



# Elmwood Village Charter Schools Plan for ReOpening of In-Person Instruction

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## Introduction

This plan was created to provide all Elmwood Village Charter School students, employees, families and contractors with precautions to help protect against the spread of COVID-19 in the 2020-21 school year. The EVCS Reopening plan meets the minimum standards set forth in the guidance outlined in the [NYS Department of Health Guidance for In-Person Instruction](#) and reflects engagement with school stakeholders, including but not limited to administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers and community-based groups.

This plan, created for Elmwood Village Charter Schools, assumes a hybrid model including part-time in-person and part-time remote instruction for all students. In case EVCS opens offering 100% remote instruction, it will continue to operate as an “office,” as it is currently certified to do, as per attestation signed on July 11, 2020. EVCS’ completed New York State Business Reopening Safety Plan is attached to this plan. Hybrid instruction assumes less than 50% building capacity at any given time, regarding the number of classroom occupants. Under current guidelines our facilities cannot accommodate 100% in-person instruction.

## Important Points of Contact

Role	Name/Title	Email Address
<b>Site Safety Managers</b>	<b>Kim Rosenfeld Brittany Mez</b>	<a href="mailto:krosenfeld@elmwoodvillageschool.org">krosenfeld@elmwoodvillageschool.org</a> <a href="mailto:bmez@elmwoodvillageschool.org">bmez@elmwoodvillageschool.org</a>
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<b>Principal, EVCS Days Park</b>	<b>Danielle Bruno</b>	<a href="mailto:dbruno@elmwoodvillageschool.org">dbruno@elmwoodvillageschool.org</a>
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# Reopening of In-Person Instruction

**Reopening of in-person instruction** includes protocols and procedures for restarting school operations including students, faculty, and staff returning to in-person instruction.

**Capacity:** Phasing and quantity of students, faculty, and staff allowed to return in-person, considering factors such as ability to maintain appropriate social distance, personal protective equipment (PPE) availability, local medical capacity, and availability of safe transportation;

- Capacities for the maximum number of people (based on room square footage, student enrollment, and social distancing considerations) have been determined in: Classrooms, Cafeterias, Gymnasiums, Libraries and Office Areas. Signage showing capacity for each room/space will be posted at each doorway, based on the recommendation of 65 sq. ft. per person. In the hybrid instructional model, classrooms will not exceed capacity outlined in DOH and NYSED recommendations.

**Social Distancing:** Protocols and procedures for students, faculty, and staff to ensure appropriate social distancing when on school grounds and in school facilities;

- Social distancing (6 ft or 12 ft during aerobic activity and singing) will occur during instruction and whenever practicable. When social distancing cannot occur, all students/staff will don cloth face coverings (ie: transitioning from class, walking in the halls, entering and exiting school, etc.). Students who do not have face coverings will be provided disposable face masks as needed.
- Visual cues will be posted to denote 6 foot distancing near frequently used items (i.e. copiers, timeclock, visitor log, etc.)

**PPE and Face Coverings:** Protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate PPE is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Plans for all students, faculty, and staff to have the required PPE (i.e., acceptable face coverings) before entering school facilities, grounds, or any other space owned or administered by the School;

- In accordance to the NYSDOH guidance regarding face coverings, we will communicate and enforce expectations for the wearing of face coverings as follows:
  - All individuals in our school facilities and on school grounds will be expected to wear face coverings if another person unexpectedly cannot socially distance; and for this reason, individuals - including students - must wear face coverings in common areas such as entrances/exits, lobbies, and when traveling in hallways around the school.
  - Disposable face coverings will be available at each school for students, staff and visitors in the event an individual does not have a face covering.
  - Face coverings will be required at all times, except for meals.
  - Face covering breaks will be scheduled and available throughout the day.
  - Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering. The school will collaborate with the family and medical provider to determine an individual plan for students who are unable to tolerate a face covering.
  - School personnel will assist students who have difficulty in adapting to wearing a face covering.

- The School will provide training to students, faculty, staff and families on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.

**Operational Activity:** Determinations on how classes, shared spaces, and activities may be adapted in various phases of learning and operations (e.g., identify which, if any, students will be offered alternate approaches, such as alternative schedules or hybrids of in-person and remote learning; how additional and alternative – school and non-school – spaces can be used for, or in support of, in-person instruction; how such schedules could be administered to create overlap for students from the same household; how shared spaces, such as cafeterias, libraries, playgrounds, and gymnasiums, will be modified and used, if and how cohorts will be implemented). Policies regarding field trips, special congregate events, and visitors considering risks for COVID-19 transmission, as well as protocols and procedures for social distancing, PPE usage, and cleaning and disinfection, which may include conducting virtual events;

- 100% online instruction will be offered to students and families that require this option.
- In-person field trips and special congregate events will not be planned during periods of remote or hybrid instruction.
- Cafeteria will not be used for student meal service. All meals will be delivered to students in classrooms. Students with food allergies will be accommodated at alternate space (either in or out of the classroom, given the severity of the allergy).
- Buildings have developed student cohort groups to limit movement at each level as much as possible. Whenever necessary, teachers will change classrooms while the students remain in the classroom to reduce hallway traffic.
- Shared spaces will not be in use for instruction or student congregation.
- Initially and upon reopening, EVCS facilities will not be open for community use. Our priority will be safely supporting the academic and instructional program while focusing efforts on cleaning and sanitation. Therefore, general community use of our school facilities will not be permitted.
- See information on [Playground Operations](#)

**Restart Operations:** Plans to safely reopen facilities and grounds, such as cleaning and disinfection, and restarting building ventilation, water systems, and other key facility components, as applicable;

- To prepare for the arrival of students, teachers and staff, the following safety enhancements will be completed in each school building prior to the first day of teacher attendance:
  - Markings for one-way traffic patterns through halls at all buildings or, when practical, paths separated by 6 feet of space will be marked
  - Markings to indicate 6' social distancing, where applicable
  - Signage installed at entrances and throughout buildings to inform and remind occupants of proper hygiene recommendations
  - Remove all group tables and furniture that does not allow for adequate social distancing. Label gathering rugs and furniture (i.e. couches, tents, etc) to allow for social distancing.
  - Removal of excess furniture to create additional space for social distancing of students and staff
  - Install polycarbonate shield partitions for forward-facing high contact positions (i.e. main office)
  - Install polycarbonate shield partitions for student separation in spaces where a minimum of 6' social distancing may not be possible (student bathroom sinks, etc.)

- Hand sanitizing stations will be added to increase hand sanitizing opportunities for students and staff, including at entrances of building
- Provide hand sanitizer (60% alcohol or greater) in all classrooms as well as common areas. Hand washing with soap and water will be taught and encouraged especially when hands are visibly soiled. Hand sanitizer can be used if soap and water is not available. (Alcohol based hand sanitizer will only be used by children under adult supervision)
- Review all HVAC settings to ensure all spaces are provided adequate ventilation. HVAC filters will continue to be changed at recommended regular intervals with MERV 11 rated or greater filters.
- Doors and windows will be kept open whenever possible for increased air flow.
- EVCS teachers will utilize Google Classroom as their Learning Management System (K-8) for the posting of assignments and instructional resources. Additionally, teachers may use other methods of communication with parents such as email, telephone communications or the Seesaw app. Chromebooks will be provided to those students who are in need of remote learning devices.
- All required NYS school safety drills will be conducted with the consideration of the social distancing and face covering requirements. It is understood that evacuation drills will likely take longer than they would without social distancing. As part of the drill, students should be instructed that social distancing is part of the drill, however, in a real situation (i.e. fire) social distancing is secondary to the immediate need to evacuate. In that event, students and staff will wear face coverings if possible.
- Limit access of visitors to the buildings (i.e. no parent volunteers, guest speakers, student teachers, etc.). Communication to parents, community regarding limitation of visitor access and ongoing updates will be sent out in 2020-21. Front Desk Monitors will be trained that all visitors must sign in our visitor log and read and answer the health screening questions before being allowed entry to the building. Visitors will be required to call the front office prior to being let in the building and when possible deliveries will be left at the front door.
- Each building will display and share with parents, age appropriate posters as reminders of proper hand washing, proper donning of face masks, how to stop the spread of COVID and how to protect yourself and others. Resources, including those listed below, can be found in the Appendix of this document (added as an attachment).
  - Hand Washing Poster for Elementary Schools
  - Hand Washing Poster for the Workplace
  - Hand Washing Poster for Parents/Community
  - Hand Washing "Health is in Your Hands" Poster
  - Prevention Info Sheet
  - Share Facts about COVID-19 Info Sheet
  - COVID-19 Info Sheet
  - Stop the Spread of Germs Poster
  - Stop the Germs! Wash Your Hands Poster
  - Cover Your Cough! Poster

**Hygiene, Cleaning, and Disinfection:** Protocols and procedures for school-wide cleaning and disinfection of classrooms, restrooms, cafeterias, libraries, playgrounds, school buses, and all other school facilities, as well as training and promotion of hand and respiratory hygiene among all individuals in school facilities and on school grounds;

- Disinfecting will never be done by children (i.e. wipes, spray bottles for desks)
- Cleaning and disinfecting will be manually tracked and recorded through daily cleaning logs. Each room (classrooms, offices, lounges, etc.) will have a cleaning log specific to that space that will be completed

and signed off on by the custodial staff responsible for that day's cleaning. The logs will be kept on a clipboard by the door of each room. Logs will have data & time of cleaning recorded. Logs are maintained daily by maintenance staff and monitored regularly by Operations Manager & Director of Operations.

- Pre-Arrival/Arrival of Students
  - Clean and disinfect any areas used by students/staff before the start of the school day (i.e. morning care)
- During the School Day
  - Clean and disinfect high touch areas such as door handles, stair railings, elevator buttons, etc. after arrival and mid-day. All staff will support cleaning efforts, including classroom teachers and instructional assistants to the extent practicable.
  - Bathrooms will be cleaned and disinfected frequently during the school day
- Lunches
  - Cafeterias - If the cafeteria is used for any students
    - Tables will be wiped down and disinfected by custodial staff after each use
    - Garbage will be emptied regularly
  - Classrooms - if eating in classrooms, cleaning to protect students with life threatening food allergies
    - During the school day, shared spaces will be cleaned between usage (i.e. desks)
    - Large garbage cans will be provided in the hallway for lunchtime garbage disposal where custodial staff can then pick them up.
- After the School Day
  - Daily procedures for cleaning and disinfecting will be completed in all student and staff areas to prepare for the next day
  - Routine cleaning includes:
    - Clean & sanitize all high touch items such as light switches, door knobs, handrails, desk tops, counters, handles, faucets, etc.
    - Dust mop and/or wet mop floors
    - Empty trash receptacles and replace liners
    - Clean & sanitize restrooms
    - Dust
    - Vacuum carpeted areas
    - Disinfecting will occur after routine cleaning is completed
    - Spray disinfecting will not be done when the space is occupied by children. If there are adults in the room, they should be advised that disinfecting is about to occur and given the opportunity to leave.
  - A 'Clean Desk' Policy will be implemented across all staff members & students where items will be kept inside desks (instead of on desk surface) so that sharing of items is discouraged
- Playgrounds and Outdoor Areas
  - Hand sanitizing station(s) will be at school exit/entrance to the playground area. Students will sanitize hands before/after use. Similarly, when accessing other outdoor learning spaces, hand sanitizing stations will be available as students exit/enter the building.
  - After each use, a staff member will sanitize playground or shared equipment using an electrostatic sprayer & sanitizing agent before next cohort may use the playground
  - Maintain per CDC guidelines for outdoor areas: Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of

COVID-19 to the public. Existing cleaning and hygiene practices for outdoor areas will be maintained. The targeted use of disinfectants can and will be done effectively, efficiently and safely on outdoor hard surfaces and objects frequently touched by multiple people (door handles, railings, gates, etc).

**Extracurriculars:** Policies regarding extracurricular programs and which activities will be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). Policies should consider how to maintain cohorts, if applicable, or members of the same household. Responsible Parties should refer to DOH’s “Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency” to assist in development of these policies; however, interscholastic sports are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming;

- Extracurricular activities will only occur virtually to ensure social distancing. School-sponsored extracurricular activities that can not be held virtually will not take place.

**Before and Aftercare:** Policies regarding before and aftercare programs, considering social distancing, PPE usage, and cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Policies should consider how to maintain cohorts, if applicable, or group members of the same household;

- Before Care will take place for students who arrive before the school day begins on the bus, as we have widened our arrival window to accommodate social distancing during arrival procedures. Before care will be monitored by EVCS staff and will follow all guidelines listed in this plan. Before Care will occur in students’ classrooms where they are already scheduled to be with their cohort.
- If afterschool partners operate on-site, we will collaborate with them to ensure all Dept of Health guidelines are closely followed. Afterschool partners will only be operating on-site if EVCS instruction is 100% remote and there are no current plans to partner with afterschool providers at this point.

**Vulnerable Populations:** Policies regarding vulnerable populations, including students, faculty and staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment, to allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances. These accommodations may include but are not limited to remote learning or telework, modified educational or work settings, or providing additional PPE to individuals with underlying health conditions. Responsible Parties must also identify and describe any modifications to social distancing or PPE that may be necessary for certain student or staff populations, including individuals who have hearing impairment or loss, students receiving language services, and young students in early education programs, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible;

- EVCS will accommodate 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. Further, 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.

- Information will be sent to all EVCS students and families that believe their child may meet the criteria for a vulnerable child per the NYSED guidelines:  
<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>
- If a family and student would like to transition their child from remote to face to face/hybrid instruction, planning and coordination regarding specific health and educational needs will be developed on a student by student basis.
- Finally, if the parents/guardians choose not to send their child back to school after consulting with the school and their medical professionals, vulnerable students will be offered a virtual instructional model.
- Vulnerable Adults: The following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Persons in these groups should consult with their healthcare provider and the district 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
- Initial information to all employees regarding medically vulnerable/high risk groups will be delivered in Fall 2020. Individual plans will be developed in conjunction with the employee and their medical providers for those who qualify as a vulnerable adult. All applicable laws and contractual rights will be addressed during this process.

**Transportation:** Consistent with State-issued public transit guidance, protocols and procedures, which include that individuals must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated), and that individuals should maintain appropriate social distancing, unless they are members of the same household. Protocols and procedures should include how school buses will be adapted to keep students and staff safe (e.g., how face coverings will be provided to students in need, how members of the same household will be seated together, how social distancing will be conducted on buses, whether bus schedules will be adapted to accommodate reduced capacity, whether any health screening will be conducted at home before students board buses, how parents/legal guardians will be encouraged to drop off or walk students to reduce density on buses);

- EVCS utilizes Buffalo Public Schools transportation. Families will be encouraged to drop off and pick up students, as they are able.
- EVCS will support procedures outlined by Buffalo Public and other district transportation departments. EVCS will also assist in communicating these procedures and requirements to families as they are published.

**Arrival & Dismissal**

- Traffic flow patterns and procedures for drop off and pick up have been developed to ensure density control. Specific procedures, by building, will be shared prior to the start of the school year with all constituent groups.
  - Encourage student drop off and pick ups by families
  - Parents will not be entering the building
  - Use of radios to call for a student when a parent arrives
  - Staggered drop off and pick up times to ease congestion
- See [Screening Procedures](#)

**Food Services:** Protocols and procedures for onsite and remote food services for students, considering appropriate social distancing and any modifications to service that may be necessary (e.g., providing meals in a combination of classrooms and cafeterias, staggering meal periods). Measures to protect students with food allergies if providing meals in spaces outside the cafeteria. Protocols and procedures must also include how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged. Additionally, protocols and procedures must account for cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area (e.g., cafeteria);

- Breakfast and lunch procedures - All students will eat in their classrooms at their individual desks, which will be spaced at least 6 feet apart. Students with food allergies will eat at their own desk. Students with severe or life-threatening food allergies may eat in a separate designated area. Students will don masks when not seated at their desks eating during lunch (i.e. dumping garbage). Lunches will be served on carts by school or cafeteria staff directly to each classroom for distribution. Large garbage cans will be used in hallways for each classroom to dump garbage immediately following lunch and that garbage will be emptied by custodial staff immediately.
- School personnel will prohibit sharing of food and beverages (e.g., buffet style meals, snacks), unless individuals are members of the same household. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

**Mental Health, Behavioral, and Emotional Support Services and Programs:** Available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction (e.g., how they will identify and support students having difficulty with transitioning back into the school setting, especially given the changed school environment). Any training for faculty and staff on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency, as well as information on developing coping and resilience skills for students, faculty, and staff; and

- At each building, members of the Student Support Team, which include school counselors, a Behavior Intervention Specialist, Special Education coordinators, and Student Life & Community Connections Coordinators will identify at-risk students.
  - When a teacher newly identifies a student at-risk, based on behaviors such as lack of engagement, the teacher is the first level of intervention with the family. If concerns are still present, the teacher makes a referral to a member of the SST team. A member of the team will check in with these students on a weekly basis.
  - If concerns are not remedied, the SST member involves the building principal or assistant principal. Students identified by the building principal (in consultation with the Student Support Team) will be provided support to assist students and families to remove barriers to education. This could include technology support, time management support, motivation/encouragement, opportunities for connections with a school staff member for social-emotional benefits, and academic support.
- At each building, contracted partner agencies will continue working with students who are experiencing difficulties because of COVID-19 traumas
- Resources to support families and staff on relevant topics such as stress management and anxiety will be provided via email.
- Instructional and/or Social Emotional Supports: Teachers, Instructional Assistants and/or members of the Student Support Team will be utilized to provide support to students as follows:

- Creating a safe and secure sense of belonging by building relationships through Responsive Classroom approaches during the First Six Weeks of School:
  - Participating in Morning Meetings
  - Articulating individual Hopes & Dreams for the school year
  - Creating class agreements
  - Developing class routines
- Other SEL Supports that will continue are: Check-in-Check-out staff members and Safe Persons staff members, Restorative Circles, Lunch Bunches, Small Group Counseling, and the use of the Zones of Regulations.

**Communication:** Communications plans for students, parents/legal guardians of students, faculty, staff and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Plans should describe how schools will communicate with students and families about preparing for the upcoming year, which should include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene. Consider developing webpages, text and email groups, and social media to disseminate information. Schools should develop communication plans in multiple languages, as necessary.

- EVCS Directors will provide regular communication to families, responsive to recent changes and developments. Communications regarding academic instructional outlines, support for free breakfast/lunch, technological assistance, and mental health support are the foundation of these communications. Additionally, logistics of building closure and its implications on instructional delivery, grading, graduation requirements, etc. will be communicated to families.
- EVCS will continue to utilize SwiftReach to send emails and/or text messages to families. EVCS also utilizes social media and the press to share information with the community.
- EVCS will provide ongoing and updated training to all staff on health & safety requirements and best practices.
- EVCS' Staff Portal site will be used to disseminate information to all staff.
- EVCS' external website will be kept up to date with all announcements & NYS guidelines.
- Each building will display and share with staff & parents, age appropriate posters as reminders of proper hand washing, proper donning of face masks, how to stop the spread of COVID and how to protect yourself and others. Resources, including those listed below, can be found in the Appendix of this document (added as an attachment).
  - Hand Washing Poster for Elementary Schools
  - Hand Washing Poster for the Workplace
  - Hand Washing Poster for Parents/Community
  - Hand Washing "Health is in Your Hands" Poster
  - Prevention Info Sheet
  - Share Facts about COVID-19 Info Sheet
  - COVID-19 Info Sheet
  - Stop the Spread of Germs Poster
  - Stop the Germs! Wash Your Hands Poster
  - Cover Your Cough! Poster

**School building level**

- The building principals regularly send communications to families via SwiftReach (email/text messages). Additionally, building principals will send messages to students via our virtual morning announcements which are posted on each teacher’s Google Classroom for student accessibility.

**Teacher level**

- Teachers communicate with families via email and telephone communications. Additionally, some teachers utilize SeeSaw, Remind and other communication tools. Google Classroom (our Learning Management System) and PowerSchool (our student data system) are also used to provide insight in student engagement with assignments.

## Monitoring

**Monitoring** includes protocols and procedures to track health conditions at schools.

**Screening:** Protocols and procedures for mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. Responsible Parties should consider limiting the number of visitors permitted on school grounds or in school facilities, and, if visitors are allowed, screening of such visitors;

- All students will be screened by a staff member prior to entering the school building, including a temperature check. If a child presents with COVID-19 symptoms, including a temperature of 100 degrees or higher, the parent/guardian will be contacted to take the child home. If the student has arrived to the school by bus, the child will wait for their parent/guardian in an identified isolated space until their parent/guardian can arrive at the school building for pick up. All “non-COVID-19” absences should be reported to the attendance clerk in each building.
  - [COVID-19 Symptom Flow Chart](#)
- Staff must self assess prior to entering the building. A health affidavit survey will be provided to staff electronically and completed by each staff member before or immediately upon entering the building. Staff are encouraged to use their own devices to complete the survey to reduce sharing of objects. The

survey will also be available on an iPad at the main entry of each building to be completed by staff immediately upon entry to the building. The iPad will be sanitized between each use. The health affidavit will be viewable only by school directors and the human resources manager.

- Updates will be sent to all families via multiple communication channels (email, texts, website, etc.) to update them in any changes with arrival and screening procedures.

**Testing Protocols:** Process for the provision or referral of diagnostic testing for students, faculty, and staff for COVID-19, in consultation with local health department officials, when needed, which should include plans for testing of symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory, before allowing such individuals to return to in-person to the school;

- EVCS will share information on locations of testing sites available in Erie County with families and staff.
- EVCS will consult with local health department officials, when needed, to determine and communicate processes for testing and contact tracing before allowing students & staff to return to in-person school.

**Testing Responsibility:** Identification of who in the community is responsible for referring, sourcing, and administering testing (e.g., local health department testing site, physician offices, hospital system), particularly in the event that large-scale testing at the school is needed; and

- Erie County health department is responsible for referring, sourcing and administering testing, particularly in the event that large-scale testing at the school is needed. The COVID-19 hotline number for Erie County Department of Health is 716-858-2929.

**Early Warning Signs:** Defined metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by state and local health departments; define and deploy method(s) to monitor against such metrics.

- EVCS will regularly consult [NY Forward webpages](#) for early warning signs of increased positivity rates in the community. EVCS will adhere to guidelines from New York State regarding monitoring of early warning signs and will take into account positive COVID-19 cases trending upward.
- Local school and school district closing trends will continue to be monitored.

## Containment

**Containment** includes protocols and procedures for how to respond to positive or presumed-positive cases, as well as preventative practices.

**School Health Offices:** Protocols for safely caring for a student, faculty, or staff member if they develop symptoms of COVID-19 during the school day;

- Protocol for students/staff that exhibit COVID-19 symptoms: If a student presents with symptoms related to COVID-19 during the school day, the teacher should use their classroom phone or 2-way radio to communicate with the school nurse that they are sending a student to the office for assessment and potential isolation until the student can be picked up.
- School nurses and other assigned staff members will be equipped with appropriate PPE (face shields, disposable masks/gloves, isolation gowns, etc) to screen students and supervise students in isolation.

**Isolation:** Procedures to isolate individuals who screen positive upon arrival, or symptomatic individuals should they become symptomatic while at school, providing appropriate PPE for school health office staff caring for the symptomatic individual. Protocols for safe transportation, including pick-up arrangements, if applicable, for symptomatic students, faculty, and staff;

- Isolation of Individuals Exhibiting Symptoms of COVID-19: Each building has identified the gymnasium as the isolation space (separate from the Nurse's office) to house students and staff that exhibit COVID-19 symptoms until they can exit the building. A staff member will be assigned to supervise students until a parent/guardian arrives to pick them up. The staff member will maintain social distancing and be provided appropriate PPE equipment including a face shield, face covering, gown, gloves, and a 2-way radio so that the school nurse, front desk monitor and staff member can communicate regarding the student and when the parent/guardian arrives for pick up.

**Collection:** Protocols for how parents or legal guardians should pick up their student with instructions that the student must be seen by a health care provider;

- Students will be sent home with a list of locations that provide COVID-19 testing in the community. The nurse or designated staff members will be able to answer parent questions regarding locations for COVID-19 testing, given provided information.
- Note to Parents when a child is sent home with COVID-19 symptoms: If a child is sent home with COVID-19 symptoms, the nurse will give the parent/guardian a form that indicates the protocol that must be followed to return to school if there is no COVID test performed by a healthcare provider. The building nurse will complete the information and hand it to the parent/guardian when the student is released from school: The parent will be responsible for attesting that the protocol is followed by signing the form and returning it to school with the child after the quarantine period.
- Please refer to Return to School Note when NO COVID-19 Test Performed (Attached)

**Infected Individuals:**

- Persons who have tested positive will be required to complete isolation and to have recovered to ensure that they will not transmit COVID-19 when returning to in-person learning.
- Discharge from isolation and return to school will be conducted in coordination with the local health department.

**Exposed Individuals:**

- Individuals who were exposed to the COVID-19 virus will complete quarantine and will be monitored so that they do not develop symptoms before returning to in-person learning.
- Discharge from quarantine and return to school will be conducted in coordination with the local health department.

**Hygiene, Cleaning, and Disinfection:** Adherence to, and promotion of, hygiene, cleaning, and disinfection guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas;

- Custodial staff will wait to clean for 24 hour period after positive case is reported, wherever possible. Cleaning logs have been provided to custodial staff to ensure cleaning & sanitizing of all surfaces daily;

These logs will be used as a guide to clean and sanitize the full room and anyplace there has been a positive case of COVID. We are working with Hillyard Cleaning Supply to obtain products identified as effective against COVID-19 and these will be acquired regularly and kept in stock.

**Contact Tracing:** Plans to support local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program – an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies; and

- The important task of contract tracing is dependent on the accuracy of our records. The following records will be utilized and analyzed when contract tracing occurs:
  - Attendance records to determine who was present and onsite (both students and teacher/staff attendance records);
  - Bus route rosters;
  - Substitute employee records (substitute teachers, nurses, etc.) through Frontline
  - absence management system;
  - Our visitor management system, which provides the date and entrance/exit time of all visitors. We will use visitor log and identify anyone in the building at applicable times.

**Communication:** Plans to share protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, faculty, staff, students and the local community.

- Those who have been potentially exposed will be notified via text alert/email system, as soon as possible, and COVID-19 related resources will be updated on the EVCS website ([www.evcsbuffalo.org](http://www.evcsbuffalo.org)).

## Closure

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

**Closure triggers:** Identification of the conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, and plan for an orderly closure;

- EVCS will regularly consult [NY Forward webpages](#) for early warning signs in the community. EVCS will adhere to guidelines from New York State regarding monitoring of early warning signs and will take into account positive COVID-19 cases trending upward.
- Local school and school district closing trends will continue to be monitored.

- Increase in cases of EVCS students & staff illnesses which may disrupt operations or instruction will be monitored closely and used to inform potential closure decisions.

**Operational Activity:** Determination of which operations will be decreased, or ceased and which operations will be conducted remotely; include process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel; and

- In the case of necessary closure of in-person school, all instruction will be moved to online delivery. Policies and procedures are in place from earlier school closures. Site Safety Managers have been identified along with Reopening Task Force members who will determine ability for school to reopen, following New York State guidelines.
- Operations staff will oversee distribution of technology, food, and supplies to students and staff, as needed. EVCS is approved to be a food 'Grab & Go' site.
- Custodial staff will continue to clean & sanitize buildings regularly in the event of closure. All other staff will be encouraged to work completely remotely.

**Communication:** Plan to communicate internally and externally throughout the closure process.

- EVCS will continue to utilize SwiftReach to send emails and/or text messages to families and other stakeholders (board members, community partners, etc.). EVCS also utilizes social media and the press to share information with the community.
- Internal communication to staff will occur daily from EVCS Directors including all pertinent updates.