

Introduction

At Herkimer Central School District our primary commitment is to the students and families we serve. Our priority must be keeping them safe. When the 2020-2021 school year begins, on-campus school will look much different than previous years due to COVID-19 and the health and safety measures that continue to evolve. This School Reopening Plan will define clear guidance for the reopening of our two schools and aligns with the regulations developed in collaboration with NYSDOH and the NYS Education Department.

The areas outlined in this plan represent the myriad of considerations Herkimer Central School District will address to reopen schools safely and to sustain their safe operation. It is important to note that our plan retains a strong focus on academic instruction to enhance student performance and address learning loss. An emphasis on the social-emotional needs of our students is a priority addressed within our plan.

This plan includes procedures that will be followed in the following schools:

Herkimer Elementary School

<https://www.herkimercsd.org/herkimer-elementary-school/>

Herkimer Jr./Sr. High School

<https://www.herkimercsd.org/herkimer-jr-sr-high-school/>

To be clear, the health and safety of our students, our staff, and their families is our top priority. We have developed a plan that intends to ensure that students and employees feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. The level of infection, the spread of the virus and response to the disease in our community will be at the forefront of decision making as we move to open our schools.

Superintendent Robert J. Miller will serve as the district's COVID-19 Coordinator. S/he/they will serve as a central contact for schools and stakeholders, families, staff and

other school community members and will ensure the district is in compliance and following the best practices per state and federal guidelines.

Of course, as with every plan being developed throughout New York State, this document is fluid and will change as necessary based on guidance from the state, CDC, and NYSED and in consideration of our families and our staff. We strongly believe the services described throughout this plan are in the best interests of our students, families, staff, and community.

Guiding Principles

The development of this plan was guided by and grounded in the following guiding principles:

1. Safeguarding the health and safety of students and staff;
2. Providing the opportunity for all students to access education in the fall;
3. Monitoring schools, students, and staff. When necessary, modifying schedules to appropriately contain COVID-19 spread;
4. Emphasizing equity, access, and support to the students and communities that are emerging from this historic disruption;
5. Fostering strong two-way communication with partners, such as families, educators, and staff;
6. Factoring into decision making the challenges to the physical safety, social emotional well-being, and the mental health needs of our students caused by school closure; and
7. Considering and supporting diversity in our schools and school districts as we provide education is essential.

Communications/Family and Community Engagement

To help inform our reopening plan, the Herkimer Central School District has sought feedback and input from stakeholders, including administrators, faculty, staff, students, parents/guardians of students, local health department officials and health care providers, employee unions and community groups. Engagement efforts included online surveys, virtual forums/meetings and one-on-one conversations.

The district remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff and visitors. The plan is available to all stakeholders via the district website, and will be updated throughout the school year, as necessary, to respond to local circumstances.

As part of its planning for the reopening of schools and the new academic year, the district has developed a plan for communicating all necessary information to district staff, students, parents/guardians, visitors and education partners and vendors. The district will use its existing communication modes – including the district website, social media platforms, mailings, phone calls, and direct digital communication with parents via ParentSquare – as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic.

Herkimer CSD Communication Goals:

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

Herkimer CSD developed communication materials accordingly, including the creation of sample messages/letters for potential shifts in and out of a fully remote learning environment based on state regulations. We will utilize communication methods used by

the district to inform the school community. Information will be dispersed in a variety of platforms that include:

- District website
- Robocall
- Email
- ParentSquare posts
- Correspondence (letters) to homes
- Social media accounts used by district
- Town Hall Meetings (Google Meet, etc.)

Clear messaging will be prepared and consistently communicated before re-entry, on the first day, during the first week, throughout the first month, and continuously throughout the year. Minimum monthly communication will provide information on the following topics:

- Who to contact with questions, concerns or suggestions. Empower people to make a positive difference and communicate the expectation for them to do so.
- The importance of social distancing, monitoring symptoms of COVID-19 and when to stay home.
- Set protocols for entrance (screening) and the review process for staff calling in sick. Constant reminders for staff to stay home if they feel sick.
- Encourage and implement social distancing in bathrooms, break rooms, hallways, etc.
- Practice proper hand hygiene, encouraging hand-washing with soap and water for at least 20 seconds, or use of hand sanitizer when hand-washing is not feasible.
- Encourage and practice proper respiratory etiquette (i.e., coughing or sneezing into your elbow if a tissue is not available).
- Encouraging personal responsibility for yourself and your work area.
- Educating the school community on district policies/procedures, including how to properly wear and dispose of a face mask/respirator.

Health & Safety

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

The following protocols and procedures will be in place in all district schools for the 2020-21 school year should in-person schooling resume. Anyone with questions or concerns should contact our COVID-19 Safety Coordinator at rmiller@herkimercsd.org.

For more information about how health and safety protocols and trainings will be communicated to students, families and staff members, visit the [Communication/Family and Community Engagement section \[provide link\]](#) of our reopening plan.

To ensure employees and students comply with communication requirements, Herkimer Central School District will:

- Post signage throughout the buildings to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning/disinfecting protocols.
- Establish a communication plan for employees, visitors, and parents/guardians with a consistent means to provide updated information. This will be accomplished through:
 - Website
 - Email
 - Social media
 - Print copy mailings
 - Voice and/or video messaging
 - Traditional media outlets
- Maintain a continuous log of every person, including staff, workers, and visitors, who may have close contact with other individuals at the work site, school, or area; excluding deliveries that are performed with appropriate PPE or through contactless means.
- If a worker or staff member tests positive for COVID-19, the school district must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or

visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations

Facility Entry

To ensure all faculty, staff, students, and visitors comply with physical distancing requirements, anyone within Herkimer Central School District facilities will practice social distancing expectations:

- Multiple student and staff entrances will be established to control the number of people egressing through any given door at a time, and to manage the direction and flow of traffic. All others will enter through the main entrance.
- A face covering must be worn by all individuals, students, staff, and visitors on Herkimer Central School District property when social distancing cannot be maintained.
- Proper face covering includes, but is not limited to, a surgical mask, cloth mask, balaclava or bandana and must completely cover the individual's mouth and nose.
- A plastic face shield alone is not an acceptable face covering.
- All individuals may choose to utilize their own face covering, however face coverings can and will be provided by Herkimer Central School District daily.

Daily Health Screening

Students

Families will conduct a daily COVID screening of students at home. In the event of a YES response, a student should remain home. The absence should be reported to the school in accordance with the district attendance policy.

- Students will be screened for temperature before entering their designated classroom.
 - Parents are encouraged to monitor for temperatures and symptoms prior to sending their student on a bus, however students will be screened at arrival for temperatures. Parents will be provided with information about how to conduct a health screening.
- Students will be signed in and accounted for as without fever/symptoms and able to attend school through attendance roll.

Staff

- Staff should complete this screening at the time that they arrive at work, prior to entering the building.
- Staff will be required to monitor their own temperatures prior to arrival on campus and throughout the day. Anyone whose symptoms response changes from a NO to YES during the day, must contact their supervisor immediately and await further instruction.
- All staff must sign in and out of each building each time they enter or leave.
- For multiple visitors entering the building simultaneously, they will be required to stand at the marked out locations on the floor, maintaining social distance until they can be signed in and screened.
- Corridors will be created (outside, but preferably covered) where individuals can enter the facility when in-person screening is utilized.
 - Multiple lines and entrances will be coordinated, if needed to reduce crowding.
 - Markings (whether in tape or otherwise) will be placed on the ground or in the corridor to indicate six (6) foot lengths to provide for greater social distancing for individuals while in line.
- Only after all individuals have been accounted for, cleared through the medical screening and wearing proper face coverings, will access to the building be granted.
- Should a person fail the medical screening, specific procedures should be followed. Please reference the Suspect or Confirmed COVID-19 Case section for guidance.

Visitors

- Prior to entering all Herkimer Central School District locations, individuals must complete a medical screening process.
 - Visitors will have their temperatures taken upon arrival.
- For multiple visitors entering the building simultaneously, they will be required to stand at the marked out locations on the floor, maintaining social distance until they can be signed in and screened.
- Corridors will be created (outside, but preferably covered) where individuals can enter the facility when in-person screening is utilized.
 - Multiple lines and entrances will be coordinated, if needed to reduce crowding.
 - Markings (whether in tape or otherwise) will be placed on the ground or in the corridor to indicate six (6) foot lengths to provide for greater social distancing for individuals while in line.

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- Should a person fail the medical screening, specific procedures should be followed. Please reference the Suspect or Confirmed COVID-19 Case section for guidance.

Social Distancing

- All individuals on Herkimer Central School District premises must maintain social distancing and face covering when social distancing cannot be maintained.
- Proper social distancing is defined as a six (6) foot separation between individuals. When social distancing is practiced, such as in an isolated office or large meeting space, the individuals may remove their face covering. However in common areas, such as breakrooms, hallways or bathrooms, the face covering must be worn.
- Ensure six (6) foot distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than six (6) feet apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If an area is occupied by more than one person, keep occupancy under 50% of maximum capacity.
- Social distance separation will be marked or labeled using tape or signs that denote six (6) feet of spacing in commonly used and other applicable areas on the site (e.g., clock in/out stations, health screening stations, reception areas).
- In-person gatherings will be limited as much as possible and we will use tele- or video-conferencing whenever possible. Essential in-person gatherings, such as meetings, will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Designated areas for pick-ups and deliveries will be established, limiting contact to the extent possible.

Personal Hygiene

Hand washing - Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. Schools should plan time in the school day schedule to allow for hand hygiene.

- Hand hygiene includes:
 - Signage encouraging hand washing and correct techniques;

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method.
- Adequate facilities and supplies for hand washing including soap and water;
- Use of paper towels or touch-free paper towel dispensers where feasible (hand dryers are not recommended as they can aerolize germs);
- Use of no-touch/foot pedal trash can where feasible;
- Extra time in the schedule to encourage frequent hand washing.
- Students and staff should wash hands as follows
 - Upon entering the building and classrooms;
 - After sharing objects or surfaces;
 - Before and after snacks and lunch;
 - After using the bathroom;
 - After helping a student with toileting;
 - After sneezing, wiping, or blowing nose or coughing into hands;
 - Anytime hands are visibly soiled;
 - When handwashing is not available use a hand sanitizer;
- Hand Sanitizer - At times when hand washing is not available students and staff may use a hand sanitizer. In order for the sanitizer to be effective it must contain a minimum of 60% ethanol or 70% isopropyl alcohol. It should be noted the sanitizers are flammable and students must be monitored and supervised when using these. Using hand sanitizers should include:
 - Signage should be placed near sanitizer dispensers indicating proper hygiene practices;
 - Placement of sanitizer dispensers should be located near entrances and throughout common areas.

Visitor and Vendor Practices

No outside visitors or volunteers will be allowed on school campuses, except for the safety and well-being of students. Parents/guardians will report to the front office and not go beyond unless it is for the safety or well-being of their child. Essential visitors to facilities and parent/guardian visitors will be required to wear face coverings and will have restricted access to our school buildings.

Visitors

- All visitors must be wearing proper face covering prior to entering any building and it must be worn at all times when a six (6) foot social distance cannot be maintained.

- All visitors check in for temperature screening and to fill out the COVID-19 CHECK-IN SCREENING which can be found by scanning the QR Code posted on all doors. The visitors must sign in with their identification through the VisitU system for a visitor badge. This will indicate to all other security locations that the visitor has been screened.
- No visitor should enter a building unless necessary. All meetings should be held outside or via virtual meetings when possible.
- All visitors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing. All visitors should be accompanied by a staff member.
- Should a visitor become ill while on campus, they must alert the staff member they are visiting to report the issue and then immediately seek medical attention.
- Visitor information is stored digitally on a secure database accessible to the COVID-19 Coordinator, as well as all building administrators.

Vendor

- All vendors must be wearing proper face covering prior to entering any building and it must be worn at all times when six (6) foot social distance cannot be maintained.
- All vendors who enter the building must comply with the Visitor protocol outlined above.
- No vendor should enter a building unless necessary for completion of their job.
- All vendors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing. All visitors should be accompanied by a staff member.
- Should a vendor become ill while on campus, they must alert the staff member they're visiting to report the issue and then immediately seek medical attention.
- Vendor information is stored digitally on a secure database accessible to the COVID-19 Coordinator, as well as all building administrators.

Training

Herkimer Central School District will train all personnel on new protocols and frequently communicate safety guidelines. Training on the precautions listed below will be conducted either remotely or in person. Social distancing and face coverings will be required for all participants if training is conducted in person. Training material is designed to be easy to understand and available in the appropriate language and literacy level for all workers.

Herkimer Central School District will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

Additional training will be provided in:

- Prevention of disease spreads by staying home when they are sick.
- Proper respiratory etiquette, including covering coughs and sneezes.
- Avoiding the use of communal objects. If communal objects must be used, provide information on proper disinfection procedures between use. Examples of communal objects include, but are not limited to, other workers' phones, desks, offices, computers or other devices, other work tools and equipment.
- Provide employees and students with up-to-date education and training on COVID-19.
- Risk factors and protective behaviors (i.e., cough etiquette and care of PPE).

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Training for Screeners

Herkimer Central School District will identify individuals familiar with CDC, OSHA protocols, and DOH guidelines in each building who will be trained screeners. Screeners will wear appropriate employer-provided PPE, including at a minimum, a face covering, temperature screenings and social distancing. If social distancing or barrier/partition controls cannot be implemented during screening, PPE should be used when within six (6) feet of a student.

Training topics for all staff and substitutes

- Proper hand washing: proper hand hygiene. Promote frequent and thorough hand washing by providing employees, the school community, and visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% ethanol or 70% isopropyl alcohol. Provide training on:
 - proper handwashing and hand sanitizer use [Hand washing video](https://www.cdc.gov/handwashing/when-how-handwashing.html)
<https://www.cdc.gov/handwashing/when-how-handwashing.html>
 - Proper cough and sneeze etiquette
 - Social distancing
 - How to address close contact interactions with students as part of everyday job tasks.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

- Operating procedures (various by building)

- Entrance into the building
- Cleaning procedures
- Sick child pick up
- Staff who are sick or suspected to be sick

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

- Proper cleaning techniques

- Cleaning and disinfecting

<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

- Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

- Hazard Communication – Right-To-Know

- Proper use of chemicals and Safety Data sheets

- <https://www.osha.gov/dsg/hazcom/>

- No chemicals from home
- Transfer of hand sanitizer in smaller containers
- List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

- Exposure Control Plan – with a focus on Pandemic/COVID-19

- Personal Protective Equipment - PPE

- Update Hazard Assessment and PPE Selection Worksheet for all identified employees
- Proper type, use, and size
- Cleaning and sanitizing of the face covering (if applicable)
- Provide training for staff and students on wearing, putting on, removing and discarding PPE, including in the context of their current and potential duties

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

- Use of face coverings (donning/doffing) (cloth vs. surgical)

- [Face coverings don/doff video](#)
- <https://www.youtube.com/watch?v=PQxOc13DxvQ>

- Respirator Protection (N95 - required for identified employees per NYS)

- Inclusive into your existing Respirator Protection Program or can be a separate Respirator Protection Program for medical staff only
- Training provided for identified personnel only

<https://oshareview.com/2020/04/osha-requirements-for-occupational-use-of-n95-respirators-in-healthcare/>

Signs and Messages

Signs will be posted in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face cover).

When Students Eat in Classrooms

- Train teachers on food allergies, including symptoms of allergic reactions to food.
- Train all non-food service staff on any meal service-related activities they will be responsible for.

https://www.cdc.gov/healthyschools/foodallergies/pdf/13_243135_A_Food_Allergy_Web_508.pdf

Space Design and Capacities

General Office Area

- All offices will be limited to 50% the rated occupancy for the space. Offices must normally maintain a minimum of 150 sq. ft. per individual.
- Where applicable, all offices and small spaces will be limited to one (1) individual at a time.
- In a multiple occupant office, occupancy will be reduced to 50% normal load in addition to maintaining at least 6 ft of separation between individuals.
- Additional protective barriers such as polycarbonate screens or strip curtains will be utilized to create a physical separation without hindrance to egress or airflow.
- Workstations will be reconfigured so that employees do not face each other, or establish partitions if facing each other cannot be avoided
- Face coverings should be worn in these multiple use office settings.
- Additional breaks may be allotted to allow individuals time to leave the space to remove their masks. Specific determination of these conditions will be determined by the individual's program supervisor.
- Where possible Herkimer Central School District will
 - establish additional shifts to reduce the number of employees in the worksite at one time

- stagger shift start and end times greater than normal when possible (while still ensuring safe operations), to eliminate employees from congregating during the shift change-over, and from overcrowding at entrances and exits
- reduce tasks requiring large amounts of people to be in one area.
- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible
- If in-person meetings are essential, consider limiting meetings to 10 people or less depending on local, state, and federal guidelines.

Conference Rooms

- Will limit in-person meetings (refer to NYS guidance), if virtual meetings are not feasible.
- If meetings are to occur in person, they will be conducted in a quick manner.
- Social distancing among participants will be required.
- Lingering and socializing before and after meetings should be discouraged.

Break Rooms and Lunch Rooms

- 6 ft. separation must be maintained when consuming food or drink.
- Staff are advised to take their lunch and breaks in their private offices or classrooms, in their vehicles, or outside at a picnic table throughout the campus.
- Staggered break schedules may be utilized to assist with separation concerns.
- If staff wish to take breaks together they must do such in a large space or outside, where at minimum 6ft. of separation can occur.
- Amenities that are handled with high contact frequency, such as water coolers, coffee makers, and bulk snacks will be replaced with alternatives where possible.
- Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate.

Copier Rooms/Areas

- Congregating in copier rooms/areas is discouraged.
- Cleaning supplies will be provided at copier stations.
- Staff are encouraged to wipe down touch surfaces post and prior use.

Elevators

- One person in an elevator at a time.
- Personnel must wear acceptable face coverings when in common use areas.
- Elevators will be frequently disinfected.

Restrooms

- Student access to corridors and bathrooms will be limited to ensure that social distancing can be preserved where possible.
- In special circumstances where a student must be assisted in the use of the lavatory, the adult present must be wearing all applicable personal protective equipment including a face covering and when medically applicable, the student will be wearing a proper face covering as well.
- Signage will be posted on entry indicating social distancing guidelines for bathrooms with multiple stalls.

Hallways/Stairwells

- Where feasible hallway traffic may be limited to single flow direction.
- Where single flow is not applicable, bi-direction traffic will be permitted.
- Directional flow will be identified by indications on the floor/stairs.
- Adequate distancing will be obtained between all individuals by taped off lanes on the corridor floors/ stair treads.
- All individuals must also allow for adequate space between when traveling in the same direction.

Classrooms

- Occupancy in each classroom will be specific and determined based off of the overall square footage of the space.
- Each student, teacher and support staff will receive not less than 6 ft. of separation from others.
- Additional considerations will be taken to account for space utilized for classrooms and teaching material.
- Overall class sizes will be reduced to accommodate all safety parameters.
- Students, teachers and support staff will be required to wear a proper face covering.
- Where possible special teachers and PPS staff will travel to the classroom to provide instruction.
- Restrict items in the classroom to that of obvious use.
 - Remove any unnecessary furniture, and any soft surfaces that are difficult to disinfect, to the largest extent possible

Nurse Stations

- All students and staff are required to wear appropriate face coverings.
 - N95 Respirator use for nurses should be limited to situations of suspected COVID-19
 - Nurses must receive proper training and fitment of N95 Respirators prior to use.

- Where applicable, nurse stations have been reconfigured to:
 - Maintain social distancing of no less than 6ft.
 - Create “sick” and “well” zones.
 - Students that receive daily medication should be treated separately from students presenting with symptoms of illness.
 - Nebulizer treatments should be conducted in a separate isolated space with adequate fresh air circulation.
 - Physical separation will be achieved by utilizing:
 - Individual exam rooms
 - Polycarbonate barriers
 - Retractable dividing curtain walls.
- Isolation Rooms
 - Individuals presenting with symptoms representative of COVID-19 should be immediately isolated to reduce risk of transmission.
 - A separate room will be utilized where applicable.
 - *Reference the Isolation Room/s section for additional information.*

Isolation Rooms

- Where applicable, separate, independent room/s with a door in close proximity to the exterior will be utilized for quarantining individuals who present with symptoms representative of COVID-19.
- Where excess space is not available. Nurse stations will be equipped with dividing curtains allowing for both a physical divide and at minimum 6ft of separation.
- These rooms will be identified, and the locations communicated to staff as needed.

Reception areas

- Where a multi-entrance design is used, surveillance cameras will be used to monitor all entrances.
- They will serve as the primary location for accounting for all individuals entering and exiting the building.
- Polycarbonate barriers have been installed to protect all individuals.
- Floor demarcations have been installed to indicate where visitors shall stand to maintain social distance.
- Visitors will be directed to maintain social distance, whether seated or standing.
- Frequently touched materials such as magazines have been removed.

Library Spaces

The library will only be used for scheduled, instructional purposes (not recreational reading and activities).

All soft covered surfaces that cannot be properly cleaned and disinfected have been removed, including the reading nook areas. Tables and seating have been arranged to ensure social distancing when the area is used for instruction. Directional traffic flow patterns between bookcases are visible.

The district will provide students with access to ebooks and audiobooks through Sora, and electronic research platforms to support instruction whenever possible. Students will still be permitted to borrow physical books from the school library through an electronic request system.

The following are protocols for ensuring the safety of borrowed titles:

- Gloves will be worn by library staff to check in and safely quarantine books.
- Books will be returned to designated book bin where students cannot access them (can be in the library or even one set up outside of the library if the library is in use).
- Books will be checked in and left out (we can make a designated table or area) for a 3-day minimum quarantine.
- Books may be treated with an appropriate cleaning solution or hot box when the quarantine period cannot be ensured.
- After the 3 day quarantine, books will be returned to the shelves for checkout.

Magazine titles have been removed from circulation.

Engineering Controls

- Alcohol based hand sanitizer will be available in each entry, all corridors, and each classroom.
- Bathrooms
 - Increased sanitation practices will be followed
 - Entry doors to gang bathrooms will be left open where applicable to reduce the need to touch door handles.
- Vestibules/Reception Areas
 - Appropriate barriers will be used to provide protection for Herkimer Central School District staff and individuals presenting
- Water Fountains

- As required by New York State Code a potable water supply will be provided per 150 occupants, but not less than one source per floor.
- To reduce cross contamination the bubbler/drink spout has been removed or disabled.
- Automatic/touchless bottle filling equipment is installed in place of the drink spout.
- Additional bottle filler stations will be installed where necessary.
- These appliances will be routinely cleaned and disinfected as described in the Cleaning and Disinfection Section.
- Floor Demarcations
 - All entrances or areas of static wait have floor signage installed allotting for a minimum of six(6) feet of separation between all individuals
 - Corridor floors and Stairway treading have been fitted with striping to indicate directional traffic flow and social distancing where possible.
- Corridor doors will all be affixed open using electromagnetic hold-open devices to minimize the need to touch doors.

Ventilation

Herkimer Central School District will ensure sufficient ventilation and fresh air to all spaces of occupancy by means of:

- Modifications to the Building Management Systems to allow fresh air dampers to introduce more outside air.
- Air handling systems have been inspected for function with higher MERV rated filters.
 - Where applicable filters will be exchanged for MERV rating ranging from 11-13.
- Spaces where fresh air is limited due to original building systems, fresh air will be introduced through open windows and doors.
 - Options for replacement and modification to existing systems will be explored.
 - Engineers will design new systems capable of increased fresh air and filtration.
- Fan motors speeds will be increased where applicable to ensure volume and flow of 15cfm minimum.
- More frequent maintenance and inspection of the systems will occur to mitigate extra strain on systems.
- Filter replacement schedules will be more frequent.

Cleaning and Disinfection

The Herkimer Central School District will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include

- Bathrooms
- Athletic training rooms, locker rooms
- Health offices, isolation rooms
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Breakrooms
- Cafeterias/Kitchens
- Computer labs
- Science labs
- Classrooms
- Maintenance offices and work areas
- Bus Garage
- Buses, school vehicles
- Libraries
- Large meeting areas (auditoriums, gymnasiums, music rooms)
- Playgrounds (cleaning only)
- Outdoor seating areas (plastic or metal)

Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home.

The district will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.

- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each individual's use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The district will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.

For more information about how cleaning and disinfection information will be communicated to students, families and staff members, visit the [Communication section \[provide link\]](#) of our reopening plan.

Disinfectants must be [products that meet EPA criteria for use against SARS-Cov-2](#), the virus that causes COVID-19, and be appropriate for the surface.

Suspect or Confirmed COVID Cases

- *Emergency Response* - Students and staff with symptoms of illness must be sent to the health office. A school nurse (Registered Professional Nurse, RN) is available to 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. Proper PPE will be required anytime a nurse may be in contact with a potential COVID-19 patient
- *Isolation* - Students suspected of having COVID-19 awaiting transport home by the parent/guardian will 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 also be in this isolation room if they can be separated by at least 6 feet. If they cannot be isolated in a separate room from others, facemasks (e.g., cloth or surgical mask) will be provided to the student if the ill person can tolerate wearing it and does not have difficulty breathing, to prevent the possible transmission of the virus to others while waiting for

transportation home. Students should be escorted from the isolation area to the parent/guardian.

Testing

The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center.

Plans to share safety measures taken by the school during containment (positive or presumed positive cases) will be in conjunction with guidance from the local Herkimer County Health Department and the New York State Department of Health.

In the event that a large-scale testing will need to be conducted at the school, the district administration will work with Bassett Healthcare and local health officials.

Other considerations include:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- *Notification* - the NYS and local health departments will be notified immediately upon being informed of any positive COVID-19 diagnostic test result

by an individual in school facilities or on school grounds, including students, faculty, staff and visitors.

Contact Tracing

The district will ensure compliance with the [New York State Contact Tracing Program](#).

The district will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors to the district.

To assist the local health department with tracing the transmission of COVID-19, the district has developed and maintained a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program.

Districts may assist with contact tracing by:

1. Keeping accurate attendance records of students and staff members
2. Ensuring student schedules are up to date
3. Keeping a log of any visitor which includes date and time, and where in the school they visited
4. Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

If/when COVID-19 cases are discovered in the school, the Herkimer Central School District will consult with the local Herkimer County Health Department and the New York State Department of Health. The process for closing school and/or classrooms will be dependent upon many variables such as the nature and size of the outbreak, as well as the number of positive cases, but the following protocols will be considered:

- In the case of an employee testing positive for COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting your building or facility if someone is sick.
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.

- Wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and copier machines.
- Vacuum the space if needed. Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.

Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local health department.

For more information about how COVID-19 containment efforts will be communicated to students, families and staff members, [visit the Communication/Family and Community Engagement section](#) of our reopening plan.

Return to School after Illness

The Herkimer Central School District has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

1. Documentation from a health care provider following evaluation
2. Negative COVID-19 diagnostic test result
3. Symptom resolution, or if COVID-19 positive, release from isolation.

The district will refer to DOH's ["Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure"](#) regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

The district requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

Closure Considerations

When a person has been identified (confirmed) or suspected to be COVID-19 positive; the process in Herkimer Central School District could include:

- Having school administrators collaborate and coordinate with local health officials to make school closure and large event cancellation decisions.
- Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with the local DOH. Establishing a decision-making tree at the district level.
- Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.
- Implement as needed short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:
 - Closing off areas used by ill person(s) and locking off area(s), signage can also be used to ensure no one enters the area. If possible, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Do not use the area(s) until cleaning and disinfection has taken place.
 - Opening outside doors and windows to increase air circulation in the area.
 - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.
 - Communicating as soon as possible with staff, parents, and students.
- Using DOH guidance/procedures for when someone tests positive.
 - In consultation with the local DOH, a school official may consider whether school closure is warranted and period of time (prior to re-opening) based on the risk level within the specific community as determined by the local DOH.
 - In accordance with guidance for quarantine at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff quarantine.

- Additional close contacts at school outside of a classroom should also quarantine at home.
- Closing of schools could be a regional decision.
 - 7 metrics - NYS Dashboard
 - Schools will reopen if a region is in Phase IV and the daily infection rate remains below 5% using a 14-day average
 - Schools will close if the regional infection rate is greater than 9% using a 7-day average after August 1, 2020
- Thresholds will be determined on a case-by-case basis dependent on the numbers (school closures may be a response).
- Buildings may consider closing if required cleaning products (bleach and water can be used as a cleaning product) and PPE are not available

Facilities

In order to prevent the spread of COVID-19 infection in the district, facilities operations will be geared toward meeting social distancing requirements and cleaning frequently touched spaces regularly. In carrying out projects or tasks supporting infection control, requirements will be met for changes associated with building spaces. Plans for changes or additions to facilities that require review by the Office of Facilities Planning (OFP), will be submitted to comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code.

The function, position and operation of stairs and corridor doors, which have closers with automatic hold opens (and are automatically released by the fire alarm system), will remain unchanged.

The Herkimer Central School District plans to meet the deadline for submission of Building Condition Survey or Visual Inspections on time. In addition, lead in water sampling will be carried out upon the reopening of school under conditions consistent with when the building is “normally occupied.”

Upon reopening, the district plans to increase ventilation, to the greatest extent possible. Water systems will be flushed in buildings that have been unoccupied.

The following actions will be taken as needed:

- Work with engineers to establish sufficient fresh air exchange.
- Drinking Water Facilities: Reduce number of drinking fountains available, in order to facilitate frequent cleaning. However, drinking fountains are a code required plumbing fixture.
- Alterations to the configuration of existing classrooms or spaces or the introduction of temporary and/or movable partitions, the change will be submitted to OFP, the local municipality and/or code enforcement officials for review.
- For offsite facilities, communication with the project manager at NYSED Office of Facilities Planning (OFP) and a Temporary Quarters (TQ) Project submission.
- Tents, both temporary and permanent are regulated by code and must be submitted for a building permit.
- Minimum number of toilet fixtures that must be available for use in a building is established in the building code.

- Maintain adequate, Code required ventilation (natural or mechanical) as designed.
- If other air cleaning equipment (e.g. new technology) is proposed, submit to OFP for review and approval.

Emergency Response Protocols & Drills

The 2020-2021 school year may include hybrid models of the traditional school day. Emergency response drills, including evacuation and lockdown drills, may be spread across the different student populations dependent on the day each population is present the day the drills are scheduled.

Emergency Response Protocols

- Shelter-In-Place
- Hold-In-Place
- Evacuation
- Lockout
- Lockdown

Shelter-In-Place

Areas will be identified in each school that will be used for the Shelter-in-Place along with areas that cannot be used for due to certain types of environmental hazards (i.e.: high winds, tornado, etc.). Shelter-In-Place protocols will be the same with the following changes:

- Provide 6 feet of space between students and staff during the Shelter-In-Place
- Use of face coverings throughout the event may be considered
- If 6 feet between staff and students cannot be achieved, face coverings should be worn at all times during the event
- Plan to have extra face coverings on hand in the event that a person does not have one
- Listen for updates and respond accordingly

Hold-In-Place

Hold-In-Place protocols will be the same with the following changes:

- Provide 6 feet of space between students and staff during the Hold-In-Place
- Use of face coverings throughout the event may be considered

- If 6 feet between people cannot be achieved, face coverings should be worn at all times during the event
- Plan to have extra face coverings on hand in the event that a person does not have one
- Listen for updates and respond accordingly

Evacuate

Evacuation protocols will be routinely the same with some minor adjustments:

- Identify areas outside of the building in advance that will allow 6 feet of separation of students and staff. Verify that students and staff will not impede emergency responders
- In effort to get all staff and students out of the building as quickly and efficiently as possible, face coverings should be worn at all times
- Plan to have extra face coverings on hand in the event that a person does not have one
- Identify, in advance, who will be holding the door to get out of the building, therefore reducing the amount of people touching the door hardware when leaving the building. Personnel that will be conducting this task may be assigned to holding the door for one or more classrooms or until confirmation that everyone has vacated the building
- As written in the established protocols, bring all necessary items needed and consider adding the following items: extra face coverings, in the event a face covering becomes unusable and hand sanitizer
- If no extra face coverings are available, instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

Lockout

Lockout protocols will be the same, besides maintaining six (6) feet of space between students and staff in the area.

Lockdown

During a Lockdown, there will be a violation of the six (6) foot recommendation between people. In order to protect life safety, lockdown protocols will be mostly the same process as they have been conducted in the past.

- Evaluate, in advance, if there is room to social distance without being in the line of sight
- Face coverings should be worn during the event at all times

- Plan to have extra face coverings on hand in the event that a person does not have one
- Instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

Child Nutrition

All schools in the Herkimer School District will follow SFA policies when communicating about school meal services, eligibility, options and changes in operations. All communications will be provided through a variety of communication methods including website, social media, emails, robocalls, newsletters, and regular mail and translated into the languages spoken by families.

Herkimer Central School partners with Oneida Herkimer Madison Food Service to provide school meals- their office will remain the contact point for all child nutrition communications for families and school staff. Families will be reminded in food service communications during the summer and periodically that they can submit a new application for free and reduced-price meals any time during the school year. Applications are available in each school building, on our website and through email or regular mail as needed. Phone support to complete the application is available from the Oneida Herkimer Madison Food Service office at 315-738-0848.

School meals will continue to be available to all students, including those attending school in-person and those learning remotely.

Child nutrition and food service information will be communicated using the district's established communication plan, including but not limited to postings to the district website; email and mailings to parents; and posts to the district's social media accounts.

Meals Onsite

Students will not have designated meal times in a cafeteria setting. Breakfasts will be offered to students and may be eaten in classrooms while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.

The sharing of food and beverages is prohibited. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

Breakfast: K-12- Limited menu, cold/shelf stable options

- Grades K - 5: Breakfast in the classroom.
- Grades 6- 12: Students walk through the serving line or kiosk set-up near entry points before 1st period to pick up their grab and go breakfast meal to bring it back to the classroom.
- Pre-payments will be encouraged
- Rosters will be maintained at each service point; all meals will be charged to the student's account based upon eligibility status ie. free and reduced vs. paid status.

LUNCH

Grades K-5: Limited Menu, 3 choices, meals distributed by classroom/cohort

Grades 6-12: Limited Menu, 3 choices, meals available to-go at kiosks upon exit

- Students place their lunch order as soon as possible in the day.
 - A school staff member will pick up meals from the cafeteria to bring to the classroom
 - Options will include a ready to heat item, deli sandwich of the day or peanut butter and jelly.
- Special attention and accommodations will be made for nut free students/classes
- Meals will not be consumed onsite, but will be taken home by each student.
 - Meals are entered onto the student account by cafeteria staff based on ordered food.
 - A la carte items are not available
 - All meals and/or snacks will be charged to the student's account based upon eligibility status ie. free and reduced vs. paid status
 - Pre-payments will be encouraged

New Standard Operating Procedures (SOPs) will be established and shared among food service and support staff. SOPs will include:

- Additional cleaning and sanitizing requirements
- Proper mask and face shield usage by staff; all food service staff will wear face masks while in the building, all food service staff will also wear face shields when interacting with students and non-food service staff
- Meal Service Protocols- Students will not longer self select items; all items will need to be pre-ordered,

Allergies and special diets will be accommodated with allergen safe meal options. When entire cohorts need to remain allergen free, entire cohorts will be offered allergen free choices. Standard cross contamination and allergy protocols will be followed.

Child Nutrition Program requirements will be followed for all meals served. While the offer versus serve waiver will be utilized, we will continue to offer students as many choices for all meal components as possible. Menus will be planned by the food service administration team and reviewed by the Director and School Dietitian (both registered dietitians). Menus will also be analyzed on a macro and micro nutrient level using menu planning software.

Meals offsite/remote

Hybrid- Meals for Remote Learning- Grab and Go:

- All meals and/or snacks will be charged to the student's account based upon eligibility status ie. free and reduced vs. paid status
- Students will sign-up/pre-order and pick up meals for days they will not be in school on their way out of the building or at designated pick up locations. Accommodations may be made to deliver meals to students' homes.
- 1 or 2 choices- ready to eat or ready to heat

Fully Virtual/School Closure: Meals for Remote Learning- Grab and Go:

- All meals and/or snacks will be charged to the student's account based upon eligibility status ie. free and reduced vs. paid status
- Grab and Go breakfast and lunches will be available weekdays at 6 distribution sites: Herkimer High School, Eastern Gardens, VFW, East Herkimer Fire Department, Creekside Courts, and the Public Library on Main Street. Meals will be provided for seven days (double meals on Thursdays and Fridays.)
- 1 or 2 choices- ready to eat or ready to heat
- Distribution to homes via bus routes and/or pick up locations, using school busses with the expectation of state aid.

Transportation

Herkimer Central School District will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students and school staff must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated) and should maintain appropriate social distancing to the extent practicable.

Students who are able will be required to wear masks and social distance on the bus to the extent practicable; however, students whose physical or mental health would be impaired are not required to wear a face covering, but must be appropriately socially distanced. Members of the same household may be seated within 6 feet of each other. Parents and legal guardians are encouraged to drop off or walk students to school to reduce density on buses.

All buses that are used every day by districts and contract carriers will be cleaned/ disinfected once a day. High contact spots will be wiped down after each morning (AM) and afternoon (PM) run depending upon the disinfection schedule.

School buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses.

Wheelchair school buses will configure wheelchair placement to ensure social distancing of 6 feet.

Whether school is in session remotely or otherwise, pupil transportation will be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them out of the district whose schools are meeting in in-person sessions.

All students are entitled to transportation by the district to the extent required by law. Transportation departments do not have the ability or the right to deny transportation for children who are in foster care, homeless or attend private or charter schools. Parents who may have missed the due date to request out of district transportation due to a reasonable excuse may file a 310 appeal with the Commissioner of Education.

Cleaning and Disinfecting

Refer to the cleaning standard operating procedures guidance for further information.

- Buses and other transportation vehicles will be cleaned and disinfected daily (focus on high touch areas) and in between runs if scheduled for multiple routes. At the end of the day clean and disinfect the entire bus
- *Daily Cleaning*
 - All trash removed
 - Floors swept and dust mopped
 - Walls and windows cleaned
- *High Touch Surfaces*
 - Bus seats and seat backs
 - Seat belts
 - Door handles, handrails
 - Driver operator area
- Cleaning and disinfecting products approved by the EPA will be used according to instructions.
- Eating and drinking will be prohibited on the bus
- Buses will be inspected to ensure cleaning/disinfecting protocols are followed on district owned and contracted buses
- All cleanings/inspections will be documented (via trackable log)

Bus protocols for a reported case of Covid -19 on a school bus

Transportation Coordinator will be notified, the district will then notify building administration and a plan will be implemented to contact parents of students on that bus as determined by the Department of Health.

Bus will be taken out of service for 24 hours before the bus can be used again after a report of COVID-19. Bus will be disinfected following CDC guidelines.

Students on Transportation

- As was outlined in the Health and Safety section of this guidance, all parents/guardians will be required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation to school;
- Students must wear a mask on a school bus if they are physically able. 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;

- Students must social distance (six (6) feet separation) on the bus;
- Students who do not have a mask can NOT be denied transportation;
- Students who do not have masks must be provided one by the district;
- Students with a disability which would prevent them from wearing a mask will not be compelled to do so or denied transportation.

Training (Office Personnel, Drivers, Mechanics, Aides)

- Hazard Communication/Right-To-Know (annual)
- Personal Protective Equipment (PPE)
- Exposure Control/Bloodborne Pathogen (BBP)
- COVID Awareness
 - New cleaning Protocols (buses, transportation center)
 - Handwashing
 - Face Covering (sizing, use, wear & care)
 - Personal Health and Hygiene
 - Special working conditions with face coverings (strenuous activity)

Required Personal Protective Equipment (PPE)

- Disposable gloves (if applicable)
- Face Covering/Mask
- Face Shield (if applicable)

Transportation Communication

- Herkimer Central School District will emphasize to parents and students prior to reopening schools that the District has thoroughly disinfected all buses and student transportation vehicles
- Herkimer Central School District will communicate with parents and students that student transportation vehicles are included in the district's COVID-19 plans and what part students and parents will play in ensuring safety and minimizing infection while utilizing District transportation services
- Advise parents not to send their children to school or board the bus if sick or with an elevated temperature
- Survey parents regarding transportation including an "opt-out" option
- Remind students/parents/guardians that social distancing requirements extend to the bus stop

Density Reduction, Social Distancing, Bus Capacity

- As a density reduction strategy, students will be seated one student per row, all students wearing masks. (*Source: National council on school facilities and cooperative strategies*).

- This results in approximately 22 students on a 66-passenger bus
- Allow siblings or those that live in the same household to sit together
- Do not seat students directly behind the driver
- Students shall wear face masks (if required) while in transit when social distancing is not possible

Routing

- The Herkimer Central School District will develop multiple routing scenarios for administration to analyze different instructional scheduling options
 - Split sessions
 - Alternating days
 - Hybrid schedules – some grade levels in person learning at school buildings, other grade levels virtual remote learning
- Limit rotation of substitute drivers and aides if possible
- Limit student movement between bus routes
 - Discontinue allowing students to ride different buses on different days of the week
 - When possible, mirror AM and PM routes, so bus riders are the same group each day.
 - Changes to transportation routes (i.e. due to an address change) may take 1-2 weeks to implement.

Loading/Unloading & Pickup/Drop-off

- Students shall be loaded in sequential route order. First student on the bus sits in the back, when going to school, last student off sits in the back when going home from school
- Dismissal times may be staggered to best suit building needs and to promote social distancing
- Adjustments will be made by buildings:
 - For unloading and entry, and loading and departure
 - Route timing which will be affected by delayed loading/unloading processes
 - Arrival and departure activities shall be supervised to ensure social distancing
- Will add or modify bus routes to reduce load levels on buses

Transporting to BOCES

- Herkimer Central School District will be transporting students to BOCES and will follow similar protocols as previously described.

Upon request, schools may need to supply the log of passengers in addition to cleaning logs in the event BOCES must assist in contact tracing due to exposures either at the BOCES buildings, or during transportation.

Social Emotional Well-Being

Research shows the importance of mental and emotional well-being for students and staff, which has both psychological and ultimately academic outcomes. We know, after this prolonged closure, many of our students and staff will require social-emotional supports to help them re-engage and re-enter work and school. As a District, our commitment is to create emotionally and physically safe, supportive and engaging learning environments promoting all students' social and emotional well-being and development. The pandemic has elevated the role of leaders in creating conditions helping students practice empathy, create social bonds across distance and adapt to new learning experiences. Counselors, school based health programs, and wrap around supports will play an extremely important role in the adjustment period when buildings reopen and access to school counselors and school-based health programs will be invaluable supports to our students. School counselors and administrators will be equipped with tools and information needed to see each child through a social emotional lens. We are committed to developing/making accessible family/caregiver-appropriate social and emotional learning (SEL) content to be used during all phases of our re-entry. We remain committed to supporting all students and maintain our whole child commitment as well as equipping all staff to connect, heal, and build capacity to support our students.

District Resources for Student Social-Emotional Support

Merrell's Strong Chart program will be used to support our kindergarten through grade 5 population and the Multi-tiered System of Supports (MTSS) will be used to support our grades 6-12 population. Teachers will identify students who appear to be struggling academically, socially and emotionally, and communicate with the school counselor, student, and families to provide appropriate supports and classroom interventions.

If academic, social, or emotional struggles continue, grade level teams/classroom teachers will work with the school counselor, students, and families to provide appropriate supports and classroom interventions. Strategies may include planning and goal setting, mental health check-ins, opportunities for self-reflection, and social interactions as applicable.

If academic, social, or emotional struggles continue, the school counselor will use the resources of the Child Study Team to provide additional interventions. These may include but are not limited to the school social worker, the school psychologist, the school nurse, the district's prevention coordinator (at the High School), the county's social services liaison (through the School Intervention Partnership), the county's probation department liaison, and the TREATY attendance interventionist.

School-based counseling services will continue for eligible students no matter what instructional model is in place. Scheduling will take into account the need for students to maximize in person instructional hours and the privacy considerations of remote counseling.

The district has added a school counselor at the elementary level to support our K - 5 population attending every day and we participate in the R4K community grant.

District Resources for Supporting Faculty and Staff

All Herkimer Central School District employees have access to the Employee Assistance Program (EAP) which offers many free services including face-to-face and virtual counseling.

School Schedules

Elementary School

K-5 (in-person model) - Elementary students will come 5 days a week, where they will receive in person instruction from a certified elementary teacher 5 hours each day. Classroom cohorts will range from 12-14 students based on grade levels and classroom configuration. Instruction in the areas of ELA, Math, Science and Social Studies will occur in Grades K-5, with handwriting instruction taking place at Kindergarten and Grade 1. Teachers will embed frequent brain and mask breaks throughout the day.

K-5 Hybrid Model - K-5 students will each be assigned a District device. If the District has periods of time when the learning has to occur in the home, students will access the learning through the Google Classroom platform, where they will continue to receive their core instruction from their classroom teacher. In the event the District has periods of remote teachers will provide substantive interaction numerous times throughout the instructional day. There will be accountability for grades, assessments, and attendance during these brief remote periods of learning.

Remote Model - K-5 students will receive their core instruction completely remotely using the Google Classroom platform. There will be accountability for grades, assessments, and attendance during the remote learning time. Teachers will provide substantive interaction numerous times throughout the instructional day.

Our Pre-Kindergarten program will occur fully remote for the 2020-21 school year. A certified teacher will provide remote kindergarten readiness instruction to ensure students are prepared for kindergarten. The classroom teacher will consistently communicate with all pre-k families to provide strategies and resources for their child's success.

Jr./Sr. High School

Grade 6		
In Person	Hybrid	Remote
In order to properly follow the NYS school reopening	Students will attend school 5 days a week and receive in person instruction daily from	Students will be instructed remotely in all of their

guidelines we are unable to conduct a 100% in person instructional model.	certified teachers. In person instruction will take place in ELA, Math, Social Studies, and Science. Students will receive physical education instruction remotely 3 days a week for a minimum of 40 minutes per lesson. Students will also receive a combination of in person and remote instruction in the areas of Art, Music, STEM, FACS, and Health.	<p>classes. Daily substantive interaction between teacher and students will be provided and documented.</p> <p>The instructional experiences will be designed to enable students to achieve the State's learning standards, and will be comparable in rigor, scope and magnitude to a traditionally delivered unit of study.</p> <p>Instruction will include synchronous and asynchronous instruction that aligns with the hybrid instruction schedule as much as practicable.</p>
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Grades 7-8		
In Person	Hybrid	Remote
In order to properly follow the NYS school reopening guidelines we are unable to conduct a 100% in person instructional model.	<p>Students will attend school in person a minimum of 2 days a week. Students with IEPs, 504s, English Language Learners, and students who require additional support may receive additional in person instruction time.</p> <p>Grade 7 students will receive in person instruction in ELA, Math, Science, and Social Studies for a minimum of 150 minutes a week. A balance of remote instruction will occur in these areas for a minimum of 60 minutes per week. Grade 7 students will receive a combination of in person and remote instruction throughout the year in the areas of Art, STEM, FACS. Grade 7 students will receive physical education instruction remotely 3 days a week for a minimum of 40 minutes per lesson.</p> <p>Grade 8 students will receive in person instruction in ELA, Math, Science, Social Studies, and Spanish for a minimum of 120 minutes a week. A balance of remote</p>	<p>Students will be instructed remotely in all of their classes. Daily substantive interaction between teacher and students will be provided and documented.</p> <p>The instructional experiences will be designed to enable students to achieve the State's learning standards, and will be comparable in rigor, scope and magnitude to a traditionally delivered unit of study.</p> <p>Instruction will include synchronous and asynchronous instruction that aligns</p>

	<p>instruction will occur in these areas for a minimum of 60 minutes per week. Grade 8 students will receive a combination of in person and remote instruction throughout the year in the areas of Art, Ag Tech, FACS, and Health.</p> <p>Grade 8 students will receive physical education instruction remotely 3 days a week for a minimum of 40 minutes per lesson.</p>	<p>with the hybrid instruction schedule as much as practicable.</p>
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Grades 9-12		
In Person	Hybrid	Remote
<p>In order to properly follow the NYS school reopening guidelines we are unable to conduct a 100% in person instructional model.</p>	<p>Students will attend school in person a minimum of 2 days a week. Students with IEPs, 504s, English Language Learners, and students who require additional support may receive additional in person instruction time.</p> <p>Physical education and music lessons will be offered remotely, to ensure the safety recommendations of the state education and health departments.</p> <p>Students who are enrolled in a hybrid class will receive in-person instruction for a minimum of 120 minutes a week. A balance of remote instruction will occur in these classes for a minimum of 60 minutes per week. The instructional experiences will be designed to enable students to achieve the State's learning standards, and will be comparable in rigor, scope and magnitude to a traditionally delivered unit of study.</p> <p>CTE students will attend vocational instruction at the Herkimer BOCES WEB complex 2 days a week. They will participate in required high school classes in person at Herkimer High School 1 day a week for a minimum of 120 minutes weekly per class. A balance of remote instruction will occur in these classes for a minimum of 60 minutes per week.</p> <p>Due to the nature of high school classes, select elective courses may be offered as an entirely online class, with a minimum of 180 minutes of instruction weekly for a full credit course (i.e. programs offered by another school which students previously attended in person,</p>	<p>Students will be instructed remotely in all of their classes. Daily substantive interaction between teacher and students will be provided and documented.</p> <p>The instructional experiences will be designed to enable students to achieve the State's learning standards, and will be comparable in rigor, scope and magnitude to a traditionally delivered unit of study.</p> <p>Instruction will include synchronous and asynchronous instruction that aligns with the hybrid instruction schedule as much as practicable.</p>

	or a specialized class that does not fit into the master schedule). Procedures will be put in place to make sure that there is substantive interaction between teacher and students, including scheduled virtual and/or in person office hours and small group virtual instruction.	
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HYBRID MIDDLE/HIGH SCHOOL SCHEDULE (Grades 7-12)

Monday/Thursday OR Tuesday/Friday In Person Instruction 5 hours/day	Wednesday Remote Instruction May include part or all of the 60 minutes substantive interactions with teachers Synchronous and asynchronous learning, which include screencasts, office hours, small group instruction, lab activities, etc.	Wednesday In Person Instruction Includes but not limited to students with IEPs or 504s, English Language Learners, students who require additional academic support, scheduled lab activities towards mandated minutes, CTE students, students who need internet access for remote learning
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For information about how school schedule information will be communicated to students, families and staff members, visit the *Communication* section [\[provide link\]](#) of our reopening plan.

Attendance and Chronic Absenteeism

Attendance and Attendance Reporting

All schools in the Herkimer Central School District will take daily attendance whether school opens in September in-person, hybrid, or remote. Attendance policies and procedures will be communicated with families and students prior to the start of the school year or if the instructional model changes during the year. Communication will take the form building level parent letters/newsletter, robocalls, emails, text messaging, and social media. Teachers will record daily attendance in Schooltool our student management system based on the required daily scheduled student contact and engagement. Daily reports will be generated to identify students who are absent and/or chronically absent. Contact with the families will be made daily to determine reasons for absence and needs or barriers the student may have to participate in daily lessons.

Chronic Absenteeism

While there is no one-size-fits all approach to addressing chronic absenteeism, Herkimer Central School District is committed to providing interventions to prevent and address health-related and mental health chronic absenteeism. We recognize that many factors will influence student attendance, and may be greatly impacted by the instructional models provided; in-person, hybrid, and remote.

Our district addresses chronic absenteeism as follows.

1. Nurture a culture of attendance

- Communicate clearly to families and students what the attendance policy is and expectations for participating based on the model of instruction
 - Explain the importance of attendance to the entire school community
 - Track daily attendance and tardies in one central, secure location using School Tool.
- ### 2. Early Identification and Intervention

- Each school regularly monitors attendance data and communicates with parents about issues as they arise.
- Use data to identify which students are at risk, so you can intervene before isolated absences become chronic absenteeism.
- Establish intervention plans; parent phone call, home visit, counseling, instructional modifications, engage community partners, etc.
- Use a MTSS to carry out intervention plans, which includes TREATY's Attendance Intervention services.

3. Create a more positive school culture and a focus on engaging instruction

- Evaluate and address your students' engagement in learning
- Celebrate student attendance and participation in the classroom.
- Provide teachers and school leaders with multiple levels of support to help students stay more engaged and act positively.
- Help students achieve positive social and emotional character development, while reinforcing the behaviors that make up your ideal school culture.
- Use goal-based incentives and rewards to motivate attendance and positive student behaviors where age appropriate.

Technology and Connectivity

Access to technology and the internet is essential for the successful roll-out of this plan. The Herkimer Central School District is committed to ongoing planning and implementation of district technologies to ensure equitable access for staff and students. The team has initiated plans that are mindful of the variety of student home situations that may exist in terms of access to reliable internet and computers.

1. The Herkimer Central School District recently gathered data and asked teachers and families to identify their level of access to devices and high-speed broadband from their residence. Respondents indicated that approximately 10% of student families and 5% of staff either had unreliable or no internet access at their residence.
2. The district will continue to assess the ongoing needs of our families for technology and connectivity through surveys, interviews, school outreach, and other tools as needed. In the event that students and/or teachers do not have access to the internet, either due to lack of access or lack of requisite devices, the district will take the necessary steps to meet their needs wherever possible.
3. The district also commits to:
 1. Maintain an inventory of technology equipment and other assets in order to identify which students, families, and staff have district assets in their possession.
 2. Continue to research, procure, manage and/or maintain hardware, software, licenses, learning management systems, etc. to support and improve virtual instruction and student engagement.
 3. Identify professional learning needs for teachers and continue to support their development of skills and pedagogy for a virtual learning environment.
 4. Provide and articulate a technology support system for parents, students, and staff to report technical issues and/or request help or assistance while engaged in remote learning.
 5. Keep students safe and protect their privacy while using online and digital tools, through content filtering and activity monitoring software.

The Herkimer Central School District will provide all students with access to learning materials and resources in multiple formats, wherever possible. In the event students do not have sufficient access to devices and/or high-speed internet, the district will provide the students with alternate methods to access materials and instruction, i.e. pick up materials at school, drop off materials to students' homes, etc.

Further, the district will support teachers through professional development and coaching on pedagogical methods that enable students to participate in multiple ways, so that they can demonstrate mastery of Learning Standards in remote or blended models through the use of both synchronous (i.e. Google Meet or other web conferencing tool) and asynchronous technologies (i.e. Google Classroom or

other LMS). The district will also schedule opportunities to connect with families to educate them on how to use the technologies and connect to the instructional activities.

Teaching and Learning

In an effort to assure high-quality teaching and learning a continuity of learning plan has been developed for the 2020-21 school year. This plan considers and plans for teaching and learning in-person, remotely, and through hybrid models of instruction. Our plan assures that instruction is aligned with the New York State Learning Standards and assures equity as well as quality for all learners.

Equity is at the heart of all school instructional decisions. All instruction in our district will be designed so that whether it is delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear, comprehensive, and accessible learning opportunities for all students. Such opportunities will be aligned with state standards. Our teaching and instructional plan outlines routine, scheduled times for students to interact and seek feedback and support from their teachers. Our plan is centered on instruction and academic programming that includes regular and substantive interaction with an appropriately certified teacher regardless of the delivery method (e.g., in person, remote or hybrid). Our teaching and learning plan includes a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information will be accessible to all, available in multiple languages, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone) in an effort to assure learning for all.

As we enter the new school year, teachers will be encouraged to spend time building relationships, supporting students with the transition back to school, and teaching social distancing etiquette at developmentally appropriate levels.

When a remote or hybrid learning model is necessary, certain groups of students will be prioritized for in-person learning to the greatest extent possible. This includes, but is not limited to, special education students, English language learners, students who did not engage in remote learning during the spring of 2020, and students with technology or connectivity needs.

Assessing student learning gaps or areas of need will be critical. Formative assessment before a unit of instruction to assess student understanding of pre-requisite skills will be common practice.

Acknowledging that the typical content in a given grade level or course may need to be adjusted, content will be prioritized to ensure that students receive instruction for the prioritized learning standards, key understandings, and skills necessary for students' success in future study.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of course content.

For information relating to teaching and learning in Herkimer BOCES special education and Career and Technical Education programs, please see the BOCES website at <https://www.herkimer-boces.org/>.

The district's expectation is that all students will attend school, unless an underlying medical concern for the child or family prevents them from doing so. If such a health concern exists, parents should contact building officials.

In-person Instruction

Upon reopening, the number of students in each of our classrooms will be reduced to adhere to CDC guidance regarding proper social distancing. Class size will reflect the need to ensure that students' desks/seats are positioned no less than six feet apart. Accommodating a six-foot radius around students may necessitate the identification of additional rooms and common-area spaces that can be converted into classrooms. All instruction will continue to be aligned to the New York State Learning Standards.

When in-person instruction is not possible due to space and time constraints, teachers may broadcast lessons to students synchronously or asynchronously, depending on the resources available and the needs of the students.

Our schools will minimize the movement of students, including having students eat lunch in their classroom instead of the cafeteria and eliminating assemblies, field trips and other large-group activities. Special-area subjects (e.g., art, music, physical education) may be pushed into the classroom or taught remotely. Whenever possible students will utilize outside space for physical education instruction. We will adhere to 12 feet between students while engaging in physical activity.

Students will be permitted to eat breakfast and snacks in the classroom only; the cafeteria will not be used for this purpose. Students will be offered a lunch to take home at the end of the school day.

To the extent possible, students will remain in small cohorts if/when leaving the classroom for any necessary transition, so as to reduce their exposure to additional students. Student transitions will be limited as much is practicable.

For information on school schedules, visit the School Schedules section [\[provide link\]](#) of our reopening plan.

For information about how in-person instruction information will be communicated to students and families, visit the Communication/Family and Community Engagement section [\[provide link\]](#) of our reopening plan.

Remote/Hybrid instruction

Given the possibility that communities may experience spikes in COVID-19 cases at any point during the school year, which may prompt short or long-term school closures, our district has developed a hybrid/blended learning model and schedule that can continue as is in a fully remote environment.

Instruction will not only focus on “core” subject areas to the exclusion of elective courses. Consideration has been given to prioritizing hands-on and lab-based activities while students are onsite in school buildings. All instruction will continue to be aligned to the New York State Learning Standards.

Remote learning opportunities for students will include synchronous and asynchronous instruction, with substantive interactions numerous times throughout the instructional day. While recording of live lessons is still essential for students unable to attend at a scheduled time, teachers will ensure that their students are directly engaged with them and their class peers in experiential learning on a regular basis.

To ensure high-quality remote learning experiences, we will standardize the use of a single online learning platform, to the extent possible, and develop a common, coordinated set of guidelines for teachers to follow when using the platform with students.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students’ mastery of course content. Grading guidelines for remote

learning will be developed by the district and communicated to students and families should a transition to fully remote learning occur.

The instructional experiences will be designed to enable students to achieve the State's learning standards, and will be comparable in rigor, scope and magnitude to a traditionally delivered unit of study. During remote learning, regular, substantive interactions between students and the teacher will include but are not limited to scheduled virtual and/or in person office hours, small group virtual instruction, learning activities virtually facilitated by the teacher, engaging in feedback loops, and other individualized or group student-teacher interactions appropriate to achieving the learning standards.

Fully remote instruction will include synchronous and asynchronous instruction that aligns with the hybrid instruction schedule as much as practicable.

For information on school schedules, visit the *School Schedules section [provide link]* of our reopening plan.

For information about how remote/hybrid instruction information will be communicated to students and families, visit the Communication/Family and Community Engagement section [provide link] of our reopening plan.

Career and Technical Education (CTE)

While planning for CTE instruction, whether in-person, remote or hybrid models, Herkimer CSD has collaborated with Herkimer County (HFHO) BOCES to ensure high school instructional plans are aligned. HFHO BOCES has developed models that ensure NYS Learning Standards, applicable industry certification requirements, clinical and work based learning hours have been met. In addition, their plans follow all NYS/DOH health and safety guidelines and social distancing.

Herkimer CSD will make every effort, where practicable, to instruct CTE students as a cohort when in-person instruction in core classes is provided by Herkimer CSD teachers.

Athletics and Extracurricular Activities

Interscholastic Activities

As a result of the COVID19 pandemic, districts have delayed the Fall sports start date until Monday, September 21. With NYS approval for the opening of schools in September and with appropriate social distancing, PPE usage, and cleaning and disinfection of equipment, the following will be implemented:

- Cancel NYS Fall Regional and State Championship events
- Waive seven-day practice rule to enable greater opportunities for local participation
- Maintain current practice requirements
- Encourage geographic scheduling for games & contests
- Schools would have the option, if permitted by state officials, to offer off-season conditioning workouts.

If the Fall sports season is interrupted or impacted by COVID-19 crisis (i.e. state official guidance, school closings, cancelation of high-risk sports, etc.) then a condensed seasons plan will be implemented. This plan takes into consideration the competitive and interactive aspects of each sport and would include the following, with the stipulated dates being tentative.

- Season I (Winter Sports)
 - o Dates: Jan. 4-Mar. 13 (Week 27-36) 10 Weeks
 - o *Note: tentative dates Sports: basketball (girls & boys), bowling (girls & boys), gymnastics, ice hockey (girls & boys), indoor track & field (girls & boys), skiing (girls & boys), swimming (boys), *wrestling, *competitive cheer. * Because of the high risk nature of wrestling and competitive cheer, sports may have to be moved to Season II or season III.
- Season II (Fall Sports)
 - o Dates: Mar. 1-May 8 (Week 35-44) 10 Weeks

- o *Note: tentative dates Sports: football, cross country (girls & boys), field hockey, soccer (girls & boys), swimming (girls), volleyball (girls & boys), Unified bowling. Note: Weather will have an impact upon outdoor sports in some parts of the state in March and potentially early April. Girls Tennis moved to Season III.
- Season III (Spring Sports)
 - o Dates: Apr. 5-Jun. 12 (Week 40-49) 10 Weeks
 - o *Note: tentative dates Sports: baseball, softball, golf (girls & boys), lacrosse (girls & boys), tennis (girls & boys), outdoor track & field (girls & boys), Unified basketball.

Extracurricular

Extracurricular activities which are determined to be core to the mission of the District, which can be effectively conducted remotely or in person following DOH protocols, may be offered and encouraged by the District. Such activities may include but are not limited to Student Council, Yearbook, Outdoors Club, Students Against Destructive Decisions (SADD), for example.

Child Care

Herkimer Central School District will provide the same level of childcare supervision under periods of closure as they would during periods for children in grades K - 6 when schools were open. The district will provide childcare and support student instruction for students in grades K - 6 during periods of closure under CDC guidelines. Parents needing more childcare than the district can provide under these constraints are referred to Oneida-Herkimer-Madison Child Care Resource Center at 315-223-7850 extension 222 or email earlycareandlearning@cornell.edu.

Special Education

Herkimer CSD reopening plan provides a framework to ensure that all students with disabilities continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living in the least restrictive environment (LRE). In consideration of the health, safety, and well-being of students, families, and staff, our plan is designed to enable transitioning between in-person, remote, and hybrid learning environments to ensure the provision of FAPE consistent with the changing health and safety conditions that exist. The Herkimer Central School District has worked to ensure that the needs of the students with special education needs have access to in-person instruction and services as often as practicable. We are aware that this instruction is critical to students. Students in grades Kindergarten through 6 will receive in-person instruction 5 days a week, while students in grades 7-12 will receive a combination of in-person and remote instruction aligned with the students' IEPs to the greatest extent practicable. In the event of a school closure, the Herkimer Central School District will work with teachers, staff, related service providers and families to continue to provide services in alignment with students' IEPs to the greatest extent practicable.

Special education programs and services of the Herkimer Central School District provide equity and access for students with disabilities to be involved in and to participate and progress in the general education curriculum with access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students. While not all formats allow for maximum benefit to students, these programs and services can be provided in all formats (live-person, hybrid, or remote). The Herkimer CSD will document the programs and services offered and provided to students with disabilities as well as to the communications with parents in their preferred language and mode of communication (eg. Related Services Log). The district will ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.

Herkimer CSD is committed to providing meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA. Further, we will maintain regular communication with the parents/guardians and other family members of to ensure that they are engaged in their children's education during the reopening process

Herkimer CSD will plan and support collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

Herkimer CSD will maintain records to document the implementation of each IEP. The documentation will include, but will not be limited to: narrative records of how the student is adjusting to live, hybrid, and remote instruction during 2020-21, a record of what instruction and services were provided, a record of formative, summative, and standardized assessments and their results as well as progress monitoring documentation, a record of school-family collaboration, and the provision of compensatory services records. Individual parent concerns regarding student needs will be met through parent requests through the Committee on Preschool Special Education (CPSE) and the Committee on Special Education (CSE).

For information about meaningful parent engagement regarding the provision of services to a child to meet the requirements of the IDEA, visit the *Communication/Family and Community Engagement* section [[provide link](#)] of our reopening plan.

Bilingual Education and World Languages

Herkimer CSD provides world language instruction in Spanish at the middle and high school levels, and English as a New Language (ENL) instruction for ELLs/MLLs K-12. We may utilize OHM BOCES distance learning offerings for World Language Instruction 7-12. This assistance will be provided in all formats (live-person, hybrid, or remote).

Support of English language learners (ELLs) will be comprehensive, high-quality, and culturally responsive. If we reopen using in-person or hybrid instruction we will complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs will resume for all students within the required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

Herkimer CSD is committed to comprehensive, high-quality, and culturally responsive instruction for ENL students, we will provide the required instructional Units of Study to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction. Further, we will maintain regular communication with the parents/guardians and other family members of ELLs to ensure that they are engaged in their children's education during the reopening process which includes telephone contact, text messages, social media, emails and regular mail in their preferred language. We will provide all communications for parents/guardians of ELLs in their preferred language and mode of communication. We may utilize Compass Translators to assist with translation services. This service can translate live conversations as well as documents.

Herkimer CSD will provide professional learning opportunities for our district that support best practices and equitable instruction for ELLs as well as general education students to help address learning gaps caused by the COVID-19 school closures. The district also has access to the Herkimer BOCES Professional Learning Catalog to support teachers to assure ENL and world language instruction is personalized and research-based.

In order to assure that students have opportunities to study world languages we are prepared to teach Spanish in the live in-person, hybrid, or remote format upon reopening. With the support of Herkimer BOCES and RBERN, we will provide professional learning opportunities to our district and the region that supports best practices in all three formats of instruction and cover equitable instruction for our ELLs, SWDs, and general education students who are studying world languages to help address learning gaps caused by the COVID-19 school closures.

Our district will support our students as they work towards earning the New York States Seal of Biliteracy. We will collaborate with Herkimer BOCES and RBERN to provide Seal of Biliteracy professional learning. Herkimer BOCES and RBERN will also support assessment options and provide translators for NYS Seal of Biliteracy presentations.

Through using our district BOCES and RBERN resources, we are well prepared to reopen our schools and serve ELLs, MLLs, and students learning world languages as they expand their skills, knowledge, and facilities with languages.

Staffing

Teacher and Principal Evaluation System

All teachers and principals will continue to be evaluated pursuant to the district's approved APPR plan. Herkimer CSD will consider whether their currently approved APPR plans may need to be revised in order to be consistent with their plans for re-opening under an in-person, remote or hybrid instructional model. School leaders will continue to attend annually required Lead Evaluator training.

Certification, Incidental Teaching and Substitute Teaching

All teachers will hold valid and appropriate certificates for teaching assignment, except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or education law.

Student Teachers

Student teachers from NYSED registered college or university programs can serve under the supervision of fully certified teachers in the Herkimer CSD. Student teachers will follow all of the social distancing, mask wearing, health status reporting, and other COVID-19 procedures that the teachers follow. Student teachers will serve under the supervision of our full time certified teachers only. At no time will a student teacher be used as a teacher of record.