

EAST GREENBUSH CENTRAL SCHOOL DISTRICT OPENING PLAN



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Communications/Family and Community Engagement

Goals:

- Engage with school stakeholders and community members when developing opening plans.
- Inform stakeholders about the school opening plan
- Continue to educate and instruct all students, faculty, and staff regarding COVID-19 protocols
- Encourage all students, faculty, staff and visitors to adhere to CDC/DOH guidance
- Provide communications in the language(s) spoken at home among families and throughout the school community. Written plans must be accessible to those with visual and/or hearing impairments.

Objectives:

- Create and continue updating the 'Opening Schools' webpage that includes information and resources for students, staff, families and visitors
- Create a website banner with links to information/updates
- Discuss opening plans with all district and building level administrators through regular staff meetings
- Engage with all stakeholders through virtual meetings, inclusive of teachers, staff, administrators, students, parents, community partners, school nurses and the district's medical director
- Inform all district stakeholders including students, staff and families regarding opening plans through email updates, district website and social media
- Post draft/completed school opening plans on website and in school buildings. Email proposed plan to staff/K-12 parents.
- Host virtual community presentations for proposed opening plan and solicit feedback from stakeholders
- Utilize PSA videos to help train staff/students on health and safety topics
- Post CDC signage in schools/buses to promote health and safety best practices
- Send all communications to families in the language associated in their PowerSchool preferences

Health and Safety

Introduction

The East Greenbush Central School District is implementing multi-layered mitigation strategies to maintain a healthy and safe learning environment. These strategies are based on recommendations from the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics and the NYS Education Department.

- [Guidance for COVID-19 Prevention in K-12 Schools](#) (CDC)
- [COVID-19 Guidance for Safe Schools](#) (American Academy of Pediatrics)
- [Back to School Health and Safety Guide](#) (NYS Education Department)

Face Masks

- Face masks are optional for all students, staff and visitors inside schools and on school buses regardless of vaccination status, effective March 2, 2022.
- Masks are also optional when outdoors on school property.
- Masks are required upon return from isolation during days 6 through 10 after COVID-19 infection.
- Individuals, regardless of vaccination status, are recommended to wear a mask for 10 days from exposure if they are identified as a close contact (Exception: Individuals who have had COVID-19 in the last 90 days are not recommended to wear a mask).

Social Distancing

- Schools will maintain at least 3 feet of physical distance between students within classrooms.
- All schools within the district are able to comply with this guidance and fully accommodate all students for instruction.

Ventilation

- The East Greenbush Central School District completed an indoor air quality assessment in each of its school buildings and implemented a plan to improve ventilation
- Improvements include:
 - Purge cycle program in all schools to allow more fresh air into buildings
 - Run exhaust fans 24/7
 - Repair and replace exhaust fans
 - Upgrade air filters to improve air quality
 - Utilize air purifiers in offices and rooms where needed

Cleaning and Disinfecting

- Continued regular cleaning and disinfecting of school buildings, buses and high-touch areas.
- In accordance with CDC recommendations, in general, cleaning once a day is sufficient to remove potential viruses that may be on surfaces. Classroom desks will not need to be disinfected after each period at Columbia High School and Goff Middle School.
- Surfaces will be cleaned and disinfected daily by custodial staff. High touch surfaces will be given additional cleaning and disinfecting.

Health Screening

- All staff and parents should conduct a daily health screening for COVID-19 symptoms before entering school or a school bus.
- If an individual is sick, they should stay at home and contact their primary care provider.

Elementary School Procedures

Capacity:

East Greenbush Elementary Schools will be at full student capacity daily. (100%)

A. SOCIAL DISTANCING AND FACE COVERING

Social Distancing:

- 3ft (Minimum) apart in all classes, hallways, lunch periods, and school grounds.

PPE and Face Coverings:

Students:

- Face masks are optional inside schools, on school buses and when outside on school property.
- For Music, Library and Art classes, students may remain 3 ft social distance from one another.
- For PE class, students may remain 6 ft. socially distant between participants whenever possible.
- For General Music, Chorus and Orchestra class, students must maintain 3ft social distance.
- For Band, students will maintain 3ft social distancing with the use of instrument caps.

Staff:

- Face masks are optional for teachers and staff.

Space Configurations:

- Markers of a minimum of 3ft or more will be marked in common areas and places where lines may form (library, cafeteria, gymnasium, classroom desks, etc)
- Desks in classrooms will be spaced at a minimum of 3 feet apart.
- Indicators for social distancing of 3ft will be placed in the hallways for primary students

Schedules:

- Arrival - students will exit the bus immediately upon arrival at school and will enter the building at the assigned entry points.
- Students will store materials in available spaces within the classroom. Staff will monitor students to ensure physical distancing.

Signage:

- Signs will be posted throughout the school that will be provided by Human Resources. These signs will be in the hallways, classrooms, bathrooms, and common areas. These signs will remind students and staff to:
 - Stay home if they feel sick
 - Properly store and discard PPE
 - Adhere to social distancing instructions
 - Report symptoms of, or exposure to, COVID-19
 - Follow hand hygiene, and cleaning and disinfection guidelines
 - Follow respiratory hygiene guidelines

B. GATHERINGS**Meals:**

- Cafeteria - Students will be physically distanced at an assigned seat.
- Food Line - Physical Distancing will be required. Markings to designate the required distances will be placed on the kitchen/cafeteria/hallway floor.
- Breakfast Cart - Social Distancing will be required. There will be markings to designate the required distances.
- Between lunch period the cafeteria staff and cafeteria monitors will be responsible for cleaning and disinfecting the used area prior to the next group entering the cafeteria
- All elementary buildings will be adhering to the Food Services Reopening Plan guidelines for providing meals to all enrolled students.

Common Spaces:

- I.E. Faculty room, conference rooms, copy room, mail room, security vestibules)
 - These spaces will have reduced capacity.
 - Face coverings are optional.
 - Each small space will have signage on the door, indicating the maximum capacity of the room.

Goff Middle School Procedures

Capacity:

Howard L. Goff Middle School will be at full student capacity daily. (100%)

A. SOCIAL DISTANCING AND FACE COVERING

Social Distancing:

- 3ft (Minimum) apart in all classes, hallways, lunch periods, and school grounds.

PPE and Face Coverings:

Students:

- Face masks are optional inside schools, on school buses and when outside on school property.
- For Music, Library and Art classes, students may remain 3 ft social distance from one another.
- For PE class, students may remain 6 ft. socially distant between participants whenever possible.
- For General Music, Chorus and Orchestra class, students must maintain 3ft social distance.
- For Band, students will maintain 3ft social distancing with the use of instrument caps.

Staff:

- Face masks are optional for teachers and staff.

Space Configurations:

- Markers of a minimum of 3ft or more will be marked in common areas and places where lines may form (library, cafeteria, gymnasium, classroom desks, etc)
- Desks in classrooms will be spaced at a minimum of 3 feet apart.
- Indicators for social distancing of 3ft will be placed in the hallways for students.

Schedules:

- Arrival - We encourage all students to ride the bus to and from school. Bus Schedules that include pickup/drop off locations and times will be provided to all families by the transportation department.
- Parent drop offs will begin at 7:30 a.m. All students should be dropped off in the drop off lane and students must use the designated crosswalks to enter the

building. Please note that drop offs will not be allowed prior to 7:30 a.m. or if released by Deputy Gravelle to ensure the safety of everyone arriving on campus.

- Building Entry - We will be using different entry points for students to enter the building.
 - 6th graders - Main Entrance in front of the building
 - 7th graders - Green House side entrance
 - 8th graders - Cafeteria Entrance
- Students should maintain social distancing when entering the school.

Signage:

- Signs will be posted throughout the school that will be provided by Human Resources. These signs will be in the hallways, classrooms, bathrooms, and common areas. These signs will remind students and staff to:
 - Stay home if they feel sick
 - Properly store and discard PPE
 - Adhere to social distancing instructions
 - Report symptoms of, or exposure to, COVID-19
 - Follow hand hygiene, and cleaning and disinfection guidelines
 - Follow respiratory hygiene guidelines

B. GATHERINGS

Meals:

- The students will be socially distanced 3 feet during lunch.
- Hand washing or hand sanitizing before and after meals will be encouraged for all students along with cleaning and disinfection of the cafeteria between lunch periods.
- Students will be seated at individual tables for lunch. Once students select their assigned seat, they will stay in this seat for the duration of the quarter.
- Food Line - Physical Distancing will be required. Markings to designate the required distances will be placed on the kitchen/cafeteria/hallway floor.
- Breakfast Cart - Social Distancing will be required. There will be markings to designate the required distances.
- Between lunch period the cafeteria staff and cafeteria monitors will be responsible for cleaning and disinfecting the used area prior to the next group entering the cafeteria

Common Spaces:

- Hallways - Administration and monitors will assist students with transitions and prevent congregating in the halls.
- Lockers will not be used during the school day. Students will be allowed to carry backpacks.
- Faculty room, conference rooms, copy room, mail room and security vestibules will have reduced capacity. Each small space will have signage on the door, indicating the maximum capacity of the room.

Columbia High School Procedures

Capacity:

Columbia High School will be at full student capacity daily. (100%)

A. SOCIAL DISTANCING AND FACE COVERING

Social Distancing:

- 3ft (Minimum) apart in all classes, hallways, lunch periods, and school grounds.

PPE and Face Coverings:

Students:

- Face masks are optional inside schools, on school buses and when outside on school property.
- For Music, Library and Art classes, students may remain 3 ft social distance from one another.
- For PE class, students may remain 6 ft. socially distant between participants whenever possible.
- For General Music, Chorus and Orchestra class, students must maintain 3ft social distance.
- For Band, students will maintain 3ft social distancing with the use of instrument caps.

Staff:

- Face masks are optional for teachers and staff.

Space Configurations:

- Markers of a minimum of 3ft or more will be marked in common areas and places where lines may form (library, cafeteria, gymnasium, classroom desks, etc)
- Desks in classrooms will be spaced at a minimum of 3 feet apart.
- Indicators for social distancing of 3ft will be placed in the hallways for students.

Schedules:

- Arrival - We encourage all students to ride the bus to and from school. Bus Schedules that include pickup/drop off locations and times will be provided to all families by the transportation department.

- Parent drop-offs will begin at 7:10 a.m. in the bus loop located outside the main entrance. Please note that drop-offs will not be allowed prior to 7:10 a.m. to ensure the safety of everyone arriving on campus.
- Student drivers are asked to arrive between 7:00-7:10 a.m. Students must park in their designated parking spot. Please remember that driving to school is a privilege and parking spots can and will be revoked for failure to follow the driving guidelines.
- Students will use the Main Entrance.
- Students should maintain social distancing when entering the school.

Signage:

- Signs will be posted throughout the school that will be provided by Human Resources. These signs will be in the hallways, classrooms, bathrooms, and common areas. These signs will remind students and staff to:
 - Stay home if they feel sick
 - Properly store and discard PPE
 - Adhere to social distancing instructions
 - Report symptoms of, or exposure to, COVID-19
 - Follow hand hygiene, and cleaning and disinfection guidelines
 - Follow respiratory hygiene guidelines

B. GATHERINGS

Meals:

- The students will be socially distanced 3 feet during lunch.
- Hand washing or hand sanitizing before and after meals will be encouraged for all students along with cleaning and disinfection of the cafeteria between lunch periods.
- Students will be seated at individual tables for lunch. Once students select their assigned seat, they will stay in this seat for the duration of the quarter.
- Food Line - Physical Distancing will be required. Markings to designate the required distances will be placed on the kitchen/cafeteria/hallway floor.
- Breakfast Cart - Social Distancing will be required. There will be markings to designate the required distances.
- Between lunch period the cafeteria staff and cafeteria monitors will be responsible for cleaning and disinfecting the used area prior to the next group entering the cafeteria

Common Spaces:

- Staggered student release from classes will be used to reduce congestion in the hallways. We ask that all students keep right in hallways and stairs to avoid congestion. Administrators and monitors will assist students with transitions and prevent congregating in the halls.
- Lockers will not be used during the school day. Students will be allowed to carry backpacks.
- Faculty room, conference rooms, copy room, mail room and security vestibules will have reduced capacity. Each small space will have signage on the door, indicating the maximum capacity of the room.

Teaching and Learning

Introduction:

All students must have the opportunity to feel safe, engaged, and excited about their learning. At the heart of teaching and learning are the relationships that students have with their peers, teachers, and school community members. The East Greenbush Central School District recognizes that students are searching for a return to their routines and a sense of normalcy, so our efforts described below acknowledge the importance of setting a positive routine and welcoming environment that supports students during this unpredictable time. The need to be flexible this school year will continue to be essential and we recognize that we must be prepared at any point in time to shift instructional models if that becomes necessary.

The East Greenbush Central School District recognizes that we are currently in a state of flux in education but we remain committed in our collaborative efforts to ensure that our students receive high quality rigorous, standards based instruction that will meet their academic needs and allow them to attain the learning standards in all required curricular areas.

Our goal is to best ensure that the East Greenbush Central School District continues to offer a high-quality and innovative academic program taught by talented and dedicated staff members. We will remain committed to providing a 21st century education that prepares students for college and careers with an outlook toward lifelong learning.

Goals:

- To provide opportunities for students to feel safe, engaged, and excited about their learning through full time in-person learning
- To provide a positive routine and welcoming environment that supports students during this unpredictable time
- To remain committed in our collaborative efforts to ensure that our students receive high quality rigorous, standards based instruction that will meet their academic needs and allow them to attain the learning standards in all required curricular areas
- To best ensure that the East Greenbush Central School District continues to offer a high-quality and innovative academic program taught by talented and dedicated staff members

Objectives:

- The East Greenbush Central School District will remain committed to the effective implementation of all NYS department of health and NYS state education department guidance and requirements regarding the health and safety of students, faculty and staff and community
- The East Greenbush Central School District will implement full time in-person learning for all students

Procedures:

- Support all teachers in their efforts to maintain grade level and course level work but ensure that the necessary student scaffolding is embedded into their instruction
- Support all teachers in delivering content that thoroughly covers the NYS Learning Standards
- Support all teachers in organizing curricular lessons according to topics, skills, and content
- Support all teachers in creating a consistent plan and approach on how to give students assignments, feedback, and track their progress

COVID-19 Relief Funding

The East Greenbush Central School District has created plans to use \$3,945,709 from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) and \$3,092,281 from the American Rescue Plan (ARP) to support students and families affected by the pandemic. To access these funds, the district must post written plans for the use of this aid.

The proposed initiatives include investment in academic services, social emotional support and technology purchases to improve student learning and well-being.

- Academic Achievement and Learning Gaps
 - Hire certified early intervention teachers to provide additional individual and small group instruction to students in the early elementary grades not yet meeting grade level expectations based on universal screening data and progress monitor results.
 - Hire additional teaching assistants to support the transition back to school and assist with learning gaps.
 - Hire Elementary AIS Teachers and Middle School AIS Teachers to help students read and perform mathematics at grade level.
 - Increase Social Studies staffing at Columbia High School to support student success on the Global 10 Regents exam.
 - Increase staffing to extend Learning Resource Center hours at Columbia High School for all core content areas.
 - Comprehensive after school tutoring programs at Columbia High School and Goff Middle School four days per week.
 - Purchase of Renaissance STAR screening tool to identify student learning gaps in Math & ELA.
 - Provide Jump 6 alternative instruction program to help students transition successfully to middle school. The program would use differentiated

instruction and a smaller learning environment of social emotional and academic support.

- Extend the Center for Therapeutic Academic Excellence Program (CTAEP) to Grade 8 to provide a small school-within-a-school concept for students with school-related anxiety.
- Develop student training programs for Maintenance and Food Service Departments.
- Student and Family Engagement and Support
 - Explore Project Adventure learning activities within Physical Education curriculum and through after school activities and field trip experiences.
 - Develop National Archery in Schools (NASP) program in grades 6-12 and trap and skeet programs in grades 9-12.
 - Develop Trap Shooting Clay Target Team
 - Develop and implement an Air Force JROTC Program to provide leadership training and aerospace science program for high school students.
 - Provide extended day (before/after school) and extended year programming (summer) for all interested students.
 - Hire additional school social worker to serve as a Student & Family Engagement Specialist to work with students and families to remove barriers to school attendance.
 - Assist community-based organizations with providing families with affordable before and after school child care options.
 - Increase coordination to the Food for Families Program to ensure community needs are identified and increased accessibility for families.
 - Expand school-sponsored social activities for students including fun events and guest speakers such as authors, careers, inspirational and motivational themes.
- Mental Health and Social Emotional Learning
 - Collaborate with Rensselaer County to create a mental health satellite clinic located at Howard L. Goff Middle School to provide counseling services to students and families, including teleservices.
 - Purchase universal screening tools for social emotional evaluation.
 - Fund Equine Program for high school students.
 - Establish RTI Coordinator position to assist in identifying Tier I & II academic and mental health needs and provide data-based program evaluation tools to administrators, Board of Education and community.
 - Explore school and community violence prevention training and initiatives.

- Equity of Access to Technology
 - Invest in the Chromebooks 1:1 replacement program.
 - Join the Viewsonic lease program to obtain 150 units per year over the next five years.
 - Enhance technology for live streaming capability and event support.
 - Develop student-run Help Desk.

Facilities/Operations and Maintenance

Goals:

As students and staff return for full time in-person instruction, it will be important that the spaces they occupy are configured in a way that allows for maximum social distancing. These spaces will also need to be maintained in a way that provides for maximum protection against the spread of COVID-19. To accomplish this, cleaning & disinfecting will need to be done more often and at a faster pace than ever before.

We will continue to expand our substitute custodial staff and even look for help from outside cleaning companies. The district has worked to procure as many disinfecting products as possible, however supply chain shortages continue to hinder us. We will show the community what we are capable of doing when we all work together to provide the cleanest and safest disinfected learning environment for our students and staff. Below is a list of objectives we have created to help us meet these goals.

Objectives:

- Completed Districtwide IAQ Ventilation Assessment to provide concrete guidance to improve and optimize indoor air quality and overall system performance and operation. Following this assessment, a special program will be written to open fresh air dampers wider than normal to increase the flow of fresh air throughout our buildings.
- Improve MERV rating on school filters where practical.
- Running exhaust fans 24/7 to pull more air out of buildings.
- Posting of signage to encourage compliance with mandatory face mask policy, social distancing and personal hygiene.
- Designate an isolation room in each school for students being sent home for COVID-19 suspected symptoms. There will need to be extra safety precautions taken for cleaning and disinfecting protocols for health offices and COVID-19 isolation rooms.
- Provisions for Handsanitizer, PPE and at-home COVID test kits: Along with hand sanitizer being provided at the building level for all students and staff, we are also stockpiling and providing proper PPE for all custodial staff members and at-home test kits for employees and families.

Procedures:

Cleaning and Disinfecting

Cleaning will differ depending on whether the surface is frequently touched during daily use and depending on the type of surface it is (hard or soft). Below we identify some of these areas that will need to be focused on in more depth during our cleaning and disinfecting of the buildings. Each school day, school sport or event has unique needs that will require different cleaning solutions.

Frequently touched surfaces:

1. Desks
2. Chairs
3. Door handles
4. Countertops
5. Copy machines
6. Computers
7. Telephones
8. Light switches
9. Unit heater controls (fan switches)
10. Handrails
11. Elevator buttons & rails
12. Restroom fixtures
13. Water fountains (halls)
14. Fixtures in classrooms: sinks, fountains
15. Lockers and cubbies
16. Teachers station
17. Microwaves
18. Coffee pots
19. TV's/Remotes
20. Shared classroom materials

Cleaning during the school day: It is recommended that the effective practice of wiping down frequently touched items during the school day is continued, however on a grander scale. This will require a collective effort from all custodial staff to avoid adversely affecting other day-to-day necessities.

Leaving Doors Open

We will follow the recommendation of NYSED to leave classroom doors and other doors that do not have closers on them open to reduce the spread of the virus from touching door levers and knobs.

Safety Drills

- Emergency fire drills will still need to be conducted to make sure all students and staff can evacuate their buildings safely and in the process maintain proper social distancing.
- Lockdown drills will still need to be conducted to make sure that all students and staff are aware of proper places to get out of the line of site, proper ways to lock room doors, etc.

Special Procedures for Inside Events:

- The East Greenbush CSD is committed to restoring as many in-person school events as possible this school year, including welcome back events, open houses, apple races, etc. Some virtual options may be maintained.

- Outside groups will be permitted to use school facilities when adhering to all policies.
- Face masks are optional.

Special Procedures for Exterior Events:

- Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. We should maintain existing cleaning and hygiene practices for outdoor areas.

Training

- Employees will need to be trained in the proper uses of new disinfectants and disinfecting equipment. The training will need to include such procedures as proper dilution, proper use and the appropriate set times for disinfecting with each product. The possibility of purchasing pre-measured solutions or the installation of multiple blending machines for each product to insure proper dilution is still in question and must be discussed.
- “Outside of the Box” Solutions: Try to think outside of traditional roles to find solutions. “Team cleaning” as opposed to “one man, one area”. Think of the department as a whole entity rather than “one building, one problem & solution”. These questions will be posed to the entire operations and maintenance team and we will use the answers to build a new landscape for building cleaning and disinfecting during the COVID-19 pandemic.
- Employees should be familiar with the district-wide infection response plan. Every staff member needs to know what to do in case of a confirmed infection with a clearly instructed response procedure and chain of command.

Related Reference Information:

EGCSD COVID-19 School opening Facilities Cleaning & Disinfection Protocol

The following is East Greenbush Central School District’s cleaning and disinfection protocol for opening during the COVID-19 pandemic. This protocol meets the requirements of the New York State Education Department (NYSED) and New York State Department of Health (NYSDOH) as well as all applicable Federal, State, and local authorities.

- Requirements
 - Adhere to current federal, state and local guidance regarding COVID-19 at all times.
 - Indoor cleaning and disinfection:
 - Clean and disinfect each space at least daily
 - Maintain daily logs that include the date, time, and scope of cleaning and disinfection. Cleaners and custodians will use this to track their daily/nightly cleaning and disinfection schedules.

- Clean and disinfect high touch surfaces frequently based upon levels of use:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, tablets, toilets and restrooms, faucets and sinks, copy machines, heating unit controls, handrails, elevator buttons, microwaves, coffee pots, TV's/remotes, etc.
 - Clean and disinfect shared equipment between each use by staff and/or students:
 - Desks, computers, copiers, office equipment, PE equipment, art supplies, etc.
- School Health Offices
 - Required cleaning and disinfection after each use:
 - Cots, bathrooms, etc.
 - Health office equipment (blood pressure cuffs, otoscopes, stethoscopes, etc.) must be cleaned per manufacturer's directions
- OT/PT Cleaning and Disinfection
 - All equipment used is required to be cleaned and disinfected between each use.
- Outdoor Cleaning
 - Outdoor areas require normal routine cleaning of high touch surfaces and do not require disinfection per Centers for Disease Control (CDC)
 - High touch surfaces:
 - Grab bars, railings, hand holds, rings, chains on swings, etc.
 - High touch surfaces will be cleaned as needed based upon levels of use
- Procedures
 - Cleaning:
 - Spray Nine – Spray all surfaces. Let stand for 45 seconds and wipe dry.
 - Betco Versifect – Standard disinfectant cleaner. This is to be used only if a separate approved disinfectant is used following cleaning. Allow for a 10-minute contact time.
 - Disinfecting:
 - Spray Nine is a true disinfectant cleaner. If further disinfection is needed, the GenEon mister will be used. All surfaces are disinfected once they are air dry.

- District approved disinfectants available for daily use:

- EPA Approved Disinfectants:

- Spray Nine – Cleaner, Disinfectant, and Degreaser
 - SDS

https://2xdmz41ee1hc1qdhmh35hx4a-wpengine.netdna-ssl.com/wp-content/uploads/tech_docs/sds/01_USA-English/26832.pdf

- GenEon Technologies Mister
 - SDS

<https://www.GenEontechnologies.com/files/pdf/Sanitizer-and-Disinfectant-Electrolyte-SDS.pdf>

- Purell Professional Surface Disinfectant Spray
 - SDS

<https://images.salsify.com/image/upload/s--kqK9kkir--/ptqmhsqbjm81hofuv3i4.pdf>

- EPA approved alternate disinfectants:

- KiK Pure Bright Ultra Germicidal Bleach or other manufacturer (1/3 cup to gallon mixture of bleach to water, Per NYSED and CDC guidance). Will leave a film that needs to be wiped off.

- SDS -

<https://amp.generalair.com/MsdsDocs/JMZPBGUBS.pdf>

- 70% or higher alcohol solutions, if available. NYS Clean can be used if it is on hand.

- Determining approved disinfecting products:

- Refer to EPA List N for disinfectants for use against COVID-19

- If a product is not on the list the CDC states “If you can’t find a product on this list to use against SARS-CoV-2, look at a different product's label to confirm it has an EPA registration number and that human coronavirus is listed as a target pathogen.”

- Source:

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

EGCSD Product Instructions for Disinfecting

- Spray Nine (#26862) For disinfecting, “... wet all surfaces thoroughly. Allow to stand for 45 seconds (30 seconds for viruses)...”. No dilution suggested. • Cleaning and disinfecting section. Spray Nine DOES NOT recommend using a powered sprayer for this product. They stated that this product needs to be wiped with water to prevent a film after it is used and dried.
- Clorox Disinfecting Wipes To disinfect, “...use enough wipes for treated surfaces to remain visibly wet for 4 minutes”.
- Pure Bright Bleach For disinfecting, “...on hard non- porous surfaces, wet for 5 minutes, for HIV 10 minutes... let air dry...” NYS Dept. of Health specifies a 2% bleach to water (1 TBSP per quart) solution for COVID-19:
https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guida

nce_schools .pdf . Spray, rinse or wipe, surface with bleach solution, let stand for 5 minutes. Rinse and air dry.” CDC recommends the same amount of dilution (3/4 to a gallon). We all know, fresh mixes for this too.

- GenEon, Mineral Electrolyte (Hypochlorous Acid Solution) (EPA Reg. No. 91112-2) Directions for use say, “... The set time/contact time needs to be 1-2 minutes. Apply disinfecting solution to non-porous surface... Allow the surface to remain wet for 10 minutes or until dry. Wipe, towel or let air dry...” These “set times” are required for proper use of the product(s) and will affect all of our departments capabilities.
- OutdoorCleaning/equipment: Here is guidance on cleaning and disinfecting from the CDC – it includes outdoor areas -

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- Purell Professional Surface Disinfectant Spray (EPA Reg. No. 84368-1-84150). Evenly spray surfaces. Allow to sit for 30 seconds to kill COVID-19. If the surface shows visible dirt and debris, spray the surface and wipe dirt and debris away, then evenly spray the surface and allow for 30 seconds to kill COVID-19. Personal protective equipment is not required.

Food Services

Goal:

Ensure that all students participating in all learning models at EGCS D have access to healthy meals

Objectives:

- Make provisions for student access to school meals
- Address all applicable health and safety guidelines for child nutrition
- Create measures to protect students with food allergies when meals provided in spaces outside the cafeteria
- Describe protocols and procedures for students to perform hand hygiene before and after eating, to promote appropriate hand hygiene, and to discourage sharing of food and beverages
- Describe protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area
- Ensure compliance with Child Nutrition Program requirements
- Describe protocols that describe communication with families through multiple means in the languages spoken by families (See Communication Section of Plan)
- Adhere to Board Policy #8505, Charging School Meals and Prohibition Against Shaming

Procedures:

Elementary and Middle Schools Students:

- Students will remain in their class groups.
- Kindergarten-fourth grade students will wash before coming to lunch, students in grade five through eight, will have the option to use hand sanitizer as well as washing before arrival. Sanitizer will be at the beginning of each serving line and at the exit points of the cafeteria. Students will also sanitize when leaving the cafeteria/designated eating area.
- Schedules will be staggered to reduce hallway traffic and allow sanitizing between classes.
- Each class gets a 20 minute lunch time. This includes service and eating.
- School meals will only be served through the kitchen. Meals cannot be delivered to classrooms. Food temperatures cannot be properly maintained for delivery.
- Floors marked with spacing for waiting in the serving line.
- Students will be served on disposable trays. Tray return areas in schools are too confined to maintain social distancing.
- Students will tell the server what they would like on their tray.
- Students will not be allowed to take their own items from the serving line.
- Students will not use the Pin Pad; the register person will get the student's name and open the student account.

- Students will buy their snacks as they go through the serving line, they will not be able to come back after they have gone through the serving line.
- Seats in Cafeteria will be marked for seating, and spaced 3' apart for social distancing.
- Kitchen staff will disinfect kitchen service lines between each class.
- Cafeteria monitors and maintenance will disinfect the tables and seats in the cafeteria between classes.
- Cafeteria monitors and potentially TA's and teachers will need to help their students through the serving lines to maintain social distancing while waiting.
- No more pin pads - barcodes placed on student ID cards (at the HS and middle school level). Or, the register person will get the student's name and open a student account or use the class roster.
- Choices on the line will be reduced, as many items as possible will be pre-wrapped or bundled together.
- Social distancing will be maintained in hallways in in the serving line).
- Students will have to ask a monitor if they need to get up for anything.
- Condiments and utensils will be handed out at the register - no self-serve.

High School Students:

- High School students will be sent to the cafeteria for meals practicing social distancing, overflow will be sent to the gym area.
- Hand sanitizer will be provided at the entrance to the Food Service Area.
- Hand sanitizer will be provided at the exit of the dining areas.
- Workers will prepare the trays for the students with all selections.
- Compostable trays will be used and discarded.
- ID cards will be swiped at the register for account info.

Employees:

- District will provide training to staff before school begins (personal hygiene, face cover removal, sanitizing surfaces, proper hand washing and, social distancing, along with surface contamination information.
- Face masks are optional.
- Extended work periods will be implemented to bundle bag and individually wrap items.
- All employees will wash their hands with soap and water following NYS Health Department guidelines. Only when soap and water is not available they will use hand sanitizer.
- Staff will sanitize each serving line with a bleach solution after each class has been served. Changing wash buckets between each line.
- Staff will place student choices on tray and hand them to student.
- Monitors, TA's, Teachers must assist and guide students through the lunch line.
- Food and milk deliveries will be accepted at the back kitchen door. Delivery personnel will not be allowed to enter further into the kitchen area.

Kitchens:

- Exhaust fans and windows (where available) will be on and open to add increased ventilation.
- Disinfection of all surfaces will occur more often.
- Delivery personnel from outside companies will not be allowed inside the kitchens.

Cafeteria:

- Students seated by class.
- Tables and chairs/benches will be sectioned off in 3' increments and marked for safe seating.
- Each group will have individual garbage cans and supplies.
- Staggered enter and leave times.
- Signage will be posted on not sharing food and proper hand washing.
- Monitors and maintenance staff will disinfect between each class using bleach solution.
- Students with allergies will be placed in assigned seating at allergy free tables.

Menu Options:

- Menus will be posted on the District websites
- Menus will follow the NY State Child Nutrition Guidelines
- In the event of a complete switch to distance learning, the at-home menu will be followed for those students who require meal services.

Transportation

Goal:

Provide safe and effective transportation for all students inclusive of those who are homeless and covered under the McKinney-Vento Act, students in foster care, those students with disabilities and students within our district who attend non-public or charter schools.

Objectives:

- Ensure all buses which are used every day are cleaned and disinfected once a day in addition to wiping down high contact spots between runs
- Prohibit hand sanitizer on school buses and prohibit school bus drivers, mechanics and aides from carrying personal bottles of sanitizer on school buses
- Configure wheelchair placement on school buses to ensure maximum social distancing
- Provide personal protective equipment to transportation staff, including gloves for drivers and aides who have direct physical contact with students
- Provide training and refreshers on COVID-19 signs and symptoms, proper use of personal protective equipment, and social distancing
- Provide transportation to nonpublic, parochial, private, charter schools, and students placed outside the district whose schools are meeting in-person sessions when the district is not

Procedures:

Facility:

- Physical Distancing (entering and exiting facility)
 - Proper distancing of 6 feet between employees
 - Exterior: Spacings marked by traffic cones at entrance of the building
 - Interior:
 - Spacings and directional markings on the floor with tape
 - One way flow of traffic
 - Office spacing of desks
 - Rest rooms limited occupancy marked on the doors
 - Break room closed, loitering prohibited
 - Entering
 - Hand sanitizer stations are located at both the entrance and exit of the Transportation department
 - Hand sanitizer also located in office areas and garage area
 - Signage is posted with up to date procedures as recommended by DOH and CDC
 - District visitor protocols followed
- Cleaning

- All high touch areas will be cleaned continuously throughout the day
 - At minimal between check in for runs (am & pm) and driver return from the runs
- A more intensive cleaning will take place every evening
 - Sanitizing with GenEon fogger or misting with bleach/water solution or similar disinfectant nightly

Employees:

- Employees trained in proper use of PPE at the opening day meeting
 - Proper wearing of face masks/coverings
 - Masks are optional and will be provided to employees if they do not have one and would like to wear one
 - Face shields provided to all employees to be worn in conjunction with masks if desired (optional)
 - Nitrile gloves provided to all employees
- Employees trained in proper hand washing sanitizing methods at the opening day meeting
 - Proper signage in building (CDC, DOH)
 - Hand sanitizer provided in building
- Employees trained in physical distancing practices at the opening day meeting

Students:

- Parents and Guardians required to ensure their students are not experiencing any signs or symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to boarding the bus
- No restrictions on student numbers, however, students will be socially distanced as best as possible.
- Face masks are optional
- Students should social distance to the best extent possible when on the school bus
- Siblings should sit together when possible and practical
- Assigned seats will be strongly encouraged at the start of the year
- School buses will travel with all windows and roof hatches open to improve ventilation
 - Buses with students possessing an IEP requiring air conditioning will utilize the air conditioning
- Students transported to non-public, private, parochial and charter schools will continue to be transported in accordance with school policy
- In the interests of student cohorting, we will start the year limiting alternate locations to licenced daycare facilities and a few exceptions allowed for split custody situations

Unloading at Schools:

- Students will practice physical distancing in an orderly fashion when disembarking

Student Training:

- Students will be trained by the bus driver in recognizing the signs of COVID-19, the proper use of PPE and physical distancing during the first week of school during the first bus drill that is required by the State and refreshed in the training at each subsequent bus drill
 - Signage will be installed inside buses as reminders of proper protocols

Bus Cleaning:

- Daily: every bus will be cleaned between routes
 - Driver cleans the seats and high contact areas with a hydrogen peroxide solution and microfibre cloths between runs (Betco, Oxyfect G)
 - All buses sanitized in the evening with mister/fogger using an electrolyte solution

Full Remote Program for Medically Eligible Students

Introduction:

The East Greenbush Central School District plans to provide full time in-person instruction for all students during the 2021-2022 school year consistent with any mandates and guidelines issued by the CDC, the NYS Education Department, the NYS Department of Health, and the Rensselaer County Department of Health. The District will provide reasonable accommodations, where appropriate, to support students with health needs in the school environment. However, it is recognized that there may be students or families in our school district with significant health needs that may be jeopardized in a community environment.

To address the needs of medically qualified students for a full remote learning option, the district has arranged for Questar III BOCES to provide a Virtual Learning Academy. The Virtual Learning Academy is designed to assist districts to meet the individual needs of students who require full-time remote instruction for the 2021-2022 school year in accordance with the documentation provided on this form and collaboration with medical and service providers.

Virtual Learning Academy

The Virtual Learning Academy will be taught by teachers hired by Questar III BOCES. The full program of courses provided at Columbia High School will not be available to students who are approved to participate in this program. However, all curriculum and courses provided will meet graduation requirements and NYS Learning Standards.

Application for Program

Parents/guardians whose children have significant health needs that prevent school attendance while COVID-19, including any variant, is prevalent in our community should fill out the Form for Student Medical Needs and return it to kurickkr@egcsd.org in the Pupil/Personnel Services office on or before August 27, 2021.

Upon receipt and review of the necessary documentation, the District will contact the student's parent or person in parental relation to discuss addressing the student's needs for the 2021-2022 school year. Medical providers may also be contacted for clarification. Instruction may be provided by remote synchronous instruction, by asynchronous instruction or any combination of instruction, or by traditional homebound instruction in accordance with Policy #4327, as determined by the District.

[EGCSD Form for Student Medical Needs](#)

Human Resources

Teacher and Principal Evaluation System

Goal:

Support educator growth and development

Objectives:

- Fully implement the District's approved APPR plan
- Provide feedback and support to educators through the evaluation process

Procedures:

- Each educator's evaluation will include at least one required student performance measure (SLOs for teachers; SLOs or an input model for principals).

Certification, Incidental Teaching and Substitute Teaching

Goal:

To staff the District with highly qualified teachers, school and district leaders, and pupil personnel service providers

Objectives:

- EGCS D is committed to ensuring that all teachers, school and district leaders, and pupil personnel service providers hold valid and appropriate New York State certification for their designated assignments except where otherwise allowable under the Commissioner's Regulations or Education Law.
- The District will employ substitute teachers to address staffing needs for the allowable amount of days. We will make a good faith recruitment effort to find available certified teachers to act as substitutes in teaching assignments for which they are appropriately certified. We may use non-certified substitutes in circumstances where a good faith recruitment search was made and there were no available certified substitute teachers to perform the duties.
- We will continue to collaborate with local colleges and universities to help identify opportunities for student teachers and interns. Student teachers will help support classroom instruction. The student teacher will be under direct supervision of the certified classroom teacher.
- All student teachers will be required to attend a remote orientation that provides information on our district policies and new protocols such as social distancing requirements, proper hygiene, and the health screening process.

Procedures:

- Evaluate BEDS data for any non-certified staff (October)
- Continue appointment, orientation and evaluation of student teachers (Ongoing)
- Secure training for all new staff and student teachers on District policies and protocols such as social distancing, hygiene, and health screening (Ongoing)

Budget & Fiscal

Goal:

Maintain financial integrity of the District during the COVID-19 crisis

Objectives:

- Provide financial support and technical guidance to departments for additional expenses incurred due to COVID-19
- Modify tax collection process to eliminate in-person collection
- Evaluate reserves and ensure reserve withdrawals are in accordance with the adopted Board of Education plan and Education and General Municipal Law
- Secure available federal funding from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) and the American Rescue Plan (ARP) to support District expenses
- Ensure a long-term approach to fiscal planning in 2022-23
- Adhere to existing state aid reporting requirements and deadlines except where modified by law, regulation or executive order

Visitor Policy

Goal:

To manage visitor access to our school facilities in an effort to keep all students and staff safe and healthy.

Objectives:

- Set up procedures to be followed for visitors who are admitted to the facilities

Procedures:

- All visitors must be pre-approved by building administration to gain entry into the school facility.
- Only one parent/visitor will be allowed into the security vestibule area at a time.

Student Drop-Off - (Please note this applies only after the start of the instructional day when a student arrives late)

- Parents/Legal Guardians should walk their child to the front door. Once the main entrance door has been unlocked, the student will gain entry into the building limiting contact and entry of parents/guardians to the greatest extent possible.

Deliveries

- FedEx, UPS or other delivery persons will be instructed to go to Central Receiving at Columbia High School. All deliveries will then be sorted and delivered by our mail courier.
- Transportation - All deliveries for mechanical parts will be dropped off at receiving in transportation.

Rental Groups

- Outside groups will be permitted to use school facilities when adhering to all policies.

Appendix A: Contact Tracing Plan

Introduction:

According to the New York State Department of Education, *“Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus. Schools must cooperate with state and local health department contact tracing. Schools can assist public health departments in knowing who may have had contact at school with a confirmed case by:*

- *keeping accurate attendance records of students and staff members;*
- *ensuring student schedules are up to date;*
- *keeping a log of any visitors which includes date, time and where in the school they visited; and*
- *Assist local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.*

Confidentiality 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 department of health.”

In the event an individual is identified as a confirmed case within a school, the district will need to conduct contact tracing utilizing attendance records, seating charts, etc., and notify and unvaccinated contacts of the exposure.

What is a Close Contact?

The CDC defines a close contact as someone who was within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes).

East Greenbush CSD will notify parents/guardians if their children have been exposed

to a positive case of COVID-19 at school, regardless of vaccination status, via email.

- Students/staff identified as contacts are not required to quarantine as long as they remain asymptomatic.
 - Instead, it is recommended, regardless of vaccination status, that the individual wears a mask for 10 days from exposure and tests twice within the five-day period following exposure.
 - Individuals who have had COVID-19 in the last 90 days are not recommended to test or wear a mask.

Contact Tracing Procedures

The district will conduct contact tracing based on a review of

- Attendance records
- Vaccination status
- Student schedules
- Seating charts
- Visitor logs

5-Day Isolation Policy

The New York State Department of Health has adopted a [CDC recommendation on shortening isolation to 5 days](#) for the general population including students and school staff. Based on interim guidance received by the school district, this new policy took effect in the East Greenbush Central School District starting Friday, January 7, 2022.

This means any new cases of COVID-19 will follow the updated guidance below. According to the CDC, this “change is motivated by science demonstrating that the majority of SARS-CoV-2 transmission occurs early in the course of illness, generally in the 1-2 days prior to onset of symptoms and the 2-3 days after.”

Isolation

A person must [isolate](#) when they are sick or when they have been infected with the virus, even if they don't have symptoms.

If your child develops symptoms of COVID-19, please follow these steps:

- Keep your child home and test them for COVID-19 (at-home tests are now accepted).
 - *If test result is positive:*
 - Contact your school nurse and inform them of the test result.

- Isolate at home for 5 days. Day 0 would be the date symptoms started.
- Return to school on Day 6 if symptoms have resolved or are improving (fever free for 24 hours without use of fever-reducing medication and no cough or runny nose). Masks required for Days 6 through 10.
- Individuals who are moderately to severely immunocompromised should isolate for 10 days.
- Notify any individuals who have had close contact with your child recently.
- *If test result is negative:*
 - Contact your school nurse and inform them of the test result.
 - Return to school when symptoms have improved.
 - Stay at home if fever, cough or runny nose persist.
- Submit the [Affirmation of Isolation Form](#) to your school the day they return. (This is a fillable form so you can type in it, save it, and then email it to the school. Or you can print the form and have your child bring it to school.)

Appendix B: COVID-19 Testing Program

Introduction:

The East Greenbush Central School District, in coordination with Questar III BOCES, has prepared a preliminary plan for a COVID-19 Testing Program. This project is supported by the Centers for Disease Control and Prevention (CDC) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$30 billion nationally with 100 percent funded by CDC/HHS. Further guidance can be viewed at the following link:

<https://www.cdc.gov/ncezid/dpei/pdf/guidance-elc-reopening-schools-508.pdf>.

Testing Program

The screening testing program is to provide weekly testing of 10% of the unvaccinated staff and students. Permission is required for testing of individuals. NYSDOH is allocating funds to each local health department to conduct surveillance testing in all schools within each county.

Allocation amounts:

- Rensselaer County - \$3.89 million
- Columbia County - \$1.5 million
- Greene County - \$1.2 million

Program funding is covered from June 1, 2021 through July 31, 2022.

Screening Testing Process Summary

Responsibilities

NYSDOH

1. Continued development of public health policies to promote in-person learning and reduce school-based transmission
2. Maintenance of public-facing dashboard with COVID-19 related school data
3. Provision of school guidance, recommendations, and technical assistance consistent with CDC guidance
4. Development of 'train the trainer' materials for NYS School-Based Health Centers and school medical professionals

5. Development of a COVID-19 school-based testing toolkit to aid in decision making regarding testing operations and school attendance based on exposure to a COVID-19 case and community transmission levels
6. Adaptable resources for schools to use including but not limited to a standardized parental consent template, a screening testing FAQ, a readiness checklist, demonstration videos, and informational materials
7. Ongoing training and technical assistance

Local Health Department (LHD)

1. Secure ELC funding from NYSDOH
2. Contract with Questar to provide COVID-19 surveillance testing under the BOCES LSL.
3. Assign internal staff to manage funds and coordination with Questar
4. Fund testing coordinator position for districts/schools at requested FTE
5. Procure and provide POC care testing machines and related testing kits to all school locations for testing of individuals that present symptoms in a school day
6. Provide related grant fund reporting to NYSDOH as required
7. Monitor testing results and consult with local schools to provide guidance when increased community transmission rates are identified

Questar

1. Will add private schools to BOCES LSL for participation in testing
2. Provide Testing Coordinator and related LHCPs (LPNs/CNAs) to travel across the county to administer surveillance testing in schools
3. Develop testing schedule in conjunction with schools to meet the weekly 10% requirement in each school building
4. Provide rapid antigen testing for selected individuals identified by the district
 - a. Testing staff will bring and wear appropriate PPE for testing
5. Questar testing staff will collect results and report results to district/school Testing Coordinator
6. Questar testing staff will report daily testing results to Testing Coordinator for submission to ECLRS within the 24 hour time frame

Districts/Schools

1. Provide Testing Coordinator position for coordination with Questar
2. Testing Coordinator to establish weekly testing list
3. Coordinate testing schedule with Questar
4. Provide testing location and access in each school building for Questar
5. Provide testing results with student's parents/guardians or tested staff

6. Complete initial notification to LHD for any positives
7. Notify individual(s) or parents/guardians of any positive test results

Athletic Testing

The district is offering all interscholastic sports at this time. However, as Rensselaer County remains in a “high” transmission zone, surveillance testing of student athletes will be mandatory for “higher risk” sports.

- Mandatory Surveillance Testing
 - “Higher-risk” sports (Football, Volleyball, Cheer) will have weekly mandatory testing for all students regardless of vaccination status.
- Voluntary Surveillance Testing
 - Testing is also available on a voluntary basis to all students participating in moderate to low risk sports.

Should any individuals test positive, the county health department and district administration will be notified and contact tracing protocols will be activated. Parents of all student athletes on that respective team will be contact by phone call and given instructions.

Parental Consent

Testing for any student at school will require parental consent prior to COVID-19 testing.

Free At-Home COVID Test Kits

The district will provide employees and families with free at-home COVID test kits upon request. Families can contact their school's main office to obtain test kits.