



## Fillmore CSD Reopening Plan

104 West Main St.

Fillmore, NY 14735

585-567-2251

Michael Dodge; District Superintendent

Eric Talbot; District COVID-19 Safety Coordinator (*SED Assurance: Health and Safety 20*)

## Table of Contents

Acknowledgements .....	3	21 .....	Testing Responsibility
<b>Fillmore CSD Practices and Expectations of Faculty, Staff, Students, and Visitors .....</b>	<b>4</b>	22 .....	Early Warning Signs
Social Distancing .....	4	<b>23 .....</b>	<b>Plan for Containment &amp; Contact Tracing</b>
Personal Protective Equipment .....	5	23 .....	School Health Offices
Personal Hygiene and Cleaning .....	6	23 .....	Isolation
Daily Screenings .....	6	24 .....	Collection
<b>Plan for In-Person Instruction .....</b>	<b>8</b>	24 .....	Infected & Exposed Individuals Hygiene, Cleaning, and
Facility Capacity .....	9	25 .....	Disinfection
Social Distancing .....	9	26 .....	Contact Tracing
PPE and Face Coverings .....	10	26 .....	Communication
Operational Activity .....	10	<b>26 .....</b>	<b>Plan for Closure</b>
Facility Operations .....	10	26 .....	Closure Triggers
Hygiene, Cleaning, and Disinfection .....	11	28 .....	Closure Operational Activity
Extracurricular .....	12	28 .....	Closure Communication
Vulnerable Populations .....	12		
Transportation .....	13		
Food Services .....	14		
Mental Health, Behavioral, and Emotional Support .....	14		
Certification .....	15		
APPR, Observations, SLOs .....	15		
Communication .....	15		
<b>Plan for Remote Instruction .....</b>	<b>15</b>		
Operational Activity .....	15		
Course Scheduling, Content Coverage, and Grading .....	16		
Technology .....	17		
Remote Attendance .....	18		
Certification .....	18		
APPR, Observations/School Visits, and SLOs .....	19		
<b>Plan for Monitoring and Tracking Health Conditions .....</b>	<b>20</b>		
Screening .....	20		
Testing Protocols .....	21		

## Acknowledgements

Dedicated members of the Fillmore CSD staff served as contributors to the Fillmore CSD Reopening Plan (*SED Assurance: Communication/Family and Community Engagement 1; Health and Safety 2; Social Emotional Well-Being 2*). Many thanks for their expertise and dedication not only to the outstanding educational experience of our students, faculty, and staff, but also for making the health and safety of our education community their top priority during the COVID-19 global pandemic. The Reopening Planning Committee members represented the diversity of our large organization, including members from each of our collective bargaining units, parents, faculty, staff, and administration.

**Fillmore COVID-19 Reopening Planning Team** (*SED Assurance: Communication/Family and Community Engagement 1, Health and Safety 2*):

Michael Dodge; Superintendent  
Joe Butler; Business Manager  
Chelsey Aylor; 3PK-6 Principal, Director of Curriculum  
Eric Talbot; 7-12 Principal, District COVID-19 Safety Coordinator  
The Fillmore CSD Board of Education  
Betsy Hardy; Director of Technology  
Mike Burr; Microcomputer Technician  
Chad Potter; Director of Transportation  
Priscilla Beardsley; Director of Food Services  
Krista Lonergan; CSE Chairperson  
Stacy Parmenter; School Nurse  
Brendan Heaney; FFA President  
Jen Austin; FFA Vice President  
Magie Smith; CSEA President  
Fredrick Reed; Head Custodian  
Ken Redman; Building Mechanic  
Grade Level Faculty and Staff  
Parent, Student, and Community Survey

## Fillmore CSD Practices and Expectations for Faculty, Staff, Students, and Visitors

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

These practices and expectations comply with guidance from:

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

### Practices and Expectations for Social Distancing for Faculty, Staff, Students, and Visitors

*(SED Assurance: Health and Safety 11)*

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

1. All faculty, staff, students, and visitors must follow all posted signage and be trained on proper use, social distancing practices and expectations *(SED Assurance: Transportation 17)*.
2. All faculty, staff, students, and visitors will refrain from physical contact with one another to the greatest extent possible.
3. Ensure 6 ft. distance between any employee, student, or visitor, unless safety or a core function of work activity requires a shorter distance. Students will be at least 3 feet apart in classrooms. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
4. Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If an area is occupied by more than one person, keep occupancy under 50% of the maximum capacity.
5. Social distancing markers are posted throughout our facility.
6. Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.
7. All planned deliveries to our facility will take place through our loading dock. All other deliveries will be received through our main entrances and follow screening and safety protocols of visitors.

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

*(SED Assurance: Health and Safety 13)*

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

1. All faculty, staff, students, and visitors must follow all posted signage regarding PPE practices and expectations.
2. Fillmore CSD will provide employees and students with an acceptable face covering at no-cost and have an adequate supply of coverings in case of replacement *(SED Assurance: Health and Safety 14)*.
3. Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
4. Training will be provided to all staff members and students on the proper use of face coverings in school and on district transportation *(SED Assurance: Transportation 16)*, including:
  - a. How to Wear Face Covering Appropriately
  - b. How to Put on/Remove Face Covering
  - c. How to Properly Remove a Face Covering
  - d. Proper Care of Face Coverings
5. Face coverings must be worn when social distancing is difficult or impossible to practice.
  - a. Students must wear face coverings at all times. Students may remove face covering during instruction if they are seated while practicing social distancing and while eating meals. The only exception to the mask requirement is that students whose physical or mental health would be impaired by wearing a mask are not required to do so. This will be handled on a case-by-case basis or according to a student's Individual Education Plan (IEP).
  - b. Faculty and staff wear face coverings at all times. Faculty and staff may remove face coverings when social distancing is being practiced. Frequently provide mask breaks to students, but only do so when social distancing is practiced or when everyone in the classroom is seated or stationary.
  - c. Visitors are required to wear face coverings at all times, unless otherwise instructed by a Fillmore CSD administrative member.
6. When in contact with shared objects or frequently touched areas, gloves will be provided; employees, students, and visitors are encouraged to wash hands before and after contact.
7. Touching of shared objects and surfaces is discouraged.
  - a. Examples of some frequently touched areas in schools: Classroom desks and chairs, Lunchroom tables and chairs, Door handles and push plates, Handrails, Kitchen and bathroom faucets, Light switches, Handles on equipment (e.g., athletic equipment), Buttons on vending machines and elevators, Shared telephones, Shared desktops, Shared computer keyboards and mice, Bus seats and handrails, etc.
8. Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects
  - a. First, clean the surface or object with soap and water when applicable
  - b. Then, disinfect using an EPA-approved disinfectant
  - c. If an EPA-approved disinfectant is unavailable, use of 70% isopropyl alcohol solutions will be used to disinfect

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

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

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

## Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors

(*SED Assurance: Health and Safety 5, 8*)

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

1. All faculty, staff, students, and visitors must follow all posted signage regarding daily screening practices and expectations (*SED Assurance: Health and Safety 3*).
2. Implement a daily screening protocol, either electronically or on paper for faculty, staff, and visitors that document answers to the following questions:
  - a. Have you experienced any COVID-19 symptoms in the past 14 days?
  - b. Have you had a positive COVID-19 test in the past 14 days?
  - c. Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?
  - d. Have you travelled to and returned from a state with significant community transmission of COVID-19 in the past 14 days?

- e. Have you had your temperature taken today?
  - f. If you have taken your temperature today, was it over 100°F?
3. If any person answers “yes” to any question, additional immediate screening will be required by the school nurse (*SED Assurance: Health and Safety 7*).
  4. Immediate digital notification is sent to Fillmore CSD Administrative Staff if any faculty, staff or visitor answers “yes” to any question.
  5. Implement a daily screening protocol, either electronically or on paper for students that documents the answers to the following questions:
    - a. Have you had your temperature taken today?
    - b. If you have taken your temperature today, was it over 100°F?
  6. If any student has a temperature of over 100°F, he or she should stay home. If this is documented at school, the student should immediately proceed to the nurse’s office to be quarantined until a parent or guardian can transport the student home (*SED Assurance: Health and Safety 6*).
  7. Thermometers will be available at Fillmore CSD for additional screening if required or if temperature readings were not able to be conducted before entering our facility.
  8. It is important that parents, staff and students know the symptoms of COVID-19 so you can monitor your own health and assist in monitoring the health of others around you; i.e., your family, your colleagues, students, visitors, etc. The Centers for Disease Control and Prevention keep an up to date list of symptoms of Coronavirus on its website. This list is not all inclusive as some individuals may display symptoms or none at all. As of 7/13/2020, the following are listed as the most common symptoms of COVID-19: (*SED Assurance: Health and Safety 9*):

- |   |                              |
|---|------------------------------|
| • Fever or chills (100°F or greater)          | • New loss of taste or smell |
| • Cough                                       | • Sore throat                |
| • Shortness of breath or difficulty breathing | • Congestion or runny nose   |
| • Fatigue                                     | • Nausea or vomiting         |
| • Muscle or body aches                        | • Diarrhea.                  |
| • Headache                                    |                              |

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

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

## Fillmore CSD Plan for In-person Instruction

At the heart of the reopening of Fillmore CSD for in-person instruction are faculty, staff, and student safety while providing a quality learning experience for our students. All Fillmore CSD student-based programs will ensure that applicable New York State Learning Standards will be met when the Plan for In-Person Instruction is implemented. Fillmore CSD plans to open four days a week for in-person instruction beginning April 19, 2021. This model requires changes to daily schedules but not facilities. The in-person model includes students attending on campus four days per week with virtual instruction occurring Friday with the exception of some populations of those attending daily (*SED Assurance: School Schedules 1*). Fillmore CSD anticipates the ability to deliver all approved programs when students return to in-person instruction without modification to permanent facilities (*SED Assurance: Facilities 1, 2, 5-8, 11-12*).

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

- “Fillmore CSD Practices and Expectations of Faculty, Staff, Students, and Visitors”;
- “Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors”;
- and “Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors”.

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

- NYSED Recovering, Rebuilding, and Renewing: The Spirit of New York’s School (<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>)
- Department of Health Interim Guidance for In-person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency ([https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K to Grade 12 Schools MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K%20to%20Grade%2012%20Schools%20MasterGuidance.pdf))

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

### **FAPE** (*SED Assurance: Special Education 1*)

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

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

Parents will receive notification of the model being utilized to provide instruction in their home language. Parents will be regularly contacted by classroom staff. If parent participation difficulties arise, our school social worker will provide additional support.

**Collaboration with CSE on IEP Implementation** (*SED Assurance: Special Education 2, 4*)

Continued collaboration with district CSE and CPSE will occur to ensure there is an understanding of the provision of services consistent with the recommendations on IEPs, plans for monitoring and communicating student progress, and commitment to sharing resources. Fillmore CSD staff will collect weekly documentation as a department on programs and services offered and provided to students with disabilities and communication with parents/guardians.

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

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

Fillmore CSD will work with CA BOCES to complete the English Language Learners (ELL) process within 30 days of the start of the school year. Fillmore CSD will contract with a CA BOCES itinerant teacher to provide required instructional Units of Study for ELL students based on their eligibility. Fillmore CSD will maintain regular communication with parents/guardians of ELL students to ensure they are engaged in their child’s education during the reopening process. (*SED Assurance: Bilingual Education and World Languages 1, 2, 3*).

## Facility Capacity

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

Due to the changing and sometimes unpredictable nature of our enrollment, classroom capacities will be closely monitored by faculty, administration, and the COVID-19 Safety Coordinator to allow for social distancing at all times.

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

## Social Distancing

All faculty and staff will be directed to deliver instruction in a manner that allows all faculty and students to strictly adhere to **“Practices and Expectations for Social Distancing for Faculty, Staff, Students, and Visitors”** (*SED Assurance: Health and Safety 11*). Movement within classrooms will be limited as much as possible. To the extent possible, student cohort interactions with others will remain consistent as possible.

Faculty and staff will follow these guidelines and protocols. All faculty and staff should immediately communicate with their supervisor with questions or concerns.

## PPE and Face Coverings

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

Face coverings/masks and other PPE can be obtained, at no cost, at Fillmore CSD.

Students will be seated at least 3-feet apart and wear masks. Mask breaks will be provide. Students seated 6 feet apart will be allowed to remove masks.

## Operational Activity

Seating arrangements and spaces will be analyzed and adjusted to meet social distancing guidelines. Remote learning will be implemented based on immediate response to COVID-19 polices issued by DOH, NYSED, and governor of NYS.

Faculty and staff will follow these guidelines and protocols.

## Facility Operations

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

As we move forward, Fillmore CSD will continue to:

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

Fillmore CSD anticipates the ability to deliver all approved programs when students return to in-person instruction and without modification to permanent facilities (*SED Assurance: Facilities 1, 2, 5-8, 11-12*).

Hand sanitizer is in place throughout our facility and in compliance with FCNYS 2020 Section 5705.5 (*SED Assurance: Facilities 4*).

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

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

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

All drinking fountain bubblers have been temporarily turned off to minimize viral spread, but all fountains that have water bottle fillers will remain active. Students will be encouraged to bring reusable water bottles to school for an alternate source of drinking water (*SED Assurance: Facilities 10*).

Some toilets and sinks in restrooms may be temporarily turned off to allow for proper social distancing (*SED Assurance: Facilities 9*).

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

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

Fillmore CSD does not operate any before or after-care programs in our facility (*SED Assurance: Health and Safety 19*).

## Hygiene, Cleaning, and Disinfection

**Facility Cleaned by Fillmore CSD Maintenance Department** (*SED Assurance: Health and Safety 17*)

See “**Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors**”.

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

## Extracurricular

Assemblies and other congregate events will be suspended until future guidance is given. Some events may take place online.

## Vulnerable Populations

The unknown vulnerabilities of our faculty, staff, and students (*SED Assurance: Health and Safety 12*) will be handled on a case-by-case basis with support from the Human Resources and Labor Relations departments from CA BOCES. Accommodations, where appropriate, will be provided when and where needed.

Fillmore CSD acknowledges that the following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Students who have family members who are in high risk groups may also need to attend school remotely. Schools will need to make accommodations and be able to accommodate the needs of these students in the school community.

### Persons in these groups should consult with their healthcare provider regarding prevention:

- Individuals age 65 or older;
- Pregnant individuals;
- Individuals with underlying health conditions including, but not limited to:
  - chronic lung disease or moderate to severe asthma
  - serious heart conditions
  - immunocompromised
  - severe obesity (body mass index [BMI] of 30 or higher)
  - diabetes
  - chronic kidney disease undergoing dialysis
  - liver disease
  - sickle cell anemia
  - children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.

### Students with Special Needs:

Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/ guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. As these students transition back to the school environment, our trained teaching staff will plan and coordinate with the following so that a healthy transition is made:

- school health services personnel
- special education personnel
- pupil personnel services
- administration

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

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

### English Language Learners:

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

## Transportation

Fillmore Central School will fulfill existing mandates regarding the safe and effective transportation of students who are homeless (McKinney-Vento), in foster care, have disabilities and attend non-public schools and charter schools (*SED Assurance: Transportation 18*).

All students will be required to wear masks and social distance on the bus. Masks will be provided for students who do not have one when the bus arrives and will not be denied transportation (*SED Assurance: Transportation 13, 14*). Students who have a medical note from a physician or a documented sensory or developmental disability that prohibits the use of a mask will not be required to wear one and will be seated to ensure 6ft distancing from other occupants (*SED Assurance: Transportation 12, 15*).

All District buses will be cleaned/disinfected once a day (*SED Assurance: Transportation 1*). High contact spots must be wiped down after each run depending upon the disinfection schedule (*SED Assurance: Transportation 2*).

When the temperature is above 45 degrees, school buses are encouraged to transport passengers with roof hatches or windows slightly opened to provide air flow.

Hand sanitizer will be provided in the bus garage but will not be equipped on busses (*SED Assurance: Transportation 3, 9*).

Fillmore CSD bus staff:

- will not carry personal bottles of hand sanitizers (*SED Assurance; Transportation 4*);
- must wear a face covering along with optional face shield (*SED Assurance; Transportation 5*);
- will follow all Fillmore CSD protocols, including training for COVID-19 symptoms, social distancing, and PPE (*SED Assurance; Transportation 6-8*);
- must wear gloves if there is direct physical contact with a student (*SED Assurance; Transportation 10*);
- must complete the digital sign-in before reporting to work each day (*SED Assurance; Transportation 11*).

## Food Services

Students enrolled at Fillmore CSD will have full access to meals that are fully compliant with Child Nutrition Program requirements and health and safety guidelines (*SED Assurance: Child Nutrition 1, 2, 6*).

Lunches that are consumed in locations other than cafeterias, classroom staff will be made aware of any food allergies a student may have (*SED Assurance: Child Nutrition 3*).

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

Students will receive breakfast packages at their homeroom or other acceptable spaces. Students will receive lunch at the cafeteria on a staggered schedule, to allow for social distancing, then take lunches to homerooms or other acceptable spaces for consumption. Students will properly social distance while consuming food. Food allergies will be carefully monitored by all faculty and staff (*SED Assurance: Child Nutrition 3, 8*). Staff will disinfect eating surfaces before and after consuming food (*SED Assurance: Child Nutrition 5*).

All communication with families will be in their home language through multiple means including the district's website, social media, and written mailings (*SED Assurance: Child Nutrition 7*).

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

EAP (Employee Assistance Program) is available to all Fillmore CSD employees. The existence of this service is communicated to all faculty and staff often and is widely used (*SED Assurance: Social Emotional Well-Being 3*).

Identification and referral of students for mental health, behavioral, and emotional support services and programs will be conducted using the school wide Response to Intervention three tier model (*SED Assurance: Social Emotional Well-Being 3*).

The use of Trauma Informed Care is very prevalent and always encouraged at Fillmore CSD. Many faculty and staff are training in these practices and implement them in classrooms. It is through these practices that all voices in our educational community are heard. It is expected that these practices will continue. Additional professional development is being offered with accompanied resources to all staff by the District's social emotional team (*SED Assurance: Social Emotional Well-Being 4*).

All Fillmore CSD students have access to school counselors. School counselors and a social worker are employed to assist with social and emotional needs of students for both in school and remote instruction. The school counselors and social worker have reviewed the school counseling plan to be updated to meet current needs (*SED Assurance: Social Emotional Well-Being 1*).

The Fillmore CSD SEL Team will collaborate to review and update the comprehensive developmental school counseling program plan (*SED Assurance: Social Emotional Well-Being 2*).

### **Certification**

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

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

As required by the New York State Education Department, the Fillmore CSD APPR Plan will be fully implemented during the 2020-21 school year while the in-person plan is implemented (*SED Assurance: Teacher and Principal Evaluation System 1*). Teacher and principal evaluations will be conducted pursuant to Fillmore’s currently approved APPR plan (*SED Assurance: Teacher and Principal Evaluation System 1*).

## Communication

The Fillmore CSD plan for in-person instruction will be posted on the District website and District Facebook page. Detailed aspects of the plan will be mailed to families over several mailings.

Signage expressing expectations and practices have been posted throughout our facilities; including adherence to CDC and DOH guidance regarding the use of PPE (specifically acceptable face coverings) when social distancing cannot be maintained.

All Fillmore CSD faculty and staff will receive training on expectations and practices on opening staff development days.

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

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

## Fillmore CSD Plan for Remote Instruction

### Operational Activity

The Fillmore CSD Continuity of Learning Plan includes preparations for in-person and remote, ~~and hybrid~~ models of instruction. In the event of a closure, the Fillmore CSD Plan for Remote Instruction will be implemented for all students (*SED Assurance: Teaching and Learning 1*).

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

The Fillmore CSD Remote Instruction Plan complies with all guidance from:

- NYSED Recovering, Rebuilding, and Renewing: The Spirit of New York’s School (<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>)

- Department of Health Interim Guidance for In-person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency ([https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K to Grade 12 Schools MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf))

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

**FAPE** (*SED Assurance: Special Education 1*)

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

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

Parents will receive notification of the model being utilized to provide instruction. Parents will be regularly contacted by classroom staff. If parent participation difficulties arise, school social workers will provide additional support.

**Collaboration with CSE on IEP Implementation** (*SED Assurance: Special Education 2, 4*)

Continued collaboration with district CSE and CPSE will occur. Cross service meetings will take place. Fillmore CSD staff will collect weekly documentation as a department on programs and services offered and provided to students with disabilities and communication with parents/guardians.

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

Students that require accommodation, modifications, supplementary aides and services and technology that is currently not on their IEP, will be referred back the CSE. These services will be provided in general education or special education classes as indicated on a student's IEP. A survey of internet access and availability of technology will be done. These things will be provided, to the extent possible, to students lacking them.

### Course Scheduling, Content Coverage, Grading

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

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

- **Scheduling** – Each grade level has a contingent virtual instruction schedule that will be implemented if/when in-person learning becomes unavailable. Virtual schedules are weekly schedules that provide the courses and work load for each day of the week (*SED Assurance:*

*School Schedules 1*). Faculty will have regular substantive interaction with all their students; daily calls, online chats, video connections, feedback to student work, etc. (*SED Assurance: Teaching and Learning 3, 4*).

- **Content** – Curriculum content will be delivered within the curriculum scope and sequence, without interruption regarding closure.
- **Grading** – Standard grading processes will be practiced in remote instruction and recorded in PowerSchool/ClearTrack.
- **Communication** – Teachers, staff and school district administration will clearly communicate with students and families pertaining to instruction and/or technology. This information will be accessible to all in their home language. Multiple methods for communication will be used, including email, the district website, social media, and/or by phone *SED Assurance: Teaching and Learning 5*).

Fillmore CSD does not contract with any agencies or CBOs to provide pre-kindergarten programs (*SED Assurance: Teaching and Learning 6*).

## Technology

Fillmore CSD is a 1:1 school district where every student in 3PK-12 has a device they have been using in the school as well as at home. Technology device needs and online access in a face-to-face, hybrid and/or virtual model for faculty, staff and all students has been assessed and accommodations have been described below. Our faculty, staff and students have been accustomed to online learning, technical tools, and various instructional platforms while in school, and Fillmore CSD will take every step necessary to transition this level of technology access into the home, if needed.

Assessing Technology Need:

- **3PK – 4<sup>th</sup> Grade:** All students have been issued iPads in the classroom and for students to take home for educational uses (*SED Assurance: Technology and Connectivity 2*). Student information sheets will be mailed to students with self-addressed stamped envelopes so that contact information can be collected, along with the student’s access to home internet access. This information will be confidentially shared within PowerSchool so that all faculty are knowledgeable of access (*SED Assurance: Technology and Connectivity 1*). For students that do not have the ability to access the internet, alternative methods of instruction will be provided. This may include work packets, downloaded work and videotaped instruction on the student device, phone calls, box deliveries of supplies, as well as other alternatives as appropriate (*SED Assurance: Technology and Connectivity 3, Teaching and Learning 4*).
- **Grades 5-12:** All students have been issued Dell laptops to use in the classroom and to take home for educational uses (*SED Assurance: Technology and Connectivity 2*). Also, student information sheets will be mailed to students with self-addressed stamped envelopes so that contact information can be collected, along with the student’s access to home internet access. This information will be confidentially shared within PowerSchool so that all faculty are knowledgeable of access (*SED Assurance: Technology and Connectivity 1*). For students that do not have the ability to access the internet, alternative methods of instruction will be provided. This may include work packets, flash drives with work and videotaped instruction, downloaded work and videotaped instruction on the student device, phone calls, box

deliveries of supplies, as well as other alternatives as appropriate (*SED Assurance: Technology and Connectivity 3, Teaching and Learning 4*).

- **Teachers & Staff:** All teachers and staff have access to either an iPad or Laptop, or both, to use in the school as well as to take home to use for educational purposes (*SED Assurance: Technology and Connectivity 2*). Teachers have been surveyed to assess home access to the internet. For teachers or staff that do not have the ability to access the internet, alternative methods of access will be provided as described below (*SED Assurance: Technology and Connectivity 1*).

Fillmore CSD has outfitted signal boosters to allow internet access within the parking lots of the school to allow for even greater community access to the internet at no cost. Fillmore also has WiFi access on the buses for students who have long bus rides to and from school and for students who travel to the CABOCES Career and Technical Education Center (*SED Assurance: Technology and Connectivity 3*). Fillmore CSD has also worked with various Internet Providers to provide internet access for families and communities closer to their homes in the following parking lots at no additional cost:

- Centerville Fire Hall parking lot available 24/7
- Short Tract Fire Hall parking lot available 24/7
- Fillmore Wide Awake Club Library

### Remote Attendance

Daily attendance will be recorded by all faculty and staff for each student and will be reported in SIRS via PowerSchool even while receiving instruction in a remote learning environment, according to SED guidance (*SED Assurance: Attendance and Chronic Absenteeism 1*). All faculty and staff will **ensure substantive daily interaction** (daily remote instruction, online participation, phone calls, emails, or other activities) with students; and clearly communicating information about instructional plans with parents and guardians. All attendance policies will remain in place during remote learning.

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

### Certification

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

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

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

conducted pursuant to Fillmore’s currently approved APPR plan. (*SED Assurance: Teacher and Principal Evaluation System 1*)

## Fillmore CSD Plan for Monitoring and Tracking Health Conditions

A continuum of mitigation efforts, including daily temperature checks, staying home when you are feeling ill, other screening measures and contact tracing, will be implemented by Fillmore CSD to help reduce the spread of the virus. Fillmore CSD will work directly with the department of health from Allegany County in the event that screening procedures detect infection of our staff, students, or visitors to our facility. The Fillmore CSD will coordinate testing of individuals that display symptoms of or have been exposed to COVID-19 with the Department of Health in Allegany County, local hospital systems, and/or primary care physicians.

<p><b>Allegany County Department of Health</b> Tyler Shaw; Public Health Director County Office Building, Room 30 7 Court Street Belmont, NY 14813 585-268-9250</p>
<p><b>Jones Memorial Hospital</b> 191 North Main Street PO Box 72 Wellsville, NY 14895 585-593-1100 <a href="https://www.urmc.rochester.edu/jones-memorial-hospital.aspx">https://www.urmc.rochester.edu/jones-memorial-hospital.aspx</a></p>
<p><b>Access the New York State COVID-19 Test Site Finder</b> <a href="https://coronavirus.health.ny.gov/find-test-site-near-you?gclid=EAlalQobChMI3q2Xv4CR6wIVg5-zChOKlAckEAYASAAEgLvPD_BwE">https://coronavirus.health.ny.gov/find-test-site-near-you?gclid=EAlalQobChMI3q2Xv4CR6wIVg5-zChOKlAckEAYASAAEgLvPD_BwE</a></p>

### Screening for Faculty, Staff, and Students

All students will follow “**Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors**”. All students will be screened at home by their parents/guardians for symptoms of COVID-19 and complete temperature checks. Screening will be reported via the health screening app or paper questionnaire (*SED Assurance: Health and Safety 5, 9*).

Students that are transported using Fillmore CSD transportation (bus, car, SUV) will follow the screening procedures of our district first, followed by any added precautions of the out of district school their program is based.

### Screening for Visitors

All visitors will follow “**Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors**” (*SED Assurance: Health and Safety 8*).

Access to Fillmore CSD locations will be limited to only essential visitors. All visitors will participate in self-monitoring check for symptoms of COVID-19 by completing the sign-in and sign-out of Fillmore CSD main entrance facilitated by our greeter. All visitors will be required to take their temperature before entering Fillmore CSD locations. Thermometers will be available at the greeter window for those that are unable to do this at home (*SED Assurance: Health and Safety 8*).

## Testing Protocols

Faculty, staff, and visitors entering Fillmore CSD will be screened using common questions daily (*SED Assurance: Health and Safety 5*). Every person will attest to the following questions:

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

If any person answers “yes” to any question, additional immediate screening by the school nurse is required. Immediate digital notification is sent to Fillmore CSD District Level Staff if any staff member answers “yes” to any question for immediate follow-up with said staff member to see if additional screening by the school nurse is required or if an error entry was made.

If additional screening is required, the school nurse will implement the Fillmore CSD Plan for Containment, in coordination with the COVID-19 Safety Coordinator and county health officials.

## Testing Responsibility

Fillmore CSD will not seek to test anyone for COVID-19 or require testing or antibody testing of students or staff members. The Safety Coordinator, Administrative Staff, and/or supervisors may make general recommendations to parents and staff members to seek medical advice from their primary care physician.

The Fillmore CSD COVID-19 Safety Coordinator, along with all Administrative Staff, receives electronic notification of digital screening results so that appropriate supervisors can be immediately contacted to determine if intervention is needed with any employee that fails screening procedures. Employees receive immediate on-screen instructions to contact their supervisor and, if possible, to NOT enter our building.

Our greeter will serve as a frontline observer of screening of self-transporting students and visitors. The greeter will deny entry to any person that fails screening procedures or will be taken to an isolation area for parent pick-up.

The COVID-19 Safety Coordinator will be notified by Administration or front desk receptionist if any person fails screening procedures. The Safety Coordinator or school nurse will work with the

appropriate County Health Departments if COVID-19 is suspected. Those that fail screening procedures will not be allowed entry into our Fillmore CSD facilities.

Our school nurse will be a key responder if any faculty, staff, students, or visitors are in need of medical care while in our facilities.

### Early Warning Signs

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

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

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

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

## Fillmore CSD Plan for Containment & Contact Tracing

### School Health Offices *(SED Assurance: Health and Safety 4)*

Students and staff with symptoms of illness must be sent to the health office. Students with symptoms of illness that are located in a program outside our campus must follow protocols for that location.

At Fillmore CSD, the school nurse will assess individuals with chronic conditions such as asthma and allergies or chronic gastrointestinal conditions that may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat *(SED Assurance: Health and Safety 4, 6)*. The school nurse will immediately consult with county health officials if COVID-19 is suspected.

#### **Allegany County Department of Health**

Tyler Shaw; Public Health Director  
County Office Building, Room 30  
7 Court Street  
Belmont, NY 14813  
585-268-9250

If the school nurse is not available, schools will isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider. Administrators will work collaboratively with the school nurse to determine if additional staff is needed to assist with non-nursing tasks such as: student supervision; telephone calls, texts, or emails to parent/guardians; and assistance with completing any required paperwork other than nursing documentation.

### Isolation *(SED Assurance: Health and Safety 15)*

Fillmore CSD will follow Education Law § 906:

*Whenever a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law. The director of school health services, or other health professionals acting upon direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.*

School staff must immediately report any illness of students or staff to the school nurse, administration or the COVID-19 Safety Coordinator. Such reports should be made in compliance with FERPA and Education Law 2-d. If our nurse chooses to go to classrooms to make assessments of students, this also should be done in a manner that protects the student's confidentiality.

If there are several students waiting to see the school nurse, arrangements should be made to have students wait at least 6 feet apart.

Where possible Fillmore CSD will have two rooms for school health personnel - one room for healthy students who have injuries or need their medications or nursing treatments, and another room for assessing and caring for ill students and staff. Both rooms will be supervised by our nurse and have easy access to a bathroom and sink with hand hygiene supplies (*SED Assurance: Health and Safety 7*). The school nurse and other school health professionals assessing or providing care to ill students and staff will follow transmission-based precautions which includes the use of appropriate PPE.

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

## Collection

The Fillmore CSD COVID-19 Director and building administrators will coordinate efforts, in conjunction with county health officials, to communicate directly with student guardians and request they be seen by a health care provider. Collection locations will vary depending on location and will be determined to maintain confidentiality and minimize potential exposure to others.

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

FCS students in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered.

## Infected and Exposed Individuals (*SED Assurance: Health and Safety 15, 16*)

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

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

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

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

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

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

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

Fillmore students in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their parent/guardian.

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

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

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

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

Fillmore CSD students in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their parents/guardians.

### **Hygiene, Cleaning, and Disinfection** (*SED Assurance: Health and Safety 17*)

The CDC and NYSDOH recommends, and Fillmore CSD will implement the following:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area;
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;

- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
  - Once the area has been appropriately cleaned and disinfected it can be reopened for use.
  - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

## Contact Tracing

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

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

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

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

## Communication

The Fillmore CSD Plan for Containment will be posted on the district website.

Containment communications will be coordinated by the COVID-19 Safety Coordinator and the Fillmore CSD administrative team.

Students in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their parents/guardians.

## Fillmore CSD Plan for Closure

### Closure triggers

Fillmore CSD is a one building campus, 3PK-12. Closure of programming will be taken very seriously, considering multiple factors that include: presence of or potential presence of COVID-19 within our building, absentee rates of faculty, staff, and students, as well as determinations made by the NYS Department of Health, State Education Department, Local Departments of Health, and the health of neighboring districts.

All decisions for closure of any program will be made by the Fillmore CSD District Superintendent in conjunction with the Fillmore CSD Board of Education, Local Departments of Health and our COVID-19 Safety Coordinator.

Considerations for single or multiple program closures are:

- levels of community spread using the COVID-19 Western New York 7-day infection average (<https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-DailyTracker?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>);
- and levels of faculty, staff, and student absence due to COVID-19 infection or potential infection

The District Superintendent will use the **Fillmore CSD Considerations for Closure** chart as a guide when considering location and/or program closures. Any closures will be officially made by the District Superintendent.

**Fillmore CSD Considerations for Closure**

The *Considerations for Closure* chart is a guide for closure decisions and may not determine actual closures. Final decisions regarding any closures are to be determined by the District Superintendent, in conjunction with county health officials.

**Remote Instruction** will be implemented in the event of a closure.

<b>Level of Community Spread</b> based upon 7-day infection average (Low - Medium - Substantial)	<b>Criteria 1</b> 0 students or staff member infected	<b>Criteria 2</b> 1 student or 1 staff member infected	<b>Criteria 3</b> 2-4 students or staff members infected	<b>Criteria 4</b> 5+ students or staff members infected	<b>Criteria 5</b> 5+ students or staff members infected
<b>Low/No Spread</b> 5% less (5 or less cases per 100,000)	All programs remain open.	Consider Campus closure for up to 24 hours.  Consult County Health Officials	Consider Campus closure for up to 72 hours.  Consult County Health Officials	Consider Campus closure for up to 14 days.  Consult County Health Officials	Consider Campus closure for more than 14 days.  Consult County Health Officials
<b>Medium Spread</b> 6% to 8% (6 to 8 cases per 100,000)	All programs remain open.	Consider Campus closure for more than 24 hours.  Consult County Health Officials	Consider Campus closure for more than 72 hours.  Consult County Health Officials	Consider Campus closure for more than 14 days.  Consult County Health Officials	Consider Campus closure for more than 14 days.  Consult County Health Officials
<b>Substantial Spread</b> 9% or more (9 or more cases per 100,000)	Close Campus- Consult Community Health Officials  100% Virtual Learning	Close Campus- Consult Community Health Officials  100% Virtual Learning	Close Campus- Consult Community Health Officials  100% Virtual Learning	Close Campus- Consult Community Health Officials  100% Virtual Learning	Close Campus- Consult Community Health Officials  100% Virtual Learning

Another consideration for campus closures may include absentee rates of faculty, students, and staff. Fillmore CSD will remain open only if absentee rates are at acceptable levels to operate our programs safely and according to DOH and SED regulations.

The major consideration for campus closure is the suspected presence of the COVID-19 virus within our facility and programs. In this case, the FCS Administration team, along with transparent communication with our Board of Education, will collaborate with county health officials and to determine if our campus must close.

Fillmore CSD will close if the 7-day infection rate average is greater than 9%. This determination will be made by state officials.

**Closure Operational Activity Considerations**

Any changes to the operational activities of our campus and programs will be determined by Fillmore CSD District leadership along with our COVID-19 Safety Coordinator and county health officials.

In the event of any closure, the **Fillmore CSD Plan for Remote Instruction** and elements of the **FCS Plan for Containment** will be immediately implemented.

**Closure Communication:**

Fillmore CSD has well established methods of closure that will be implemented in the event we must close our campus in the 2020-21 school year. Much like our closures for inclement weather and other emergencies, Fillmore CSD will inform faculty, staff, students, component districts, and community via mass communication methods; television, radio, phone, text, etc. Closure communications will be coordinated by the Fillmore CSD Administrative Team and the COVID-19 Safety Coordinator.

The Fillmore CSD Plan for Closure will be posted on our website.