



COVID-19 Reopening Plan for School Year 2020-21

Randolph Academy Union Free School District

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Introduction

At the heart of Randolph Academy's mission are students whose emotional & educational needs are best met through high quality, specially designed instruction and supports provided in-person within our school's nurturing and therapeutic environment. **Randolph Academy intends to open school in September with the greatest degree of in-person instruction permitted under this plan and Governor's Executive Orders.**

During the recent 2020 summer session, we operated a hybrid model for special education that offered a combination of in-person and remote learning. New health and safety protocols were implemented to prevent the spread of the coronavirus and protect the health of students and staff. Overall, the hybrid model has been successful. The experience we gained over the summer has helped to inform our plans for the 2020-21 school year.

Planning Process

A collaborative process has been used to develop this plan, including input from the entire school community.

First and foremost, **the state has provided over 200 pages of guidance to schools on Reopening schools.** The District plan and procedures adhere to the standards in the state guidance documents. You may access this guidance here:

NYS Education Department (145 pages)

<http://www.nysed.gov/reopening-schools/recovering-rebuilding-and-renewing-spirit-newyorks-schools-reopening-guidance>

NYS Department of Health (23 pages + 6 page overview)

[https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/PreK to Grade 12 Scho ols MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/PreK%20to%20Grade%2012%20Scho%20ols%20MasterGuidance.pdf)

Regionally, school districts shared information while each developed a plan for their schools. The information gained from this collaboration was reviewed by the Randolph Academy administrative and management team. We also reflected on our experiences with summer school to improve our protocols and problem solve where needed.

The members of this team include: Lori DeCarlo/Danielle Cook, Superintendent, Dr. Mary Pauly, Randolph Campus Principal, Andrew Prinzing, Hamburg Campus Principal, Ralph Shellenbarger, Facilities Director, Brian Fleischmann, Information Systems Administrator, School Nurses Shelly Harris & Lisa McPherson, and Allison Evans, Cook Manager.

Stakeholder Engagement: A digital survey was implemented to gather input from parents, students, teachers, school counselors, support staff and community partners. The results were analyzed and incorporated in this plan.

Communication is a top priority. Ongoing communication with families, students, faculty, and staff is conducted through multiple modes, including the district website, automated phone calls, digital surveys, paper letters, emails, video conferencing for team meetings, student interviews, and parent meetings both virtual and via in-person home visits.

Randolph Academy's Reopening Plan includes three options: in-person instruction, remote instruction and a hybrid combination of both. The first week of August the Governor will announce his decision on reopening schools in September. We can anticipate that this and all decisions throughout the school year will be based upon data, by region. **Randolph Academy intends to open school in September with the greatest degree of in-person instruction permitted under this plan and Governor's Executive Orders.** Randolph Academy's Board will review this plan, providing guidance and approval at its meeting on August 11, 2020.

The state has communicated that **Reopening Plans are viewed as "living documents"** that will be subject to change as circumstances warrant. Changes will be reviewed at Board of Education Meetings and documented in the meeting minutes.

This Reopening Plan has been submitted to both the New York State Education Department and the New York State Department of Health and is posted on our website.

Health and Safety Protocols

Health screening for faculty and staff will be conducted daily using a secure electronic form and temperature scanning at the door. Students on school buses will have temperatures checked, on the bus, and answer Coronavirus screening questions. Residential students will have their temperatures checked and answer Coronavirus screening questions before entering the

building. Only essential visitors will enter the building. No one who is symptomatic will be admitted into the building.

The Superintendent serves as the COVID-19 Safety Coordinator. School nurses will serve as designated medical contact for COVID-19 medical concerns and will manage medical response & quarantine if someone becomes symptomatic. The principal is the designated contact for employment matters such as calling in sick. If a student or staff member tests positive, school closes for a minimum of 24 hours, the local DOH is notified and advises on next steps.

Cleaning and sanitizing are scheduled four times throughout the day by trained staff following a cleaning and sanitizing protocol with priority on frequently touched surfaces and electronics. Shared items are limited and sanitized regularly. Priorities include: desks, chairs, tables, countertops, door handles, push plates, handrails, bathroom, sink handles, faucets, drinking fountains, light switches, handles on equipment, computer keyboards, mice, laptops, phones, interactive board touchpad. Playground use is scheduled and drinking fountains are sanitized after each use. The last 5 minutes of each class are dedicated to cleaning/sanitizing and this is recorded in a log submitted weekly to the principal. Supplies for sanitizing will be provided to each classroom or work area. In addition, maintenance staff may sanitize using electrostatic “foggers”. Night cleaning staff will thoroughly clean classrooms, offices and bathrooms.

Ventilation controls have been adjusted to increase the fresh air supply to each room.

All staff & students must wear face coverings, cloth or disposable, when within 6 feet of students and while in common areas. Staff serve as role models. Students are expected to wear face coverings that cover the mouth and nose. A written protocol for “Mask Breaks” will followed to ensure social distancing, while allowing students to have a break from wearing a face covering. Students with special circumstances that interfere with wearing face coverings, may be referred for team review and possible Individual Safety Support Plan. We follow CDC guidance on proper use and removal. Face shields and gowns will be available for therapies or Therapeutic Crisis Interventions.

Per the June 7, 2021 New York State Department of Health Guidance for Pre-K – 12 Schools, masking will not be required for students and staff outdoors while on school property.

Social Distancing of 6 feet is expected from students and staff. Everyone is to refrain from hand-shaking, hugs and physical contact. Each classroom has desks positioned 6 feet apart with markings on the floor. The written hallway protocol will be implemented to ensure social distancing when moving a cohort of students from point A to point B within the building, following markings on the floor. The lunchroom and gymnasium are closed, with outdoor recreation as an option. Increased signage and social distancing markers have been placed throughout the buildings.

Social distancing guidelines include maintaining static groups of no more than 10 people and comingling of groupings is not permitted. This is to limit the number of people each student is exposed to in order to help prevent the spread of the virus.

The Therapeutic Crisis Intervention for Schools standard of Imminent harm of serious physical injury will be followed for emergency physical intervention (restraint) with an emphasis on approved Therapeutic Crisis Intervention for Schools de-escalation strategies.

Staff are expected to avoid congregating in groups for meetings or lunch breaks. Communication by phone and meetings by video conference are preferred.

Hygiene: A universal schedule for handwashing/sanitizing will be implemented requiring hand hygiene a minimum of five times throughout the day, including before and after eating. Students will be taught proper handwashing and sanitizing procedures and this will be monitored. Everyone will be taught the safe sneeze/cough protocol. Signage is be posted throughout the building to reinforce hygiene practices.

Nutrition: Students receiving in-person instruction will have daily access to school meals. In order to maintain static groups, lunches will be consumed in classrooms. Staff are made aware of student food allergies.

Due to geography, it is not feasible for Randolph Academy to deliver meals to students' homes. When students are scheduled for remote instruction, they will receive meals provided by their home school district.

Individual assessments will be conducted to identify food scarcity and/or barriers that may exist for families obtaining meals from the home school district. Where needs exist, individual plans for the provision of meals will be made.

Transportation: Daily student transport to and from school campuses is the responsibility of the home school district. Randolph Academy may transport a sick student home in a school van or bus. In these circumstances, social distancing will be maintained and face masks will be worn.

Field Trips will be allowable per students and staff following masking guidelines consistent with expectations while on school property.

Social, Emotional Well-Being & Supports:

All students participate in **Restorative Practice Tier One Circles** to promote positive relationships among students and staff. All teachers have been trained to facilitate circles to teach students the following social emotional skills: self-awareness, self-management, decision making, social awareness, and relationship building. When conflict occurs, trained staff facilitate a responsive circle to discuss what happened and to create a plan to repair the harm. All staff have been trained in Restorative Practices and receive support through Randolph Academy's Restorative Justice Team. Teachers also provide individual social emotional learning activities embedded in instruction. These circles are implemented in-person and virtually. During remote instruction, student participation in circles serves as a crucial social link to help maintain relationships with peers and to promote feelings of belonging.

Randolph Academy counselors provide **individual counseling** to each student as specified by each student's Individual Education Program (IEP). The counseling team provides crisis, grief and loss, stress management and transition planning counseling as needed. Counselors maintain monthly contact with families. Teachers communicate with parents through daily trackers.

Wellness Assessments are conducted by school counselors, who conduct home visits to assess student wellness and provide opportunities for parent engagement. In addition, virtual parent support groups are available.

Counselors are available throughout the day for all students to access support. All staff receive **Therapeutic Crisis Intervention for Schools (TCIS)** training which includes de-escalation

strategies using a primarily hands-off approach. Physical restraints will continue to be used as a last resort. Staff will wear appropriate PPE when possible. Randolph Academy will remain in high communication with our home districts regarding student progress.

Teaching and Learning Instructional Program:

Teachers plan instruction based on content specific curriculum maps, aligned with Next Generation Standards. For the hybrid model summer session (7/6/20 - 8/14/20) a 75-minute block schedule was implemented and teachers received guidance on planning a variety of fast paced activities using different modalities. For the Fall session, teachers will use their curriculum maps to plan instruction based on 52-minute periods with fast paced, multi-sensory activities culminating in performance tasks, formative and summative assessment.

Microsoft Teams is the District hosted learning management system that serves as a platform for organizing and accessing multi-media instructional materials. Teachers will utilize this platform to post assignments, provide interactive activities and immediate feedback. Students will submit completed assignments within the learning management system. Microsoft Teams will be utilized for in-person, hybrid and remote learning. This will provide continuity between all three modes of instruction and will make transition between modes seamless.

Paper learning packets will be provided to supplement the digital learning materials housed in the Microsoft Teams learning management system. Paper & pencil may be a preferred modality for some learners and in certain content areas, over digital text. In order to support the significant number of families (75%) who do not have the ability to print documents at home, the District will mail paper copies of essential assignments.

Students on remote learning, access live instruction through video connection to the classroom instruction is differentiated based on student need, including 1:1 instruction.

Special Education:

Students with disabilities will continue to receive specially designed instruction, based on their Individual Education Programs (IEPs). Every classroom has a teacher and a second adult to support and carry out program modifications. In addition, every student receives support from their school counselor, with an average assignment of 25 students per counselor. Counselors

push in to classrooms and pull students out, based on individual needs and IEP mandates. Related services are provided as specified on the students' IEP to address a variety of needs including Speech and Occupational Therapy.

The District considers in-person services a high priority for high-needs students with disabilities. Contingency plans to meet the unique needs of each student with a disability will be developed in collaboration with the Committee on Special Education.

Bilingual education: The District currently has one student who receives ELL services, and the District will comply with all of the Mandatory Assurances regarding Bilingual Education.

Teacher and Principal Evaluation System: The District will comply with all of the Mandatory Assurances regarding APPR.

Certification, Incidental Teaching and Substitute Teaching: The District will comply with all of the Mandatory Assurances in this area.

Plan for In-Person Instruction

Facility Capacity: as recommended in the guidance, 50 square feet per person is recommended for special education classrooms in order to maintain social distancing. All of our classrooms have been measured to determine the capacity of each in accordance with this standard. Both schools have the necessary space to have 100% of the student body attend in-person instruction under this guideline.

Static Groupings: to the extent practicable, students will remain with the same class grouping throughout the day.

Schedule: The school schedule will have students in attendance from 8:00 am – 2:25 pm, in the usual 45-minute class period. Arrival and dismissal will be staggered slightly to accommodate social distancing, particularly during health screening upon arrival.

Health & Safety Protocols: All Health & Safety Protocols will be implemented, as defined earlier in this document.

Plan for Hybrid Instruction

Considerations for implementing a Hybrid Model: The Hybrid Model provides the benefit of working with smaller groups of student in-person. The reopening of school will pose a significant learning curve for all students when it comes to returning to structure and routine. This is compounded by the fact that new health and safety protocols will introduce substantial limitations to students due to social distancing and wearing face masks. It is going to be very important to explicitly train and educate students on the new routines and protocols in a supportive and nurturing way that helps to gain true understanding regarding how these protocols protect one's own health and the health of those we care about. It may be particularly beneficial to work with smaller groups of students until health & safety protocols are firmly established.

Further consideration specifically affecting the Randolph Campus: half of the student body resides in dormitories on campus at the residential treatment center. The other half of the student body are day students who are bussed in daily from more than a dozen different communities in a three-county rural region. Keeping the group of residential students as a static group provides a significant protective factor that helps to prevent the spread of coronavirus. The hybrid model assigns day and residential students to two separate cohorts.

Further consideration specifically affecting the Hamburg Campus, the student body is comprised of day students who are bussed in from 15 different communities, including rural, suburban and urban across a three-county region. To minimize co-mingling of students from various geographic areas, the hybrid model assigns students to two cohorts based upon geographic location.

Schedule: Students will be divided into two cohorts: Group A & Group B. Group A will attend inperson on Monday & Tuesday, and receive remote instruction Wednesday- Friday.

Group B will receive remote instruction Monday – Wednesday and attend in-person Thursday & Friday. A block schedule for instruction operates four classes per day, with time for whole class and individual instruction.

Alternatively, consideration is being given for scheduling two cohorts on an (am)/(pm) basis.

Plan for Hybrid Instruction (continued):

Student Engagement/Attendance for Remote Instruction: Teachers follow a daily remote instruction schedule and a written protocol, including immediate phone contact to the home for students who fail to log in for class. Student attendance and participation in remote instruction is recorded on a written report that is submitted each Friday to the principal. The chart shows the number of students that are scheduled for remote learning and the number that actually log-in, with comments and daily and weekly percentages. This data is monitored by the staff team and guides where to provide follow up with parents and guardians to resolve any barriers to student engagement.

Technology & Connectivity: Students are able to access live instruction via the District hosted video conference platforms on computers, tablets or smart phones. Every student is provided with a District email address to improve communication. Students are able to borrow a district laptop, if necessary, and also may request a mobile hotspot for internet connection, at no charge to the family.

Health & Safety Protocols: All Health & Safety Protocols will be implemented, as defined earlier in this document.

Plan for Remote Instruction

Schedule: Students will be scheduled to meet daily for each core academic subject and electives, to receive live instruction via the District hosted video conferencing platform. The length of each session will be developmentally appropriate: Graded K-6 will meet for 15-30 minutes; Grades 7-12 will meet for 30- 60 minutes per session.

Student Engagement/Attendance for Remote Instruction: Teachers follow a daily remote instruction schedule and a written protocol, including immediate phone contact to the home for students who fail to log in for class. Student attendance and participation in remote instruction is recorded on a written report that is submitted each Friday to the principal. The chart shows the number of students that are scheduled for remote learning and the number that actually log-in, with comments and daily and weekly percentages. **Chronic absenteeism**

will be identified utilizing this data, which is monitored by the staff team and guides where to provide follow up with parents and guardians to resolve any barriers to student engagement.

Technology & Connectivity: Students are able to access the remote learning link on computers, tablets or smart phones. Every student was provided with a District email address to improve communication. Students are able to borrow a district laptop, if necessary, and also may request a mobile hotspot for internet connection, at no charge to the family.

Health & Safety Protocols: All Health & Safety Protocols will be implemented, as defined earlier in this document.

Grading: The Board of Education established a grading policy in April 2020, entitled "Summary of Changes to Education Requirements Due to COVID-19" to guide assessment of student learning during remote instruction. This policy, is summarized below:

Teachers will assign activities, performance tasks and summative assessments to determine performance levels. Learning progress will be assessed through observation, graded assignments and summative assessments. Teachers will determine whether the student exceeded expectations, met expectations, approached expectations or still needed to complete work.

Plan for Remote Instruction (continued):

Grading

Teachers will assess student work to determine learning outcomes. Student progress reports are based on a tiered system that describes mastery of learning. In order to determine report card grades, the performance levels will be converted to percentages as shown in the chart below.

| Performance Levels | Percentage Grades |
|-------------------------------------|--------------------------|
| Student Exceeds Expectations | 95% |
| Student Meets Expectations | 85% |
| Student is Approaching Expectations | 75% |
| Student Work Incomplete | Incomplete |

Numerical grades for each of the four quarters will be equally weighted. *Any student with a final average less than 65% will be referred to the Principal for review. The principal, in consultation with the teacher, will review grades, consider all circumstances, consider adjusting grades, and determine whether or not course credit should be issued.*

Randolph Academy does not support retention of students in grades K-8. This position is supported by extensive research (Hattie, 2009; Jimerson, J.R., 2001; NASP, 2007).

Plan for Monitoring and Tracking Health Conditions

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

Screening for Faculty and Staff

All faculty and staff will participate in daily self-monitoring check for symptoms of COVID-19 by completing the District's secure, digital COVID-19 Health Screening Form each day, prior to reporting to the building. All staff will be temperature scanned on a daily basis before entering the building. All staff will be trained to know and recognize possible symptoms of COVID-19 and what to do when they believe someone (student or staff) is experiencing symptoms.

Screening for Students

For students that are transported to Randolph Academy by bus from their home district, Randolph Academy staff who have been trained to conduct health screening will utilize the District's COVID-19 Health Screening Form, which has been adapted from the CDC's "Daily Home Screening for Students" form to screen students at the bus. In addition, touchless infrared thermometers will be utilized to perform temperature scanning. Residential students will be screened at the school's main entrance, using the same procedure.

Screening for Visitors

Access to school buildings will be limited to only essential visitors who have been scheduled in advance. All visitors will be provided a health screening questionnaire and have their temperature scanned before entering the school buildings.

Screening Protocol

Faculty, staff, students, and visitors entering the District's facilities be screened using the District's COVID-19 Health Screening survey, adapted from the CDC's screening guidelines.

Section 1: Symptoms

- Fever of 100 degrees Fahrenheit or higher
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

Section 2: Close Contact/Potential Exposure

- Had close contact (within 6 feet for at least 15 minutes) with a person confirmed COVID-19; or
 - Had close contact (within 6 feet for at least 15 minutes) with a person under quarantine for possible exposure to COVID-19; or
 - Traveled to or lived in an area where state health department is reporting large numbers of COVID-19 cases, or
 - Live in areas of high community transmission as reported by state health department
- If any person answers "yes" to these questions, additional immediate screening is required.

Testing Protocols

The District will not seek to test anyone for COVID-19 or require testing or antibody testing of students or staff members. The COVID-19 Safety Coordinator, school nurse and/or building principals may make general recommendations to parents and staff members to seek medical advice from their primary care physician.

Employees who answer "yes" to any screening questions are to contact their supervisor and must NOT enter the building. The school nurse will monitor health screening results in the secure database so that the COVID-19 Safety Coordinator and Building Principal can be

immediately contacted to determine if intervention is needed with any employee that fails screening procedures.

Staff trained to perform health screening and temperature scanning will deny entry to any person that fails screening procedure. Students who fail health screening, will be taken to an isolation area for parent pick-up.

The COVID-19 Safety Coordinator will be notified by the school nurse or staff performing health screening if any person fails screening procedures. The Safety Coordinator will work with the appropriate County Health Departments if COVID-19 is suspected. Individuals who fail screening procedures will not be allowed entry into the building.

School Nurses in each school building will be key responders if any faculty, staff, students, or visitors are in need of medical care while in our facilities. If additional screening is required, the school nurse (and School Medical Director) will implement the Plan for Containment, in coordination with the COVID-19 Safety Coordinator and county health officials.

Monitoring Early Warning Signs

The COVID-19 Safety Coordinator and School Nurses will regularly confer with County Health Departments for guidance on regional infection rates. The District 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 Nurses will monitor daily the 7-day average infection rate for Western New York and for Erie and Cattaraugus Counties (<https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID19Tracker-Map?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>). The District will follow guidance from our County Health Departments and New York State officials to determine if local practices, protocols, and procedures need to be adjusted based on local and regional infection rates.

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

The District 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.

The District faculty and staff will be trained to instruct parents/guardians to observe signs of illness in their child that require staying home from school *through distribution of a parent education packet.*

Plan for Containment of COVID-19

Students and staff with symptoms of illness during the school day must be sent to the health office within the school. The school nurse (and School Physician, when appropriate) will assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat.). The school nurse (and School Medical Director) will immediately consult with county health officials if COVID-19 is suspected.

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

Isolation/Quarantine Area

The District 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 or administration or the COVID-19 Safety Coordinator. Such reports should be made in compliance with FERPA, and Education Law 2-d. If nurses choose to go to classrooms to make assessments of students, this also should be done in a manner that protects the student's confidentiality.

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

The District will have two rooms for school health personnel - one room for healthy students who have injuries or need their medications or nursing treatments, and another room for assessing and caring for ill students and staff. Both rooms require a supervising adult to be present and should have easy access to a bathroom and sink with hand hygiene supplies.

School nurses and other school health professionals assessing or providing care to ill students and staff will follow transmission-based precautions which includes the use of appropriate PPE.

Students suspected 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/Picking Up Sick Persons

The District's COVID-19 Safety Officer 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 at each school will be located 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.

Return to work/school for Infected Individuals

The school nurse (and School Medical Director) 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.

The District 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 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 and the local health departments.

Teaching faculty and staff 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 supervisor.

Return to work/school for Symptomatic or Exposed Individuals

The school nurse (and School Medical Director) 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.

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

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

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

Hygiene, Cleaning, and Disinfection

The CDC and NYSDOH recommends, and the District 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.

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

- keeping accurate attendance records of students and staff members;

- 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 District's Plan for Containment will be posted on the organizational website. Containment communications will be coordinated by the COVID-19 Safety Coordinator and the Building Principals.

Randolph Academy UFSD Considerations for Closure: This chart and criteria are a guide for closure decisions and may not determine actual closures. Final decisions regarding any closures are to be determined by the Superintendent, who also serves as the COVID-19 Safety Coordinator, in consultation with county health officials. The Randolph Academy Plan for Remote Instruction will be implemented in the event of any closure.

| Level of Community Spread Based upon WNY 7-day infection average | Criteria 1 0 students or staff infected within a single location | Criteria 2 1 student or staff infected within a single location | Criteria 3 02- 4 students or staff infected within a single location | Criteria 4 5+ students or staff infected within a single location | Criteria 5 5+ students or staff infected within multiple locations |
|--|---|---|---|--|--|
| Low/No Spread 5% or less (5 or less per 100,000 cases) | All locations remain open | Consider location closure for up to 24 hours - Consult County Health Officials | Consider location closure for up to 72 hours - Consult County Health Officials | Consider location closure for up to 14 days - Consult County Health Officials | Consider location closure for up to 14 days - Consult County Health Officials |
| Medium Spread 6-8% (6 to 8 cases per 100,000) | All locations remain open | Consider location closure for up to 24 hours - Consult County Health Officials | Consider location closure for up to 72 hours - Consult County Health Officials | Consider location closure for up to 14 days - Consult County Health Officials | Consider location closure for up to 14 days - Consult County Health Officials |
| Substantial Spread 9% or more (9 or more cases per 100,000) | Close all locations Consult County Health Officials | Close all locations Consult County Health Officials | Close all locations Consult County Health Officials | Close all locations Consult County Health Officials | Close all locations Consult County Health Officials |