

2020-2021

***PORT JERVIS CITY
SCHOOL DISTRICT
REOPENING PLAN***

A PLAN FOR SUCCESS AND SAFETY



Introduction and Overview

The Port Jervis CSD Reopening Plan is designed to provide a comprehensive guideline for the reopening of Port Jervis Schools for our students, faculty and staff. The reopening plan is contingent on continued compliance and adherence to guidance and direction from state and local health departments, and the NYS Education Department. All portions of this plan will remain fluid and will be reviewed and updated as additional guidance or direction becomes available. **The central tenet of the Reopening Plan is to ensure the protection of the health and social-emotional well-being of our students, their families, and our staff.**

The Reopening Committee; comprised of parents, community agencies, faculty, staff, and administrators has developed a plan that allows for the aforementioned fluidity, with the inherent ability to transition between various phases of the instructional delivery modality that can be implemented while achieving the central tenet of the Reopening Plan. This fluidity is outlined in the **Strategic Transitional Education Plan** that our committee has developed. The reasoning behind a phased approach to opening the school year is to allow for a systematic protocol to transition students, as well as school personnel from a fully remote model to a hybrid model and beyond.

Cohorts

To allow for compliance with guidance and recommendations from the NYS Education Department, NYS Department of Health, and Centers for Disease Control, students in grades 2-12 will be assigned to a Cohort. Each student will be in either Cohort 1 or Cohort 2. Cohort 1 will be further divided into Sub-Cohorts 1A and 1B, and Cohort B into Sub-Cohorts 1B and 2B for Instructional Phase Two, only. The Cohorts will be constructed to allow for compliance with class size limits that will allow for social distancing parameters during the instructional portions of the school day. Limiting the number of students that are present in a classroom at any given time will provide the necessary separation of students necessary to allow for instruction to take place with students having the option to remove their masks during these extended periods of time.

Attendance

Attendance is an essential component of academic success. Attendance will be recorded each school day. Students that are scheduled to attend school in person will be marked absent if they are not physically present. Students that are scheduled to receive instruction remotely will be marked absent if they are not logged in at the appropriate time. Faculty, staff, and administration will provide regular communication regarding the attendance of students to parents and guardians. The Attendance Review Team, a team of school counselors, school social workers, staff members, and administrators will monitor attendance on a daily basis and will implement interventions and supports following the continuum of the COVID Attendance Protocol. (Building Administration will develop the intervals and communication modalities for this - 5, 10, 15, 20 days / classes.)

Ongoing Review / Response to Guidance

As a result of the fluid nature of the status of the pandemic and the resulting guidance and directives, this plan was designed to be flexible and allow for transitions throughout the Instructional Phases. The status of the Instructional Phases and the programs therein will be constantly monitored and any changes will be communicated to all stakeholders at the earliest opportunity.

Communication Protocol

The success of the transition plan hinges on effective communication and collaboration among students, faculty, staff, parents, and administration. To this end, a wide variety of modalities will be employed to clearly and thoroughly communicate all applicable information and status reports. The following are among the modalities that will be used to communicate this information:

- District Website : www.pjschools.org
- District-wide Phone Calls
- District-wide Emails
- Letters
- Social Media - Facebook and Twitter
- Board of Education Meetings
- Google Meets

As information or guidance may be disseminated in a manner that requires a rapid response or quick change in Instructional Phase, parents and guardians are encouraged to review their contact information, mailing address, phone numbers, and email addresses to ensure efficient and effective communication.

Instructional Phases

The Instructional Phases are designed to allow for a transition from a remote learning model to the highest level of in-person instruction possible while meeting or exceeding health and safety guidelines. Additionally, the Instructional Phases allow for seamless transitions either up or down the hierarchy, based on the applicable guidance.

Due to the need for consistency and the importance of routine, all Instructional Phases will follow the schedule of classes, specials, lunch, etc. that would take place during Instructional Phase 5 or the phase which will have all students attending school in person, at the same time.

Instructional Phases (Summary)

1. Instructional Phase 1
 - All students are remote
2. Instructional Phase 2
 - Approximately 25% students are in school; Approximately 75% are remote
3. Instructional Phase 3
 - Approximately 50% of the students are in school; Approximately 50% are remote; All students are remote on Wednesdays

4. Instructional Phase 4
 - Approximately 50% of the students are in school; Approximately 50% are remote; cohorts rotate in person instruction each Wednesday
5. Instruction Phase 5
 - All students are in school

Instructional Phases Sample Schedules

Instructional Phase 2

Day	In School	Remote
Monday	Cohort 1A	1B, 2A, 2B
Tuesday	Cohort 1B	1A, 2A, 2B
Wednesday	None	All
Thursday	Cohort 2A	2B, 1A, 1B
Friday	Cohort 2B	2A, 1A, 1B

Instructional Phase 3 Weekly Schedule

Day	In School	Remote
Monday	Cohort 1	2
Tuesday	Cohort 1	2
Wednesday	None	All
Thursday	Cohort 2	1
Friday	Cohort 2	1

****Instructional Phase 3 will potentially be maintained for an extended period of time dependent on guidance and recommendations from local and state health officials.***

Instructional Phase 4 Weekly Schedule

Week 1

Day	In School	Remote
Monday	Cohort 1	2
Tuesday	Cohort 1	2
Wednesday	Cohort 1	2
Thursday	Cohort 2	1
Friday	Cohort 2	1

Week 2

Day	In School	Remote
Monday	Cohort 1	2
Tuesday	Cohort 1	2
Wednesday	Cohort 2	1
Thursday	Cohort 2	1
Friday	Cohort 2	1

Instructional Phase (Tentative Initial Schedule of Transitions):

Instructional Phase 1

- September 1 and 2 : Full Day Superintendent’s Conference Days
 - No Instructional Programming for Students
 - Professional Development for Faculty, Staff, and Administration
- September 3 and 4: Half-Day Superintendent’s Conference Days
 - All students will log on to Google Classroom at 12:00 PM
- September 8 - 18 : All students are remote

Instructional Phase 2

Grades 2-12 :

September 21 : Cohort 1A reports to school; Cohorts 1B, 2A, and 2B are remote
September 22 : Cohort 1B reports to school; Cohorts 1A, 2A, and 2B are remote
September 23 : All students are remote
September 24 : Cohort 2A reports to school; Cohorts 1A, 1B, and 2B are remote
September 25 : Cohort 2B reports to school; Cohorts 1A, 1B, and 2A are remote

K-1; 12:1; 15:1; 8:1:1 Programs :

September 21 : Cohort 1 reports to school; Cohort 2 is remote
September 22 : Cohort 1 reports to school; Cohort 2 is remote
September 23 : All students are remote
September 24 : Cohort 2 reports to school; Cohort 1 is remote
September 25 : Cohort 2 reports to school; Cohort 1 is remote

**Transition to Instructional Phase 3 will be determined based on the efficacy of Instructional Phase 2 and guidance from state and local health officials.*

Instructional Phase 3

TBD : Cohort 1 reports to school; Cohort 2 is remote

TBD: Cohort 1 reports to school; Cohort 2 is remote

TBD : All students are remote

TBD : Cohort 2 reports to school; Cohort 1 is remote

TBD : Cohort 2 reports to school; Cohort 1 is remote

(K-1 students, 15:1; 12:1; and 8:1:1 programs will continue to follow the same schedule.)

Instructional Phase 4

Dates : To Be Determined

Monday and Tuesday : Cohort 1 reports to school; Cohort 2 is remote

Wednesdays : Cohorts 1 and 2 rotate reporting to school and remote learning

Thursday and Friday : Cohort 2 reports to school; Cohort 1 is remote

Instructional Phase 5

Dates : To Be Determined

Monday - Friday : All students report to school

Special Considerations:

Kindergarten / First Grade

The updated guidance and requirements for social distancing and wearing masks coupled with space constraints prevent the Port Jervis City School District from having all students return to school for in person instruction at the same time. With the shift in guidance from the Department of Health that students should be physically distanced *and* wearing a mask or face covering, this limited the number of students that can be in a classroom despite having desktop partitions. Therefore, beginning with Instructional Phase 2, Kindergarten and First Grade will have approximately 50% of the enrollment in the classroom, as opposed to 25% for the other grade levels. In the event that the guidance changes to allow for increased numbers of students in the classrooms with the use of partitions and / or face coverings, this will be modified.

Special Education

The increased restrictions for physical distancing *and* face coverings has resulted in a change to

our original plan to have students in the self-contained and special class programs attend school each that in-person instruction is being offered. Once we are in Instructional Phase 2, students in these programs will attend in-person instruction in cohorts or groups that represent approximately 50% of the enrollment.

- **Related Services**

All students will receive related services, i.e. Speech Therapy, Occupational Therapy, Physical Therapy to the greatest extent practicable to meet the Individualized Education Plans. These services will be scheduled and delivered in a schedule that will provide the most effective modalities for each of the sessions.

- **Committees for Special Education and Preschool Special Education**

Collaboration with Port Jervis CSD faculty, staff, and administration, as well as the program providers for any out of district placed students will continue to ensure that the progress monitoring, provision of services, and supports are delivered with fidelity and efficacy. The addition of an Assistant Principal for Special Education position for the 2020-2021 school year will further increase the collaboration and communication with the internal and external stakeholders.

All procedures and protocols for parent communication and meeting intervals will proceed as normal regardless of the status of the instructional model being implemented.

English Language Learners

Despite the changes to the guidance regarding the number of students that are able to be in a classroom in compliance with physical distancing and face covering requirements, the enrollment of students that are receiving English as a New Language services allows for these students to receive in-person instruction each day that in-person instruction is scheduled.

Health and Safety

To ensure protocols that meet and exceed guidelines from the applicable health professionals, Port Jervis City School District will collaborate with district medical staff, including the school physician, as well as the NYS and Orange County Departments of Health.

The following checklist is being utilized to best prepare for the wide variety of potential models to be implemented in September 2020 and beyond.

Equipment Availability

- Each school building will have sufficient protective equipment to comply with NYS Department of Health guidance for students and staff appropriate for each classification or duty. A plan for inventory control and replenishing supplies has been established.
- A large number of no-touch thermometers have been purchased to ensure multiple reading locations in each building, with an ample supply of replacements in the event of breakage or malfunction.
- Different forms of masks, gloves, and other PPE have been secured to allow for the safety and security of all students, faculty, and staff. The different forms include but are not limited to supplies for medical professionals, students with various disabilities, etc.

Cleaning Supply Availability

- In addition to topical and aerosol cleaning supplies, each school building has an Electrostatic Sprayer that will be used each day following the dismissal of students.
- Port Jervis CSD has an ample supply of hand sanitizer, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.
- Each classroom and office will have hand sanitizer and disinfectant wipes readily available for all students and staff members. Students will use hand sanitizer upon entering and when exiting classrooms.

Considerations for High Risk Individuals

- All individuals that would be considered high risk will have their schedule and assignment reviewed by medical personnel including school nurses and the school physician to determine the appropriate accommodations and protocols to ensure their safety.

Identification of the COVID-19 Safety Coordinator

- Michael Rydell, Superintendent of Schools, will serve as the COVID-19 Safety Coordinator.

Screening and Response Protocols

Screening

Students - Entering Campuses

- Parents/Guardians will be asked to screen students before they leave for school. Screening will include checking for temperature above 100 degrees Fahrenheit, symptoms of COVID-19, and/or if the student(s) had close contact with a person diagnosed with COVID-19. Parents/guardians will be instructed to keep the student home in the event of a positive to any portion of the screening points and to notify the school at the earliest opportunity.
- All students boarding a school bus will be greeted by the bus driver/monitor. The greeting will include confirmation that the student is properly wearing a mask.
- Upon arrival at the school, all students will have their temperature checked as they enter the school building. Any student exhibiting symptoms of COVID-19 or having a temperature reading over 100 degrees Fahrenheit will be immediately referred to the nurse.
- All students will use hand sanitizer as they enter the school building.

Students - Entering Classrooms

- Supervisory personnel, i.e. teachers will report any student they suspect having symptoms of COVID -19 to the school nurse. The supervisory personnel will notify the nurse prior to sending the student to the designated location.
- Students will either wash their hands or use hand sanitizer upon entering and exiting a classroom.

Staff—Entering Campuses

- All Port Jervis City School District. personnel will complete the COVID-19 questionnaire and send to appropriate supervisor before coming to work each morning (Appendix B-COVID-19 Health Questionnaire)
- All staff must wash or sanitize hands as they enter the school building.
- All staff may be subject to temperature scans.

Suspected or Confirmed COVID-19 Protocols

If a student is symptomatic while entering campus or during the school day:

- Students/staff who develop symptoms of illness while at school should be separated from others immediately. Students will report to the supervised Isolation Room until they can be transported to their residence by an authorized adult.
 - Each school building will have a designated Isolation Room that is separate from the Nurse's Office. This room will allow for physical distancing and barriers to be implemented, if needed. This room will be supervised by school personnel when occupied.
- Any students or staff exhibiting symptoms should be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility.

- Staff or the parents of applicable students will be advised that they are not to return until they have met CDC criteria to discontinue home isolation.

Response Protocols

Regional or Community Surge in COVID-19 Cases

The Port Jervis City School District Reopening Plan allows for a clearly defined progression of instructional models to allow for a fluid response to increase or decrease restrictions and guidelines from state and local health officials. The District has a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with local public health officials.

Positive COVID-19

In accordance with NYS Department of Public Health guidance, when a student, teacher, or staff member or a member of their household **tests positive** for COVID-19 and has potentially exposed others at the school the following steps will be implemented:

- The District will contact the Orange County Commissioner of Health.
- In consultation with health officials, the individual will be isolated from the school building until cleared for return.
- School officials will determine all individuals that may have been exposed to the student, staff member, or teacher.
- School officials will determine all areas of the educational setting that may have been exposed including but not limited to school transportation, offices, classrooms, and restrooms.
- The District will follow all directives and guidance from the Department of Health and School Physician. These protocols may include isolation of other students and/or staff members that may have been exposed and the temporary closing of office or classroom spaces until cleaning and disinfecting procedures are complete.
- The plan for the continuation of instruction, medical, food distribution, and support services will be communicated to any individuals that are in isolation.

[CDC Guidelines for Returning from Isolation](#)

Potential Symptoms of COVID-19

In accordance with NYS Department of Public Health guidance, when a student, teacher, or staff member is reporting, suspected of, or exhibiting symptoms of COVID-19 and has potentially exposed others at the school the following steps will be implemented:

- Any students or staff exhibiting symptoms will be required to immediately wear a face covering.
- The individual will be referred to the school nurse (Registered Nurse) and will be immediately separated from others.
- Students will report to the supervised Isolation Room until they can be transported to their residence by an authorized adult (if directed to do so by the school nurse.)
 - Each school building will have a designated Isolation Room separate from the Nurse's Office allowing for physical distancing and barriers to be implemented, if needed. This room will be supervised by school personnel when occupied.
- The individual will be isolated until able to leave the premises.

- Staff or the parents of applicable students will be advised that they are not to return until they have met CDC criteria to discontinue home isolation.
- The applicable area(s) will be vacated and closed until cleaned and disinfected.
- The District will contact the Orange County Commissioner of Health.
- School officials will contact the parents/guardians, if applicable.
- School officials will determine all individuals that may have been exposed to the student, staff member, or teacher.
- School officials will determine all areas of the educational setting that may have been exposed including but not limited to school transportation, offices, classrooms, and restrooms.
- The District will follow all directives and guidance from the Department of Health and School Physician. These protocols may include isolation of other students and/or staff members that may have been exposed and the temporary closing of office or classroom spaces until cleaning and disinfecting procedures are complete.
- The plan for the continuation of instruction, medical, food distribution, and support services will be communicated to any individuals that are in isolation.

Return to School after Illness

The 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:

- At least three days (72 hours) have passed since recovery – defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath.
- At least 10 days have passed since signs first presented.
- Documentation from a health care provider following evaluation permitting a return to school or work.
- Negative COVID-19 diagnostic test result

[When You Can be Around Others After You Had or Likely Had COVID-19](#)

[“Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure”](#)

Protocol for Returning to School Following Isolation

A staff member or student who had signs of suspected COVID-19 can return to the program when:

- It has been at least three days (72 hours) since recovery **AND** a health care provider has certified that the student does not have suspected or confirmed COVID-19.

Suspected Exposure Protocol

If a person believes they have had close contact with someone with COVID-19, the person should self-quarantine even if they are not sick. Individuals should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 symptoms during the 14 days of

quarantine, beginning with the last day they were in close contact with the person sick with COVID-19. They should not go to work, child care, school, or public places for 14 days pending clearance from their healthcare provider and satisfaction of all Department of Health Guidelines.

Protocol for Addressing Work Areas, Classroom Spaces

Following the identification of a suspected or confirmed case of COVID-19, all applicable facilities and locations will:

- Be vacated and closed off until cleaning and disinfecting protocols have been completed.
- Have windows and doors opened to the extent practicable to increase air circulation in the area.
- Not be reopened for use until cleaning and disinfecting protocols have been completed and approved for reopening by the Superintendent or designee.

Hygiene

To address hygiene practices to ensure personal health and safety in school facilities and vehicles.

a. Handwashing. In accordance with NYS Department of Health guidance and in consultation with local public health officials, a plan for handwashing includes:

- Opportunities for students and staff to meet handwashing frequency guidance.
- Ensuring sufficient access to handwashing and sanitizer stations
- Ensuring fragrance-free and approved hand sanitizer (with a minimum of 60 percent alcohol) is available and supervised at or near all workstations and on buses. Children under age nine should use hand sanitizer under adult supervision. Staff and students will be reminded that frequent handwashing is more effective than the use of hand sanitizer.

b. Staff and students will be trained on proper handwashing techniques and PPE use, including the following:

Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Staff and students should use paper towels (or single use cloth towels) to dry hands thoroughly. Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.

[CDC guidance on proper PPE use.](#)

Availability of Protective Equipment

To address protective equipment needs to ensure personal health and safety in school facilities and vehicles.

CDC guidance:

- [Training and information](#) will be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Port Jervis CSD will make reasonable accommodations such as a face shield for those who are unable to wear face coverings for medical reasons.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). Cloth face coverings are not surgical masks, respirators, or personal protective equipment.

Staff Protective Equipment

- As recommended by the CDC, all staff should wear face coverings to the greatest extent practicable, but at all times while entering or exiting the school building, while in the corridors, and while in locations where physical distancing may not be possible. Per NYS Department of Public Health guidance, teachers could use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction. These will be provided by the Port Jervis City School District as needed. Additionally, Port Jervis CSD will provide masks if the employee does not have a clean face covering.

- Port Jervis City School District will provide other protective equipment, as appropriate for work assignments.
 1. For employees engaging in symptom screening, surgical masks, face shields, and disposable gloves will be provided
 2. For front office and food service employees, face coverings and disposable gloves will be provided.
 3. For custodial staff, equipment and PPE for cleaning and disinfecting will be provided, including:
 - A. For regular surface cleaning, gloves appropriate for all cleaning and disinfecting.
 - B. Classified staff engaged in deep cleaning and disinfecting will be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions. All products must be kept out of the reach of children and stored in a space with restricted access.
 - C. PPE will be provided and worn to effectively protect employees from the hazards of the cleaning products used and training will be provided to staff on the hazards of chemicals.

Student Protective Equipment

All students that are medically able, will wear face coverings while in the corridors, common areas, and any location where physical distancing is not possible.

At a minimum, face coverings should be worn:

- While waiting to enter the school campus.
- While in the corridors of the school building.
- While leaving school.
- While on a school bus. The bus driver will have access to surplus masks to provide to students.
- Any time physical distancing is not possible.

Physical Distancing/Social Distancing

Port Jervis CSD has defined how staff can observe physical distancing recommendations, yet meet student medical, personal, or support needs. Port Jervis CSD will review all spaces and facilities to be utilized in order to maintain the health and safety of students and staff, especially when tending to individual student medical or personal needs.

- During Instructional Phases 1-4, the number of people in all campus spaces will be limited to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals. Six feet is the current minimum recommendation for physical distancing from the CDC, but Port Jervis CSD will monitor directives issuing modifications in public health recommendations as information evolves. In areas that the physical distancing cannot be maintained, face coverings and/or partitions separating individuals will be utilized.
- To the extent possible, and as recommended by the CDC, Port Jervis CSD will attempt to create smaller student/educator cohorts to minimize the mixing of student groups throughout the day. The movement of students, educators, and staff will be minimized as

much as possible throughout the school day.

- Movement throughout the building, as well as during entrance and exit of the school building will be coordinated to provide for adherence that meets or exceeds physical distancing parameters. This includes staggered schedules and direction of travel protocols.
- In a circumstance where sufficient physical distancing is difficult or impossible, such as when students enter or exit a school bus in proximity to the bus driver, all individuals, including staff and students, should wear face coverings that cover the mouth and nose consistent with public health guidance.
- Physical education and intramural/interscholastic athletics will be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.
- Physical distancing guidelines will be followed in all locations inclusive of faculty rooms, cafeterias, corridors, and restrooms.
- Signage will be placed throughout the school buildings reminding all of the requirements for social/physical distancing and use of face coverings.

Cleaning and Disinfecting Protocols

- Port Jervis CSD will maintain overall cleanliness standards that meet or exceed recommendations and directives from local, state, and federal health officials.
- In accordance with CDC and NYSED guidance, limiting the sharing of personal items, objects, and equipment and avoiding sharing of electronic devices, toys, books, and other games or learning aids will be implemented to the greatest extent possible. Keep each student's belongings separated from others' and in individually labeled containers or areas and ensure they are taken home and cleaned and disinfected regularly.
- Stuffed animals and any other toys that are difficult to clean and sanitize will not be allowed unless in accordance with special accommodations.
- A plan for cleaning includes the safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.
- Disinfecting surfaces between uses, such as:
 1. Desks and tables
 2. Chairs
 3. Seats on buses
 4. Keyboards, phones, headsets, copy machines
- Disinfecting frequently—at least daily—high-touch surfaces, such as:
 1. Door handles
 2. Handrails
 3. Drinking fountains
 4. Sink handles
 5. Restroom surfaces
 6. Toys, games, art supplies, instructional materials
 7. Playground equipment

*Only those disinfecting products that are approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\) List N: Disinfectants for Use Against SARS-CoV-2](#) will be used.

*To reduce the risk of asthma related to disinfecting, disinfectant products on the EPA List N with asthma-safer ingredients will be used (hydrogen peroxide, citric acid, or lactic acid).

*When cleaning, the space will be aired out before children arrive and thorough cleaning will be done when children are not present.

*Areas that were used by any sick person will be closed off and not used before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible.

Emergency Response Protocols & Drills

To prepare for emergency responses with the various modalities in instruction that may take place during the 2020-2021 school year, safety drills will take place throughout all Instructional Phases that include in-person instruction.

Applicable 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 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 whenever practicable
- 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
- Port Jervis City School District will provide face coverings to any individual that needs a face covering.

Hold-In-Place

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

- Provide 6 feet of space between students and staff during the Hold-In-Place whenever practicable
- 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
- Port Jervis City School District will provide face coverings to any individual that needs a face covering.

Evacuation

In the event of Evacuation Drills, the following changes are to be noted:

- Students, faculty, and staff will wear face coverings and maintain six feet of physical distancing to the extent practicable as they exit classrooms and proceed to the nearest and safest point of exit.
- All students will have face coverings upon entry to the building, but each classroom will have a supply of face coverings to further ensure that all students have a face covering in the event of an evacuation.

- In the event of an actual emergency evacuation, the highest priority is getting the students, faculty, and staff out of the building in the safest and most appropriate manner possible.

Lockout

Lockout protocols will remain unchanged with the exception of maintaining six (6) feet of space between students and staff in the area.

Lockdown

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 to the extent practicable.
- Instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event to the extent practicable
- **During the drill** physical distancing should not be violated. Review with the students in each Instructional Phase and with each Cohort, the locations in the room that will be used and the specific classroom/location protocols that will be implemented in the event of an actual lockdown.
- **In the event of an actual lockdown**, the immediate safety of our students, faculty and staff will dictate the response which will in nearly all instances require violations of the physical distancing guidelines.

Additional Considerations and Assurances

Signage

Port Jervis City School District will place appropriate signage and markings throughout offices and buildings to remind staff, students, families, and visitors to maintain physical distancing, wash hands adequately, wear masks, and best practices for mitigating the spread of COVID-19. Port Jervis City School District will use signage developed by the Centers for Disease Control, NYS Department of Health, Orange County Department of Health, NYS Education Department and create new signs where appropriate. Examples of such signage can be found using the following links:

[Signs](#)

[Properly Wearing a Face Covering](#)

[Everyday Safety Measures](#)

[Stop the Spread](#)

[Proper Handwashing](#)

Outside Visitors, Vendors, and Groups

- Access to the school building will be limited to all visitors, including parents, guardians, vendors, outside agencies, and contractors.
- Nonessential visitors will be limited to the vestibule in each of the buildings.
- Any visitor that is essential to enter the building will complete a COVID-19 Questionnaire and may be subject to a temperature screening.
- A log of all visitors and locations visited will be maintained by each school building.
- All visitors will be required to wear a face covering for the duration of their visit to the school building.
- Ensure external community organizations that use the facilities also follow the school's health and safety plans and NYS Department of Health guidance.
- Review facility use agreements and establish common facility protocols for all users of the facility.

Before and Afterschool Programs

All before school programs, i.e. YMCA, will follow all procedures and protocols including but not limited to the cohort model, face cover guidance, and social/physical distancing as outlined in the Port Jervis City School District Reopening Plan.

Child Nutrition / Food Service

- **Access**
 - All students will have equal access to breakfast and lunch meals through the Port Jervis City School District each school day for the 2020-2021 school year regardless of the Instructional Phase of the Reopening Plan.
 - Students that are scheduled to be remote, will be able to have meals picked up from designated locations or choose to have it delivered to their residence.
 - Students that are scheduled for in person learning will have access to breakfast and lunch through the building's cafeteria services. All meals will comply with Child Nutrition Program requirements regardless of remote or in person status.

- **Applicable Health and Safety**
 - All food service employees will be required to follow proper hand washing protocol, as well as wear approved, school provided gloves and face coverings at all times while in the kitchen, preparing or handling meals or food items, during the serving and/or delivering of meals, or in the school cafeteria.
- **Consumption of Meals**
 - To ensure compliance with physical distancing locations beyond the cafeteria will be used by students to consume meals. Alternate locations include but are not limited to classrooms. All locations will be supervised by school personnel.
 - All students with food allergies will be scheduled to have meals in the cafeteria or other approved location that would ensure their exposure to the allergen is mitigated.
 - Sharing of food and beverages will not be permitted.
 - All locations will be cleaned and disinfected following use by a student or cohort of students prior to use by another student or cohort of students. This protocol includes locations for meal consumption.

Transportation

Student transportation will be provided to all students that are entitled to bus transportation as per the Port Jervis City School District Policy.

- All vehicles, i.e. school buses will be cleaned and disinfected once per day or more depending on use.
- High contact areas will be wiped down after each bus run following the disembarkation of students.
- Students will be asked to utilize hand sanitizer or preferably properly wash their hands prior to arriving at the bus pick up location. Hand sanitizer will not be provided on the school bus. Bus drivers and monitors will not be permitted to carry personal bottles of hand sanitizer with them on the school buses, per applicable guidance and regulations.
- While operating or riding on a school bus that will pick up or is transporting students, all bus personnel will wear a face covering. All transportation personnel will be trained on the proper use of personal protective equipment for their use and for monitoring compliance among students. Face coverings and gloves will be provided to all transportation personnel. Any transportation personnel who must have direct physical contact with a student or students must wear gloves.
- All transportation personnel will be trained on recognizing the signs and symptoms of COVID-19 and Port Jervis City School District protocols for responding to suspected cases of COVID-19.
- Maximum student occupancy on the school buses will not exceed guidance and direction from NYSED and Department of Health officials.
- All students will be required to wear a mask at all times during bus transportation. If a student arrives at a bus stop without a mask, the bus driver or monitor will provide a District provided face mask for the student to use. Exceptions to the requirement of wearing a mask during bus transportation include students with a disability that would

prevent them from wearing a mask. Such instances will be documented and communicated to all essential personnel.

- All protocols for transportation will be in effect for in-district transportation, as well as out-of-district transportation regardless of the status of the Instructional Phases.

Social-Emotional Learning

The importance of social and emotional well-being of the students, faculty, and staff is paramount in the operations of the Port Jervis City School District. As a result of the pandemic, this ideal is amplified. To meet the needs of the stakeholders in our school district, inclusive of family members, a comprehensive plan for preparing for the upcoming school year coupled with the ongoing needs and supports has been established. This plan includes, but is not limited to:

- Each school building has a full-time school counselor, school psychologist, and school social worker to provide support, programs, and services to our students and their families.
- In response to the potential need for additional support, as well as to ensure a district-wide approach to providing support, education, and resources, a new position was created, Social-Emotional Liaison. A NYS Certified School Psychologist was assigned to this position.
- Port Jervis City School District will continue to partner and collaborate with county and community-based mental health service providers and continue to utilize the referral protocols to said entities.
- Port Jervis City School District school buildings have established CORE Teams composed of the service providers, administrators, and faculty as a means of reviewing and addressing emergent concerns, as well as planning for long term programs and initiatives.
- Mental Health First Aid and related professional development topics will be presented to all faculty and staff during the opening Superintendent's Conference Day.
- Classroom teachers utilize a referral process for students in need.
- Social and Emotional Learning activities were implemented daily during the summer school program. This concept of integrating SEL will continue throughout the 2020-2021 school year.
- Throughout the closing of schools, a myriad of resources for mindfulness, physical, and mental health have been posted to the Port Jervis City School District website. This practice will continue.

Technology and Connectivity

As a result of the remote components of the Instructional Phases in the Port Jervis City School District Reopening Plan, the technology and connectivity available for our students and faculty are essential for the efficacy and fidelity of the plan. To this end, the Port Jervis City School District has a comprehensive plan to ensure equity in access and the provision of the tools and resources necessary for success.

- All students in grades K-12 will have access to a Chromebook provided by the Port Jervis City School District.
- All students in grades 7-12 were provided with a Port Jervis City School District email address for increased access to resources.

- All students in K-12 have a single sign-on platform to access classroom and learning applications to provide a simplified approach to accessing these resources.
- Students that do not have access to internet services at their residence will be provided with a portable hotspot.
- Surveys will be administered prior to the beginning of the school year, following the opening of the school year, and following the first marking period to monitor student access and mechanisms that need improvement to continue to provide the optimal learning opportunities for all students.
- Teachers and building administrators will monitor access and participation in the remote portions of the instructional model to provide interventions as needed.
- Extensive professional development has been and will continue to be provided to faculty and staff in the realm of effective use instructional technology modalities. This includes utilizing the expertise of consultants, a district-wide instructional technology position, and an online professional development platform that can be accessed regardless of the status of the Instructional Phases.
- Students that need access to accommodations, supplementary aids, and assistive technology will be provided by the Port Jervis City School District as indicated on the Individualized Education Plan or Section 504 Plan.

Teacher and Principal Certification Compliance and Evaluation Systems

- All appointed teachers and administrators will hold valid and appropriate certificates for their assignments.
- Teachers and administrators will be evaluated pursuant to the Port Jervis City School District's currently approved APPR Plan, with the exception to any variance applications issued or approved by the New York State Education Department or by Executive Order.

Communication / Family and Community Engagement

Port Jervis CSD has partnered with stakeholders, including families, staff, and partners in the school community, to develop and implement the plans in the Reopening Plan. In addition to parents, faculty, staff, and administration, the committee was composed of Board of Education members, medical professionals, local police, Orange County Department of Health personnel, and a representative from Cornell Cooperative Extension's Community Nutrition Educator program. The committee met on several occasions as a collective group, as well as breakout sessions with focus on the realms of Academics, Social and Emotional Wellness, and Health and Safety.

Inclusive in the plan are modalities to communicate with staff, students, and parents about COVID-19-related protocols, including:

- Proper use of PPE
- Cleaning and Disinfection Protocols
- Transmission of Virus Prevention and Mechanisms
- Guidelines for families about when to keep students home from school
- Protocols for self-reporting symptoms
- Expectations for screening for symptoms prior to arrival at school buildings or riding the bus

- Criteria and plan to close schools for physical attendance of students
- Professional development that will be offered in the realms of instruction, social & emotional wellness, procedures for the various Instructional Phases, and COVID-19 specific information and protocols

Communication with stakeholders will continue through the following modalities:

- District website with a designated link for COVID-19/School Reopening Updates
- Letters to Parents/Guardians, Faculty, and Staff
- Ongoing training/professional development with students, faculty and staff on best practices
- Regular phone messages and emails to parents and students regarding important updates and continued reminders of proper protocols
- Signage throughout the school buildings on all pertinent topics to the safe reopening of schools
- Videos created by faculty, staff, and students regarding protocols and best practices
- Surveys to various stakeholders to determine efficacy of various components of the reopening
- Resources for childcare, health & wellness, nutrition program, and instructional program

Facilities - Assurances

- There are no planned changes or additions to the facilities in this plan.
- The Building Condition Survey for the Port Jervis City School District is scheduled 2024.
- Water Testing for Lead will proceed as normally scheduled.
- Alcohol-based dispensers will be distributed and located throughout the campuses in a manner that meets or exceeds FCNYS 2020 Section 5705.5.
- There are no planned installations of dividers in classrooms, libraries, cafeterias, auditoriums, or gymnasiums.
- Port Jervis City School District does not have any plan to lease property at this time.
- The use of tents is not part of the Reopening Plan.
- The number of toilets and sinks will meet or exceed BCNYS standards while also ensuring social / physical distancing.
- The number of drinking fountains in the school buildings will meet or exceed the necessary criteria.
- The Port Jervis City School District does not have any plans for project submissions dedicated to COVID-19.
- Any separators that are employed in classrooms or office spaces will be composed of polycarbonate, with no plastic separators being used.
- Ventilation in school buildings will comply with guidelines with fresh air being introduced at a rate of 50% from the ventilation system. Increased replacement of filters and regular maintenance checks will be conducted until further notice. Increased fresh air will be introduced for circulation through the opening of windows at all practicable times.

Professional Development

Reopening schools utilizing new instructional models requires special attention to professional relationships and learning. Educators must be supported in ways that allow them to focus on student learning. Additionally, training will be provided to support staff including custodians, meal preparation staff, transportation providers, technology personnel, and others.

Port Jervis City School District will consider a safety orientation for all employees prior to the start of the school year.

Port Jervis City School District Professional Development offerings will include:

- Disinfecting frequency and tools and chemicals used in accordance with New York State Department of Health guidelines. For staff who use hazardous chemicals for cleaning, specialized training is provided.
- Physical distancing of staff and students.
- Symptom screening, including temperature checks.
- Health and Safety Training- State and local health standards and recommendations, including, but not limited to, the following:
 1. Proper use of protective equipment, including information on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer. Face coverings do not replace the need for physical distancing and frequent handwashing. Cloth face coverings are most essential when physical distancing is not possible. Also include training on removal and washing of cloth face coverings.
 2. Cough and sneeze etiquette.
 3. Frequent hand washing and proper technique.
- Training for school health staff on clinical manifestations of COVID-19 and CDC transmission-based precautions.
- Training on trauma-informed practices.
- Signs of mental health stress in co-workers and protocols.
- Signs of mental health stress in students and protocols.
- Character Education
- Individual staff member's responsibilities if shutdown occurs during the school year.
- Effective remote learning techniques.
- Instructional technology resources.

APPENDIX -HEALTH AND SAFETY RESOURCES

COVID Resources from the NYS Department of Health

<https://coronavirus.health.ny.gov/protect-yourself-and-your-family-coronavirus-covid-19>

<https://coronavirus.health.ny.gov/home>

COVID REsources from the Orange County Department of Health

<https://occovid19.ochealthinfo.com/coronavirus-in-oc>

<https://occovid19.ochealthinfo.com/oc-health-care-agency-covid-19-data-frequently-asked-questions>

CDC Decision-Making Tree

Visit

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf> for guidance on reopening decisions.

Campus Access

[CDC: What to Do If You Are Sick](#)

[CDC: People Who Are at Higher Risk for Severe Illness](#)

Hygiene and PPE

[CDC: Hygiene Practices](#)

[CDC: Using Personal Protective Equipment \(PPE\)](#)

[CDC: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)

Cleaning and Disinfecting

[EPA: 6 Steps for Safe and Effective Disinfectant Use](#) [EPA: List N - Disinfectants for Use Against SARS-CoV-2](#)

[Vehicle Cleaning- CDC: Cleaning and Disinfecting Your Facility Guidelines](#)

Communication with Students, Parents, Employees, Public Health Officials, and the Community

[CDC: Criteria to Discontinue Home Isolation](#)

[CDC: Public Health Recommendations for Community-Related Exposure](#)

Social and Emotional Support Resources

<https://campussuite-storage.s3.amazonaws.com/prod/1558562/da7ff762-7a28-11e8-98e1-0ac498f040b0/2066851/743a10b6-6561-11ea-a18b-0a30d927301f/file/SocialEmotionalResourcesforfamilies.pdf>

Distance Learning Resources

<https://campussuite-storage.s3.amazonaws.com/prod/1558562/da7ff762-7a28-11e8-98e1-0ac498f040b0/2079817/e16b7d5e-79df-11ea-9d0f-0a837952b7d7/file/DistanceLearningResources.pdf>

