



Olean City School District Reopening Plan

Olean City School District
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This plan has been amended based on the New York State Department of Health's Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency (April 9, 2021).

Please Note: The Olean City School District Reopening Plan was developed based on guidelines and requirements from the New York State Department of Education and the Department of Health. The information and plans included in this document will continue to evolve based on emerging guidance, assessment of internal protocols, and feedback from stakeholders.

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Acknowledgements

Many thanks to all who have contributed their expertise and commitment not only to the educational experience of our students, faculty, and staff, but also to making the health and safety of our education community our top priority during the COVID-19 global pandemic. We greatly appreciate our health and medical personnel, including our school nurses, the OCSD Medical Director, Dr. Pamela Salzmänn, and the Cattaraugus County Health Department leaders, Dr. Kevin Watkins and Dr. Shomita Steiner, who provided invaluable assistance in developing the health and safety protocols and considerations within this plan and guiding the District throughout the year. The District would like to acknowledge the guidance and assistance provided by Cattaraugus-Allegany BOCES throughout the COVID-19 crisis.

With the recent update to the New York State Department of Health Interim Guidance, these plans provide for increased in-person instruction. It is with feedback from all of our stakeholders throughout the year, including those provided through surveys, emails, phone calls, public forums, and other communications that this amended plan has evolved.

With deep appreciation for all those who have contributed to and supported the development of our reopening plans during this public health emergency, we are grateful for your efforts and dedication to keep our school community and families safe and to encourage all those who learn, teach, play, and work in the Olean Schools. Together we are **HuskyStrong**.

Introduction

The Olean City School District's Reopening Plan outlines the health and safety precautions and protocols that will continue to be implemented for the remainder of the 2020-2021 school year to increase in-person learning for Olean students and staff at East View Elementary, Washington West Elementary, Olean Intermediate-Middle School, and Olean Senior High School. The Olean City School District is prepared to put into place this amended plan on Monday, May 10, 2021. The District will continue to monitor district and community transmission of COVID-19, any changes in guidance, and recommendations and requirements of the Cattaraugus County Health Department to safely implement plans through this school year.

The health and safety of our students, faculty, and staff is our highest priority. This amended reopening plan was created to increase in-person instruction while maintaining precautions to help protect against the spread of COVID-19 and outlines the guidance, procedures, protocols, and/or other measures that need to be considered to maximize the health and safety of students and staff. As such, this plan addresses the necessary policies, practices and conditions necessary to meet the updated 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 (April 9, 2021).

The health and safety of our students and staff is everyone's responsibility. Any questions or concerns should continue to follow the District's normal chain of command. Students and/or parents should first contact the teacher or building principal; whereas, employees should direct their concerns to the immediate supervisor. The District uses the email address, HuskyStrong@oleanschools.org, to gather questions or concerns from students, families, staff, and the community that will be addressed on an individual basis and/or through District communication channels as FAQs, announcements, or resources.

The following plan is the Olean CSD's response to our families, employees, and community to ensure the students and adults who are in our educational care are provided with the quality education and services they expect from us in an environment that is safe and remains flexible in our rapidly changing world context. As indicated by the Interim Guidance, the plan addresses reopening of school facilities for in-person instruction, monitoring of health conditions, containment of potential transmission of the 2019 novel coronavirus (COVID-19), and the closure of school facilities and in-person instruction, if necessitated by widespread virus transmission.

As required, this amended Reopening Plan will be posted on the District website, along with the link to the School COVID-19 Report Card. It will also be submitted to the New York State Education Department, New York State Department of Health, and Cattaraugus County Department of Health.

Practices and Expectations of Students, Faculty, Staff, and Other Individuals

The health and safety of our students, faculty, staff, and other individuals to the Olean CSD is our top priority. We believe that our district plays a key role in educating and communicating with our educational community about everyday actions that are best known to prevent the spread of COVID-19. While the Olean schools will continue to provide increased cleaning and disinfection and management of persons that become ill in our care, there are central activities all people entering our facilities and events will be expected to participate in order to keep everyone as safe as possible; physical distancing, wearing personal protective equipment, giving increased attention to personal hygiene practices, and completing screening protocols.

Each of these important practices and expectations are described in more detail on the following pages:

- Physical Distancing
- Personal Protective Equipment
- Personal Hygiene and Cleaning
- Daily Screenings

Physical Distancing

Practices and Expectations for Physical Distancing for Students, Faculty, Staff, and Other Individuals

To ensure all students, faculty, staff, and other individuals comply with physical distancing requirements, anyone within the Olean Schools will practice these physical distancing expectations:

1. All faculty, staff, students, and visitors must follow all posted signage regarding physical distancing practices and expectations.
2. All faculty, staff, students and visitors will refrain from physical contact with one another to the extent possible.
3. Ensure 3 ft. distance between students in classroom settings in grades P-5. Maintain 6 ft. distance between students in grades 6-12 during such periods while Cattaraugus County remains at a high level of community transmission.
4. Ensure 6 ft. distance between adults (teachers, staff, other individuals) and between students and adults unless safety or core function of work activity requires a shorter distance. Any time individuals are less than 6 ft. apart from one another, all individuals must wear acceptable face masks.
5. Maintain 6 ft. distance when eating meals or snacks, or drinking, or other times masks must be removed.
6. Individuals participating in activities that require projecting the voice (e.g., singing) or playing a wind instrument must be 6 ft. apart and there must be 6 ft. of distance between the performers and the audience during performances and concerts.
7. Maintain 6 ft. of physical distance in common areas and outside of classrooms (e.g., lobbies, auditoriums, gymnasiums, cafeterias, and hallways), where possible.
8. Follow physical distancing requirements for sports in accordance with the Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency (March 25, 2021).
9. 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 physical distancing among participants.
10. All planned deliveries to our facilities will take place through our Central Receiving Department at our Receiving Facility. All other deliveries will be received through our main entrances and follow screening and safety protocols of visitors and other individuals.

Personal Protective Equipment

Practices and Expectations for Personal Protective Equipment (PPE) for Students, Faculty, Staff, and Other Individuals

To ensure all students, faculty, staff, and other individuals comply with protective equipment requirements, anyone within the Olean Schools will practice the following PPE expectations:

1. All students, faculty, staff, and other individuals must follow all posted signage regarding PPE practices and expectations.
2. Masks should have at least two layers of material (e.g. 2-ply). Acceptable masks include but are not limited to cloth-based masks (e.g., homemade sewn, quick cut), and surgical masks that cover both the mouth and nose. Students, faculty, and staff are permitted to use their own acceptable face masks. Face masks and other appropriate PPE can be obtained, at no cost, at any Olean CSD location.
3. Face masks 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 students, faculty, and staff on the proper use of face masks including:
 - a. How to Wear Face Mask Appropriately
 - b. How to Put on/Remove Face Masks
 - c. How to Properly Remove a Face Mask
 - d. Proper Care of Face Masks
5. As required by the NYS DOH Interim Guidance, an acceptable mask is required to be worn by all individuals in all classrooms and non-classroom settings, including but not limited to hallways, school offices, restrooms, gyms, auditoriums, school buses, etc. All individuals must wear face masks at all times other than when they are seated for meals at six (6) feet apart. The only exception to the mask requirement is that students whose physical or mental health would be impaired by wearing a mask are not required to do so. This will be handled on a case-by-case basis or by an IEP.
6. When in contact with shared objects or frequently touched areas, gloves will be provided; students, faculty, staff, and other individuals are encouraged to wash hands before and after contact.

Personal Hygiene and Cleaning

Practices and Expectations for Personal Hygiene and Cleaning for Students, Faculty, Staff, and Other Individuals

To ensure all students, faculty, staff, and other individuals comply with hygiene and cleaning requirements, the Olean CSD will do the following:

1. All students, faculty, staff, and other individuals must follow all posted signage hygiene and cleaning practices and expectations.
2. Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs onsite that document date, time, and scope of cleaning to be maintained by the Facilities and Maintenance Department.
3. Provide and maintain hand hygiene stations for personnel, including hand washing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% ethanol or 70% isopropyl alcohol for areas where hand washing is not feasible.
4. Provide Teachers and Therapists with student safe cleaning products to clean room surfaces throughout the day. This cleaning will not occur with students present.
5. Staff Training will be provided to promote healthy hygiene practices. Training will include, but is not limited to:
 - a. Proper hand washing techniques
 - b. Use of hand sanitizer
 - c. Respiratory etiquette, including covering coughs and sneezes
 - d. Proper use of face masks
 - 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 mask.
7. Conduct regular cleaning and disinfection daily, or more frequently as needed, along with frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed
8. Require that hand washing take place before and after consuming food.
9. Touching of shared objects and surfaces is discouraged.
 - a. Examples of some frequently touched areas in schools: Classroom desks, tables and chairs; Lunchroom tables, benches, and chairs; Door handles and push plates; Handrails; Kitchen and bathroom faucets; Light switches; Handles on equipment (e.g., athletic equipment), Buttons on vending machines and elevators, Shared telephones, Shared desktops and counters, Shared computer keyboards and mice, Bus seats and handrails, etc.
10. Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects.
 - a. First, clean the surface or object with soap and water
 - b. Then, disinfect using an EPA-approved disinfectant
 - c. If an EPA-approved disinfectant is unavailable, use 70% isopropyl alcohol solutions to disinfect

Daily Screenings

Practices and Expectations for Daily Screenings for Students, Faculty, Staff, and Other Individuals

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

1. All students, faculty, staff, and other individuals must follow all posted signage regarding daily screening practices and expectations.
2. Implement a daily screening protocol, either electronically for faculty and staff, or on paper for students and other individuals that document answers to the following questions:
 - a. Have you experienced any COVID-19 symptoms in the past 10 days?
 - b. Have you had a positive COVID-19 test in the past 10 days?
 - c. Have you had close contact with a confirmed or suspected COVID-19 case in the past 10 days?
 - d. Have you travelled internationally, per the New York State Travel Advisory, in the past 10 days?
 - e. Have you had your temperature taken today?
 - f. If you have taken your temperature today, was it over 100°F?
3. If any person answers “yes” to question a, b, c, d, or f or “no” to question e, additional immediate screening will be required.
4. Immediate digital notification is sent to the Olean COVID-19 Safety Coordinator and their immediate supervisor if any faculty and staff member’s answers require additional immediate screening.
5. Thermometers will be available at each Olean CSD location for additional screening if required or if temperature readings were not able to be conducted before entering an Olean CSD school or facility.
6. It is important that parents, staff and students know the symptoms of COVID-19 so each can monitor their own health and assist in monitoring the health of others around them; i.e. family, colleagues, students, visitors, etc. The Centers for Disease Control and Prevention keep an up to date list of symptoms of Coronavirus on its website. This list is not all inclusive as some individuals may display symptoms or none at all. The following are listed as the most common symptoms of COVID-19:

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

Observe students, other staff members, and visitors for signs of any type of illness such as:

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

Reopening of School Facilities for In-Person Instruction

Capacity

All instruction within our programs will be delivered in a manner that is compliant with physical distancing and PPE measures for all students, faculty, and staff. Close examination of physical space within our facilities, the availability of PPE, and local medical capacity has taken place to comply with the NYS Department of Health Interim Guidance.

Due to the changing and sometimes unpredictable nature of our enrollment, classroom capacities and the availability of safe transportation will be closely monitored by faculty, administration, and the COVID-19 Safety Coordinator to ensure physical distancing in accordance with guidance. School schedules included below reflect the phasing and quantity of students, faculty, and staff permitted to return to in-person instruction.

Physical Distancing

All faculty and staff will be directed to deliver instruction in a manner that allows all faculty and students to strictly adhere to **“Practices and Expectations for Physical Distancing for Students, Faculty, Staff, and Other Individuals”**. Movement within classrooms will be limited as much as possible. To the extent possible, students’ interactions with one another will remain consistent.

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

PPE and Masks

All faculty will be directed to deliver instruction in a manner that allows faculty and students to strictly adhere to **“Practices and Expectations for Personal Protective Equipment (PPE) for Students, Faculty, Students, and Other Individuals.”**

As required by the NYS DOH Interim Guidance, an acceptable mask is required to be worn by all individuals in all classrooms and non-classroom settings, including but not limited to hallways, school offices, restrooms, gyms, auditoriums, school buses, etc. All visitors must wear masks. Masks should have at least two layers of material (e.g. 2-ply). Acceptable masks include but are not limited to cloth-based masks (e.g., homemade sewn, quick cut), and surgical masks that cover both the mouth and nose. Students, faculty, and staff are permitted to use their own acceptable face masks. Face masks and other appropriate PPE can be obtained, at no cost, at any Olean CSD location.

Operational Activity

Guidance from NYS Department of Health and NYS Education Department has been consistent in expectations regarding the return of students into school buildings. When students return to school in-person, certain precautions need to be in place in order to meet physical distancing protocols, abide by transportation requirements, as well as to minimize the number of student interactions, and traveling within buildings.

It is the Olean City School District's intention to phase students in for additional in-person instruction to the extent possible given the current guidance from New York State. Based on the updated NYS DOH Interim Guidance document, Olean CSD students in grades P-5 will return to in-person instruction 4 days per week unless the student's family has requested 100% remote instruction. Given the high level of community transmission in Cattaraugus County as of the most recent plan update, the hybrid learning model will continue to be in place at grades 6-12. Students currently in the 100% Remote group may remain in the fully remote schedule through the end of the school year.

If quarantine or infected cases require the district to temporarily close classrooms or schools, students will return to remote instruction during that time period.

The District will continue to monitor health conditions of the school and greater community, in close collaboration with the local health department and school community stakeholders, in order to plan for a transition to a model with greater in-person instruction if/when doing so would meet local and state requirements.

School Schedules

Beginning May 10, 2021:

Grades Pre-K through 3 at East View and Washington West Elementary Schools					
Group	Monday	Tuesday	Wednesday	Thursday	Friday
4 Days/Week	In-Person	In-Person	Remote	In-Person	In-Person
100% Remote	Remote	Remote	Remote	Remote	Remote

Students at grades P-3 will begin attending in-person instruction 4 days per week on Monday, May 10th (Monday, Tuesday, Thursday, Friday). Instruction on Wednesdays will be remote and will include synchronous and asynchronous instruction. 100% remote students will continue with remote learning.

Grades 4-5 at Olean Intermediate-Middle School

Group	Monday	Tuesday	Wednesday	Thursday	Friday
4 Days/Week	In-Person	In-Person	Remote	In-Person	In-Person
Self-Contained Special Education	In-Person	In-Person	In-Person	In-Person	In-Person
100% Remote	Remote	Remote	Remote	Remote	Remote

Students at grades 4-5 will begin attending in-person instruction 4 days per week on Monday, May 10th (Monday, Tuesday, Thursday, Friday). Instruction on Wednesdays will be remote and will include synchronous and asynchronous instruction. Self-contained special education students will attend 5 days per week. 100% remote students will continue with remote learning.

Grades 6-12 at Olean Intermediate-Middle School and Olean High School

Group	Monday	Tuesday	Wednesday	Thursday	Friday
Red Group	In-Person	In-Person	Alternating In-Person/Remote as Scheduled	Remote	Remote
Gold Group	Remote	Remote	Alternating In-Person/Remote as Scheduled	In-Person	In-Person
Self-Contained Special Education (Gr. 6-12)	In-Person	In-Person	In-Person	In-Person	In-Person
100% Remote	Remote	Remote	Remote	Remote	Remote

Students at grades 6-12 will remain in the Red or Gold groups, attending 2-3 days/week in-person as scheduled. Self-contained special education students will attend 5 days per week. 100% remote students will continue with remote learning.

In the event of any classroom or school closure, those individuals impacted will return to remote instruction utilizing student devices (e.g., iPads or laptops) at home, and containment plans will be immediately implemented.

Restart Operations

Since the start of the pandemic, the Olean CSD 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 Olean CSD facilities will continue to:

- be cleaned and disinfected following NYS Department of Health Guidelines
- comply with the 2020 Building Condition Survey and Visual Inspection
- and conduct required school safety drills so that physical distancing is practiced: fire code compliance, doorways, emergency drills, inspections, and lead testing

The Olean CSD anticipates the ability to deliver all approved programs when students return to in-person instruction and without modification to permanent facilities.

Hand sanitizer is in place throughout all our facilities and in compliance with FCNYS 2020 Section 5705.5.

The Olean CSD 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.

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

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

Several drinking fountain bubblers have been temporarily turned off, but all fountains which have water bottle fillers will remain active. All bottle fillers and those bubblers that are in operation will comply with a frequent cleaning schedule to minimize viral spread.

Some toilets and sinks in restrooms have been temporarily turned off to all for proper physical distancing.

The Olean CSD will maintain adequate, code required ventilation as designed within all our facilities.

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

Hygiene, Cleaning and Disinfection

All Schools and District Facilities

- See “**Practices and Expectations for Hygiene and Cleaning for Students, Faculty, Staff, and Other Individuals**”.
- All facilities cleaned and maintained by the Olean CSD Facilities 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., including before/after school child care by the YMCA (spaces within the building to support cohort grouping of students and physical distancing, cleaning before /after their use).
- Daily logs are maintained and posted that include date, time, and scope of cleaning and disinfection in a facility or area.
- High touch surfaces should be cleaned and disinfected more frequently through each day.

- Required PPE is provided to all Facilities and Maintenance Department staff as they clean.
- Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.
- Routine scheduled maintenance and cleaning and/or changing heating/air condition system filters will be maintained throughout all facilities and at all times.

Special Education

The Olean City School District will continue to provide Free and Appropriate Public Education (FAPE) to each student with a disability and will follow CDC guidelines to protect student's health and safety. The District will do its best to implement as much of a student's Individualized Education Program (IEP) as possible within the various models of school that might take place. The District will take into consideration the student's Least Restrictive Environment (LRE) as well as a way to best meet their needs in the various models. Students with disabilities will have equal access to high quality programs with highly qualified faculty and staff that are designed, based on their individual needs and abilities, to enable them to achieve the desired results established for all students.

In-Person Instruction Model

The District's in-person instruction model will now schedule self-contained students in grades 4-12 to come to school in-person five days a week; students in self-contained classrooms in grades K-3 will continue to attend in-person instruction four days a week. The Olean CSD considers in-person services a priority for high-needs students and preschool students with disabilities whenever possible. The district will continue its deep-cleaning, collaborative planning, professional learning, and preparation time as required by guidance through adjusted schedules based on building needs. Related services and programs such as Resource Room will be provided both in-person and remotely.

Health and Safety

Staff and students will be expected to wear facial masks at all times other than meals as described in the **Practices and Expectations of Students, Faculty, Staff, and Other Individuals**. Students who struggle to keep face masks on will be provided instruction and accommodations to increase their tolerance. If a student needs something other than the typical mask, other masks and mouth/nose guards will be offered. Barriers will be placed on every round or kidney-shaped table in order to keep physical distance. Desks will all be at least 3 feet apart for P-5 and 6 feet apart for 6-12. Manipulatives will be used with only one student at a time and disinfected between each use. Any tables or materials used will need to be disinfected between each use as well.

Parent Engagement

Calls will be made home to families as updates occur to help communicate any changes and to ask what questions they might have. As described in the Technology Platform Management portion of the **Plan for Reopening Schools**, the district also utilizes a communication tool called Parent Square to provide a consistent way to communicate with families. The District will also continue to share documents electronically and receive signatures via this method as well. Families are encouraged to use the district email address for expressing any thoughts or concerns that they have: HuskyStrong@oleanschools.org

IEP Implementation

The District will continue to review IEPs to determine students' services and consider availability for both in-person and remote learning to prioritize needs and to provide safe, quality services to our students to the best extent possible. Because of the need to implement physical distancing protocols as required by the NYSED Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools guidance and Department of Health Interim Guidance, the District will be unable to provide all of the small group sessions as previously scheduled. Special Education faculty and staff have been in contact with families to review modifications.

Documentation

Special education providers will utilize the learning management platforms described throughout the **Technology** and **Teaching and Learning** portions of this plan. The District will also continue to track IEP goal data in Frontline IEP on a quarterly basis. Teachers will notify the Director of Special Education if anything doesn't seem to be working well for their students. A team will then discuss each student individually and come up with a plan that provides a pathway for greater student success. Teachers will also be documenting their contacts with both parents/guardians as well as students.

Evaluations

The District will continue to provide initial and re-evaluations and will meet the required timelines. The Evaluation Team will use the necessary technology along with reviews of records and in-person testing (while following the necessary CDC guidelines). The Special Education Department will continue to meet Child Find requirements and locate students who are in need and identify what they need in the process.

IEP Meetings

Initial, annual and re-evaluation meetings will continue to be held remotely as necessary. Parents will be sent all of the necessary documents ahead of time and phone conferences will be done for the actual meetings. The District will provide for collaboration between the Committee for Preschool Special Education (CPSE) and Committee on Special Education (CSE) and program providers representing the variety of setting where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on Individualized Education Programs and to make plans for monitoring and communicating student progress and commitment to sharing resources.

Accommodations and Modifications

Students will be provided their accommodations and modifications while in-person or learning remotely. Special Education teachers will continue working closely with General Education teachers as well as parents/guardians to ensure these take place. Assistive technology is used to meet the unique disability related needs of students. Items may be read aloud using Immersive Reader. Students may also use the Dictate feature in Microsoft Word in place of writing or typing. Additional assistive technology tools, resources, and devices will be utilized at home and/or at school as may be needed to meet individual student needs.

Aides

The District will continue to provide 1:1 aides who will focus on their students and provide support to students whether they are in-person or at home. Other aides will have a variety of students assigned to support and will be trained on the necessary technology so that they can offer as much support as possible. Everyone will follow the physical distancing and PPE requirements and will help to ensure personal hygiene and cleaning protocols are in place.

Medically Fragile Students

Students who are medically fragile may not be able to maintain physical distancing, hand or respiratory hygiene or wear a face mask. Special education faculty and staff will work with families and their pediatricians to make informed decisions and find ways to best meet the needs of these children. See also the **Vulnerable Populations** section that follows. For students who need to stay home, faculty and staff will continue regular contact with those families. And when it becomes time to transition them back to school, the District will do so with careful intentionality and create that plan together as a team with the family.

Work-Based Learning

The high school team will continue meet to determine the types of work-based learning that are reasonable and safe to implement. The District will continue to plan for work-based learning to the extent possible based on current guidelines and requirements.

English Language Learners

Cattaraugus-Allegany BOCES Instructional Support Services provides ELL itinerant teachers to provide ENL services for Olean CSD ELL students. ELL itinerant teachers follow protocols and procedures of the Olean CSD of each student where services are provided. Special PPE (i.e., clear face 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. CA-BOCES itinerant staff will work with this small population to develop personal approaches to learning on a case-by-case basis.

Technology

Structures and Expectations for PK-12 In-Person/Remote Learning

A predefined set of structures has been established for in-person/remote learning. When planning for and delivering instruction, all faculty and staff will follow the expectations outlined below:

Technology Platform Management

Parent Square will be used as the unified communication platform for all families in PK-12. This communication tool will provide clear communication to families about online learning participation expectations for students.

Seesaw for Schools will be used as the unified learning management platform in grades PK-3. On remote learning days, teachers will use Seesaw to post assignments for students to complete. The student will then use Seesaw to complete and submit the assignment back to the teacher for review and feedback. Drawings, audio, and video recordings can easily be attached by the student and teacher to provide meaningful interactions for the district's youngest learners. Zoom will be used for scheduled synchronous learning on remote instruction days.

Microsoft Teams will be used as the unified learning management platform in grades 4-12. On remote learning days, teachers will use Microsoft Teams to post assignments for students to complete. The student will then use Microsoft Teams to complete and submit the assignment back to the teacher for review and feedback. The embedded video conferencing tools within Teams will be used for scheduled synchronous learning on remote instruction days.

Student Access

Students in grades PK-3 are provided iPads so that students can engage with the District's learning management system, Seesaw for Schools, and access supplemental instructional programs and resources such as, but not limited to, online books, websites, and apps to reinforce skills.

Students in grades 4-5 are provided iPads with a keyboard so that students can engage with District's learning management system, Microsoft Teams, and access supplemental programs and resources such as, but not limited to, online books, websites, and apps to reinforce skills.

Students in grades 6-7 are provided laptops so that students can engage with the District's learning management system, Microsoft Teams, and access supplemental instructional programs and resources included, but not limited to, online textbooks, books, websites, and programs to reinforce skills.

Students in grades 8-12 are provided laptops so that students can engage with the District's learning management system, Microsoft Teams, email teachers via their District provided email, and access supplemental instructional programs and resources included, but not limited to, online textbooks, websites, and programs to reinforce skills.

Assistive technology will be used to meet the unique disability related needs of students. Items may be read aloud using Immersive Reader. Students may also use the Dictate feature in Microsoft Word in place of writing or typing. Additional assistive technology tools, resources, and devices will be utilized at home and/or at school as may be needed to meet individual student needs.

All families have been contacted to gain information about internet access at home. Internet-ready devices and mobile hotspots are available for families who do not have adequate internet access and will be assigned accordingly.

Teacher Access

All teachers are provided laptops and workstations. In addition, mobile hotspots are provided to teachers who do not have access to adequate internet service if they must work from home.

Streamlining Computer-Based Resources

In order to comply with the requirements of Education Law 2D and Part 121 regulations, the OCSD is committed to vetting online resources, websites, and software prior to using it with students. If a resource, website, or software collects personally identifiable information (PPI) of students, the vendor is required to sign a contract ensuring the protection and security of student data and PII.

Teachers are required to utilize online instructional resources that are approved district resources. If a teacher wishes to use a website or software that is not approved, there is a privacy review process conducted by the District prior to using the resource.

ClassLink provides OneClick single sign-on into web and Windows applications, and instant access to files at school and within OneDrive. ClassLink is accessible from any computer, tablet or smartphone and will be used to access technology resources so that students, families, and staff can access digital curriculum/resource sites safely with minimal usernames and passwords.

Technology Support for Families

The OCSD is committed to providing technology support for families, and has provided directions and videos on our school website to assist families on the use of learning management systems. In addition, ongoing technology support and troubleshooting are available through our district technology help desk.

Technology Support for Teachers/Staff

The OCSD is committed to supporting teachers to effectively teach in the in-person and remote learning environments. Since March 2020, professional development opportunities have been provided to teachers in the areas of remote learning instruction. In addition, technology coaching support is available to all teachers and staff. The OCSD will continue to provide professional learning opportunities hosted by the District, CA BOCES and Erie 1 BOCES.

Teaching and Learning

The OCSD Plan for Remote Instruction (2020-21 Continuity of Learning Plan)

The OCSD Plan for Remote Instruction (2020-21 Continuity of Learning Plan) will be implemented if there is a school closure due to COVID-19. During this time, the OCSD will continue to focus on strong relationships and instruction for students. In addition, tools and systems are in place to support teachers and staff across the district to meet the needs of all students.

Students will not attend school in the physical building. Instruction will be conducted digitally through online methods. 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, course scheduling and content coverage will be highly coordinated and planned well before unanticipated closures take place. This will allow the OCSD to continue to meet the NYS Learning Standards as well as requirements for other post-secondary credentialing.

During the Remote Learning Model of Instruction, students will engage in a combination of asynchronous (independent) learning and synchronous learning. In asynchronous learning, the teacher

will provide a learning activity and assignment in Seesaw or Microsoft Teams. Students will access the learning activity and complete the assignment at a time that works for them and their family. In synchronous learning, teachers and students are online at the same time. The teacher will provide a lesson and assignment through video conferencing via Zoom or Microsoft Teams during a specific time. Additionally, daily attendance and grading/feedback will be required during the entire time of the Remote Learning Model. This ensures shared accountability for learning. Established grading processes will be practiced in remote instruction and recorded in eSchool/Frontline RTI/IEP.

If possible, OCSD faculty and staff may be asked to deliver remote instruction from their physical classrooms if deemed safe by county health officials. This will allow instructors to access all of the teaching tools in classrooms.

100% Remote Learning Instructional Model

The Olean CSD Reopening Schools Plan offers families the option of full-time online instruction as a replacement to the in-person instruction model. Family decisions to participate in this model are made based primarily on concerns about the potential for virus exposure with attendance at a school site. This option is available for any family at any time with the commitment to remain in full-time online instruction until the end of a marking period. At the end of each marking period, families would have the opportunity to enter the in-person model of instruction. If health conditions improve to allow the Olean CSD to resume in-person instruction for all students, the District will work with families to ensure that continuity of learning is honored for those students enrolled in the full-time online learning model.

Family Commitments

Families should be prepared to support their children's active participation in all online learning lessons. They will need to ensure their children have adequate space, materials, and technology access for their daily online instruction. Each student enrolled in the full-time online learning model will be assigned a district device that is grade appropriate. Families will need to be ready to follow the established daily learning schedule and work with school staff to arrange for their children to participate in assessments and other mandated educational activities.

Schedules

This model involves a combination of teacher-directed/synchronous instruction and independent/asynchronous learning. Elementary students will have opportunities to participate in choice activities each day to practice skills and extend their learning away from the computer screen. Middle and high school students will have schedules that vary depending on assigned courses. Additionally, daily attendance and grading/feedback will be required. This ensures shared accountability for learning. Established grading processes will be practiced in remote instruction and recorded in eSchool/Frontline RTI/IEP.

Attendance

Daily attendance will be recorded by all faculty and staff for each student and will be reported in SIRS via eSchool even while receiving instruction in a remote learning environment, according to SED guidance. All faculty and staff will ensure substantive daily interaction (daily remote instruction, online participation, phone calls, emails, or other activities) with students; and clearly communicating

information about instructional plans with parents and guardians. All attendance policies will remain in place during remote learning.

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

Extracurriculars

The Olean CSD is in active communication with athletic officials at the state and local level regarding allowable athletic programming and will act in accordance with all guidance and directives. Accordingly, the District's athletics program will follow the New York State Public High School Athletic Association (NYS PHAA) guidelines and those set forth by the NYS Department of Health in its recent Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency (March 25, 2021). Additionally, the Olean CSD will abide by recommendations and requirements established by the league and/or section policies for off-season training programs, athletic training services, practices, and games/contests as they are permitted. In all activities, the Olean CSD will implement physical distancing, PPE, and hygiene, cleaning, and disinfecting protocols as required.

Extracurricular activities are limited to those that can maintain physical distancing, support proper hand hygiene, and restrict attendance of those from higher transmission areas. Assemblies and other congregate events will be limited except where guidance is provided or unless physical distancing and PPE protocols can be firmly practiced. Some events may continue to take place online. The Olean CSD will confer with the Cattaraugus County Health Department for assistance and guidance as decisions are made.

In accordance with guidance, if school is closed for in-person education during the school year due to an increase in confirmed COVID-19 cases, school-sponsored sports must be suspended until in-person education is resumed.

Before and Aftercare

The YMCA before and after school care programs will continue to function with modifications made to ensure student health and safety. The morning program will follow all district protocols to assist with the safe arrival and supervision of students at the start of each day. The YMCA after school care program is subject to the same procedures as the school day as well as those required by school age child care licensing. Practices and expectations will be shared and approved through the District Office, and in accordance with Reopening Plans.

Vulnerable Populations

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

The Olean CSD acknowledges that the following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for physical distancing. Student who have family members who are in high risk groups may also need to attend school remotely. Schools will accommodate the needs of students, faculty, and staff to the greatest extent possible.

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

- Individuals age 65 or older;
- Pregnant individuals;
- Individuals with underlying health conditions, such as, 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, and therefore are at higher risk of severe illness from COVID-19 than other children

Students receiving language services are provided supports in a 1:1 setting versus traditional group-based instruction. Students are physically distanced from therapists whenever possible and physical barriers are used to assure separation is maintained throughout therapy. When feasible, therapy is offered remotely.

For those in early-education programs, physical distance of 6 ft. is maintained whenever possible and masks are used for all students over the age of 3. Traditional play-based programming has been modified to assure materials/resources used are not shared amongst students in and between play experiences. Materials are sanitized daily to minimize cross-contamination.

Families who may not feel comfortable returning their students to an in-person educational environment are permitted to remain in fully remote learning through the end of the school year. Where feasible, faculty or staff may request telework accommodations or receive additional PPE for those with underlying health conditions.

Transportation

The Olean CSD Transportation Department will continue to comply with the Department of Transportation and Federal Motor Carrier Safety Standards requirements, including all applicable health and safety guidelines. All students are entitled to transportation by the district to the extent required by law. Buses will be disinfected on a daily basis. Drivers will sanitize high-touch surfaces between bus runs to the extent practicable. Roof hatches and windows will be slightly opened when the temperatures are above 45 degrees, weather permitting, to provide increased ventilation.

Transportation department employees (bus drivers, bus attendants, mechanics, office staff, custodial) will be monitored on a daily basis by completing the daily screening survey to self-monitor for signs and symptoms of COVID-19 prior to arriving at work as required by the District and transportation partners. Transportation staff will be required to wear face masks at all times while on the school bus and must wear gloves if they have physical contact with a student. They may also wear an optional face shield. Gloves, masks, and other supplies are readily available and provided for department staff.

Parents may be asked to complete health screenings of their children, on a daily basis, before entering the bus. Temperatures and health screenings will occur upon arrival to school for all students as needed. Students and parents will be instructed to maintain six (6) foot distancing at bus stops and while loading and unloading to every extent possible. Students and parents will be instructed to wear a face mask when at bus stops.

Students will be required to wear face masks at all times while on the school bus, unless they have a medical condition or disability which would prohibit it. Students without face masks will not be denied transportation and will be provided a face mask by the District. Physical distance will be created between children on school buses when possible and while loading and unloading. Students will be instructed to sit with members of the same household if applicable. Wheelchair school buses will configure wheelchair placement to ensure physical distancing of 6 feet.

Parents and legal guardians will be encouraged to drop off or walk students to school to reduce density on buses. As necessary, contingency plans will be implemented to reduce density on buses, such as creating a staggered bus schedule to increase the number of bus routes and maintain appropriate physical distancing on buses.

Students who normally attend a non-public or out-of-district special education program and receive busing will receive busing in accordance with their school's calendar and in-person sessions, even when/if the district is providing remote learning. Transportation contractors providing transportation services to the district's students will be required to follow all of the same protocols noted in this section.

Food Services

The Olean CSD Food Service Department will continue to comply with Child Nutrition Program requirements, including all applicable health and safety guidelines, whether the district is serving meals to students in-person or remotely. This includes providing school breakfast and lunch options each day to students who are enrolled in the School Food Authority (SFA). This includes students while in attendance at school and those learning remotely.

In Person: Breakfast and lunch will be served in a combination of classroom, cafeteria, and alternate locations at each school as necessary in order to provide meal service with physical distancing of six (6) feet between students.

Remote: Meals will be available for curb-side pick-up on a table at designated times and locations.

The Olean CSD Food Service Department staff will be monitored on a daily basis by completing the District's daily screening survey and by self-monitoring for any COVID-19 type signs and symptoms. All food service staff will be required to wear face masks at all times while preparing and serving food. Staff will be trained on district policies and protocols on health and safety.

Hand sanitizing stations will be available outside of each cafeteria and students will be required to use hand sanitizer before entering the serving and/or dining areas and upon leaving. Students will be encouraged to hand wash, where feasible, before going to the cafeteria/dining areas and upon leaving. Meals will be provided while maintaining a physical distance of six (6) feet between students. Students do not need to wear face masks once seated and eating as long as they are physically distanced.

At all of our Olean CSD schools, meals may be served in alternate areas (e.g. classrooms) and/or meal periods may be staggered to maintain physical distancing. Where meals are provided in alternate areas and a student assigned to that group has a food allergy, families will be instructed to limit lunch contents to allergy-free items. Students with allergies will be accommodated in all scenarios and situations.

Proper cleaning and disinfection will occur in the food service area and cafeteria/dining areas between meal periods. Kitchen and serving areas will be cleaned and disinfected on a daily basis. Equipment, including high-touch objects, will be disinfected daily or more often given the rate of usage.

The District will ensure the following:

- Gloves, masks, aprons, and other supplies are readily available for department staff.
- Sharing of food and beverages (buffet style meals, snacks) between students will be prohibited. Students will be reminded by staff and/or through the posting of signage.
- Six (6) feet of physical distance will be maintained between students by increasing table spacing, removing tables, or marking tables as closed.
- Physical barriers, such as sneeze guards and petitions, will continue to be used at the point of sale and other areas as deemed necessary.
- Cafeteria tables will be disinfected between lunch periods.

- Information on the meal plans and procedures will be provided through multiple means, including the district website, family communication app, and other postings in languages spoken by families.
- Physical guides, such as tape on floors and signage on walls will be maintained to ensure that students remain at least six (6) feet apart in food serving lines or while waiting for seating.
- Parents/guardians will be encouraged to preload funds on student accounts to streamline check out procedures and avoid exchange of currency.

Mental Health, Behavioral, and Emotional Support Services and Programs

The mental health and social emotional well-being of students and staff are of critical concern. From the sudden extended school closure with remote learning last spring to summer activities hampered by safety restriction and limited community programs, to three-quarters of the school year in hybrid and remote models at the time of this update, the mental health and social well-being challenges facing students and staff are substantial and complex.

The Olean CSD will continue to provide resources and referrals to address mental health, behavioral, and emotional support services as outlined in the District Comprehensive K-12 School Counseling Plan. Certified school counselors are employed at each of our schools to assist with social and emotional needs of students for both in-person and remote instruction. These individuals will continue to implement counseling program plans and update these plans as necessary to meet current needs with a team of staff, community partners, families, and students.

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

Professional development on mental health and social emotional well-being will continue to be offered through a variety of means. These tools will provide additional training and support following the introduction of the Reunite, Renew, and Thrive Roadmap and Toolkit by CASEL, presented in September. Resources and self-paced courses provided by such organizations as the School Mental Health Resource and Training Center, established by the Mental Health Association of New York State, Inc. Additionally, social emotional learning will continue to be embedded in professional development wherever possible (e.g., Grades 1-3 mini units with built in SEL components; Distance Learning Playbook (book study), mindfulness workshops, etc.).

EAP (Employee Assistance Program) is available to all Olean CSD employees. The features of this service is communicated to all faculty and staff often and is widely used.

Communication

The Olean City School District's Reopening Plan will be posted on the organizational website. In addition, a summary of the in-person model will provide students, families, and staff with an overview of the **School Schedules** and the **Practices and Expectations of Students, Faculty, Staff, and Other Individuals**. 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 masks).

Olean CSD faculty and staff will continue to communicate with students and families on adapting to physical distancing requirements, properly wearing face masks, and proper hand and respiratory hygiene, as well as the following areas:

- programs and services offered to students with disabilities and the provision of services that meet the requirements of the IDEA;
- how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology;
- and regular communication with parents/guardians of English Language Learners to ensure that they are engaged in their children's education during the reopening process and provide all communications for parents/guardians of English Language Learners in their preferred language and mode of communication.

Students, families, faculty, staff, and other individuals are encouraged to contact their school principal or supervisor with questions or concerns.

The full Reopening Plan and communication on key elements of the Reopening Plan components will be provided through postings on the Olean CSD website, District app, ParentSquare posts and messages, social media groups and posts, and letters mailed to families and staff.

Monitoring of Health Conditions

A continuum of mitigation efforts, including daily temperature checks, other screening measures and contact tracing, will be implemented by the Olean CSD to help reduce the spread of the virus. The District will work directly with the department of health from Cattaraugus County in the event that screening procedures detect infection of our staff, students, or visitors to any of our locations or programs. The Olean CSD will coordinate testing of individuals that display symptoms of or have been exposed to COVID-19 through referrals to the appropriate Department of Health in Cattaraugus County, local hospital systems, and/or primary care physicians.

Cattaraugus County
Cattaraugus County Department of Health Kevin D. Watkins, MD, MPH; Public Health Director 1 Leo Moss Drive Olean, NY 14760 Primary: 716-373-8050 Secondary: 716-701-3398 Email: https://www.cattco.org/health/contact
Olean General Hospital 515 Main Street Olean, NY 14760 716-373-2600 https://www.ogh.org/
Access the New York State COVID-19 Test Site Finder https://coronavirus.health.ny.gov/find-test-site-near-you?gclid=EAIaIQobChMI3q2Xv4CR6wIVg5-zCh0KIAckEAAYASAAEgLvPD_BwE

Screening

Screening for Students:

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

Students who are self-transported to Olean schools will enter buildings at designated entrances and will be screened on entry. Families are encouraged to take their children’s temperature at home and

complete a self-reporting screening survey on the ParentSquare digital application for symptoms of or possible exposure to COVID-19.

Students who are transported to an Olean school by bus from their home will complete the same process, with either a self-report screening survey and/or screening on entry at the designated entrance.

Screening for Faculty and Staff:

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

All staff will participate in a daily self-monitoring check for symptoms of or possible exposure to COVID-19 by completing the digital health screening survey.

All staff are expected to take their temperature on a daily basis at home before reporting to work locations. Daily reminders will be posted at building entrances.

Thermometers will be available at all Olean CSD work locations for those who are unable to do this at home.

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

Screening for Other Individuals:

All other individuals will follow **“Practices and Expectations for Daily Screenings for Students, Faculty, Staff, and Other Individuals.”**

Access to Olean CSD locations will be limited to only essential visitors.

All other individuals will participate in a self-monitoring check for symptoms of or possible exposure to COVID-19 by completing the sign-in and sign-out process of each Olean CSD location. All other individuals will be required to take their temperature before entering Olean CSD locations. Thermometers will be available at all Olean CSD locations for those that are not able to do this at home.

Testing Protocols

Faculty, staff, students, and visitors entering Olean CSD locations will attest to the following questions:

- a. Have you experienced any COVID-19 symptoms in the past 10 days?
- b. Have you had a positive COVID-19 test in the past 10 days?
- c. Have you had close contact with a confirmed or suspected COVID-19 case in the past 10 days?

- d. Have you travelled internationally, per the New York State Travel Advisory, in the past 10 days?
- e. Have you had your temperature taken today?
- f. If you have taken your temperature today, was it over 100°F?

If any person answers “yes” to question **a, b, c, d, or f** or “no” to question **e**, additional immediate screening will be required. Immediate digital notification is sent to Olean CSD District Level Staff if any staff member answers “yes” to questions 1 through 5 or “no” to question 6 for immediate follow-up with said staff member to see if additional screening by the school nurse (and School Medical Director) is required or if an entry error was made.

Thermometers will be available at each Olean CSD location for additional screening if required or if temperature readings were not able to be conducted before entering an Olean CSD school or facility.

The Olean CSD will coordinate testing of unvaccinated individuals who display symptoms of or have been exposed to COVID-19 with the appropriate Departments of Health in Cattaraugus and/or Allegany Counties.

If additional screening is required, the school nurse (and School Medical Director) will implement containment protocols, in coordination with the COVID-19 Safety Coordinator and county health officials.

Immediate digital notification is sent to the Olean COVID-19 Safety Coordinator and their immediate supervisor if any faculty and staff member’s answers require additional immediate screening.

Testing Responsibility

Per guidance from the State Education Department and the CDC (Recovering, Rebuilding, and Renewing: The Spirit of New York’s Schools, p14), the Olean CSD 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 from their primary care physician.

The COVID-19 Safety Coordinator, along with the Principal and 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. Employees receive immediately on-screen instructions to contact their supervisor and, if possible, to NOT enter district facilities.

Designated screening team personnel will serve as frontline observers of screening of self-transporting students and visitors and will deny entry to any person that fails screening procedures or will be taken to an isolation area for parent pick-up.

The COVID-19 Safety Coordinator will be notified by a Principal, District Level Staff, or designated screening team personnel if any person fails screening procedures. The Safety Coordinator will work

with the appropriate County Health Departments if COVID-19 is suspected. Those that fail screening procedures will not be allowed entry into district facilities.

School Nurses in each school will be key responders if any staff, faculty, staff, or other individuals are in need of medical care while in our facilities.

Containment of Potential Transmission of COVID-19

School Health Offices

Students and staff with symptoms of illness must be sent to the health office at their school. For staff located in other district locations (e.g. Professional Learning Center, Central Receiving, Athletic Complex, etc.) with symptoms of illness, must communicate immediately with their supervisor and their health care provider.

Within each school location, 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. The school nurse (and School Medical Director) will immediately consult with county health officials if COVID-19 is suspected.

Cattaraugus County
<p>Cattaraugus County Department of Health Kevin D. Watkins, MD, MPH; Public Health Director 1 Leo Moss Drive Olean, NY 14760 Primary: 716-373-8050 Secondary: 716-701-3398 Email: https://www.cattco.org/health/contact</p>

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

Isolation

The Olean CSD, 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 2D. 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 each school will have two rooms for school health personnel - one room for healthy students who have injuries or need their medications or nursing treatments, and another room for assessing and caring for ill students and staff. Both rooms require a supervising adult to be present and should have easy access to a bathroom and sink with hand hygiene supplies.

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

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

Staff located in other district locations (e.g. Professional Learning Center, Central Receiving, Athletic Complex, etc.) are directed to:

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

Collection

The Olean CSD COVID-19 Safety Coordinator, 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.

Infected Individuals

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

The Olean CSD will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. All discharges from isolation and return to school/work will be conducted by the COVID-19 Safety Coordinator and the local health departments.

Exposed Individuals

The school nurse (and School Medical Director) will immediately consult with county health officials and the COVID-19 Safety Coordinator if exposure to a COVID-19 infected individual is suspected through contact tracing. Collaboratively, they will work together to limit viral spread and determine timely virus testing of the most appropriate measure and implement any additional contract tracing in the event of a positive case. Discharge from quarantine and return to school will be conducted in coordination with the local health department.

The Olean CSD will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19 or being placed in quarantine by the local health department. Asymptomatic fully vaccinated individuals do not need to quarantine if exposed to COVID-19. Asymptomatic individuals who have recovered from laboratory confirmed COVID-19 infection during the previous 3 months do not need to quarantine if exposed to COVID-19.

If a person is NOT diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 and is NOT under quarantine by the local health department, 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 that they are clear to return to school.

Hygiene, Cleaning and Disinfection

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

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Communicating appropriate notification to occupants of such areas;
- Opening outside doors and windows to increase air circulation in the area;

- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, and common areas.
 - Once the area has been appropriately cleaned and disinfected it can be reopened for use.
 - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

Contact Tracing

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

The Olean CSD will cooperate with state and local health department contact tracing related to our locations, programming, staff, students, and/or visitors, according to the requirements of the New York State Education Department. The Olean CSD 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 Students, Faculty, Staff, and Other Individuals”**);
- 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

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

Closure of School Facilities and In-Person Instruction

Closure

Closure of programming will be taken very seriously, considering multiple factors that include: presence of potential presence of COVID-19 within one of our schools, absentee rates of faculty, staff, and students, as well as determinations made by the NYS Department of Health, State Education Department, local departments of health, Olean CSD district level staff, and our COVID-19 Safety Coordinator.

All decisions for closure of any program will be made by the Superintendent, in conjunction with local departments of health, and the COVID-19 Safety Coordinator.

Considerations for single or multiple program closures are:

- levels of community transmission using the CDC COVID-19 Integrated County View (<https://covid.cdc.gov/covid-data-tracker/#county-view>) and NYS DOH COVID-19 Tracker (<https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-Map?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>)
- and levels of faculty, staff, and student absence due to COVID-19 infection or potential infection within one or more Olean schools.

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

Olean City School District Considerations for Closure The Olean CSD Considerations for Closure chart will be consulted if one or more programs or locations closures occur. This chart and criteria are a guide for closure decisions and may not determine actual closures. Final decisions regarding any closures are to be determined by Superintendent, in conjunction with county health officials, district level staff, and the COVID-19 Safety Coordinator. Remote Instruction will be implemented in the event of any closure.					
Level of Community Transmission Based on CDC and NYS DOH Data on Level of Community Transmission (Low – Moderate – Substantial – High)	Criteria 1 0 students or staff member infected within a single program or location	Criteria 2 1 student or 1 staff member infected within a single program or location	Criteria 3 2-4 students or staff members infected within a single program or location	Criteria 4 5+ students or staff members infected within a single program or location	Criteria 5 5+ students or staff members infected within multiple programs or locations
Low / Moderate Transmission	All programs and locations remain open.	Consider program/location closure for up to 24 hours. Consult County Health Officials.	Consider program/location closure for up to 72 hours. Consult County Health Officials.	Consider program/location closure in consultation with the Catt. Co. Health Dept.	Consider program/location closure in consultation with the Catt. Co. Health Dept.
Substantial Transmission	All programs and locations remain open.	Consider program/location closure for more than 24 hours. Consult County Health Officials.	Consider program/location closure for more than 72 hours. Consult County Health Officials.	Consider program/location closure in consultation with the Catt. Co. Health Dept.	Consider program/location closure in consultation with the Catt. Co. Health Dept.
High Transmission	All programs and locations remain open.	Consider program/location closure for more than 24 hours. Consult County Health Officials.	Consider program/location closure in consultation with the Catt. Co. Health Dept.	Consider program/location closure in consultation with the Catt. Co. Health Dept.	Consider closure of all programs and locations in consultation with the Catt. Co. Health Dept.

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

The major consideration for program closure is the suspected presence of the COVID-19 virus within our facilities or programs. In this case, the Olean CSD COVID-19 Safety Coordinator will collaborate with district level staff, and county health officials to assist in determining if a school location must close.

Operational Activity Considerations

Any changes to the operational activities of our facilities and programs will be determined by the Superintendent, COVID-19 Safety Coordinator, school and district administrators, and county health officials. In the event of any school closure, school principals will communicate the return to remote instruction with the applicable schedules and platforms for instruction (e.g., Seesaw and Zoom for Grades P-3 and Microsoft Teams for Grades 4-12).

Communication

The Olean CSD has well established methods of closure that will be implemented in the event any one or multiple schools must close during the remainder of the 2020-21 school year. Much like our closures for inclement weather and other emergencies, the Superintendent will inform faculty, staff, students, and community via mass communication methods; television, website, ParentSquare, phone, text, etc. Closure communications will be coordinated by the COVID-19 Safety Coordinator and the Superintendent.