



**Genesee Valley Central School Reopening Plan
April 2021**

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District COVID-19 Safety Coordinator

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Dedicated members of the Genesee Valley staff and community served as contributors to the GVCS Reopening Plan. Many thanks for their expertise and dedication not only to the outstanding educational experience of our students, faculty, and staff, but also for making the health and safety of our 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.

GVCS COVID-19 Reopening Planning Committee Members

- Dr. Brian Schmitt, District Superintendent & District COVID-19 Safety Coordinator
- Mr. Timothy Hand, Board of Education President
- Mr. Heath Gordon, Board of Education Vice-President
- Ms. Pam Winterhalter, Superintendent Administrative Assistant & District Clerk
- Mrs. Denise Baker, Guidance Administrative Assistant
- Mr. Brian Edmister, PK-6 Building Principal
- Mrs. Sara Donlon, 7-12 Building Principal
- Mrs. Paula Mighells, Data Coordinator & Dean of Students
- Mrs. Carol McCarville, Director of Special Education
- Mrs. Megan Retchless, Administrative Intern & Teacher
- Mr. Chris Chamberlain, Senior Maintenance Mechanic
- Mr. Chris Graham, Maintenance Mechanic
- Ms. Erin Ostrander, Business Official & District Treasurer
- Mr. Jeff LaBenne, Director of Technology & Information Systems
- Mr. William Weaver, Transportation Supervisor
- Ms. Kelli Zenoski, Cafeteria Manager & Cook
- Mrs. Amy Halbert, Cook
- Mrs. Kathy Johnson, Teacher
- Mrs. Lindsay Simpson, Technology Integration Specialist
- Mrs. Jennifer Turybury, PK-6 Guidance Counselor
- Mrs. Josie Preston, 7-12 Guidance Counselor
- Ms. Holly Burger, Teacher
- Mr. Rollie Duttweiler, Teacher
- Mrs. Kimberly Marciano, Teacher
- Mr. William Shipman, Custodian
- Mrs. Penny Shipman, Teacher Aide
- Mrs. Nancy Houle, Teacher Aide
- Mrs. Linda Warner, Receptionist
- Mrs. Nicole Hann-Hamilton, Parent
- Mrs. Brandy Hutchison, Parent
- Mrs. Tonya Metatos, Parent
- Mr. David Greene, Parent
- Mrs. Dawn Scott, Parent
- Mrs. Patrice Haskell, Daycare Owner
- Mrs. Erin Graham, Parent
- Ms. Cristina Chapelle, Parent

Introduction

Schools and education organizations are faced with unprecedented challenges due to the global pandemic caused by COVID-19. In the midst of the pandemic, schools closed their doors to students and transitioned to remote learning. Over the course of fourteen weeks, education remotely transformed and the last days of school culminated with teachers and students giving their summer farewells via video conference rather than waving to each other from buses.

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

GVCS Reopening Plan for In-Person Instruction

Reopening of in-person instruction includes protocols and procedures for returning students, faculty and staff to in-person instruction. **Beginning Monday, April 19, 2021, all students will return to campus five (5) days per week.** Elementary students will remain in self-contained classrooms with a minimum of three (3) feet distance between desks and will be escorted during transitions. Secondary students will transition to other classrooms with staggered dismissals to reduce student interaction in hallways. Students and faculty will wear masks while inside the classroom / building and multiple mask breaks will be given. Layered mitigation strategies will ensure transmission rates remain low.

Capacity: Phasing and quantity of students, faculty, and staff allowed to return in person will be dependent upon the number of students able to socially distance and follow general expectations. Expectations are for 100% of students to socially distance with a minimum of three (3) feet of separation within classrooms with enough square footage to support safe instructional distancing for all students.

Social Distancing: See "General Expectations for Social Distancing for Faculty, Staff, Students and Visitors".

Non-Teaching Environments (Central Office, Transportation, Facilities and Maintenance):
See "General Expectations for Social Distancing for Faculty, Staff, Students, and Visitors".

PPE and Face Coverings: All faculty will be directed to deliver instruction in a manner that allows all faculty and students to strictly adhere to "**General Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors**".

Face coverings/masks and other PPE can be obtained, at no cost. Students will have mask breaks during scheduled times when social distancing may be safely maintained.

Provision of Special Education Services

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. Genesee Valley considers in-person services a priority for high-needs students and preschool students with disabilities whenever possible. GV 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.

Self-Contained Special Class

12:1:1 (+1) Primary Room (5 students, 3 aides and 1 teacher)

Students will attend full day, five days a week. OT/PT services will take place in the OT/PT room due to close proximity. Speech services will take place in the room. Related services will be strategically scheduled to maintain the room ratio at 9. Special area teachers will provide instruction in the 12:1:1 classroom. Students eat in the classroom. Virtual instruction and remote therapy will be options for families' uncomfortable sending students back to school.

6:1:1 Autism Room (3 students, 2 aides, 1 TA and 1 teacher)

Students will attend full day, five days a week. All related services will take place in the 6:1:1 autism room due to lack of proximity. Related services will be strategically scheduled to maintain the room ratio at 9. Students eat in the room. Virtual instruction and remote therapy will be options for families' uncomfortable sending students back to school.

6:1:1 Intensive Classroom (4 students, 1 aide, 1 TA and 1 teacher)

Students will attend 5 days per week. 2 students will attend BOCES half-days; 1 student is on an abbreviated "step in" day. A second "cool off" room will be used for instruction if needed to support social distancing. Students eat in the room. Electives will be as per 7-12 guidelines for all students. Virtual instruction and remote therapy will be options for families' uncomfortable sending students back to school.

12:1:1 High School Life Skills (NYSAA) (9 students, 3 aides, 1 teacher)

Students will attend full day, five days a week. Both the Life Skills Learning Lab (1102) and Life Skills Classroom (1106) utilized to support social distancing. The Life Skills classroom also houses a Board Certified Behavior Analyst and a Registered Behavior Technician. All related services will take place in the HS Life Skills space due to distance. Related services will be strategically scheduled to maintain the room ratio at 9. Students eat in the rooms. Virtual instruction and remote therapy will be options for families' uncomfortable sending students back to school.

Elementary Special Education Services (Not Self-contained)

Elementary Special Class Grades 3-6 (9 total students, 1 teacher, 1 aide)

Students will attend class five days per week. Instruction will be in the self-contained setting. When learning opportunities that are appropriate occur within the corresponding grade levels, students will integrate with support. OT/PT will take place in the OT/PT room due to close proximity with speech services delivered within the special class setting. Students will eat with their general education peers. Virtual instruction and remote therapy will be options for families' uncomfortable sending students back to school.

Resource Room, Special Class Reading and Related Services for Inclusion Students

Students will receive these services both on site during the school day and via remote instruction as per IEP. Resource room and special class reading services will take place within the general education classroom settings. Related service will take place EITHER in the classroom or in the therapy rooms depending on proximity.

Counseling Services

Due to privacy concerns, counseling is not able to occur in classrooms. A private, designated location will be provided in proximity to the student location or students will need to be permitted to move through the building with an escort to the therapy room.

Grades 7-12 Self-Contained Classes

Middle School 12:1:1 Room

Students will follow the 7-12 schedule for cohort attendance. Students will receive ELA, Math and Literacy (2 x 85 minutes per week) within the 12:1:1 room, equivalent to their general education peers. Students will push in to general education Science with support. Social Studies will be integrated into the ELA curriculum. With the exception of individual counseling, all related services will take place within the 12:1:1 room. Students will eat within the room.

High School 15:1 and 12:1:1 Content Classes

Students will follow the 7-12 schedule for attendance. Instruction will be delivered within the instructional classroom. The same teacher has all special class sections, limiting student movement.

Grades 7-12 Integrated Co-Taught, Consultant Teacher, Special Class Reading, Resource Room, Intensive Literacy

Integrated co-taught classes will take place as per IEP. Special Class Reading, Resource room and Intensive Literacy will be addressed on a student-by-student basis. In some cases, students will be able to receive the service on site; in others, the service may be virtual. When on site, instruction will take place within the classroom as opposed to pull out to limit movement in the building.

Communication

The “**Genesee Valley Plan for In-Person Instruction**” will be posted on the organizational website and exist within the District Safety and Education Plan.

Faculty and staff will communicate with students and families about preparing for the upcoming transition to in-person instruction, which will include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene.

Genesee Valley Plan for Remote Instruction

Remote Learning includes protocols and procedures for school operations including students, faculty, and staff implementing remote instruction and learning. The Plan for Remote Learning will be implemented immediately after the Plan for Closure begins.

Operational Activity

Curriculum content will be made available primarily through Microsoft Teams or other learning management systems specific to individual programs. Curriculum will be broken into weekly modules with student submittal requirements. Work/activity list will be provided for an “at a glance” visual aid for student organization of work.

Teachers will have weekly communication with students and/or parents to ensure engagement. Technology and Access, or an alternate method to receive instruction will be provided to students. Grades will be entered into Power School on a weekly basis.

Exceptional Education

Office 365/Microsoft Teams will be utilized. Appropriate staff will be trained in Microsoft Teams. Staff will do daily check-ins

Course Scheduling and Content Coverage: Schedules will learn as a typical school day. Alternate schedules will be developed at the request of parents to the extent the alternate schedules are appropriate and/or practical.

Career and Technical Education at Belmont

Curriculum will be broken into weekly modules with student submittal requirements. Work/activity list will be provided for an “at a glance” visual aid for student organization of work. Standard grading processes will continue to be followed.

Technology: Determinations on technology use, platforms, expectations during remote learning.

Remote Learning 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. All faculty and staff will **ensure substantive daily interaction** (daily remote instruction, online participation, phone calls, emails, or other activates) with students; and clearly communicating information about instructional plans with parents and guardians.

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

Communication

The “**Genesee Valley Plan for Remote Instruction**” will be posted on the organizational website within the District Safety and Education Plan.

Plan for Monitoring and Tracking Health Conditions

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

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

1. Implement a daily screening protocol, either electronically for faculty and staff, or on paper for students and visitors that document answers to the following questions:
 - a. Have you experienced any COVID-19 symptoms in the past 14 days?
 - b. Have you had a positive COVID-19 test in the past 14 days?
 - c. Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?
 - d. Have you travelled internationally?
 - e. Have you had your temperature taken today?
 - f. If you have taken your temperature today, was it over 100°F?
2. If any person answer “yes” to any question, additional immediate screening will be required.
3. Thermometers will available at Genesee Valley for additional screening if required or if temperature readings could not be conducted before entering facility.

Plan for Containment

Students and staff with symptoms of illness must call to the health office. The school nurse (Registered Professional Nurse, RN) 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.

If the school nurse is not available, staff 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:

Genesee Valley 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 shall be made to have students wait at least 6 feet apart.

Genesee Valley 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 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 should 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.

Faculty and staff are directed to:

- contact their supervisor immediately by phone as soon as symptoms are suspected;
- minimize movement within the facility and exit the facility as soon as possible via a route that minimizes exposure to other office colleagues;
- contact your primary care physician.

Collection

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

Infected Individuals

Genesee Valley 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 Superintendent / COVID-19 Safety Coordinator and the local health departments.

Exposed Individuals

Genesee Valley 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 Genesee Valley 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, 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.

Genesee Valley will cooperate with state and local health department contact tracing, according to requirements of the New York State Education Department. The CA BOCES COVID-19 Safety Coordinator 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 “**General 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.

Extracurricular Activities

Assemblies and other congregate events will be offered in conjunction with other districts, social distancing and PPE will be required. Events may be offered only to students and coaches to minimize the density of population at the event locations. Genesee Valley will confer with the Allegany County Health Departments and refer to the “Interim Guidance for Sports and Recreation” (March 25, 2021) for assistance and guidance as decisions are made.

Before and Afterschool Programs

All programs will operate with appropriate precautions including masking, social distancing, utilizing learning spaces with appropriate square footage, and proper hand and mask hygiene.

Vulnerable Populations

The unknown vulnerabilities of our faculty, staff, and students will be handled on a case-by-case basis. Accommodations, where appropriate, will be provided when and where needed. Faculty and staff will be trained in vulnerabilities outlined in guidance provided by the State Education Department and are asked to notify their supervisor with questions and concerns, and/or to develop an accommodations plan.

Genesee Valley 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 and
- administration

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

English Language Learners

CA BOCES provides ELL itinerant teachers to many districts. Genesee Valley currently has no ELL students. ELL itinerant teachers will follow protocols and procedures of the home district of each student where 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. Our itinerant staff will work with this small population to develop personal approaches to learning on a case-by-case basis.

Transportation

Bus transportation to and from will comply with all best practices.

Bus drivers will:

- Self-screen before coming to work and not come to work if sick
- Maintain social distancing as much as possible
- Wear an appropriate face covering that covers the mouth and nose when social distancing measures cannot be maintained
- Use all chemical cleaners and disinfectants in the manner recommended by the manufacturer and your supervisor
- Wear all required Personal Protective Equipment (PPE) when cleaning and using chemicals
- Wash hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% ethanol or 70% isopropyl alcohol. Follow current rules regarding the use of hand sanitizer on buses and other transport vehicles. Wash hands with soap and water as soon as possible

Bus monitors that assist on district buses. These monitors will follow protocols of the district.

Bus monitors will:

- carry personal bottles of hand sanitizers
- must wear a face covering along with optional face shield
- will follow all CA BOCES protocols, including training for COVID-19 symptoms, social distancing, and PPE
- must complete the digital sign-in before reporting to work each day
- screen students prior to boarding the bus

Students arrive at GVCS at staggered times. Protocols to ensure social distancing expectations during student drop-off and pickup remain at all programs and locations. Proper social distancing and PPE protocols will be practiced. Vehicles will be properly sanitized in between uses.

Food Service

Students will receive lunch in the classroom on a staggered schedule, to allow for social distancing while eating or take lunches to other assigned spaces for consumption. Students will properly social distance while consuming food (maintain 6 feet unless a physical barrier is provided). Food allergies will be carefully monitored by all faculty and staff. Staff will disinfect eating surfaces before and after consuming food. The cafeterias will be utilized for Elementary students (grades K-6) with social distancing, masking, and hygiene expectations continued.

Mental Health, Behavioral, and Emotional Support Services and Programs

EAP (Employee Assistance Program) is available to all Genesee Valley employees. The existence of this service is communicated to all faculty and staff often and is widely used.

The use of Restorative Practices is very prevalent and always encouraged at GVCS. Many faculty and staff are training in these practices and implement them in classroom across our organization. It is through these practices that all voices in our educational community are heard. It is expected that these practices will continue.

School counselors are employed at each of our CTE Centers to assist with social and emotional needs of students for both in school and remote instruction.

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

APPR, Observation/School Visits, and SLOs

As required by the New York State Education Department, the Genesee Valley APPR Plan will be fully implemented during the 2020-21 school year. Each educator's evaluation must include at least one required student performance measure (SLO for teachers; SLOs or an input model for principals). Observations/School Visits will be conducted within our remote instruction model, documented in My Learning Plan, and submitted to the State Education Department according to the Genesee Valley APPR plan and Education Law 3012-d.

Plan for Closure

Closure includes contingency plans, protocols, and procedures for decreasing the scale or scope of in- person education, and/or closing the school.

Genesee Valley will consider early warning sign data to help determine when programs will close. Much like our closures for weather and other emergencies, Genesee Valley will remain in daily contact with leadership in area districts so that CA BOCES is aware of any COVID-19 related closure in the region. Contact tracing, with assistance from state and county health officials, will be used to assess exposure from any outside sources and determinations for closure will be handled on a case-by-case basis in coordination with county health officials.

Another consideration for program closures may include absentee rates of faculty, students, and staff. Genesee Valley programs 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 program closure is the suspected presence of the COVID-19 virus within our facilities or programs. In this case, the Genesee Valley COVID-19 Safety Coordinator will collaborate with district level staff, BOCES Leadership and county health officials to

determine if the school must close. The COVID-19 Safety Coordinator and district level staff will use the “CA BOCES Considerations for Closure” as a guide when considering location and/or program closures. Any closures will be officially made by the District Superintendent.

Genesee Valley facilities and programs will close if the Western New York 7-day infection rate average is greater than 9%. This determination will be made by local / state officials in consultation with district leadership.

Closure Communication

Genesee Valley will utilize well established closure procedures to notify faculty, staff, and students of any closure (protocols for closure related to weather or other emergencies). Closure communications will be coordinated by the COVID-19 Safety Coordinator.

The “CA BOCES Plan for Closure” will be posted on the organizational website.

CA BOCES Considerations for Closure In all cases, county health officials will be consulted for final closure decisions. 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 COVID-19 Safety Coordinator, district level staff, and county health officials. The “GVCS Remote Learning Plan” will be implemented if program or location closures occur.					
Level of Community Spread based upon Western New York 7-day infection average (Low – Medium – Substantial)	Criteria 1 0 students or staff member infected within a single program or location	Criteria 2 1 student or 1 staff member infected within a single program or location	Criteria 3 2-4 students or staff members infected within a program or multiple programs	Criteria 4 5+ students or staff members infected within a <u>single</u> program/location	Criteria 5 5+ students or staff members infected within <u>multiple</u> programs or locations
Low/No Spread 5% or less (5 or less cases per 100,000)	All programs and locations remain open.	Consider program/location closure for up to 24 hours. Consult County Health Officials.	Consider program/location closure for up to 72 hours. Consult County Health Officials.	Consider program/location closure for up to 14 days. Consult County Health Officials.	Consider programs/locations closure for up to 14 days. Consult County Health Officials.
Medium Spread 6% to 8% (6 to 8 cases per 100,000)	All programs and locations remain open.	Consider program/location closure for up to 24 hours. Consult County Health Officials.	Consider program/location closure for up to 72 hours. Consult County Health Officials.	Consider program/location closure for up to 14 days. Consult County Health Officials.	Consider program/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 programs and locations. Consult County Health Officials.	Close all programs and locations. Consult County Health Officials.	Close all programs and locations. Consult County Health Officials.	Close all programs and locations. Consult County Health Officials.	Close all programs and locations. Consult County Health Officials.

Training Outline for our Staff

We know the effectiveness of our plans requires all within our community to be adequately trained. The following outline will be used for all faculty and staff training to guarantee consistency across our large and diverse organization.

General Expectations for Social Distancing for Faculty, Staff, Students, and Visitors

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

1. Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
2. Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If more than one person occupies an area, keep occupancy under 50% of maximum capacity.
3. Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations, reception areas)
4. 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.
5. Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

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

To ensure all faculty, staff, students, and visitors comply with protective equipment requirements:

1. Genesee Valley will provide employees and students with an acceptable face covering at no cost to the employee and have an adequate supply of coverings in case of replacement.
2. 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.
3. Training will be provided to all staff members on the proper use of face coverings including:
 - a. How to Wear Face Covering Appropriately
 - b. How to Put on/Remove Face Covering
 - c. How to Properly Remove a Face Covering
 - d. Proper Care of Face Coverings
4. When in contact with shared objects or frequently touched areas, gloves will be provided; employees are encouraged to wash hands before and after contact
5. Touching of shared objects and surfaces is discouraged
 - a. Examples of some frequently touched areas in schools

- i. 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, copy machines, etc.
- 6. Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects
 - a. First, clean the surface or object with soap and water
 - b. Then, disinfect using an EPA-approved disinfectant
 - c. If an EPA-approved disinfectant is unavailable, you can use 1/3 cup of bleach added to 1 gallon of water, or 70% isopropyl alcohol solutions to disinfect

General 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, Genesee Valley will do the following:

1. Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs onsite that document date, time, and scope of cleaning to be maintained by the Facilities and Maintenance Department.
2. 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.
3. Staff Training will be provided to promote healthy hygiene practices. Training will include, but is not limited to:
 - a. Proper hand washing techniques
 - b. Use of hand sanitizer
 - c. Respiratory etiquette, including covering coughs and sneezes
 - d. Proper use of face coverings
 - e. Encourage staff to stay home when sick
4. 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
5. 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

General Practices

Employees should take the following steps to protect themselves at work:

- Follow the policies and procedures of the employer related to illness, cleaning and disinfecting, work meetings and travel
- Stay home if sick, except to get medical care
- To the extent possible, avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails
- Avoid handshaking, fist bumps, high fives, etc.

- Minimize handling/sharing cash, credit cards, and mobile or electronic devices when possible
- Avoid all non-essential travel

Maintain social/physical distancing

- Practice social/physical distancing at all times but especially while on district premises
- Do not congregate a lot of people in an area (refer to NYS guidelines for this)
- Keep six (6) feet away from other persons and do not go near anyone with respiratory symptoms of cough, fever, difficulty breathing, or other flu-like illness. Areas/actions to consider include:
 - Standing in line (screening, bathrooms, break/lunch rooms, serving areas)
 - Room occupancies. Establish a percentage of people that will occupy each area of the building. Post occupancy limits in a conspicuous location. The purpose is to limit the number of people in an area and to maintain at least 36 square feet (SF) per person
 - Hallways that cannot be designated as *one way* shall have lengthwise floor tape applied. This tape should illustrate two-way directional traffic as done with roadways. People shall travel with their right shoulder close to the wall. People should be trained not to touch the wall while walking down the hallway
 - Large group activities should be evaluated. If social/physical distancing is not possible, activities such as: trainings, meetings, plays, sporting events and concerts, shall be cancelled or postponed
- Installation of Barriers:
 - Areas with frequent close person to person contact will have barriers (polycarbonate glass or some other non-combustible material) installed to separate individuals, such as:
 - Front office/greeter desk
 - High capacity offices where people are closer than 6 feet apart, shall have office dividers or other non-combustible material installed to separate desk/work areas
 - If staff must have person to person contact with other staff members, then follow these precautions - If contact is expected then both persons should:
 - Wear a face covering/mask
 - Wash hands or use hand sanitizer before and after contact
 - People working with special needs persons should wear a face covering/mask and wash hands regularly when unexpected contact may occur

Personal responsibility

- Avoid touching eyes, nose, and mouth
- Cough/sneeze into a tissue you dispose of immediately or into the crook of your elbow, not into your hands
- Practice personal hygiene protocols at all times but especially while on district premises

- Personal hygiene:
 - Employees should wash hands often with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol if soap and water are not readily available, (especially during key times when persons are likely to be infected by or spread germs)
 - After blowing one's nose, coughing, or sneezing
 - Before, during, and after preparing food
 - After using the toilet
 - After touching trash
 - Before and after the work shift
 - Before and after work breaks
 - After touching objects that have been handled by others

Wear and Care of Face Coverings/Masks

- Face covering/masks shall be worn by all building occupants
- While on district premises, you must have in your possession a face covering/mask at all times
- You must wear it immediately when in the presence of another at all times. The face covering absolutely must be in place before having any close contact and all the while you are having close contact with any other person. Close contact is defined as within six feet of another person (common hallways, restrooms or other areas)
 - Cloth or disposable face coverings will be provided by the district
 - Disposable face covering should not be laundered but disposed of properly
 - Face covering care will be the responsibility of the employee
 - Employees may wear their own cloth face covering or face covering/mask
- When wearing it, it must cover your nose and mouth completely
 - Fit snugly but comfortably against the side of the face
 - Fully cover the mouth and nose
 - Be secured with ties, elastic or ear loops
 - Include multiple layers of fabric
 - Allow for breathing without significant restriction
 - Be able to be laundered and machine dried without damage or change to shape

Should cloth face coverings be washed or otherwise cleaned often? How often?

- Yes. Face Covering/masks should be washed daily.

How do you safely sterilize/clean a cloth face covering?

- Washing face coverings in a washing machine and drying in a dryer is recommended to properly clean a face covering.
- If face covering/masks are hand washed prepare a bleach solution of 4 teaspoons household bleach per quart of room temperature water. Soak the face covering for 5 minutes. Rinse the face covering thoroughly with cool water. Air dry, in direct sunlight, when possible. Wash hands for 30 seconds after washing the mask.
- Face coverings must be completely dry before wearing.

How do you safely remove a used cloth face covering?

- Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands for 30 seconds immediately after removing the mask. Be sure not to touch the outside of the mask when removing.

Hand hygiene

- Wash hands often with soap and water for at least 20 seconds, especially after blowing noses, coughing, or sneezing, or having been in a public place
- Use hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol, if soap and water are not available. Additionally, employees should:
- Wash hands or use 60% ethanol or 70% isopropyl alcohol hand sanitizer after putting on or taking off the face covering
- Wash your hands frequently with soap and water or use 60% ethanol or 70% isopropyl alcohol hand sanitizer
- Practice hand hygiene protocols at all times but especially while on district premises

Do Not Come to Work if:

- You have tested positive for COVID-19 or a presumed diagnosis by your physician or other healthcare provider
- You have been in contact with a person with an actual positive COVID-19 test or presumed COVID-19 diagnosis by their healthcare provider
- You feel sick
 - Contact your physician or other healthcare provider to discuss your medical condition
 - Notify your direct and/or department supervisor immediately

If you feel sick while at work:

- If you start to feel sick when at a building, follow district protocols
- Be sure to tell your supervisor what you were doing and where you were in the building before you became ill as the devices and locations must now be considered potentially contaminated
- After notification, leave the building
- Contact your physician or other healthcare provider to discuss your medical condition

Daily Screening Process for Employees/Visitors and Employees Returning to Work After Diagnosis with COVID-19

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

All staff will participate in daily self-monitoring check for symptoms of COVID-19 by completing a digital sign-in and sign-out of work locations. Daily reminders to sign-in and out of GVCS facilities will be generated as employees log into the GVCS computer network.

All staff are expected to take their temperature on a daily basis at home before reporting to work locations.

Thermometers will be available at all GVCS work locations for those that are unable to do this at home.

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

Procedure for Employees Before They Get to Work

Do Not Come to Work if:

- You have tested positive for COVID-19 or a presumed diagnosis by your physician or other healthcare provider
- If you have been in contact with a person with an actual positive COVID-19 test or presumed COVID-19 diagnosis by their healthcare provider
- You feel sick, contact your physician or other healthcare provider to discuss your medical condition
- Notify your direct and/or department supervisor immediately (follow district protocol)

If you feel sick while at work:

- If you start to feel sick when at a building, leave immediately
- Contact your direct and/or department supervisor
- Contact your physician or other healthcare provider to discuss your medical condition

Daily Screening and Posting of Signage Prior to Entering the Building

The following screening will occur and signage will be posted for all to see prior to entering the building:

1. Since your last day of work, or last visit here, have you had any of these symptoms in the last 14 days? Symptoms of COVID-19 may include but are not limited to (refer to CDC for most recent information):
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever or feeling feverish
 - Chills

- Fatigue
 - Muscle/body pain
 - Headache
 - Sore throat
 - Congestion or runny nose
 - Nausea
 - Vomiting
 - New loss of taste or smell
2. Have you tested positive for COVID-19 in the past 14 days?
 3. Have you had any close contact in the last 14 days with someone with a confirmed or suspected COVID-19 case?
 4. Also consider travel, either internationally or outside of the state in the last 14 days? (following NYS guidance)

If the answer to any of these are **YES**, the employee/visitor shall not be allowed to enter and should be directed to contact their healthcare professional.

If the answer is **NO**, employees/visitor entering the building should be logged in (electronically or sign-in sheet) and provided a cloth mask, if the person does not have one, and asked to wash hands prior to reporting to their designated work space.

Assessment responses must be reviewed every day and such review must be documented.

This person could consider the following employees to perform this review:

- Administrative Staff (Superintendent and his/her Designee)
- Nurse(s)
- Digital Technology (survey)

Collection of Personal Data

This shall be done via questionnaire, be sure to include the date on the top of the sheet. Faculty will log in daily via the GVCS App, complete the survey daily and use assigned entry point of entry.

Temperatures will be taken but data will not be recorded in a numerical format.

Storage of Personal Information

GVCS shall ensure that confidentiality is maintained for all employee confidential medical/personnel files.

Refusing to Comply with Screening Procedures

If the employee/visitor refuses screening they will not be allowed to enter the building. Employees will be charged their paid time off/sick time for that day.

Temperature Readings

If an employee' body temperature is at or above 100.4°F, the employee shall be sent home immediately and the following completed:

- Date the employee was sent home: _____
- Are visible signs of respiratory illness present? _____ Yes _____ No

The employee may return to work earlier if a Healthcare Provider/Public Health confirms the cause of the employees' fever or other symptoms is not COVID-19 and provides appropriate documentation for the employee to return to work.

Positive/Suspect Cases of COVID-19

GVCS 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.

Close Contact with an Infected Person

Employees may have been exposed if they are within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time (10 minutes):

- Potentially exposed employees who have symptoms of COVID-19 should quarantine and follow local health department guidance and [CDC recommended steps](#)
- Potentially exposed employees, or a close contact of an infected person who does not have symptoms, should remain at home or in a comparable setting and quarantine for 14 days

All other employees should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor and stay home.

When a Person Tests Positive:

In most cases, the entire facility will not need to shut down but we will close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible

- During this waiting period, if practicable, open outside doors and windows to increase air circulation in these areas
- The notification of a positive case should come from the local Department of Health. Follow their recommendations for contact tracing, isolation, quarantine and potential closure if different than the above information