterprise Support Specialist, COMBO President
- Chris Leece, STEM Coordinator
- Barbara Mahaney, School Nurse
- Pamela Mazzaferro, Director of the Regional Information Center
- Matthew McGivney, Teacher
- Emeline McShane, Health Occupations Coordinator
- Michael Mirizio, Director of Technology
- Gail Murphy, School Nurse
- Sydney Nicotra, Student
- Carol Niedzwecki, School Nurse
- Scott Nickerson, Printing Manager
- James O'Connor, Director of Technology, Mid-Level Administrators Union President
- Ryan Oyer, Special Education Administrator
- Todd Parks, Teacher Trainer
- Janel Payette, Coordinator Support Services
- Brian Petrick, Teacher
- Rick Pollard, Assistant Director of Instructional Technology
- Mark Povinelli, Teacher
- Teresa Redhead, Administrative Assistant
- Dominique Ricciardelli, School Psychologist/Coordinator
- Rebecca Roberston, Guidance Counselor
- Lacey Roy-Ciciriello, Parent
- Desiree Saladin, Teacher
- Brianna Schiedo, Occupational Therapist
- Cynthia Seeley, Secretary to the Coordinator of Mid-State RBERN

- Renee Selover, Physical Therapist
- Brett Slemmer, Guidance Counselor
- Eugene Smith, Teacher
- Lindsay Sprague, Teacher
- Michelle Stolicker, EAP Supervisor
- John Sweeney, Teacher
- Matt Tarolli, Adult & Continuing Education Coordinator
- Vincent Thide, Teacher
- Richard Tokar, Teacher
- Dr. Trianna, Physician
- Mari Ukleya, Director of Adult Education
- Colleen Viggiano, Deputy Superintendent
- Carol Vigliotti, Teacher
- Ken Waldby, Health and Safety Coordinator
- Steven Walrath, Parent
- Jacqueline Weigand, Marketing Coordinator
- E. Anne Whelan, Physical Therapist
- John Wisniewski, Facilities Director
- Deborah Wood, Career & Technical Education Principal
- Christine Woodring, School Psychologist
- Erin Yale-Manion, Teacher

2. The school and/or district developed a communications 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.

Our OCM BOCES audiences for communications include:

- Parents/Guardians
- Students
- Staff
- Community Members
- Component School Districts
- Community Partners
- Businesses
- Government Leaders
- Local Health Department

Public Communications

To ensure regular and informational communications with the public, OCM BOCES will implement the following methods of communication:

Communication Method	Responsible Party
District website - dedicated page for reopening: http://www.ocmboces.org/coronavirus	Administration/Marketing Department
OCM BOCES social media platforms: <ul style="list-style-type: none"> ● Facebook ● Twitter ● YouTube 	Administration/Marketing Department
<u>Prominent signage</u> in buildings to promote health & safety guidelines that follow NYSDOH and CDC guidance: <ul style="list-style-type: none"> ● Printed signs ● Digital signage at main entrances ● Vinyl decals on floors, as needed 	Administration/Marketing Department
Local TV, radio, newspapers, and other sources of media	Administration/Marketing Department

Parents/Guardians and Students

All public communications methods outlined above may be utilized by OCM BOCES in addition to:

Communication Method	Responsible Party
SchoolMessenger (emails, texts, phone calls)	Building Principals/Administrators
Back-to-School Newsletter	Administration
Videos for parents/students in Special Education so they can visualize the new routines and modified classrooms	Special Education Administration/Marketing Department
Emails to parents/guardians	Administration/Teachers/Related Service Providers
Letters sent home from Administration	Administration

All OCM BOCES Staff

All communications methods outlined above may be utilized in addition to:

Communication Method	Responsible Party	Frequency
OCM BOCES all-staff email list	Administrators/Support Staff	As needed
Letters/Emails from the Deputy Superintendent	Deputy Superintendent Colleen Viggiano	As needed
BOCES Bits monthly internal newsletter	Marketing Department/Administrators	Monthly
SchoolMessenger	OCM BOCES Administrators/Marketing Department	As needed
Staff-only website: https://sites.google.com/cnyric.org/covid-19/home	Marketing Department/School Administrators	As needed
Direct supervisor communications - phone calls and texts	OCM BOCES Supervising Staff	As needed
Letters home, if necessary	OCM BOCES Administrators	As needed
Staff meetings	OCM BOCES Administrators	As needed

OCM BOCES External Business & Community Partners

Communication Method	Responsible Party	Frequency
Letters, emails, phone calls and texts from Program Supervisors and Staff	OCM BOCES Supervising Staff	As needed
Meetings	OCM BOCES Supervising Staff	As needed

3. The school and/or district will ensure all students are taught or trained in how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face coverings/wearing, social distancing, and respiratory hygiene.

Training and timelines for training are provided in the following ways:

- All students at all campuses will be trained utilizing a number of training [videos](#). These will be distributed utilizing School Messenger and Google Classroom prior to school beginning.
- For those students who are unable to access these videos prior to school, training will be provided on the first day of school.

4. The school and/or district will encourage all students, faculty, staff, and visitors through verbal and written communication to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings when a social distance cannot be maintained: [CDC: K-12 Schools and Child Care Programs FAQs](#) and [DOH: Interim Guidance for In-Person Instruction at PreK to 12 Schools](#)

OCM BOCES utilizes its website (ocmboces.org), School Messenger, social media, and traditional mailing to provide information to families.

OCM BOCES has posted CDC signs based on DOH guidance throughout all campuses in all key locations. Those signs address the use of PPE, face coverings, hand washing, and social distancing. [Examples of these signs can also be found on our website.](#)

5. Additionally, OCM BOCES provides copies of this document in the language(s) spoken at home among families and throughout the school community. Written plans are also accessible to those with visual and/or hearing impairments.

OCM BOCES will provide copies of this document in the language(s) spoken at home by request. The languages spoken at OCM BOCES are Bengali, English, Spanish, Ukrainian, Nepali, Swahili, Korean, ASL & Burmese sign language.*

Written plans are also accessible to those with visual and/or hearing impairments.

*For copies of this document in other languages, please contact Assistant Superintendent for Instructional Support Services Christopher DiFulvio at (315) 433-2600 or email cdifulvio@ocmboces.org.

6. Additional Considerations for Effective Communications and Family Engagement

OCM BOCES provides regular updates about safety, scheduling, and all other information families should be aware of through the [OCM BOCES website](#).

The NYS COVID-19 Hotline can be reached at 1-888-364-3065 or visit the NYSDOH website: <https://covid19screening.health.ny.gov>.

Up-to-the-minute information about COVID-19 can be found on our OCM BOCES COVID-19 website: ocmboces.org/coronavirus and our reopening page: ocmboces.org/reopening2020

Any concerns regarding COVID-19 can be directed to our school COVID-19 safety coordinator, Deputy Superintendent Colleen Viggiano. The COVID-19 safety coordinator can answer questions regarding COVID-19 from:

- Students
- Faculty
- Staff
- Parents/Legal guardians

Health & Safety

1. Each school and/or district reopening plan must review and consider the number of students and staff allowed to return in person.

- OCM BOCES follows [OSHA COVID-19 guidance for its employees](#) along with the [guidance put forth by the CDC](#) in partnership with our local health department.
- OCM BOCES is ensuring we have adequate supplies of PPE by engaging in cooperative purchasing with component school districts and following local health department guidelines for PPE.
- OCM BOCES strongly encourages all individuals in school facilities and on school grounds to wear masks all the time and requires all individuals in school facilities to put on a face covering if another person unexpectedly cannot socially distance. All students and staff members must wear cloth face coverings:
 - Whenever they are within six feet of someone;
 - In hallways;
 - In restrooms; and
 - In other congregate settings, including buses.
- OCM BOCES provides acceptable face coverings to employees (and students, if they forget their own). We have an adequate supply in case of the need for replacement per Executive Order 202.16.
- OCM BOCES does allow employees to wear their own acceptable face covering. For employees with healthcare provider documentation stating they are not medically able to tolerate a face covering, we cannot require them to do so.
- Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Therefore, scheduled mask breaks will be provided by teachers while ensuring our students maintain social distancing.

Face coverings should not be placed on:

- Children younger than two years old;
- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction;
- Anyone who has trouble breathing or is unconscious; or
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

- Local hospitals providing services for COVID-19 patients in the OCM BOCES region are Guthrie Medical Center - Cortland; Upstate Medical University - Syracuse; Crouse Hospital - Syracuse; and St. Joseph's Hospital - Syracuse.

2. Each school and/or district reopening plan must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) in developing their reopening plan and identify those that participated in the reopening plans.

OCM BOCES Cabinet, consisting of directors, assistant superintendents and the deputy superintendent, have been meeting consistently since April to plan for reopening. In May, six subcommittees were formed: School Building and Workplace Protocols; Facilities, Operations and PPE; Employee Considerations; Student Considerations; and Social-Emotional Learning/Wellness. The Student Considerations Subcommittee broke into different groups to address the various needs of the students served at OCM BOCES including K-6, 7-12, 12:1:4 Classrooms, Career & Technical Education, Adult Education, Off-site Programs and Work-based Learning. Parents and students were involved in stakeholder meetings as well. The Commissioner of the Health Department, school nurses and Dr. Trianna provided valuable input.

The OCM BOCES 2020-2021 Reopening Committee members are listed on p. 4-6 of this plan.

3. Each school and/or district reopening plan must include a *communications plan* for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.

OCM BOCES utilizes the communication plan identified in the Communication/Family Engagement Section on p. 4-10 of this document.

4. Each school and/or district reopening plan has a written protocol developed in collaboration with the district or school's director of school health services to instruct staff to *observe for signs of illness* in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.

Parents/guardians and staff members will be provided with resources to educate them regarding the careful observation of symptoms of COVID-19 and health screening that must be conducted each morning before coming to school. Parents/guardians and school staff will be instructed that any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection should not be present in school. The Centers for Disease Control and Prevention (CDC) keep an up-to-date list of symptoms of the coronavirus on its website. This list is not all-inclusive, as some individuals may display other symptoms or none at all. As of 7/31/2020, the following are listed as the most common symptoms of COVID-19:

- 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; and/or
- Nausea or vomiting and/or diarrhea.

Staff will be educated to observe students or other staff members for signs of any type of illness such as:

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

OCM BOCES staff and parents/guardians will be educated on the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19, which is a serious condition associated with COVID-19 in children and youth. Employees should notify the parent/guardian if their child shows any of the following symptoms and recommend the child be referred for immediate followup with a healthcare provider:

- Fever (greater than 100 degrees);
- Abdominal pain;
- Vomiting;
- Diarrhea;
- Neck pain;
- Rash;
- Bloodshot eyes;
- Feeling extra tired;
- Cough;
- Sore throat; and/or
- Shortness of breath.

Students and staff exhibiting these signs with no other explanation for them should be sent to the school health office for an assessment by the school nurse. If a school nurse is not available, the school should contact the parent/guardian to pick up their ill child or send the staff member home. Students should be supervised in the isolated area while awaiting transport home. OCM BOCES will refer such persons to a healthcare provider and provide resources on COVID-19 testing.

For staff, contractors, vendors, and visitors, health screenings that include daily temperature checks and completion of a screening questionnaire are required.

Students are required to have a daily temperature check at home and must complete the required form/app provided by their home school district prior to coming to school. In addition, students will have to periodically complete a screening questionnaire. If a student has a temperature of 100°F or greater or has a positive response on the screening questionnaire they must not attend school.

Students and staff will be required to notify the school when they develop symptoms or if their answers to the questionnaire change during or outside school hours.

Prior to their arrival at school, OCM BOCES will require staff to complete a screening questionnaire. If they answer yes to any of the questions, they will call their supervisor immediately.

A screening questionnaire determines whether the individual has:

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- Tested positive through a diagnostic test for COVID-19 in the past 14 days;
- Has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days; and/or
- Has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

Daily Health & Temperature Screenings

5. OCM BOCES has a protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.

- Parents/Guardians are responsible for evaluating and monitoring their child's health each day, including a daily temperature check, and reporting it to the students' program designee or component school district designee prior to sending or bringing them to school.
- As previously stated, OCM BOCES will require staff to complete required screenings prior to arrival at school and encourage parents/guardians to screen their child before sending them to school.

Screening of students includes a daily temperature check and periodic completion of a screening questionnaire.

A screening questionnaire determines whether the individual has:

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- Tested positive through a diagnostic test for COVID-19 in the past 14 days;
- Experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days; and/or
- Traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

6. OCM BOCES requires that ill students and staff be assessed by the school nurse and all ill students and staff will be sent home for follow-up with a healthcare provider.

If an employee/student is at a BOCES facility and has a temperature greater than 100 degrees and/or is showing symptoms of COVID-19:

- Ensure the employee/student is wearing a mask;
- Escort the employee/student to a dedicated isolation room/area; and
- Notify the nurse so he/she can assess the ill student/staff.

In addition:

- The nurse will ensure parents/guardians of students are notified.
- The nurse will make arrangements for the ill student to be transported home by parent/guardian and inform the parent/guardian to follow up with a healthcare provider.
- Ill staff members will be instructed to go home and follow up with a healthcare provider.

7. OCM BOCES requires all students or staff with a temperature, signs of illness, and/or a positive response to the COVID questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.

If an employee/student is at a BOCES facility has a temperature greater than 100 degrees and/or is showing signs of illness or a positive response to the COVID questionnaire:

- Ensure the employee/student is wearing a mask;
- Escort the employee/student to a dedicated isolation room/area; and

- Notify the nurse and ensure parents of students are notified, as necessary. Some parents cannot miss work to pick up students. Arrangements should be made to isolate the student prior to pickup or otherwise sent home.

8. OCM BOCES requires all visitors, guests, contractors, and vendors entering the school to follow all OCM BOCES health-screening guidelines.

- All OCM BOCES visitors, guests, contractors, and vendors are responsible for reporting their health prior to entering any OCM BOCES buildings.
- All school visitors (parents/guardians, contractors, vendors, etc.) must report to the reception area or office and complete a required questionnaire for self-screening.
- All school visitors must maintain and manage social distancing six feet upon entry to school.
- All visitors must wait for instruction from the Information Aide and follow entry instructions during their temperature and health screening.

9. Each school and/or district reopening plan has a written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.

OCM BOCES provides instructions and training videos for parents/guardians to observe for signs of COVID-19 illness in their child that require staying home from school as well as symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C), which is a serious condition associated with COVID-19 in children and youth.

10. Each school and/or district reopening plan has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.

OCM BOCES [provides signage](#) and other information to instruct staff and students about correct hand and respiratory hygiene. This signage and information promotes:

- The proper way to wear face coverings
- Washing hands before putting on and after removing face coverings
- The proper way to discard disposable face coverings
- The importance of routine cleaning of reusable face coverings
- How face coverings are for individual use only and should not be shared

Hand Hygiene Plan

OCM BOCES has built in staggered hand-washing times for students and staff. We have also increased hand hygiene to include:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method;
- Use of alcohol-based hand sanitizers (60% alcohol or greater), which will be available in classrooms, conference rooms, and all offices;
- Use of alcohol-based hand sanitizers (60% alcohol or greater) throughout common areas (entrances, cafeterias, etc.) and on high-touch surfaces, as well as the use of touch-free dispensers when able;
- Signage near the hand sanitizer that indicates visibly soiled hands should be washed with soap and water; and
- Permission for any staff or students to wash their hands with soap and water if they are unable to use hand sanitizer.

OCM BOCES provides the following:

- Facilities and supplies for hand washing, including soap and water;
- Paper towels and touch-free paper towel dispensers where feasible (air dryers have been removed and disabled from all buildings);
- No-touch trash cans;
- Alcohol-based hand sanitizers with at least 60% alcohol or disinfectant hand wipes;
- Time in the schedule to allow for frequent hand washing; and
- Promotion of proper hand washing before meals, after recess or physical education, before and after removing PPE, and at other times as appropriate.

All students and staff should wash hands, as follows:

- Upon entering the building;
- After using shared objects or surfaces (e.g. musical instruments, tools, toys, desks or tabletops);
- Before and after snacks and lunch;
- After using the bathroom;
- After helping a student with toileting;
- After sneezing, wiping or blowing the nose, or coughing into hands;
- Upon coming in from outdoors; and
- Anytime hands are visibly soiled.

Respiratory Hygiene Plan

COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, talks, or raises their voice (e.g., while shouting, chanting, or singing). These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Recent studies show that a significant portion of individuals with COVID-19 lack symptoms (are “asymptomatic”) and that even those who eventually develop symptoms (are “pre-symptomatic”) can transmit the virus to others before showing symptoms.

To reduce the spread of COVID-19, the CDC recommends that people wear cloth face coverings in public settings when around people outside of their household, especially when other social distancing measures are difficult to maintain:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

At OCM BOCES, all students and staff should cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. OCM BOCES provides tissues in each classroom and in common areas. In addition:

- OCM BOCES provides no touch/floor pedal trash receptacles in each room and common area.
- If no tissue is available, OCM BOCES encourages using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands.
- OCM BOCES encourages students and staff to always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

11. Each school and/or district reopening plan has written protocol to ensure all persons in school buildings keep a social distance of at least 6 feet whenever possible.

OCM BOCES defines social distancing as keeping a six-foot space between yourself and others.

OCM BOCES has ensured that student groupings are as static as possible by having the same group/cohort of students stay together when possible. The steps OCM BOCES is taking are listed below:

- The size of groups/cohorts of students is being determined by the number of students who can be in each classroom while maintaining six feet of social distancing.
- We implemented the following staggered arrival and dismissal plan: OCM BOCES student program locations may utilize multiple points of entry during arrival and dismissal to stagger

students' arrival and dismissal into the building. The adults meeting the buses will also maintain social distancing. All entrances will be locked after arrival and dismissal to ensure a single point entrance during the day. OCM BOCES will work with all of the districts providing transportation to ensure staggered arrivals into the building.

- **Reduce in-school movement where possible**

- To the greatest extent possible, a cohort model will be followed. Elementary classrooms will utilize a cohort model. Special Area teachers will push into the elementary classrooms for art and music to limit cross-cohort interactions. Middle school and high school programs will stagger their class schedules to reduce movement in the hallways during the change of classes.

- **Staggered Special Area Teachers Plan**

- Special Area teachers will push into the elementary and middle school classes to allow students to remain in their cohort. High school students will follow social distancing guidelines to attend art, music, and gym. Larger spaces will be utilized as numbers warrant for art, music, gym classes for high school students.

- **Staggered Restroom Plan**

- OCM BOCES staff will monitor the use of the restroom in all student programs to maintain social distancing guidelines in the student restrooms. Signage on proper hand washing and social distancing will be posted in all restrooms. We will ensure this signage is appropriate to the age group of the students utilizing the restrooms. For students with disabilities who need assistance in the bathroom, staff will be provided with the necessary PPE based on the needs of the child, and all hygiene protocols will be followed.

- OCM BOCES has turned desks to face the same direction in all rooms, including the desks of staff members.
- OCM BOCES will open windows to improve ventilation when possible.
- OCM BOCES will keep individual student belongings separated and limit the use of shared supplies to one group of students. Supplies will be cleaned between use by cohorts of students.

Restricted Areas

OCM BOCES restricts the use of classrooms and other places where students, faculty, and staff gather (e.g., lockers, cubbies, entryways, hallways) so that individuals can be socially distanced. Lockers and cubbies may be assigned by cohorts for staggered use. Except as otherwise provided for herein, we are limiting gathering in small spaces (e.g., elevators, faculty offices) to no more than one individual at a time unless all individuals in such space are wearing acceptable face coverings.

OCM BOCES will utilize playgrounds when proper safeguards are in place. In elementary school settings, we are staggering playground use rather than allowing multiple classes to play together. We will have students wash hands before and after touching play structures, require them to wear masks, and keep them 6 feet from other children as much as possible.

We will ensure that a distance of 12 feet in all directions is maintained between individuals while participating in activities that require projecting the voice (e.g., singing, playing a wind instrument, or aerobic activity).

Student programs will be canceling all large-group assemblies and field trips where distancing cannot be maintained. We are restricting visitors to reduce the likelihood of COVID-19 cases. Parents will be allowed in the building only to pick up a sick child or drop off/pick up a child's medication. Single-point entrances will be utilized in all OCM BOCES locations.

12. Each school and/or district reopening plan has written protocol detailing how the district/school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.

OCM BOCES provides accommodations to students in the school community who are medically vulnerable or part of high-risk groups. This includes families with special-needs students who are medically fragile and may not be able to maintain social distancing, use hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/guardians to work with their child's healthcare provider 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. Parents will be asked to contact Rosanna Grund, Director of Special Education, so OCM BOCES can coordinate with:

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

OCM BOCES will accommodate the needs of students in accordance with its policies, applicable laws, and regulations, and will consider implementation after gathering input from all applicable stakeholders.

Parents/guardians must provide documentation from their medical provider so that an informed decision can be made on how best to meet the needs of the family/student.

OCM BOCES will provide accommodations to staff with disabilities in accordance with its policies, applicable laws, and regulations. Staff must provide documentation from their medical provider so that an informed decision can be made on how best to meet the needs of the staff member.

13. Each school and/or district reopening plan has a written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.

- OCM BOCES follows [OSHA COVID-19 guidance for its employees](#) along with the [guidance put forth by the CDC](#) in partnership with our local health department.
- OCM BOCES is ensuring we have adequate supplies of PPE by engaging in cooperative purchasing with component school districts and following local health department guidelines for PPE.
- OCM BOCES strongly encourages all staff and students to wear masks all the time and requires all individuals in school facilities and on school grounds to put on a face covering if another person unexpectedly cannot socially distance. All students and staff members must wear cloth face coverings or a surgical mask:
 - In classrooms;
 - In hallways;
 - In restrooms; and
 - In other congregate settings, including buses.

OCM BOCES provides acceptable face covering to employees (and students if they forget their own) and we have an adequate supply in case of need for replacement per Executive Order 202.16.

OCM BOCES does allow employees to wear their own acceptable face covering. For employees with healthcare provider documentation stating they are not medically able to tolerate face covering, we cannot be required to do so.

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school, therefore scheduled breaks will be provided by teachers that maintains social distancing

Face coverings should not be placed on:

- Children younger than 2 years old;
- Students where such covering would impair their health or mental health, or where such

covering would present a challenge, distraction, or obstruction to education services and instruction;

- Anyone who has trouble breathing or is unconscious; or
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

OCM BOCES provides instructions through signage located in hallways, classrooms, break rooms, office areas and conference spaces to all students, parents/guardians and staff, contractors and vendors on:

- The proper way to wear face coverings;
- Washing hands before putting on and after removing their face covering;
- The proper way to discard disposable face coverings;
- The importance of routine cleaning of reusable face coverings; and
- How face coverings are for individual use only and should not be shared.

Please note: Students and staff may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction 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., those who are hearing impaired) who benefit from being able to see more of the face of the staff member. These will be provided to students and staff who do not have their own.

14. Each school and/or district reopening plan has a plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks.

OCM BOCES is ensuring we have adequate supplies of PPE by engaging in cooperative purchasing with component school districts and following local health department guidelines for PPE.

15. Each school and/or district reopening plan has written protocol for actions to be taken if there is a confirmed case of COVID-19 in the school.

OCM BOCES requires students and staff with symptoms of illness to be sent to the health office. Each program school nurse will be available to assess individuals.

If a school nurse is not available, OCM BOCES will have to 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 healthcare provider.

OCM BOCES follows Education Law § 906, which provides that 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.

OCM BOCES requires school staff to immediately report any illness of students or staff to the school nurse or other designated school staff. Such reports are made in compliance with FERPA and Education Law 2-d.

Students suspected of 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 six feet.

OCM BOCES will take the following steps:

- Closing off areas used by a sick person and not using these areas until 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, waiting as long as possible.
- Cleaning and disinfecting all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Reopening the area for use once it has been appropriately cleaned and disinfected.
- Allowing individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 to return to the area and resume school activities immediately after cleaning and disinfection. (OCM BOCES refers to the DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" for information on "close and proximate" contacts.)
- Providing routine cleaning and disinfection If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility.
- If a separate room is not available, OCM BOCES will ensure at least a six-foot distance between ill students. If they cannot be isolated in a separate room from others, we will provide a face covering (e.g., cloth or surgical mask) to the student if the ill person can tolerate wearing it and does not have difficulty breathing.

To prevent the possible transmission of the virus to others while waiting for transportation home, the following steps will be taken:

- Students should be escorted from the isolation area to the parent/guardian.
- The parent or guardian will be instructed to call their health care provider, or, if they do not have a health care provider, to follow up with a local clinic or urgent care center.

- Symptomatic students or staff members will follow CDC’s “Stay Home When You Are Sick” guidance unless otherwise directed by a healthcare provider or the local department of health.
- If the student or staff member has emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to respond, or bluish lips or face, OCM BOCES will call 911 and notify the operator that the person may have COVID-19;
- OCM BOCES staff is aware of the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19, which is a serious condition associated with COVID-19 in children and youth. Employees should notify the parent/guardian if their student shows any of the following symptoms and recommend the child be referred for immediate follow up with a healthcare provider.
 - Staff must call for emergency transport (911) following the OCM BOCES #6420 First Aid Policy, for any student showing any of these emergency warning signs of MIS-C or other concerning signs:
 - Trouble breathing
 - Pain or pressure in the chest that does not go away
 - New confusion
 - Inability to wake or stay awake
 - Bluish lips or face
 - Severe abdominal pain

If a student or staff member reports having tested positive for COVID-19, school administrators or his/her designee should notify the local health department to determine what steps are needed for the school community.

Return to School After Illness

OCM BOCES follows CDC and NYS Department of Health guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. In order to return to school, parents or guardians must supply these two documents for their student:

- A doctor’s note
- Documentation of a negative COVID-19 test

If a person is diagnosed with COVID-19 by a healthcare provider based on a test, they cannot return to school until they are released from isolation and/or quarantine by the Onondaga County Health Department. Here is the health department’s protocol for students who test positive:

- 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.

COVID-19 Testing

OCM BOCES complies with CDC guidance; we do not conduct COVID-19 testing or require testing or antibody testing of students or staff members who do not have symptoms. We believe the decision of whether a test needs to be conducted should be determined by a healthcare provider or the local health department.

If anyone needs a COVID-19 test, they should contact the Syracuse Community Health Center at 819 South Salina St. in Syracuse, which is open Monday through Friday from 9 a.m. to 5 p.m. and Saturdays from 9 a.m. to 1 p.m. Local urgent-care provider WellNow also conducts COVID-19 testing. Local hospitals providing COVID-19 testing are Upstate Medical University, Crouse Hospital, Guthrie Medical Center in Cortland.

Contact Tracing

OCM BOCES cooperates with state and local health department contact tracing. We assist public health departments in knowing who may have had contact at school with a confirmed case by:

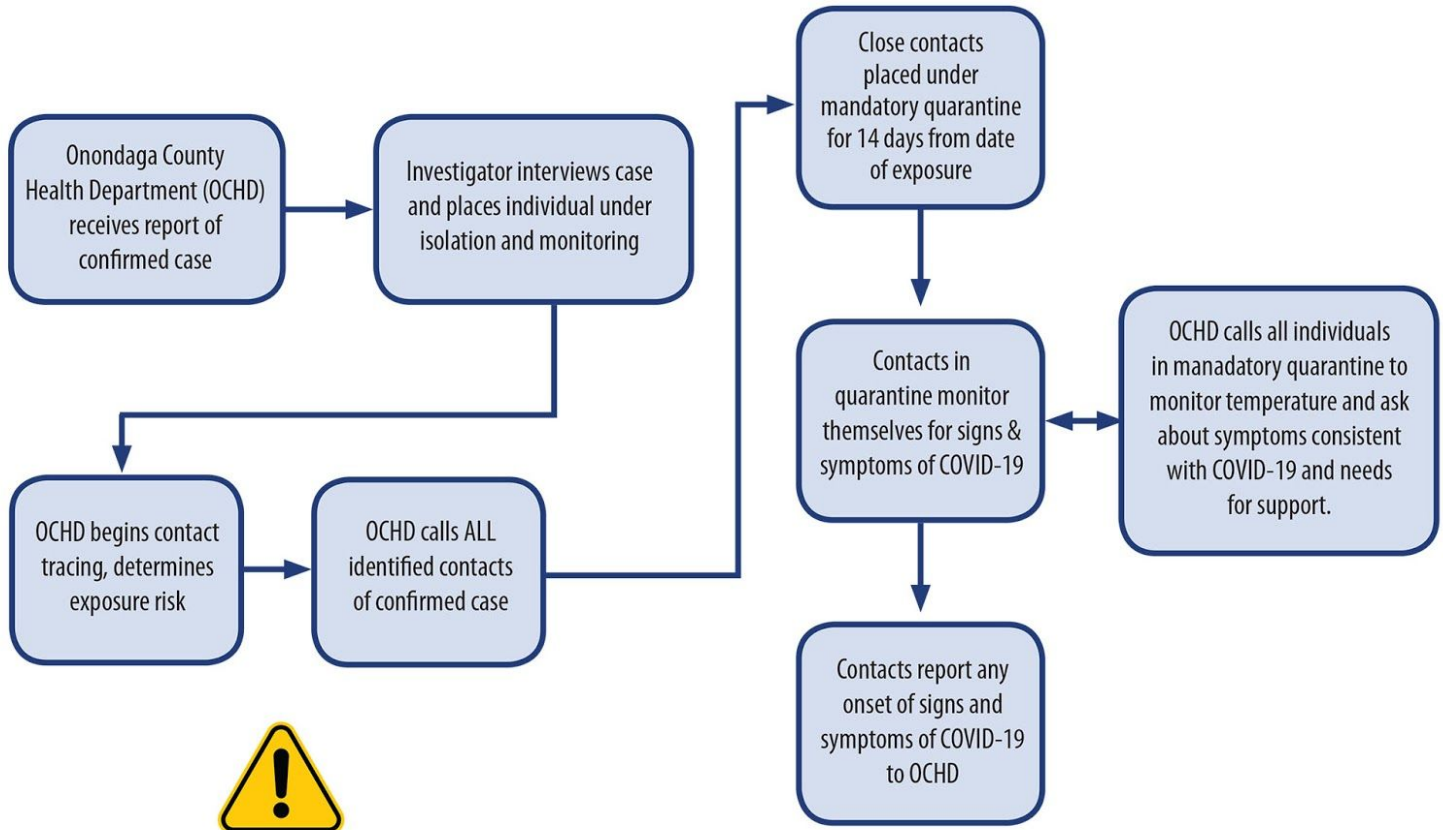
- Keeping accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;
- Keeping a log of any visitors that includes date, time and where in the school they visited;
- Assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program; and
- Maintaining confidentiality 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.

- The Onondaga County Health Department (OCHD) receives notification of positive results only, and patients are notified immediately. Positive individuals are placed

under isolation and monitoring, and OCHD begins contact tracing and notification of close contacts (see chart below). *OCM BOCES will work with Cortland & Madison counties per their county health departments.

ONONDAGA COUNTY HEALTH DEPARTMENT COVID-19 Contact Monitoring Process



If NOT contacted by OCHD, the individual was NOT identified as a close contact and should practice social distancing and other prevention measures recommended for the community.

16. Each school and/or district reopening plan has written protocol that complies with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department.

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

OCM BOCES administrators will consider closing school if absentee rates impact the ability of the school to operate safely. OCM BOCES may choose to modify operations prior to closing to help mitigate a rise in cases. OCM BOCES will consult our medical director and/or the local department of health when making such decisions.

17. Each school and/or district reopening plan has written protocol to clean and disinfect schools following CDC guidance.

OCM BOCES follows the CDC “Reopening Guidance for Cleaning and Disinfection” with specific guidance for schools along with the “Cleaning and Disinfection Decision Tool” to aid in determining what level of cleaning and/or disinfection is necessary.

OCM BOCES cleaning includes classrooms, restrooms, cafeterias, libraries, playgrounds, conference rooms and vehicles.

To help with cleaning and disinfection, OCM BOCES will perform the following:

- Normal routine cleaning with soap and water, which will decrease how much of the virus is on surfaces and objects and reduce the risk of exposure;
- Provide disinfection using U.S. Environmental Protection Agency (EPA) - approved disinfectants against COVID-19;
- Provide frequent disinfection of surfaces and objects touched by multiple people; and
- Keep all disinfectants out of the reach of children.

A cleaning protocol has been instituted to include cleaning and disinfecting high-traffic areas and dust areas, spot cleaning, dust mopping, and disinfecting surfaces with approved cleaners frequently throughout the day. Trash will be emptied as needed.

- For hallways, conference rooms, offices and classrooms, these areas will be cleaned and disinfected each night. Trash will be emptied each night.
- Bathrooms will be disinfected with Clorox 360 Electrostatic Sprayer. This protocol will be instituted weekly.
- Bathrooms will be cleaned at least three times per day.
- A log to verify cleaning times has been posted in bathrooms.
- Employees have been provided with disinfectant wipes to manage their work station/desk areas as needed.
- OCM BOCES will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.

OCM BOCES will clean high-touch surfaces frequently (at least three times) throughout the day.

Examples of high-touch surfaces include:

- Tables
- Doorknobs
- Light switches
- Countertops
- Handles
- Desks
- Phones
- Keyboards and tablets
- Toilets and restrooms
- Faucets and sinks

Heating/air conditioning system filters will be checked monthly and changed if needed. All heating/air conditioning system filters will be changed minimally every three months.

Windows will be opened whenever it is deemed to be safe (and weather permitting) for increased air circulation. Rescue windows will only be opened for an emergency.

OCM BOCES will not be using shared wind musical instruments.

OCM BOCES cleans playgrounds per CDC guidance:

- Routine cleaning of high-touch surfaces made of plastic or metal, such as grab bars and railings
- Cleaning of shared athletic/gym equipment (e.g., balls, protective gear) between uses

School Health Office Cleaning

School health office cleaning will occur after each use of:

- Cots
- The bathroom

Health office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.) should be cleaned following the manufacturer's directions.

Disposable items will be used as much as possible, including:

- Disposable pillow protectors
- Disposable thermometers, or disposable thermometer sheaths or probes, and disposable otoscope specula

18. Each school and/or district reopening plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons.

To minimize the risk of spreading infection, the following modifications to evacuation drill protocols may include, but are not limited to:

- Fire Drills will be conducted on a “staggered” schedule, where classrooms evacuate separately rather than all at once, and appropriate distance will be kept between students to the evacuation site. Staggering by classroom will minimize contact of students in hallways, stairwells, and at the evacuation site. When conducting drills using a modified procedure, the drill will be conducted with all students in the school building on that school day, and consideration will be given to conducting drills during a class period that is extended for this purpose. In the event that schools reopen with a “hybrid” in-person model, such as one where students attend school on alternate school weeks to reduce the occupancy of the school building, all students will receive instruction in emergency procedures and participate in drills.
- Modifications to lockdown drills may include, but are not limited to:
 - Conducting lockdown drills in the classroom setting while maintaining social distancing and using masks;
 - Conducting lockdown drills on a “staggered” schedule with smaller numbers of students present to maintain social distancing (Schools must be certain that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person.);
 - Conducting lockdown drills in the classroom without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom; and
 - Reminding students that, if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

19. Each school and/or district reopening plan has a written plan for district/school-run before and aftercare programs (or, for charter schools, as required by the school’s charter).

- OCM BOCES does not operate any aftercare programs.

20. Each school and/or district reopening plan must designate a COVID-19 safety coordinator (administrator) whose responsibilities include 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.

- Colleen Viggiano, Deputy Superintendent is the COVID-19 Safety Coordinator - (315) 433-2604 or cviggiano@ocmbooces.org

Facilities

1. Each school and/or district reopening plan which include changes or additions to facilities must comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to OFP.

OCM BOCES currently has no plans for changes or additions to facilities and will comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to OFP if plans change.

2. Each school and/or district reopening plan must ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.

OCM BOCES will ensure compliance with the Visual Inspection scheduled for August 2020 and is scheduled to conduct the next Building Condition Survey in 2023.

3. Each school and/or district reopening plan must provide provisions to conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4.

Lead Water testing will occur as scheduled by October 2020 as required by NYS DOH Regulation 67-4.

4. Each school and/or district reopening plan must ensure all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any locations are in accordance with FCNYS 2020 Section 5705.5.

OCM BOCES will be installing new Alcohol-based Hand-Rub Dispensers in all school building locations in accordance with FCNYS 2020 Section 5705.5.

5. Each school and/or district reopening plan which includes the installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation will ensure the submission of detailed floor plans to OFP for review.

OCM BOCES does not intend to install dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation but will submit detailed floor plans to OFP for review if this changes.

6. Each school and/or district reopening plan must ensure that all new building construction and temporary quarter projects will be submitted to OFP for a full code review.

Current building projects for 2020-2021 have already been submitted to OFP for a full code review.

7. Each school and/or district reopening plan which includes new facilities for leasing must provide a plan to consult with OFP for a preliminary evaluation.

OCM BOCES currently has no plans to lease any new facilities and will provide a plan to consult with OFP for a preliminary evaluation if this changes.

8. Each school and/or district reopening plan which includes the temporary or permanent use of tents must provide plans adhering to the BCNYS.

OCM BOCES currently has no plans to use temporary or permanent tents and will provide plans to BCNYS if this changes.

9. Each school and/or district reopening plan must ensure that the existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS.

Toilet and sink fixtures currently meet the minimum standards of the BCNYS.

10. Each school and/or district reopening plan must ensure that each building provides one drinking fountain per one hundred occupants or provide a written plan for a reasonable alternate source of drinking water.

Each school building will have drinking fountains with water-bottle filling stations to meet the requirement per 100 occupants in the building.

11. Each school and/or district reopening plan must provide written plans on how to maintain adequate, code required ventilation (natural or mechanical) as designed.

Each school building has HVAC systems that have been designed to maintain adequate ventilation that maintains proper outside air ventilation requirements and are digitally controlled and monitored to ensure compliance.

12. Each school and/or district reopening plan must ensure that all project submissions only dedicated to “COVID-19 Reopening” will be labeled as such.

OCM BOCES currently has no projects submissions dedicated to “COVID-19 Reopening” and, if this changes, will label as such.

13. Each school and/or district reopening plan which includes the use of plastic separators must comply with the 2020 BCNYS Section 2606.

Any use of plastic separators will comply with the 2020 BCNYS Section 2606.

► Child Nutrition

1. Each school and/or district reopening plan must provide all students enrolled in the SFA with access to school meals each school day. This must include students in attendance at school and students learning remotely.

Students who are in attendance at school will receive breakfast and lunch that will be in compliance with the School Breakfast Program (SBP) and the National School Lunch Program (NSLP). For students learning remotely, they will receive breakfast and lunch that will be in compliance with the School Breakfast Program (SBP) and the national School Lunch Program (NSLP) provided by their home district.

The OCM BOCES plan for child nutrition includes:

- Students in attendance at school
- Students learning remotely
- Meets all applicable health and safety guidelines
- Measures to protect students with food allergies if providing meals in spaces outside the cafeteria
- Protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged
- Protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area
- Requirements that ensures compliance with the Child Nutrition Program
- Protocols that describe communication with families through multiple means in the languages spoken by families

Food Allergies:

- Food service will discontinue the use of peanut butter or peanut products for meals delivered to classrooms.
- Parents will be asked to exclude peanut butter from meals brought into the classroom from home.
- Alternate food items will be substituted per doctors' notes and allergy indication, such as Lactaid replaced for milk, gluten-free bread used for sandwiches.

Hand Hygiene:

- Students will be required to wash and sanitize hands prior to and after eating.
- Sharing of food/beverages will not be allowed; students will remain seated while eating and maintain a six-foot distance.
- Signage will be used to remind students of safe hygiene practices.

Cleaning and Disinfecting and Social Distancing Protocols:

- Students will enter serving lines in small groups of 10-12 and will wear a mask while retrieving meals.
- Floors in front of the serving line will be marked with tape/signs, indicating the distance students must maintain between each other.
- Students will be directed where to sit in the classroom and will face in one direction.
- All meals will be compliant with SBP and NSLP.
- Proper sanitization of desks and tables will occur prior to the next group arriving for a meal.

Family Communication:

- Protocols will be put in place to communicate with families through multiple means in the languages spoken by families.

2. Each school and/or district reopening plan must address all applicable health and safety guidelines.

School Kitchens & Cafeterias Health and Safety Guidelines:

Staff will:

- Adhere to cleaning and disinfecting guidelines set forth by the Board of Health and CDC
- Clean and disinfect coolers, carts, equipment after breakfast and lunch
- Clean floors after meals and remove garbage
- Have thermometers, alcohol wipes, face masks and gloves available for use
- Use food-safe sanitizers on all counters and table surfaces after breakfast and lunch
- Distribute meals wearing a face mask and gloves

In addition:

- For students with severe disabilities whose safety and sanitation needs at mealtime may differ from those of their peers, these students will eat their lunch in the classroom and staff will wear increased PPE, including face shields and masks when feeding a child.
- Adequate supplies of face masks, soap, hand sanitizer, and tissues will be available in food-service areas.
- Staff will wear single-use gloves when handling or delivering all foods.
- Only program staff and custodial staff will enter program areas.
- Point-of-sales systems will not be used.

3. Each school and/or district reopening plan includes measures to protect students with food allergies if providing meals in spaces outside the cafeteria.

- Food service will discontinue the use of peanut butter or peanut products for meals delivered to classrooms.
- Parents will be asked to exclude peanut butter from meals brought into the classroom from home.
- Alternate food items will be substituted per doctors' notes and allergy indication, ie., Lactaid replaced for milk, gluten-free bread used for sandwiches.

4. Each school and/or district reopening plan must include protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.

- Students will be required to wash and sanitize hands prior to and after eating.
- Sharing of food/beverages will not be allowed, and students will remain seated while eating and maintain a six-foot barrier.
- Signage will be used to remind students of safe hygiene practices.
- Students and staff will be trained in the proper use of hand-washing and hygiene techniques.

5. Each school and/or district reopening plan must include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.

- Students will enter serving lines in small groups of 10-12 and will wear a mask while retrieving meals.
- Floors in front of the serving line will be marked with tape/signs, indicating the distance students must maintain between each other.

- Students will be directed to where to sit in the classroom and will face in one direction.
- All meals will be compliant with SBP and NSLP.
- Proper sanitization of desks and tables will occur prior to the next group arriving for a meal.

6. Each school and/or district reopening plan must ensure compliance with Child Nutrition Program requirements (if the school is its own SFA – for charter schools that are part of a district’s SFA, the plan must ensure communication with the district regarding food serve requirements).

- Students who are in attendance at school will receive breakfast and lunch that will be in compliance with the School Breakfast Program (SBP) and the National School Lunch Program (NSLP). For students learning remotely, they will receive breakfast and lunch that will be in compliance with the SBP and the NSLP provided by their home district.

7. Each school and/or district reopening plan must include protocols that describe communication with families through multiple means in the languages spoken by families.

- Protocols will be put in place to communicate with families through multiple means in the languages spoken by families.

8. Each school and/or district reopening plan must require that students social distance (six feet separation) while consuming meals in school unless a physical barrier is provided.

- Students will enter serving lines in small groups of 10-12 and will wear a mask while retrieving meals.
- Floors in front of the serving line will be marked with tape/signs, indicating the distance students must maintain between each other.
- Students will be directed where to sit in the classroom at least six feet apart.

► Transportation

1. Each school and/or district reopening plan must ensure all buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by districts and contract carriers will be cleaned/disinfected once a day.

- OCM BOCES does not have a bus fleet typical to that of a traditional school district.
- OCM BOCES occasionally transports students in seven-passenger minivans to program-related events.
- Minivans follow the same compliance rules of the NYS Department of Transportation with scheduled inspections and maintenance.
- The driver is responsible for the pre/post-trip inspections and completes the Driver Vehicle Inspection Report form.
- Drivers are responsible for the cleanliness of the van after each use.

2. Each school and/or district reopening plan ensures high contact spots must be wiped down after each a.m. and p.m. run depending upon the disinfection/cleaning schedule.

- Minivans will be cleaned and disinfected after each use.

3. Each school and/or district reopening plan must ensure school buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district.

- Minivans will not be equipped with hand sanitizer nor will any hand sanitizer be permitted in the van.

4. Each school and/or district reopening plan must ensure that school bus drivers, monitors and attendants do not carry personal bottles of hand sanitizer with them on school buses.

- Passengers and drivers of minivans will not be permitted to carry personal bottles of hand sanitizer.

5. Each school and/or district reopening plan will require that school bus drivers, monitors, attendants and mechanics must wear a face covering along with optional face shield.

- OCM BOCES does not operate its own busses.
- DOT vans that are used to transport students will require the driver to wear a face covering.

6. Each school and/or district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers

on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

OCM BOCES will provide instructions and training to all drivers and passengers on the proper use of personal protective equipment and the signs and symptoms of COVID-19 as follows:

- The proper way to wear face coverings;
- Washing hands before putting on and after removing their face covering;
- Proper way to discard disposable face coverings;
- The importance of routine cleaning of reusable face coverings; and
- How face coverings are for individual use only and should not be shared.

7. Each school and/or district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing.

- All drivers and passengers of minivans will be trained and also provided with periodic refreshers on the proper use of social distancing.

8. Each school and/or district reopening plan requires that transportation departments/carriers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses.

- OCM BOCES will provide all personal protective equipment to the drivers as needed.

9. Each school and/or district reopening plan ensures hand sanitizer will be provided for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.

- OCM BOCES does not have a transportation center, but hand sanitizer is furnished throughout our facilities, including student program buildings.

10. Each school and/or district reopening plan requires that drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.

- Any driver, monitor or attendant who has physical contact with a child will be wearing gloves and a face covering.

11. Each school and/or district reopening plan requires that school bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID-19 before arriving to work.

- All OCM BOCES employees will be performing a self-health assessment for symptoms of COVID-19 before arriving to work as part of the overall reopening plan.

12. Each school and/or district reopening plan requires that students must wear a mask on a school bus if they are physically able.

- Each student must wear a mask while being transported, and one will be provided if the student does not have their own as long as they are physically able.

13. Each school and/or district reopening plan ensures that students who do not have a mask will NOT be denied transportation.

- Any student who does not have a mask will be provided with one and will not be denied transportation.

14. Each school and/or district reopening plan requires that students who do not have masks must be provided one by the district.

- Any student who does not have a mask will be provided with one and will not be denied transportation.

15. Each school and/or district reopening plan ensures that students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.

- Any student with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.

16. Each school and/or district reopening plan requires students to be trained and provided periodic reminders on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

- Students will be provided periodic reminders on the proper use of personal protective equipment and the signs and symptoms of COVID-19 in classrooms.

17. Each school and/or district reopening plan requires that students will be trained and provided periodic reminders on the proper use of social distancing.

- Students will be trained and provided periodic reminders on the proper use of social distancing in classrooms.

18. Each school and/or district reopening plan requires that if the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Program have placed them out of district whose schools are meeting in conducting in- person session education when/if the district is not.

- OCM BOCES does not provide transportation to and from school.
- OCM BOCES occasionally transports students in seven-passenger minivans to program-related events.

► Social Emotional Well-Being

1. Each school and district ensures that district-wide and building-level comprehensive developmental school counseling program plans, developed under the direction of certified school counselor(s), are reviewed and updated to meet current needs.

Comprehensive developmental school counseling/guidance programs for all K-12 students, including those enrolled in full-time BOCES programs, are the responsibility of the home school district and the home school district's school counselor. Please refer to the component district counseling plan.

Students' social and emotional and transition needs are met in OCM BOCES programs through social work, psychology, or school counselor support. Individual transition plans are coordinated in collaboration with the school district for each student.

2. Each school and/or district establishes an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, or school's board, school building and/or district/charter leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers including school social workers and/or school psychologists, to inform the comprehensive developmental school counseling program plan.

Comprehensive developmental school counseling/guidance programs for all K-12 students, including those enrolled in full-time BOCES programs, are the responsibility of the home school district and the home school district's school counselor. Please refer to the component district counseling plan.

OCM BOCES has developed a Multi-Tiered System of Support Leadership Team that includes a Social and Emotional Leadership Advisory Council; Child Study Teams and Data Teams; and social emotional learning programs. Tier one, tier two, and tier three supports are provided for each student based on their needs.

3. Each school and/or district reopening plan addresses how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.

- Referral to Liberty Resources Site-Based Clinic as needed
- Referral to Family Counseling Services as needed

In addition:

- Child Welfare Liaison referral will be made as needed to support all OCM BOCES students and their families; contact information will be given to all staff.
- Written documentation of supports available within the school setting and outside support services will be sent home to families and provided to each teacher and social worker.
- Referral to the student child study team at each location as part of the Multi Tiered System of Support (MTSS) will be made to add additional supports as needed for each student.
- Social and Emotional Learning curriculum will be utilized to address the NYS SEL standards as well as the social and emotional needs of students in response to COVID-19.
- The MTSS Leadership Committee will regularly review the social and emotional needs of our students and staff in response to COVID-19 and school reopening and make adjustments as needed.

4. Each school and/or district reopening plan addresses professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff.

- The MTSS Leadership Committee, along with our social workers, psychologists, and mental health partners, will provide professional development for all staff on how to support students in response to the ongoing trauma of COVID-19.
- The MTSS Committee will provide resources and activities for building administrators to work with their staff around adult SEL and emotional resiliency for staff.
- SEL programs, Caring School Community (K-8), Second Step (7-8), and School Connect (9-12) will be utilized in OCM BOCES full-day programs to highlight the social emotional and learning needs of students during the reopening of school after the prolonged school closure.
- Staff development prior to our students' return will focus on self-regulation, trauma, and wellness through a webinar and activities on emotional resilience.
- BIMAS Universal Screener will be administered in the fall and two additional times during the year in student programs for full-day students to identify students who need extra support.
- Trauma Intervention Tier Two Program Cognitive Behavioral Intervention for Trauma in Schools (CBITS) and Bounce Back programs will be utilized in K-12 programs for all students focusing on the trauma students have faced due to COVID-19.

- Wellness committees at each building will support the wellness of staff in response to COVID-19 by providing resources and wellness tips, strategies and activities.
- The Employee Assistance Program will provide information on supports available for staff.

► School Schedules

1. Each school and/or district reopening plan describes the school schedule planned for implementation at the beginning of the 2020-21 school year and to the extent practicable any contingent scheduling models it may consider if the situation warrants.

- Taking into consideration the health and safety standards and New York State Department of Health guidelines, capacities of available space, student enrollment data, and stakeholder input, the plan accounts for all students, K-12, to return to in-person instruction at the beginning of the 2020-21 school year.
- Arrival and dismissal procedures, transitions within spaces, and scheduling of student courses have been taken into account in order to meet health and distancing guidelines.
- Available space within school buildings has been evaluated and considered for additional instructional use as necessary, including labs, shops, common areas, and extra classrooms.
- Should circumstances change that do not allow for full in-person instruction, collaborative decisions will be made with stakeholders regarding appropriate hybrid models of instruction.
- Should schools be required to close and shift to a remote learning model, students will be offered the opportunity to meet learning objectives and outcomes through a variety of platforms, including: virtual learning sessions; use of instructional platforms such as Google Classroom, Nearpod, Peardeck, Screencastify, Kami, and other approved interactive resources; email and phone calls. Remote learning experiences and assigned work will be aligned with learning standards.

▶ Attendance & Chronic Absenteeism

1. Each school and/or district reopening plan must describe a mechanism to collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule.

- Teachers will submit instructional learning logs for in-person, hybrid and online learning, including daily documentation of individual student attendance/participation and progress toward learning outcomes. Logs will be submitted each week and reviewed by the program administrator.
- Attendance will be tracked and monitored by instructors and the program administrator. Assigned designees (school counselors, nurses, administrators, district partners) will make contact with students and families exhibiting attendance concerns.

► Technology & Connectivity

1. Each school and/or district reopening plan must include information on how the school/district will have knowledge of the level of access to devices and high-speed internet all students and teachers have in their places of residence.

- Technology accessibility survey data from the school closure during the 2019-2020 school year will be used to identify initial technology needs.
- School personnel will confirm known needs with families, as well as survey new students/families, to ensure students have access to necessary technology, such as internet hotspots and instructional devices. For half-day BOCES programs, coordination will be made with component districts regarding student access to devices and internet service. Program administrators will also identify technology needs for teachers, and provide necessary resources.
- As potential needs arise during remote learning, programs will work directly with families to meet technology needs.

2. Each school and/or district reopening plan must include information on how the school or district, to the extent practicable, will address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.

- To the extent available, BOCES will provide students and teachers with necessary technology (internet hotspots, devices such as Chromebooks, etc.) for use in meeting access needs at home. Programs will provide devices that are on hand, coordinate distribution with component districts for half-day programs, or purchase technology as reasonable.

3. Each school and/or district reopening plan must include information on how the school or district will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

- Teachers will offer students the opportunity to meet learning objectives and outcomes through a variety of platforms, including: virtual learning sessions; use of instructional platforms such as Google Classroom, Nearpod, Peardeck, Screencastify, Kami, and other approved interactive resources; email and phone calls. Students will have the opportunity to meaningfully interact with teachers and peers, submit work, and receive feedback. Experiences and assigned work will be aligned with NYS Learning Standards.
- If students do not have sufficient access to devices or internet service, hard copies of materials can be provided. Teachers will work with administrators to identify individual student needs and accommodate as appropriate.

Teaching & Learning

1. Each school and/or district reopening plan includes a continuity of learning plan for the 2020-2021 school year. Such a plan must prepare for in-person, remote, and hybrid models of instruction.

- **In-person:** Guidelines set forth by the New York State will be followed to maintain the health and safety of students and staff. To the extent possible, students will participate in a variety of educational experiences aligned to the Learning Standards, including work-based learning opportunities. Accommodations will be made to maintain proper social distancing in all settings. Students will be given direction on remote instruction resources and expectations in the event of a transition to remote or hybrid models.
- **Remote:** Through teachers, students will be offered the opportunity to meet learning objectives and outcomes through a variety of platforms, including: virtual learning sessions; use of instructional platforms such as Google Classroom, Nearpod, Peardeck, and other approved interactive resources; email and phone calls. Students will have the opportunity to meaningfully interact with teachers and peers, submit work, and receive feedback on a daily basis. Remote learning experiences and assigned work will be aligned with learning standards.
- **Hybrid:** Students will be provided with the opportunity to attend in-person and learn remotely based on a schedule that meets health and safety guidelines. A percentage of students would each attend on alternating days. The creation of the student in-person attendance schedule will depend on component school district reopening plans. Students will be given in-person direction on remote instruction resources and expectations for learning remotely. In-person instruction will focus on delivering hands-on and interactive instruction, as possible. During remote instruction, students will be offered the opportunity to meet learning objectives and outcomes through a variety of platforms, including: virtual learning sessions; use of instructional platforms such as Google Classroom, Nearpod, Pear Deck, and other approved interactive resources; email and phone calls. Students will have the opportunity to meaningfully interact with teachers and peers, submit work, and receive feedback on a daily basis. Remote learning experiences and assigned work will be aligned with learning standards.
- **Other Considerations:**
 - As schools devise their reopening plans for the 2020-21 school year, plans must address resuming in-person instruction. However, scheduling decisions must be informed by health and safety standards and the most up-to-date guidance from the New York State Department of Health.

- Students who are able to do so will be required to wear masks and social distance (six feet separation) in classrooms whenever possible. Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health, are not subject to the required use of a face covering.
- OCM BOCES has an in-person school schedule planned for implementation at the beginning of the 2020-21 school year and contingent scheduling models if the situation warrants.
- OCM BOCES will work with all component school districts to create a schedule for hybrid instruction based upon their needs.
- Priorities will be determined based upon the needs of student populations for in-person instruction. If not feasible, a phased-in and hybrid model of education will be considered.
- OCM BOCES will have a remote instruction model, completely virtual, that will be implemented if the need arises during the 2020-21 school year.
- OCM BOCES will employ social distancing protocols in all classrooms, hallways, and other campus areas at all times when physical distancing allows. OCM BOCES will work with all the component districts to meet their needs of scheduling that may arise. This includes, but is not limited to, reduced numbers of students in the classroom, staggered or rotating class schedules, distance learning or remote learning for all students, and use of other spaces on campus to create more social distancing options.

2. Each school and/or district reopening plan includes an educational program that is aligned to the New York State Learning Standards (or, for charter schools, the standards set forth in the school's charter) regardless if instruction is delivered in-person, remotely or in a hybrid model.

- Teachers will align instructional planning to the New York Learning Standards, whether instruction is delivered in-person, remotely, or in a hybrid model. For instruction delivered remotely, teachers will submit instructional learning logs, including aligned learning standards and student progress toward learning outcomes. Logs will be submitted each week and reviewed by the program administrator. Teachers will have access to professional development sessions with instructional coaches in order to best align plans to the New York State Learning Standards.

3. Each school and/or district reopening plan provides for a program that includes regular substantive interaction between teachers and students whether delivered in-person, remotely or through a hybrid model of instruction.

- Whether instruction is delivered in-person, remotely, or through a hybrid model, teachers will be available to deliver instruction in a manner that best meets the learning needs of

students, as reasonable and appropriate. Teachers will offer students the opportunity to meet learning objectives and outcomes through a variety of platforms, including: virtual learning sessions; use of instructional platforms such as Google Classroom, Nearpod, Pear Deck, and other approved interactive resources; email and phone calls. Students will have the opportunity to meaningfully interact with teachers and peers, submit work, and receive feedback on a daily basis. Remote learning experiences and assigned work will be aligned with learning standards.

4. Equity must be at the heart of all school instructional decisions. All instruction should be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear opportunities for instruction that are accessible to all students. Such opportunities must be aligned with State standards (or, for charter schools, the standards set forth in the school's charter) and include routine scheduled times for students to/interact and seek feedback and support/from their teachers.

- Students will have access to contact teachers during the regular school hours through a variety of formats, such as in-person (as appropriate and allowed in the reopening plan), virtual learning sessions, approved interactive technology, email, and telephone calls. Teacher-student interaction will include support, feedback, and individualized instruction as needed. In the event that students do not have access to the internet or devices, efforts will be made to ensure necessary resources are made available and in working order.

5. Schools must create a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information needs to be accessible to all, available in multiple languages based on district or charter school need, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone).

- School phone numbers listed on the OCM BOCES website directory and communicated through correspondence by program administrator.
- Appropriate school email addresses provided to parents through correspondence.
- Students will have access to communicate with teachers via instructional technology platforms, such as Google Classroom.

*****As districts and charter schools develop instructional models under the three delivery methods (in-person, remote and hybrid), attention must be paid to how students are assessed and further, how student progress will be communicated to parents and caregivers.**

- Under all three delivery methods, students will be assessed on progress toward expected learning outcomes that are aligned to the Learning Standards. Presentation of content may vary from in-person, hybrid, and remote learning models, but students will be provided opportunities to demonstrate mastery in a variety of manners. In addition to having access to submit assignments through diverse online platforms, students will participate in interactive

discussions with peers and teachers, take part in hands-on learning activities, and have opportunities to engage in self-assessment.

- Students will receive frequent written and oral feedback from teachers, noting progress toward expected learning. Teachers will follow established grading policies and meet reporting deadlines.
- Teachers will communicate student progress with families on a regular basis, including five-week progress reports and marking period report cards. Additionally, teachers and administrators will reach out to families through preferred methods of communication to share student progress, especially if concerns arise.

6. Districts that contract with eligible agencies, including CBOs, to provide Prekindergarten programs must attest that they have measures in place to ensure eligible agencies with whom they contract will follow health and safety guidelines outlined in NYSED guidance and required by the New York State Department of Health. The district must also ensure their eligible agencies have a Continuity of Learning plan that addresses in-person, remote, and hybrid models of instruction.

Not Applicable

► Special Education - Required Notices

1. Each school and/or district reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, addresses the provision of free appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.

- Classrooms will be reconfigured and modifications will be made to allow for social distancing for in-person classroom instruction for students with disabilities in all OCM BOCES programs in order to provide FAPE.
- Additional PPE will be provided for staff and students as needed for students based on their individual needs.
- To the maximum extent possible while maintaining the health and safety of students with disabilities, instruction will be provided in-person, in accordance with each student's IEP while following health and safety guidelines.

2. Each school and/or district reopening plan addresses how it will document the programs and services offered and provided to students with disabilities as well as communications with parents.

- Parent handouts will be provided around reopening to help assist their child with the transition back to school.
- Videos on reopening guidelines and how services will be provided will be shared with parents.
- Distance learning logs have been created to provide documentation for instruction and related services provided, and parent communication will be provided if instruction has to switch to remote learning or a hybrid model.

3. Each school and/or district reopening plan addresses meaningful parent engagement 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.

- Parents will participate in their child's CSE meetings to review and discuss their child's IEP.
- All handouts around their child's education and reopening will be translated into the parent's preferred language and mode of communication.
- Virtual or in-person open houses prior to re-opening will be provided to support meaningful parent engagement.

4. Each school and/or district reopening plan addresses collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and

program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on/individualized education programs/(IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

- All districts will be informed of the OCM BOCES plan for reopening and method of delivery of services for students with disabilities.
- For hybrid or remote learning, districts will be given weekly distance learning summary logs on instruction and related services provided as well as parent communication.

5. Each school and/or district reopening plan must ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.

- All students will continue to utilize their devices during in-person instruction to enhance their technology gains during school closure and prepare them if health and safety require students to move to hybrid or remote learning.
- Assistive technology will be utilized during in-person instruction and, if needed, will continue to be utilized during hybrid or remote learning. Parents will be given resources on the usage of technology to assist their child as needed.
- Related services will be provided in-person to the greatest extent possible following health and safety guidelines and in accordance to each child's IEP.

► Bilingual Education & World Languages - Required Notices

1. Each qualifying school and/or district reopening plan which reopens using in-person or hybrid instruction must complete the [ELL identification process](#) within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

The component school district is responsible for completing the ELL identification process within 30 days of the start of the school year. OCM BOCES will work with the component school district to follow the [ELL identification process](#) as outlined by NYSED. OCM BOCES will also follow this process for all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20-day flexibility period, OCM BOCES will follow the identification of ELLs for all students within the required 10 school days of initial enrollment as required by [Commissioner's Regulations Part 154](#) (C.R. Part 154-2.3 School District Responsibilities).

2. Each school and/or district reopening plan must provide required instructional Units of Study (or, for charter schools, the applicable program outlined in the school's charter) to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.

[Units of Study and Staff Requirements: ENL \(K-8\) Units of Study and Staffing Requirements: ENL \(9-12\) Additional Units of Study and Staff Requirements for TBE](#) Former ELLs at the Commanding level of proficiency within two years of exiting ELL status are to continue receiving Former ELL services in the form of Integrated ENL or other Former ELL services approved by the Commissioner under Part 154-2.3(h)(1)(v) during in-person or hybrid learning.

OCM BOCES will provide required instructional Units of Study to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction. OCM BOCES is utilizing in-person instruction in all programs and buildings.

All former ELLs at the Commanding level of proficiency within two years of existing ELL status will continue to receive Former ELL services from their component school districts whether in-person or hybrid learning.

3. Each school and/or district reopening plan must ensure the maintenance of regular communication with parents/guardians of ELLs to ensure that they are engaged in their children's education during the reopening process, and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication (e.g. text, robocalls, Whats App, emails...).

OCM BOCES will ensure the maintenance of regular communication with parents/guardians of

ELLs to ensure they are engaged in their children’s education during the reopening process, and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication. This is not limited to School Messenger, emails, phone calls, traditional mail, and in-person meetings. [Additionally, OCM BOCES will utilize parent engagement resources from the OBE WL and the Mid-State RBERN.](#)

4. Each school and/or district reopening plan must ensure special consideration is given to promote an understanding of Bilingual Education, use of home language and the linguistically diverse needs of ELLs. All teachers and administrators must receive professional learning related to servicing ELLs as required by Commissioner’s Regulations Part 154.

OCM BOCES will ensure that all NYS educators are aware of and able to address ELL needs; all teachers and administrators must receive professional learning related to serving ELLs as required by Commissioner’s Regulations Part 154.

OCM BOCES will adhere to [professional learning requirements](#) set forth under Section 154-2.3(k), pursuant to which – unless eligible for and NYSED has approved a [waiver](#) – 15% of all teachers’ professional learning hours, and 50% of all professional learning hours for Bilingual Education and ENL teachers, must be targeted to the specific needs of ELLs.

5. With the cancellation of the 2020 NYSESLAT, each school and/or district must determine new methods to measure the English language proficiency levels of their ELLs to ensure that these students are receiving the appropriate level of instruction.

OCM BOCES will ensure that ELLs are receiving the appropriate level of instruction through the exploration of alternative and/or additional progress monitoring tools to track language skills progress toward English Language Proficiency.

► **Teacher & Principal Evaluation System - Required Notices**

1. Each school and/or district reopening plan must ensure that all teachers and principals are evaluated pursuant to the LEA's currently approved APPR plan (or, for charter schools, the school's charter), including any variance applications approved by the Department.

In accordance with New York State Department of Health and New York State Education Department guidance, OCM BOCES is prepared to welcome back all students to our educational programs for in-person instruction. This model will allow for implementation of our approved APPR plan. Should a change to the instructional model be necessary, OCM BOCES will modify our APPR plan to ensure successful implementation.

► Certification, Incidental Teaching, & Substitute Teaching - Required Notices

1. Each school and/or district reopening plan must ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or Education Law.

- **Certification**

OCM BOCES, through both its Personnel Department and Regional Certification Office, will semi-annually audit its certified staff to assess whether employees hold a valid and appropriate certificate for their assignment. Meetings will be scheduled with identified employees and their supervisors, the Regional Certification Officer, the Director of Human Resources and the Assistant Superintendent to assist employees with certification needs.

- **Incidental Teaching**

As needed and in accordance with the Commissioner's Regulations and OCM BOCES policy, OCM BOCES will continuously monitor staffing needs. Teachers may be assigned to teach a subject outside of the teacher's certification area for a period not to exceed ten classroom hours a week when no certified or qualified teacher is available after extensive recruitment.

- **Substitute Teaching**

As needed and in accordance with the Commissioner's Regulations and BOCES policy, OCM BOCES will continuously monitor staffing needs and advertise for and employ substitute teachers to address staffing needs for the allowable amount of days given their qualifications and teaching assignment.