



DCMO BOCES Reopening Plan
Delaware-Chenango-Madison-Otsego BOCES
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Acknowledgements

Dedicated members of the DCMO BOCES staff served as contributors to the DCMO BOCES 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, faculty, staff, and administration.

DCMO BOCES COVID-19 Reopening Planning Committee Members:

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Jason Lawrence, Health & Safety Coordinator & District COVID-19 Safety Coordinator
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Jennifer Waite, Director of Career & Technical Education, Alternative Education and Adult Education
Janet Laytham, Director of Instructional Support Services
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Introduction

This plan was developed by engaging a cross-section of stakeholders from our various divisions and departments as well as from each of our employee groups. Subcommittees met to address all aspects of the New York State Education Department's reopening guidance for Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools and the guidance provided by the New York State Department of Health: Interim Guidance for In-Person Instruction at the PreK to Grade 12 Schools During the COVID-19 Public Health Emergency. Staff, students and parents/guardians participated in a survey to offer comment and feedback.

As this plan evolved, we viewed ourselves as a school with students, teachers, support staff, classrooms, and offices, as well as a service provider. Additionally, we addressed our unique context as an essential partner to our sixteen component school districts across Delaware, Chenango, Madison and Otsego counties.

The following plan is DCMO BOCES's response to our employees, customers, 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. Provided herein are DCMO BOCES protocols: Practices and Expectations for Faculty, Staff, Students, and Visitors; Plan for In-Person Instruction; Plan for Remote Instruction; Plan for Monitoring and Tracking Health Conditions, Plan for Containment, Plan for Closure, and Training for Our Staff along with Required and Recommended Procedures.

DCMO BOCES Communication Goals:

- To encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to NYSED, CDC, and DOH guidance regarding the use of acceptable face coverings - a face mask covering the nose and mouth, when a social distance cannot be maintained.
- To provide regular updates about health and safety, scheduling, and all other information faculty, staff and families should be aware of.
- To provide information to families through a wide array of platforms including mail, email, telephone calls, text messaging, social media and website postings.
- To provide information on how families can access technology and receive technical support to assist with utilization and maintenance of equipment.

DCMO BOCES developed communication materials accordingly, including the creation of sample messages/letters for COVID-19 cases or potential cases for various school audiences. Information will be dispersed in a variety of platforms that include:

- District website
- School Messenger
- Email
- Online training
- Letters to homes
- Social media accounts used by district

Clear messaging will be prepared and consistently communicated before re-entry, on the first day, during the first week, throughout the first month, and continuously throughout the year.

- Who to contact with questions, concerns or suggestions.
- The facts as we currently know them (NYSDOH, CDC).
- The importance of social distancing, monitoring symptoms of COVID-19 and when to stay home.
- Set protocols for entrance (screening) and the review process for staff calling in sick. Constant reminders for staff to stay home if they feel sick.
- Encourage and implement social distancing in bathrooms, break rooms, hallways, etc. Installing social distancing markers on the floors, etc.
- Practice proper hand hygiene. Hand washing with soap and water for at least 20 seconds is most effective. Hand sanitizer works best on clean hands.
- Encourage and practice proper respiratory etiquette (i.e., coughing or sneezing into your elbow if a tissue is not available).
- Encouraging personal responsibility for yourself and your work area.
- Educating the school community on district policies/procedures, including how to properly wear and dispose of a face covering and other PPE.

DCMO BOCES Practices and Expectations of Faculty, Staff, Students, and Visitors

The health and safety of our faculty, staff, students, and visitors to DCMO BOCES locations is our top priority. While DCMO BOCES 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 facilities and events 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 facilities.

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%20to%20Grade%2012%20Schools%20MasterGuidance.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 DCMO BOCES facilities must observe all social distancing expectations:

1. All faculty, staff, students, and visitors must follow all posted signage and directions regarding social distancing practices and expectations.
2. All faculty, staff, students and visitors will refrain from physical contact with one another to the maximum extent possible.
3. Ensure 6 ft. distance between any employee, student, or visitor, unless safety or core function of work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
4. Post social distancing markers throughout our facilities.
5. All visitors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing. All visitors should be accompanied by a staff member.
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 facilities will take place through our loading docks. All other deliveries will be received through our main entrances and follow screening and safety protocols of visitors.
 - a. All visitors/vendors must be wearing proper face covering prior to entering any building and it must be worn at all times when six (6) foot social distance cannot be maintained.
 - b. All visitors/vendors must fill out the COVID-19 CHECK-IN SCREENING which can be found by scanning the QR Code posted on all doors.
 - c. No visitor/vendor should enter a building unless necessary for completion of their job. All meetings should be held in a location where individuals can social distance, nearest the entry of the building.
 - d. All visitors/vendors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing. All vendors should be accompanied by a staff member.
 - e. Should a visitor/vendor become ill while on campus, they must alert the staff member they're visiting to report the issue and then immediately seek medical attention.

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:

1. All faculty, staff, students, and visitors must follow all posted signage and directions regarding PPE practices and expectations.
2. DCMO BOCES will have face coverings available for employees and students and have an adequate supply of coverings in case of need for replacement.
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 including:
 - a. How to Wear Face Covering Appropriately
 - b. How to Put on Face Covering
 - c. How to Properly Remove a Face Covering
 - d. Proper Care of Face Coverings
5. Face coverings must be worn at all times. However:
 - a. Students may remove face covering (if social distancing) during instruction if they are seated and while eating meals.
 - b. 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.
 - c. Frequently provide mask breaks to students, but only do so when social distancing is practiced and when everyone in the classroom is seated or stationary.
 - d. Face coverings may removed when social distancing is being practiced.
 - e. Visitors are required to wear face coverings at all times, unless otherwise instructed by a DCMO BOCES district level staff 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.
8. Frequently touched surfaces and objects will be cleaned and disinfected often to further reduce the risk of germs on surfaces and objects
 - a. Examples of some frequently touched areas in schools: classroom desks and chairs, lunchroom tables and chairs, entry areas, door handles and push plates, handrails, kitchen and bathroom faucets, light switches, handles on equipment (e.g., athletic equipment), and elevators, shared telephones, shared desktops, shared computer keyboards and mice, fleet vehicles, bus seats and handrails, etc.
 - b. First, clean the surface or object with soap and water
 - c. Then, disinfect using an EPA-approved disinfectant
 - d. If an EPA-approved disinfectant is unavailable, you can use or 70% isopropyl alcohol solutions 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, DCMO BOCES will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage and directives concerning hygiene and 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)
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 Teaching staff and Therapists with student safe cleaning products to clean room surfaces throughout the day and the training to use them.

5. Staff will be trained 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
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. 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. Maintain cleaning logs onsite that document date, time, and scope of cleaning to be completed and maintained by the Operations and Maintenance Department staff.
9. 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, visitors and students comply with required screening procedures, DCMO BOCES will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage and directions regarding daily screening practices and expectations (*SED Assurance: Health and Safety 10*).
2. Implement standard screening protocols.
 - a. All staff should complete the screening prior to arriving at work via the electronic submission form.
 - b. All visitors should complete the screening at the single point of entry
 - c. Home districts are responsible for screening students in accordance with applicable guidance and will notify the BOCES of failed screenings.
3. Paper forms will be available.
4. The screening protocol includes the following questions:
 - a. Have you had any of the following COVID-19 symptoms in the past 14 days? Fever (greater than 100.0), sore throat, chills, cough, nausea, diarrhea, muscle pain, shortness of breath, difficulty breathing, new loss of taste or smell, headache, vomiting
 - b. Have you traveled out of New York State in the last 14 days?
 - c. Have you had a positive diagnostic COVID-19 test in the past 14 days?
 - d. In the past 14 days, have you been in close contact or proximity with another person who has tested positive for, or is suspected of having COVID-19.
5. If any person answer “yes” to any question, additional immediate screening will be conducted by designated staff.

DCMO BOCES Plan for In-person Instruction

All DCMO BOCES student-based programs will ensure that applicable New York State Learning Standards will be met when the Plan for In-Person Instruction is implemented. *DCMO BOCES anticipates the ability to deliver all approved programs when student return to in-person instruction:*

- *without the need for reductions of student or staff populations (SED Assurance: Health and Safety 1);*
- *without significant modification to instruction, schedules, program offerings (SED Assurance: School Schedules 1; Special Education 2);*
- *and without modification to permanent facilities (SED Assurance: Facilities 1, 2, 5-8, 10-12).*

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

- See “DCMO BOCES Practices and Expectations of Faculty, Staff, Students, and Visitors”;
- See “Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors”;
- See “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)

DCMO BOCES Career and Technical Education and Alternative Education programming will meet NYS Learning Standards as well as requirements for applicable industry certifications and other post-secondary credentialing. Additionally, DCMO BOCES will maintain requirements for those programs in fields such as health sciences where specific curricula and/or clinical hours are mandated. All DCMO BOCES CTE Programs will operate in a manner that meets all NYS Department of Health guidelines for health and safety and social distancing policies.

Work-based Learning

DCMO BOCES will collaborate with all business and industry partners to identify and ensure safe and healthy work-based learning opportunities if required within the approved curriculum. Students will be provided opportunities to participate in work-based learning, either in-person or remotely to the extent possible. Students will participate in work-based learning only when social distancing and wearing appropriate PPE can be firmly practiced, otherwise internships will be completed via video conference technology where practical.

All registered work-based learning programs will be supervised by an appropriately certified

work-based learning coordinator. Our work-based learning coordinators will remain actively engaged with the needs of business and industry knowing they may change rapidly.

Priority for experiences will be given to those students who need work-based learning hours to meet graduation or CDOS exit credential requirements.

Students with Disabilities Within the CTE Learning Environment

The work-based learning coordinator, transition coordinator, and all other service providers will work collaboratively to design work-based learning experiences that are in line with students' individualized education program (IEP) goals.

DCMO BOCES special education 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. DCMO BOCES considers in-person services a priority for high-needs students with disabilities whenever possible. DCMO BOCES 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*)

Students programs will be individualized to meet their needs. In cooperation with the student's home district, the student's IEP will be implemented to the greatest extent practicable. 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 and administrators will provide additional support.

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

Continued collaboration with district CSE will occur. Cross service meetings will take place.

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 to the CSE. These services will be provided in general education or special education classes as indicated on a student's IEP.

Itinerant Teaching Faculty will follow the guidelines and protocols of those implemented by the host district where instruction is delivered.

All other non-teaching environments (Central Office; Business Office; Labor Relations Office; Human Resources Office; Technical Services; Instructional Support Services Offices; Operations and Maintenance) are currently open with minimal accommodations needed. These offices have been operating under DOH Phase 4 guidance for office spaces.

Facility Capacity (*SED Assurance: Health and Safety 1; Facilities 1*):

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. If classrooms reach capacity, “spillover rooms” will be available to accommodate all students. These rooms will be connected to the main classroom via video conference equipment and students will be monitored within these spaces according to SED guidelines.

DCMO BOCES 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: Health and Safety 1*).

Social Distancing (*SED Assurance: Health and Safety 12*):

All faculty and staff will be expected and trained 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 other students will be as limited as possible.

Teaching faculty and staff while working in host districts will follow these guidelines and protocols in addition to those implemented by the host district where instruction is delivered.

All faculty and staff should immediately communicate with their supervisor with questions or concerns.

PPE and Face Coverings (*SED Assurance: Health and Safety 13, 14*):

All faculty will be expected and trained 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”.

Face coverings/masks and other PPE can be obtained, at no cost, at any DCMO BOCES location.

As often as possible, faculty will provide mask breaks to students at times during instruction ONLY when ALL students are seated at least 6-feet apart. Anytime social distancing cannot be maintained in

the classroom during a mask break everyone in the class will need to put their face covering/mask back on.

Operational Activity:

Seating arrangements, and labs/shop spaces will be analyzed and adjusted to meet social distancing guidelines. When social distancing cannot be followed overflow spaces will be utilized. Remote learning will be implemented based on immediate response to COVID-19 guidance, directives, regulations, executive orders issued by DOH, NYSED, and the Governor of NYS or laws enacted by the legislature.

Teaching faculty and staff in host districts will follow these guidelines and DCMO protocols in addition to those implemented by the host district where instruction is delivered.

Facility Operations (*SED Assurance: Health and Safety 18; Facilities 1-3*):

Since the start of the pandemic, DCMO BOCES facilities have 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, all DCMO BOCES facilities 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: Health and Safety 2*); and
- conduct required school safety drills so that social distancing is practiced for: fire code compliance, doorways, emergency drills (*SED Assurance: Health and Safety 18*), inspections, and lead testing (*SED Assurance: Facilities 1-3*).

DCMO BOCES 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, 10-12*).

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

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

DCMO BOCES 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.

DCMO BOCES 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.

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

DCMO BOCES 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.

Minimal use of portable plastic dividers will be used, as referenced within this plan and will comply with 2020 BCNYS Section 2606 (*SED Assurance: Facilities 13*).

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

Facilities Cleaned by DCMO BOCES Operations and Maintenance Department (Harrold Campus, Chenango Campus, Support Services Center)

- See “Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors”.
- All facilities cleaned and maintained by the DCMO BOCES Operations and 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 completed and maintained and include the date, time, and scope of cleaning and disinfection in a facility or area.
- Frequently touched surfaces should be cleaned and disinfected more often throughout each day.
- Required PPE is provided to all Operations and Maintenance Department staff as they clean.
- Additional cleaning staff may be hired 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, e.g., changing heating/air conditioning system filters, will be maintained throughout all facilities.

Facilities NOT Cleaned by DCMO BOCES Operations and Maintenance Department

(Leased Facilities: Morrisville State College, Eaton Center, Host District Locations)

- See “Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors”.
- Host Districts:
- All facilities cleaned and maintained by host districts are cleaned daily according to guidance from the New York State Department of Health and the Centers for Disease Control according to plans submitted by the host district to the New York State Department of Health and the New York State Education Department.

- Leased Facilities occupied by students:
- All facilities are cleaned daily according to guidance from the New York State Department of Health and the Centers for Disease Control in accordance with lease provisions. Where the BOCES is responsible for maintenance of space under the lease:
 - Daily facility cleaning includes classrooms, restrooms, offices, hallways, conference rooms, etc.
 - Daily logs are maintained and include the date, time, and scope of cleaning and disinfection in a facility or area.
 - Frequently touched surfaces are cleaned and disinfected more often throughout each day.
 - Required PPE is provided to all staff as they clean.
 - Additional cleaning staff have been assigned from DCMO BOCES to accommodate additional cleaning requirements.
 - Routine scheduled maintenance and cleaning, e.g., changing heating/air conditioning system filters, will be maintained throughout all facilities.

Extracurriculars:

Assemblies and other congregate events will be suspended until future guidance is given or unless social distancing and PPE protocols can be firmly practiced. Some events may take place online.

Enrichment services provide extracurricular events to our component districts during the traditional school year. Enrichment services will work with participant component districts as each event approaches to determine if it is healthfully responsible to offer these events to our region in their traditional format with appropriate PPE provided for all students/coaches, and DCMO BOCES staff. If possible, these events will be offered in a digital format.

If events are offered in conjunction with component 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. DCMO BOCES will confer with the Delaware, Chenango, Madison and Otsego County Health Departments for assistance and guidance as decisions are made.

Before and Aftercare Programs *(SED Assurance: Health and Safety 19):*

DCMO BOCES does not provide before and after care programs for students.

Vulnerable Populations *(SED Assurance: Health and Safety 12):*

The concerns of faculty, staff, and students with medical, mental or other health conditions, or are at an increased risk for severe COVID-19 illness will be handled on a case-by-case basis with support from our Human Resources and Labor Relations departments. Reasonable accommodations will be provided when and where requested and appropriate. Faculty and staff will be trained in the proper handling of PPE, maintenance of social distancing, cleaning, and other precautions outlined in guidance provided by the State Education Department to minimize risk of exposure. Staff are asked to communicate questions and concerns to their supervisor and any request for an accommodation to Human Resources.

DCMO BOCES acknowledges that the persons with certain conditions have been identified by the CDC as being at increased risk for complications from COVID-19 and may need added or alternative provisions for reducing the risk of exposure. Students who have family members who are in high risk groups may need to attend school remotely. Schools will need to accommodate the needs of these students in the school community.

Persons with these conditions should consult with their healthcare provider regarding prevention:

- Older individuals: Risk increases with age, especially individuals age 65 or older;
- Pregnancy
- Having one or more 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:

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 (*SED Assurance: Facilities 13*).

Transportation (*SED Assurance: 1-18*):

Bus transportation to and from all DCMO BOCES locations and programming is provided by and overseen by component school districts sending students to our locations. (*SED Assurance; Transportation 1-3, 9, 12-18*).

Due to the nature of our programming, geography of our region, and differing bell-schedules at component districts, students already naturally arrive at all programs and locations at staggered times. This will assist in social distancing expectations during student drop-off and pickup at all programs and locations.

There are times when students may be transported (i.e., work-based learning opportunities, internships, etc.) by DCMO BOCES. Proper social distancing and PPE protocols will be practiced. Vehicles will be properly sanitized in between uses.

DCMO BOCES bus drivers and other staff will:

- not carry personal bottles of hand sanitizers (*SED Assurance; Transportation 4*);
- wear a face covering along with optional face shield (*SED Assurance; Transportation 5*);
- follow all DCMO BOCES protocols, including training for COVID-19 symptoms, social distancing, and PPE (*SED Assurance; Transportation 6-8*).

Food Services:

Students enrolled in full day programs will have daily access to school meals provided by DCMO BOCES. Communication between the BOCES and these districts will occur to ensure full access to meals that are fully compliant with Child Nutrition Program requirements (*SED Assurance: Child Nutrition 1, 2, 6*).

If lunches are consumed in locations other than cafeterias, classroom staff will be made aware of any food allergies a student may have.

Teaching faculty and staff in host districts will follow guidelines and protocols implemented by the host district where instruction is delivered.

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

Mental Health, Behavioral, and Emotional Support Services and Programs:

EAP (Employee Assistance Program) is available to all DCMO BOCES 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*). Additional supports will also be provided to staff.

The use of Restorative Practices and Trauma Informed Practices are very prevalent and always encouraged at DCMO BOCES. Many faculty and staff are training in these practices and implement them in classrooms 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 (*SED Assurance: Social Emotional Well-Being 4*).

All DCMO BOCES students have access to school counselors within our facilities, as well as those provided by their home district. As always, we will maintain regular communication with home districts regarding student needs and will engage with the home district in implementation of their comprehensive developmental school counseling program plans when asked to do so (*SED Assurance: Social Emotional Well-Being 1*).

Social Workers and School counselors are employed at each of our campuses to assist with social and emotional needs of students for both in school and remote instruction. Staff are trained to de-escalate students using a primarily hands-off approach. Appropriate staff are trained in Therapeutic Crisis Intervention. Physical restraints will continue to be utilized as a last resort. Staff will wear appropriate PPE whenever possible.

The itinerant teaching faculty will follow the guidelines and protocols of those implemented by the host district where instruction is delivered.

Certification *(SED Assurance: Certification 1):*

All DCMO BOCES coursework will continue to be taught by appropriately certified teachers. Instructors who are required to hold a NYS professional license for a particular content area (i.e., health sciences, barbering, and appearance enhancement) will maintain such license without lapse. All CTE laboratory/clinical instruction and supervision will be delivered by the appropriately certified CTE teacher. Flexibility is allowed for other staff (under the guidance of the CTE teacher) to supervise student groups in a non-laboratory/clinical setting to better adhere to social distancing guidelines. All requirements will be met for those programs in fields such as health sciences where specific curricula and/or clinical hours are mandated by other state agencies.

Communication:

The “DCMO BOCES Plan for In-Person Instruction” will be posted on the organizational website.

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 DCMO BOCES faculty and staff will receive training on expectations and practices before locations and programs reopen to students. Trainings will be recorded and available on the DCMO BOCES Intranet.

DCMO BOCES 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 2)

DCMO BOCES Plan for Remote Learning

Operational Activity

The DCMO BOCES Plan for Remote Learning will be implemented in the event of a program or location closure.

Career and Technical Education at the Harrold Campus and Chenango Campus:

Curriculum content will be made available primarily through Zoom, and BUZZ. 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 regular ongoing communication with students and/or parents to ensure engagement. Grades will be entered into SchoolTool on a weekly basis.

Alternative Education at the Harrold Campus and Chenango Campus:

Curriculum content will be made available primarily through Zoom, and BUZZ. 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 regular ongoing communication with students and/or parents to ensure engagement. Grades will be entered into SchoolTool on a weekly basis.

Special Education:

Zoom, Buzz and Google Classroom will be utilized. Appropriate staff will be trained in the products. Additional programs may also be utilized. Teachers will have regular ongoing communication with students and/or parents to ensure engagement. Grades will be entered into SchoolTool on a weekly basis.

FAPE (*SED Assurance: Special Education 1*)

Students programs will be individualized to meet their needs. To the greatest extent possible, student Individual Education Plans ("IEP's") will be implemented. If necessary, a request to convene a Committee on Special Education ("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 4*)

Continued collaboration with district CSE will occur. Cross service meetings will take place.

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 to 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.

Itinerant Teaching Faculty:

The itinerant teaching faculty will follow the guidelines and protocols of those implemented by the host district where instruction is delivered.

Course Scheduling and Content Coverage: Determinations on exact scheduling and content coverage expectations during remote learning for all students.

(SED Assurance: School Schedules 1)

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.

DCMO BOCES faculty and staff will be expected 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.

Career and Technical Education/Alternative Education at the Harrold Campus and Chenango Campus

- **Scheduling** – Faculty with host online sessions. Curriculum will be broken into weekly online modules with student submittal requirements using Buzz. Work/activity lists will be provided for an “at a glance” visual aid for student organization of work *(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 SchoolTool.

Special Education

- **Scheduling** – Faculty with host online sessions *(SED Assurance: School Schedules 1)*. Faculty will have regular substantive interaction with 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 SchoolTool.

Itinerant Teaching Faculty

- The itinerant teaching faculty will follow the guidelines and protocols of those implemented by the host district where instruction is delivered.

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

Technology device needs and online access for all faculty, staff, and students has been, or is currently being, assessed. Both device and online access is at the heart of our remote instruction plan.

Assessing Technology Need

- **CTE and Alternative Education** – A survey was conducted in the Spring of 2020 and will be updated in the fall to determine the level of access to devices and high-speed internet for all students and teachers at their residences *(SED Assurance: Technology and Connectivity 1)*.

This information will be confidentially shared within SchoolTool so that all faculty are knowledgeable of access. To the extent possible, Laptops and MiFi devices will be provided to faculty and staff on a case-by-case basis (*SED Assurance: Technology and Connectivity 2*). For students that do not have the ability to access internet, alternative methods of instruction will be provided. This may include, work packets, flash drives with work and videotaped instruction, phone calls box deliveries of supplies as well as other alternatives as appropriate. (*SED Assurance: Technology and Connectivity 3*)

- **Special Education** – A survey was conducted in the Spring of 2020 and will be updated in the fall to determine the level of access to devices and high-speed internet for all students and teachers at their residences (*SED Assurance: Technology and Connectivity 1*). To the extent possible, devices will be provided to faculty and staff on a case-by-case basis (*SED Assurance: Technology and Connectivity 2*). For students that do not have the ability to access internet, alternative methods of instruction will be provided. This may include, work packets, flash drives with work and videotaped instruction, phone calls, box deliveries of supplies as well as other alternatives as appropriate. (*SED Assurance: Technology and Connectivity 3*)
- **Itinerant Teaching Faculty** – The itinerant teaching faculty will follow the guidelines and protocols of those implemented by the host district where instruction is delivered.

Remote Learning Attendance :

Daily attendance will be recorded by all faculty and staff for each student and will be reported in SIRS via SchoolTool 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 activates) with students; and clearly communicating information about instructional plans with parents and guardians. All attendance policies will remain in place during remote learning.

Itinerant Teaching Faculty:

The itinerant teaching faculty will follow the guidelines and protocols of those implemented by the host district where instruction is delivered.

APPR, Observation/School Visits, and SLOs (*SED Assurance: Teacher and Principal Evaluation System 1*):

As required by the New York State Education Department, the DCMO BOCES APPR Plan will be fully implemented during the 2020-21 school year. Observations/School Visits will be conducted within our remote instruction model or in-person instruction model , documented in My Learning Plan, and submitted to the State Education Department according to the DCMO BOCES APPR plan and Education Law 3012-d.

DCMO BOCES Plan for Monitoring and Tracking Health Conditions

Screening for Faculty and Staff:

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

All staff will participate in daily self-monitoring check for symptoms of COVID-19 as well as signing into the buildings (*SED Assurance: Health and Safety 5*).

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:

All students will follow “**Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors**”.

Students that are transported to a DCMO BOCES location by bus from their home district will follow the screening procedures of their home district.

Students that self-transport to DCMO BOCES locations, will enter buildings at main entrance and are required to sign in.

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 DCMO BOCES locations will be limited to only essential visitors. All visitors will be screened and will be completing the sign-in and sign-out of DCMO BOCES locations (*SED Assurance: Health and Safety 5*).

Screening Protocols (*SED Assurance: Health and Safety 5*):

Faculty, staff, students, and visitors entering DCMO BOCES locations will attest to the following questions:

- a. Have you had any of the following COVID-19 symptoms in the past 14 days?
 - i. Fever (100.0), sore throat, chills, cough, nausea, diarrhea, muscle pain, shortness of breath, difficulty breathing, new loss of taste or smell, headache, vomiting
- b. Have you traveled out of New York State in the last 14 days?
- c. Have you had a positive diagnostic COVID-19 test in the past 14 days?
- d. In the past 14 days, have you been in close contact or proximity?

If any person answer “yes” to any question, additional immediate screening is required.

Immediate digital notification is sent to DCMO BOCES District Level Staff if any staff member answers “yes” to any question.

Screening Responsibility:

The DCMO BOCES COVID-19 Safety Coordinator, along with all Director Level 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.

Designated staff will serve as frontline observers of screening of all individuals and will deny entry to any person that fails screening procedures or will be taken to an isolation area for parent pick-up.

The Safety Coordinator will work with the appropriate County Health Departments if COVID-19 is suspected.

Registered Nurses in each DCMO BOCES facility will be key responders if any faculty, staff, students, or visitors are in need of medical care while in our facilities.

DCMO BOCES will not seek to test anyone for COVID-19 or require testing or antibody testing of students or staff members. The Safety Coordinator, Director Level Staff, and/or supervisors may make general recommendations to parents and staff members to seek medical advice or treatment.

Early Warning Signs:

The COVID-19 Safety Coordinator will regularly confer with County Health Departments for guidance on regional infection rates. DCMO BOCES will follow all state guidance if the Southern Tier of New York region’s (Delaware, Chenango, Madison, Otsego Counties) 7-day infection average meets the state determined threshold of 9%.

The COVID-19 Safety Coordinator will monitor daily the 7-day average infection rate for Southern Tier Region of New York and for Delaware, Chenango, Madison and Otsego Counties <https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-Map?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>). DCMO BOCES 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 Delaware, Chenango, Madison, Otsego Counties Departments of Health.

DCMO BOCES 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.

DCMO BOCES Plan for Containment

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

Students and staff with symptoms of illness must be sent to the health office within DCMO BOCES facilities. Students and staff with symptoms of illness that are located in a Host District must follow protocols for that location. For staff located in leased facilities with symptoms of illness must communicate immediately with their supervisor and their health care provider.

Within DCMO BOCES owned and operated facilities, the school nurse (and School Medical Director) 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 *(SED Assurance: Health and Safety 6)*.

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.

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.

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

DCMO BOCES, at all locations, 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.

Where possible DCMO BOCES 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 (*SED Assurance: Health and Safety 7*).

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.

Staff located in a leased facility 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 colleagues;
- contact your primary care physician.

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.

Collection (*SED Assurance: Health and Safety 15*):

The DCMO BOCES COVID-19, Director Level Staff, 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.

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.

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

DCMO BOCES 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; and
- 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.

Exposed Individuals:

DCMO BOCES 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.

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.

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

The CDC and NYSDOH recommends, and DCMO BOCES 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.

DCMO BOCES will cooperate with state and local health department contact tracing, according to requirements of the New York State Education Department. The DCMO BOCES 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 (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 “**DCMO BOCES Plan for Containment**” will be posted on the organizational website.

Containment communications will be coordinated by the COVID-19 Safety Coordinator and the DCMO BOCES District Superintendent.

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.

DCMO BOCES Plan for Closure

Closure triggers:

DCMO BOCES will consider early warning sign data to help determine when DCMO BOCES programs will close. Much like our closures for weather and other emergencies, DCMO BOCES will consider closing programs if students within those programs are coming from a home district that has decided to close. DCMO BOCES will remain in daily contact with leadership in component districts so that DCMO 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 the component district leadership and county health officials.

Another consideration for program closures may include absentee rates of faculty, students, and staff. DCMO BOCES 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, or within a facility where our programs are hosted. In this case, the DCMO BOCES COVID-19 Safety Coordinator will collaborate with district level staff, county health officials, and component district leadership to determine if a program location must close. Any closures will be officially made by the District Superintendent.

DCMO BOCES facilities and programs will close if the Southern Tier Region 7-day infection rate average is greater than 9%. This determination will be made by state officials.

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.

Closure Operational Activity Considerations:

Any changes to the operational activities of our facilities and programs will be determined by the COVID-19 Safety Coordinator, district level staff, county health officials, and component district leadership.

Closure Communication:

DCMO BOCES 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 and the DCMO BOCES District Superintendent.

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

DCMO BOCES Plan for Training 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. All staff will be trained using the following outline before in-person instruction begins.

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

- Follow the policies and procedures of DCMO BOCES related to illness, cleaning and disinfecting, work meetings, etc.
- 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.
- Avoid all non-essential travel.

Maintain social/physical distancing

- Practice social/physical distancing at all times but especially while on district premises.
- 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.
- Prepare your classroom for social distancing:
 - Any furniture configuration must fully comply with 2020 New York State Uniform Fire Prevention and Building Code and the State Energy Conservation Code (*SED Assurance: Facilities 1*);
 - Arrange student seating and workspace so that social distancing can be practiced;
 - Arrange seating and workspace so that all students face in the same direction;

Personal responsibility

- Take your temperature at home each day. Contact your supervisor immediately if your temperature is above 100°F (*SED Assurance: Health and Safety 5*).
- 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 (*SED Assurance: Health and Safety 13*)

Video: <https://www.youtube.com/watch?v=MdIRk2D7OD8>

- Wear a mask that properly covers your mouth AND nose as much as possible, especially when social distancing is not possible.
- Implement the “Wear It While Walking” rule as much as possible.
- If you encounter someone not properly wearing a mask: say something, step back, and notify your supervisor for assistance if needed.
- Masks are available but you may use personal masks (ones brought in from home) instead of ones provided as long as they fit properly, cover your mouth AND nose, look professional, and are cleaned regularly.

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

Video: <https://www.youtube.com/watch?v=d914EnpU4Fo>

- Wash hands often with soap and water for at least 20 seconds, especially after blowing your nose, 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
- It is required that hand washing take place before and after consuming food by all faculty, staff, and students (*SED Assurance: Child Nutrition 4*).

Do Not Come to Work if:

- You have tested positive for COVID-19 or have been diagnosed with COVID-19 by your physician or other healthcare provider
- You have been in close contact with a person with an actual positive COVID-19 test or COVID-19 diagnosis by their healthcare provider

You feel sick (*SED Assurance: Health and Safety 9*):

- Contact your physician or other healthcare provider to discuss your medical condition
- Notify the Human Resources office and your direct and/or department supervisor immediately

If you feel sick while at work:

- If you start to feel sick when at work, contact your supervisor immediately and limit your movement within facilities.
- 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

Know the symptoms (*SED Assurance: Health and Safety 4, 9*):

It is important that you 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 colleagues, your 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. The following are listed as the most common symptoms of COVID-19:

- Fever or chills (100.0°F or greater);
- Cough;
- Shortness of breath or difficulty breathing;
- Fatigue;
- Muscle or body aches;
- Headache;
- New loss of taste or smell;
- Sore Throat;
- Congestion or runny nose;
- Nausea or vomiting; and/or
- Diarrhea.

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; and
- Frequent use of the bathroom.

Students and staff exhibiting these signs with no other explanation for them should be sent to the school health office for an assessment by the school nurse. If a school nurse is not available, the school should contact the parent/guardian to come pick up their ill child or send the staff member home (*SED Assurance: Health and Safety 6*).

Social Emotional Well-Being of yourself, your colleagues, and your students (*SED Assurance: Social Emotional Well-Being 4*):

Staff will be provided information on how to best educate and support students in coping with the additional stressors that COVID-19 may pose. Support and resources will be available for staff as well.

Recommended and Required Procedures:

- Review and abide by Required and Recommended Procedures related to your duties.
- Contact your supervisor with questions.