



2020 - 2021

School Reopening Plan

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VISION STATEMENT

Let each become all one is capable of being.

MISSION STATEMENT

Our mission is for East Islip to be a *District of Excellence* and to educate students with the skills and knowledge to become exceptional learners and leaders. We will provide a safe and positive learning environment in partnership with our greater community.

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INTRODUCTION

Throughout the reopening planning phase, stakeholders across the East Islip School District were engaged both in-person meetings and via surveys. We included administrators, faculty, staff, students, parents/guardians, school district's physician and the PTAs. Our district office personnel also participated in a host of virtual forums and collaborated with school district leaders throughout our region.

The East Islip School District Plan will be posted on our district's website (www.eischools.org) and you will also be able to access the plan through your respective child's school website. We have made every effort to ensure that our plan is accessible to all individuals. The plan can be translated into other languages using the Google translation application on our website.

This plan outlines the essential elements to reopen East Islip Schools in a safe and successful manner for students, teachers, and staff. Throughout the school year, it may be necessary to make additional revisions to the Plan. When doing so, we will attach an addendum outlining the updates. We will utilize the following means of communications to alert our community of the plan and inform them of any modifications to our plan:

- Our district and school websites (accessible at <http://www.eischools.org>)
- Our district's Facebook page ([East Islip Union Free School District](https://www.facebook.com/EastIslipUnionFreeSchoolDistrict))
- Our *SchoolMessenger* mass notification system (phone/text/email)
- Newsletters, posters, flyers, and other printed media
- *Parent Square* (<https://www.parentsquare.com/signin>)
- East Islip School District's Twitter page (<https://twitter.com/eischools>)
- East Islip School District's Instagram page at:
(https://www.instagram.com/east_islip_school_district/)

COVID-19 Safety Coordinator

The District has designated all school principals as the COVID-19 Safety Coordinators whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

COVID-19 Resource Persons

District nurses will provide COVID-19 related resources to families, faculty, staff, and students. They will work in collaboration with the COVID-19 Safety

Coordinator and the Director of Physical Education, Health and Athletics, as needed.

COMMUNICATIONS AND ENGAGEMENT

Communications Commitments

1. Students and their families will be provided with multiple ways to contact schools and teachers during remote learning, including telephone, email messages, virtual conferences/meetings, and mail.
2. We will use existing internal and external communication means to notify staff, students and parents/legal guardians about in-person, remote and hybrid school schedules with as much advance notice as possible. We will utilize our website, social media sites, and *SchoolMessenger* broadcasts to communicate this information.
3. The district will follow its existing engagement and communication protocols with parents regarding the provision of special education services for their child.
4. In addition, the district will make every effort to ensure that communication to parents/legal guardians is in their preferred language and mode of communication.

Safety and Public Health Orientation and Training

The district is committed to ensuring that all students and their families are provided with training and made aware of new expectations related to all public health policies and protocols. These trainings will cover:

1. Hand hygiene
2. Proper face covering procedures (how to wear and remove; how to sanitize)
3. Social distancing
4. Respiratory hygiene
5. Identifying symptoms of COVID-19

Signage

The district will display signage throughout the district to address public health protections surrounding COVID-19. Signage will address protocols and recommendations in the following areas:

1. Proper use of personal protective equipment (PPE)
2. Acceptable face coverings and requirements related to their wear
3. Hand washing
4. Adherence to social distancing instructions

5. Symptoms/prevention of COVID-19

In addition to signage, the district will encourage all students, faculty, staff and visitors to adhere to Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) guidance regarding the use of PPE and social distancing. We will achieve this through electronic, verbal, and written reminders.

Privacy

The district is committed to creating a learning environment that protects student and staff health, safety, and privacy. Our district will operate under a standard procedure for addressing situations in which an individual has tested positive for COVID-19 or appears symptomatic. These procedures are outlined in the Health & Safety section (page 7) of our reopening plan.

In the event a student or staff member is sick or symptomatic, notification to exposed individuals will occur pursuant to the state's contact tracing protocols as implemented by the local health department. The district will not notify the wider community unless specifically directed to do so by local public health official.

Communication Regarding Future School Closures

The district is prepared for situations in which one or more school buildings need to close due to a significant number of students or staff testing positive for COVID-19 or a considerable regional increase in COVID-19 cases.

The district may choose to modify operations in one, or more schools prior to closing to help mitigate a rise in cases. The district will consult with local public health officials and our district physician when making such decisions.

School building administrators will communicate with each other regularly and, if needed, will consider closing school if absentee rates impact the ability of the school to operate safely.

We will communicate any/all school closures using our website, social media channels, and our *SchoolMessenger* mass notification system.

HEALTH AND SAFETY

The Department of Health has highlighted specific mitigating strategies to reduce the risk of COVID-19 infection and transmission.

Health Checks and Screenings

The district has developed resources to educate parents, guardians, and staff members regarding the careful observation of symptoms of COVID-19 and health screening

measures that must be conducted each morning before coming to school. These resources include requirements for any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection to refrain from coming to school/work. The Centers for Disease Control and Prevention's (CDC) [list of Coronavirus symptoms](#) was used to develop these resources.

The following practices will be implemented to conduct daily mandated health screenings.

1. Daily screening questionnaires are required for all staff and essential visitors prior to, or upon arrival at work/school.
2. In order for students to enter school each day, parents/caretakers **MUST** complete and sign the student health screening form. Students who do not have this form upon entry will be screened by school personnel. **No exceptions will be made.**
3. Students with a temperature of 100°F or greater or a positive response to a screening question shall be isolated from others and sent home. Staff with a temperature of 100°F or greater or a positive response to a screening question shall not be permitted to report to (or remain) at work. Essential visitors with a temperature of 100°F or greater or a positive response to a screening question shall not be issued a visitor pass and admitted to our campus(es).
4. Any temperature checks for students or staff conducted on a school campus shall be performed by an appropriately trained individual. Students or staff awaiting temperature checks shall be supervised by trained staff and must maintain social distancing during their waiting period. The district shall ensure that each school has an adequate supply of digital thermometers, PPE, and barriers available for staff to utilize during on-campus temperature checks.

Health Hygiene

The district will emphasize healthy hygiene practices for students and staff by providing initial and refresher education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs will be posted throughout the school (e.g., entrances, restrooms, cafeteria, classrooms, administrative offices, auditorium, custodial staff areas) and regular messaging will be shared with the school community. Signage will be used to remind individuals to:

1. Stay home if they feel sick.

2. Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
3. Properly store and, when necessary, discard PPE.
4. Adhere to social distancing instructions.
5. Report symptoms of, or exposure to, COVID-19.
6. Follow hand hygiene, and cleaning and disinfection guidelines.
7. Follow respiratory hygiene and cough etiquette.

Hand Hygiene

Students and staff must carry out the following hand hygiene practices:

1. Wash hands routinely with soap (any kind) and water for at least 20 seconds.
2. Dry hands completely after washing. Use paper towels to dry hands if available instead of a hand dryer if they are available.
3. If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol. Hand sanitizer should be rubbed on the hands until it is completely absorbed. DO NOT dry hands if sanitizer is used.

Hand Washing should occur:

1. Before and after eating (e.g. snacks and lunch).
2. After going to the restroom or after assisting a student with toileting.
3. After using a tissue.
4. Before and after using shared materials.
5. Before and after putting on or taking off face masks.
6. After coming in from the outdoors.
7. Anytime hands are visibly soiled.

Respiratory Hygiene

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, the district will emphasize the importance of respiratory hygiene.

Students and staff must carry out the following respiratory hygiene practices.

1. Cover a cough or sneeze using a tissue. If a tissue is used, it should be thrown away immediately.
2. If you do not have a tissue when sneezing or coughing, sneeze into your elbow.
3. Wash your hands after sneezing or coughing.
4. Face coverings are protective. Wearing a face covering will keep the respiratory droplets and aerosols from being widely dispersed into the air.

Face Coverings

All staff, visitors, and students will be required to wear face coverings while inside East Islip School District facilities and while using school district provided transportation. Face coverings may be cloth or disposable and will be provided for individuals who are unable to provide their own. Exceptions to this requirement include:

- While individuals are eating, drinking, or exercising;
- When under the supervision of a school staff official who directs the covering to be removed; and
- Individuals with a health condition, a communication or impairment, or disability that prevents them from wearing a face covering.

The district will instruct students, parents/guardians, and staff on:

1. The proper way to wear face coverings.
2. Washing hands before putting on and after removing their face covering.
3. Proper way to discard disposable face coverings.
4. Bandanas and masks with exhalation valves or vents are not appropriate forms of face coverings.

The district will ensure that an adequate supply of personal protective equipment (masks/face coverings, face shields, gloves, etc.) are maintained in each building for staff and student use, as needed.

Personal Protective Equipment (PPE)

Additional protective equipment including face shields, gloves, and gowns will be provided, as appropriate, for settings that require close human contact, such as for staff providing certain supports for students with disabilities.

Social Distancing

- East Islip School District staff will employ social distancing strategies to increase spacing between individuals, including adjusted seating arrangements for school buses and classrooms and posted signs to remind staff and students of 6-foot social distancing.
- Staff will maintain small groups by having students eat meals in classrooms whenever possible and limiting volunteers and visitors in the building.

- Additionally, staff will use strategies to minimize mixing between groups whenever possible. Specific practices will be customized for each school and may include designating building entrances by grade level, mapping traffic patterns through the school, and scheduling student and staff groupings to be as static as possible.

Infection Control Strategies

In addition to social distancing and the use of face masks and other protective equipment, the district will implement the following additional safeguards to mitigate the risk of community transmission of the COVID-19 virus:

1. Installing physical barriers in locations where social distancing might be easily compromised.
2. Forming cohorts or small groups of students whenever possible to reduce population density in classrooms.
3. Implementing one-way traffic flow patterns in hallways, stairways, and entrances/exits.
4. As best as possible staggering arrival, dismissal, and transition/passing times to reduce hallway traffic.
5. Eliminating all use of student lockers and cubbies.
6. Utilizing multiple entrances and exits during peak arrival and dismissal times.
7. Arranging office and classroom furniture to prevent individuals from facing one another.
8. Maintaining adequate ventilation and air flow in classrooms and offices.
9. Restricting use of common areas and large group assembly/instruction areas.
10. Limiting gatherings in small spaces (elevators, closets, small offices).
11. Canceling or limiting assemblies, athletic practices/events, performances, and field trips.
12. Conducting meetings and conferences virtually whenever possible.
13. Limiting visitors to school buildings.

14. Staggering lunch and recess/playground schedules to prevent large group assemblies.
15. Placing hand sanitizer stations throughout buildings and at each building's entrance.

Management of Ill Persons, Contact Tracing and Monitoring

The district requires students, faculty, or staff members who develop COVID-19 symptoms during the school day to report to the nurse's office. If there are several students waiting to see the school nurse, students must wait at least 6 feet apart. The district has designated quarantine areas to separate individuals with symptoms of COVID-19 from others until they can go home or to a healthcare facility, depending on severity of illness. One area will be used to treat injuries, provide medications or nursing treatments, and the other area will be used for assessing and caring for ill students and staff. Both areas will be supervised by an adult and have easy access to a bathroom and sink with hand hygiene supplies.

PPE requirements for school health office staff caring for sick individuals includes both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (e.g., goggles or face shield) should be added. When caring for a suspected or confirmed individual with COVID-19, gloves, a gown, eye protection, and a face covering will always be used.

School health office cleaning will occur after each use of cots, bathrooms, and health office equipment (e.g., blood pressure cuffs, otoscopes, stethoscopes). Health office equipment will be cleaned following manufacturer's directions.

Disposable items will be used as much as possible (e.g., disposable pillow protectors, disposable thermometers, disposable thermometer sheaths or probes, disposable otoscope specula).

Aerosol Generating Procedures

Respiratory treatments administered by nurses generally result in aerosolization of respiratory secretions. These aerosol generating procedures (AGPs) potentially put healthcare personnel and others at an increased risk for pathogen exposure and infection. The district requires the following PPE to be worn during AGPs: gloves, face covering, eye protection and a gown. PPE will be used when: suctioning, administering nebulizer treatments, or using peak flow meters with students who have respiratory conditions.

Treatments such as nebulized medication treatments and oral or tracheostomy suctioning will be conducted in a room separate from others with nursing personnel wearing appropriate PPE. For nebulizer treatments, if developmentally

appropriate, the nurse will leave the room and return when the nebulizer treatment is finished.

Cleaning of the room will occur between use and cleaning of the equipment should be done following manufacturer's instructions after each use.

If Students or Staff Become Ill with Symptoms of COVID-19 at School

The district requires students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. Students will be supervised in the isolation area while awaiting transport home and will be separated by at least 6 feet. Students will be escorted from the isolation area to their parent/guardian. Students or staff will be referred to a healthcare provider and provided resources on COVID-19 testing.

Return to School After Illness

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

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

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

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

COVID-19 Testing

In the event a large-scale testing is required, the district will work with the Suffolk County Department of Health for guidance.

Contact Tracing

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

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

Districts may assist with contact tracing by:

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

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

High-Risk and Vulnerable Populations

- Staff who fall in the high-risk category for COVID-19, should reach out to their direct supervisor to discuss accommodations that may be necessary related to their specific job responsibilities. A medical note will be required.
- Some of our students may be at high-risk for COVID-19 or live with someone at risk. The parent must provide a note from the child's physician medically excusing the child from school.

School Closures

The district will collaborate with the local health department officials to determine the parameters, conditions, or metrics to be used as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level. These signs will include increase illnesses and absenteeism amongst students and staff.

As determined by the NYS Governor's office, the following considerations shall apply:

1. Schools in regions in Phase 4 can reopen if the daily infection rate remains below 5 percent using a 14-day average, unless otherwise directed from the county health department.
2. Schools will close if the regional infection rate rises over 9% after Aug. 1. Schools will close if the 7-day rolling average of the infection rate is above 9%.
3. If the infection rate rises about 9%, schools must wait until the 14-day average is below 5%.
4. Once schools open at Phase 4 below 5% for a 14-day rolling average, schools can remain open even if the rate continues to rise about 5% until it reaches 9% for the 7-day average.
5. School will be notified by the Suffolk County Department of Health on the situation.
6. School administrators should consider closing school if absentee rates impact the ability of the school to operate safely.
7. Schools may choose to modify operations prior to closing to help mitigate a rise in cases. If infection rates are rising above 5%; consider modifying school operations for medically vulnerable students and staff if they are participating in in-person activities.
8. Schools should consult their medical director and/or the local department of health when making such decisions.
9. Determine which operations will be decreased or ceased and which operations will be conducted remotely; include process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel.

All information about school closure will be communicated to students, families and staff members via the district's website, school messenger and parent square.

Cleaning and Disinfecting

The East Islip School District will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including "[Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)," and the "[STOP THE SPREAD](#)" poster, as applicable. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

- Cleaning and disinfection measures will ensure the physical spaces, equipment, and materials students and staff come into contact with remain safe.
- Daily sanitizing will be implemented for high touch areas (doorknobs, handles, fixtures, etc.) with a medical grade sanitizing solution.
- Restrooms will be monitored and cleaned more frequently throughout the day.

Visitors on Campus:

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

School Safety Drills

The district will conduct fire (evacuation) drills and lockdown drills as required by education law, regulation, and fire code without exception. Drills will be conducted in a manner that maintains social distancing at exits and gathering points outside the building, while still preparing students to respond in emergencies.

In order to achieve social distancing during school safety drills, the district may modify safety drill protocols in several ways including but not limited to:

- Conducting drills on a "staggered" schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site.
- Conducting lockdown drills in classroom setting while maintaining social distancing/using masks.

- Conducting lockdown drills on a “staggered” schedule with smaller numbers of students present to maintain social distancing.
- Conducting lockdown drill in classroom without “hiding”/ “sheltering” while still providing an overview of how to shelter or hide in the classroom.

If schools reopen with a “hybrid” in-person model, such as one where students attend school on alternate days in order to reduce the occupancy of the school building, all students will receive instruction in emergency procedures and participate in drills while they are in attendance in-person.

Regardless of the modification used when conducting a drill, students should be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

Facilities:

When students and adults return to their school buildings for in-person instruction, the physical spaces they occupy will be configured and maintained in a way that provides the maximum possible protection from spreading the coronavirus.

The school district will follow health guidance related to social distancing and other safety measures to slow the spread of COVID-19. To meet the requirements of that guidance, the district will rearrange or re-purpose physical space within the buildings, expand buildings’ or districts’ footprints or alter existing spaces through construction or changes in programming or operation.

General Health and Safety Assurances

The district will follow all guidance related to health and safety. This will include meeting social distancing requirements and cleaning frequently touched spaces regularly to prevent the spread of infection. The facilities portion of the district’s reopening plan will seek assurance that the district will meet all requirements associated with building space related changes that they may elect to make.

Fire Code Compliance

Changes or additions to our facilities will be reviewed by the Office of Facilities Planning (OFP), since all spaces to be occupied by public school students and staff must meet the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code. The district will provide assurances that, should alterations be made, we will submit the proposed changes to the OFP for review and approval - just as with any other project.

Doorways

Many stairs and corridor doors have closers with automatic hold opens. These doors are normally held in the open position and are automatically released by the fire alarm system. The function, position, and operation of those doors must remain unchanged. Fortunately, they need not be touched during normal use.

Emergency Drills

The district shall conduct standard operations and procedures to the best of their abilities without deviating from current requirements. Fire (evacuation) Drills and Lockdown Drills are required by Education Law and regulation and the Fire Code and they must be conducted without exceptions. Fire Code Section 404 requires that schools maintain Fire Safety, Evacuation, and Lockdown Plans and these plans include how lockdown and evacuation drills are conducted. Methods to promote and provide for social distancing during the evacuation drills are ultimately the district's decision and responsibility. Those changes will be included in the Fire Safety plans.

Inspections

Statute has not been changed to provide an extension to the submission deadline for the Building Condition Survey or Visual Inspections. These deadlines will be met.

Lead Testing Due in 2020

At present, the statutory requirement that lead testing occur in 2020 continues. NYS DOH regulation 67-4, Lead-In-Water Testing, DOH requires lead-in-water testing to be conducted when the building is "normally occupied." Sampling will be conducted when the building is vacant or has been vacant for an extended period due to COVID-19 closure. Simulation of "normally occupied operation" for the purpose of lead-in-water testing is not permitted. These procedures will be followed to provide clean and safe drinking water upon reopening. The District will work with environmental consultants to conduct this testing during the required occupied periods.

Means to Control Infection

These are arrangements that will be considered to reduce transmission of infection:

- **Time Management:** School leaders will manage time and schedules to reduce student use of the corridors. The traditional practice of changing classes between periods results in congested hallways and creates challenges to precludes social distancing.
- **Leave Doors Open:** To reduce the spread of the virus from touching door levers and knobs, doors will be fixed in the open position. This is only permitted at doors without door closers and doors which are not fire rated.

- **Plastic Separators:** The use of light-transmitting plastics will be used in locations where social distance or mask requirements cannot be complied with or easily regulated. For example, to separate individual lavatory sinks from each other. Light-transmitting plastics will comply with 2020 BCNYS Section 2606.
- **Alcohol-based Hand Rub Dispensers:** The district will assess each building's capacity to provide adequate handwashing facilities and determine if the use of alcohol-based hand rub dispensers is required. Alcohol-based Hand-Rub Dispensers will be installed in rooms and corridors in limited quantities in accordance with FCNYS 2020 Section 5705.
- **Dividers at doors and other points of congregation:** We may use dividers at queue lines and other areas subject to overcrowding to control the groups. These dividers will be approved by the OFP. The District will consult with its architect and submit floor plans to OFP for approval. This review is required because improperly placed dividers could obstruct escape during an emergency.

Required Square Footage

While recommendations on social distancing suggest that maintaining a six-foot distance from others is optimal, the building code itself does not mandate a minimum square footage per person on which the district must base the number of students and staff in a building. Code sets standards for individual rooms and it varies on room function. If a change in class size is needed, we will use 20 square foot (SF) per person for a classroom, 15 SF per person for cafeterias, 50 SF Vocational, Tech and Special Ed., 150 SF for offices, 5-15 SF at gymnasiums.

The district will contact an architect at the OFP with questions pertaining to change of room use and occupant load or if a proposed change in occupancy of a space results in an occupant count greater than 49. A higher expected number of occupants may change the requirements for exits.

Facility Alterations and Acquisition

The district may choose to ease social distancing by changing the way they use space in their existing buildings or by acquiring additional space. All spaces to be occupied by school students and staff must meet the requirements of the [2020 New York State Uniform Fire Prevention and Building Code](#) and the [State Energy Conservation Code](#).

Changes to Space Utilization and/or Alterations

If the district decides to make space alterations to the physical space or the building, these items will be required:

- Alterations to the configuration of existing classrooms or spaces or the introduction of temporary and/or movable partitions, the change will be submitted to OFP, the local municipality and/or code enforcement officials for review, based upon recommendations from the district architect.
- Means of egress, fire alarm system, ventilation, and lighting may be affected and will be indicated on all submitted plans.
- The district will consult with its architect and submit floor plans to OFP for approval, whenever necessary.
- COVID-19 Projects shall be indicated as “COVID-19 Reopening” when submitted to the OFP.
- The installation of movable partitions (gym, cafeteria, Library classroom dividers) and queue barricades will have an abbreviated submission consistent with the Form FP-AU Request for Approval of Use of a Facility.
- Use of Cafeterias, Libraries, Auditoriums and Gymnasiums: A floor plan of the entire room showing the furniture layout with egress aisles will be submitted to OFP for approval. Lighting, ventilation, means of egress, and fire alarm coverage will be indicated.

The district may utilize available space in the cafeteria, gyms, auditorium, and libraries (or sections thereof), as classroom space. Minor alterations and the use of space dividers may be utilized in existing classrooms. The need for social distancing may be enhanced by alterations to a lobby or corridor and /or interior spaces/rooms.

Space Expansion

If the district chooses to expand their square footage in order to enable improved social distancing (e.g. building additions, lease space, transportable classroom units or spaces such as tents) the following requirements for all spaces to be occupied by school district staff and students will be applied:

- **Code Review:** Per statute, NYSED’s Office of Facilities Planning will review and approve the above types of projects to ensure that the proposed spaces meet the fire code.
- **Offsite Lease Requirements:** For offsite facilities, the district will contact their project manager at NYSED Office of Facilities Planning (OFP) and submit a Temporary Quarters (TQ) Project submission.

To ensure that these sites meet all requirements, Temporary Quarter submissions will include the following:

- OFP Form FP_AU-Request for Approval of Use of a Facility.
- Architectural quality floor plan.
- Site plan.
- AHERA Plan.
- Fire Safety Report; 5 Confirmation of Americans with Disabilities Act compliance.
- Local Code Authority Certificate of Occupancy; and 5 Approval of use of space.
- If a Change of Occupancy in the Existing Building Code applies (e.g. office or B-occupancy to E-occupancy) code requirements such as rescue windows; accessibility; fire protection systems such as sprinkler or emergency voice alarm communication systems; ventilation – may make it infeasible.
- The district will identify COVID-19 Projects as “COVID-19 Reopening” when required materials are submitted to OFP for review.
- Consult with OFP for a preliminary evaluation of all facilities under consideration for leasing. All leased facilities will be submitted to OFP for review and approval.

The district will consult with its architect/engineer of record.

Tents for Additional Space

If tents are necessary to be used as alternate spaces, then the following requirements will apply:

- Tents, both temporary and permanent will be regulated by code and will be submitted for a building permit.
- Temporary structures and tents are those erected for 180 days or less. The Building Code Section 3103.1 indicates, “tents and membrane structures erected for a period of less than 180 days shall comply with the Fire Code of NYS”.
- The Fire Code (FC) Chapter 31 contains extensive requirements for Tents and Other Membrane Structures. FC Section 3103.2 indicates that a permit and approval of temporary tents is required. FC Section 3103 contains requirements for temporary tents and Section 3104 has requirements for permanent tents. They include requirements for construction documents, access roads, location, seating plans, means of egress, illumination, exit signs, construction, use.

- Permanent tents are considered a membrane structure and are regulated by Building Code Section 3102 and other applicable sections.
- The district will consult with our design professional to prepare submission drawings for approval by OFP.
- The following information will be shown on the drawings: dimensions, minimum separation distance to other structures, tent sides (yes) (no), duration of use, type of use/activity, anchorage, number of exits, width of each exit, table/chair/contents, layout, fire extinguisher location, occupant load, heating or cooking equipment, utilities, exit signs, NFPA 701 testing/label/certification.
- If the tent is used for E-occupancy, we will consult with local municipalities and/or code enforcers to provide code-compliant design for mechanical heat and ventilation; lighting; emergency lighting; power; fire alarm; plumbing; etc. as required.
- The district will consult with our architect and submit to OFP for approval. The district will provide an architectural quality floor plan, which clearly indicates existing and proposed use of space showing the furniture layout with egress aisles. Lighting, ventilation, means of egress, and fire alarm coverage must be indicated.

Plumbing Facilities and Fixtures

Toilet and Sink Fixtures: The district may consider reducing the number of toilet fixtures in a building to facilitate frequent cleaning. However, the minimum number of toilet fixtures that must be available for use in a building is established in the building code.

The usual minimum requirement may be reduced by certain circumstances that may be relevant: (1) the building's aggregate number of toilet fixtures already exceeds the minimum amount required by the Building Code or (2) the building occupancy is reduced using partial remote learning or reductions.

Sinks and soap will be available to building occupants at all times, as frequent handwashing is a key component to avoiding the spread of COVID-19.

Plumbing Facilities and Fixtures

- The number of toilet and sink fixtures will meet the minimum standards of the New York State Building Code. In order to ensure compliance, a design

professional will be consulted prior to any modifications to layouts or number of fixtures.

- If necessary, all temporary facilities will be approved through the Office of Facilities Planning.

Drinking Water Facilities

The district may wish to reduce the number of drinking fountains available, to facilitate frequent cleaning. However, drinking fountains are a code required plumbing fixture. One fountain is required for each one hundred occupants.

In the event drinking fountains need to be taken out of service, the following will be considered to provide portable drinking water to all occupants of the building:

- Drinking fountains may be replaced with units with bottle fillers.
- Supplying students with bottled drinking water or water in disposable cups at specified locations.
- The district may provide students with personal containers to fill at home.

Ventilation

The district will maintain adequate, code required ventilation (natural or mechanical) as designed. If other air cleaning equipment is proposed, the district will submit to OFP for review and approval. The district will increase the fresh air ventilation rate to the extent possible to aid in maintaining a healthy indoor air quality. There are many different types of ventilation systems, natural or mechanical, that may be limited for increasing ventilation outside air due to available heat or fan/relief airflow capacity. The school will install a higher efficiency filter. A higher efficiency filter may require a larger filter housing and will create greater resistance to airflow, and the fan and HVAC system may require rebalancing to maintain the code required ventilation rate.

CHILD NUTRITION

- The District Plan provides all students enrolled in the School Food Authority (SFA) with access to school meals each school day, including students in attendance at school; and students learning remotely.
 - o The District Plan addresses all applicable health and safety guidelines, including DOH and CDC guidelines. Guidelines will be provided to all involved with providing meals to students.

- The Food Services Management Company (FSMC) will provide training to food service staff, providing District with training materials and assurances that all staff have been trained in accordance with established guidelines.
- o The District Plan includes measures to protect students with food allergies if providing meals in spaces outside the cafeteria.
 - If operating remotely, meals will be prepared in a “grab and go” fashion, similar to the process used during the 2019/2020 closures. Special dietary needs and food allergy concerns will be addressed on an individual basis, based upon request and information provided to the District by parents of students. This information is maintained in the District’s point of sale system.
 - If students are in attendance in school, food service will be modified to provide reimbursable “grab and go” meals only. A la carte and vending machine items will not be made available. Whether meals are being served in the cafeteria or at alternative locations (i.e.: classrooms, kiosks, etc.), the point of sale system will be used to cross check known allergies.
- o The District Plan will include protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.
 - Signage will be posted at all locations where meals are either served or consumed.
 - Time will be provided for students, before and after eating, for students to perform proper hand washing hygiene, in accordance with DOH and CDC guidelines.
- o The District Plan will include 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.
 - All common areas used for the consumption of food, will be cleaned and disinfected prior to the arrival of the next cohort of students.
 - Custodial staffing changes will be considered that maximizes the use of staff during food consumption periods.

- Bridge shift and night custodians will be reallocated to maximize resources during the school day.
 - Additional custodial aides may be hired, for the sole purpose of cleaning and disinfecting common areas.
- o The District Plan will ensure compliance with Child Nutrition Program requirements.
 - o The District Plan will include protocols that describe communication with families through multiple means in the languages spoken by families.
 - The District will be utilizing Parent Square, to communicate with families via multiple modes and languages.

Additional Considerations:

The following considerations will be taken into account when developing the reopening plan. These best practices are intended to highlight additional actions that the District SFA may take to communicate with and ensure families understand the processes to ensure access to meals as needed:

- Follow SFA policies to communicate about school meal service, eligibility, options, and changes in operations. This will be done through written correspondence and use of Parent Square.
- During the public health emergency, meal benefits have been available to many students that may not usually have access to free meals. Communication to families that all meals may not be available at no cost to all children.
- Use a variety of communication methods (e.g., website, social media, emails, robocalls, newsletters) and ensure communications are translated into the languages spoken by families in the district.
- The School Food Service Director and District social workers will be identified as contact person(s) to receive and respond to communications from families. The contact's information should be included in all written materials that are provided to families and to school staff.
- Develop and communicate program-specific information that details program activities that affect families such as:
 - o availability of meals and common consumption areas

- o payment methods (cashless)
 - o use of vending machines (not available)
 - o a la carte sales (not available)
 - o outside food brought into the building
 - o restrictions on visitors during the meal service
- Prior to beginning of the school year, we will remind families that they can submit a new application for free or reduced-price meals right now and at any time during the school year.
 - o Provide multiple opportunities for families to complete meal benefit applications
 - o Assess if new technology may be needed in order to provide online household applications, obtain electronic signatures or transfer protected student identifying information.
 - o Applications will be made available online and at the front office of each school site. Social workers are available for phone and in-person support to assist families in applying.

Safety and Sanitation:

The District will work with the Food Service Management Company to:

- Update standard operating procedures for sanitation of school kitchens, cafeterias, food warehouses, and central production kitchens.
- Identify any additional equipment or supplies such as thermometers, alcohol wipes or other equipment that may be needed to keep food, students, and staff safe.
- Consider the special feeding needs of students with severe disabilities whose safety and sanitation needs at mealtimes may differ from those of their peers.
- Install barriers at the point of sale/point of pickup.
- Have adequate supplies of face masks, soap, hand sanitizer, and tissues in food service areas.
- Routinely clean and disinfect high-touch surfaces including tables, chairs, carts used in transportation, and point-of-service touch pads. The District has instituted a cashless policy, which includes pre-funded accounts and the use of ID cards with bar codes, that should limit use of point-of service touch pads.

- Use timers for cleaning reminders. Wear single-use gloves when handling or delivering all foods. Wear a disposable apron when handling or delivering foods. Allow only program staff, custodial staff, and approved volunteers to enter program areas. All in accordance with the policies of the District's Food Service Management Company.

The Food Service Management Company, in coordination with the District when necessary, will be responsible for:

- Evaluate staffing and make any needed adjustments and ensure staff are trained on district policies and protocols on health and safety.
- Review, and retrain staff as needed on standard operating procedures for food service. Consider cross-training program staff to perform essential activities in the event of key absences or emergency situations.
- Contact Vendors and Suppliers. The unexpected closures may have impacted food supply chains or availability of certain services and it will be important to account for any of these changes prior to the start of operations. Work with food service vendors to determine the safest way to handle deliveries. Have supplies on hand for in person and grab and go meal delivery.
- Determining if USDA Waivers for the National School Lunch Program and School Breakfast Program, July 1, 2020 – June 30, 2021 are necessary (Non-Congregate Feeding, Meal Service Time Flexibility, Bulk meals requiring both non-congregate and meal service time waivers, Parent/Guardian Meal Pick Up, Meal Pattern Flexibility and "Offer Versus Serve" Flexibility for Senior High Schools).
- Working with the District to revise policies, and site food safety plans to include standard operating procedures for meal service in classroom, additional meal service procedures in the cafeteria, social distancing and PPE during meal prep and delivery, and receiving and storage.
- Ensure meals meet meal pattern requirements. Production records must be completed for each meal. Develop meal counting procedures for meals served outside of the cafeteria.
- Document requests for children with special dietary needs (e.g., food allergies), that must be accommodated.

Meals Consumed Onsite:

In determining the method and means for meals being served on-site, the following will be considered:

- Assess where meals will be served (classroom, cafeteria, other).
- Remove or suspend the use of share tables, salad bars and other self-service refrigerators and buffets for food and condiments.
- Discourage food sharing between students.
- Coordinate with custodians to establish sanitation procedures. Clean and disinfect tables, chairs and other frequently touched hard surfaces between groups of students.
- Consider increasing access points for providing meal service.
- Provide physical distancing guides in food service areas such as: tape on floors, signage, increase table spacing, remove tables, mark tables as closed, or provide a physical barrier between tables, plan for one class at a time to go through the cafeteria line and return to the classroom if meals will be eaten in the classroom, use pre-portioned condiments that cashiers & servers place on each tray; place meals on a counter or tray line for quick pick up, consider “Grab and Go” kiosks in hallways or gymnasiums, consider whether meal orders can be taken in classrooms, consider student meal pick up at building entrances or security checkpoints, coordinate with school personnel in order to meet the feeding safety needs of students with disabilities.
- Train staff and students on food allergies, including symptoms of allergic reactions to food. Train all non-food service staff on any meal service-related activities they will be responsible for to obtain or develop posters or other aids to assist non-food service staff to implement meal service.

Meals Consumed Offsite (with election of waivers)

- Assess service methods (grab and go, curbside pick-up, delivery, etc.). Determine if there are students who are unable to access school meal distribution sites and identify ways to address these gaps.
- Bulk meals packaged in boxes or containers for multiple days of meals picked up/delivered at one time. In hybrid situations, where students are attending in person and remotely, create an area with cones or signs where families can easily pull in to receive foods away from where students will be entering. Place meals for curbside pick-up on a table or place in the trunk of the vehicle.

CHILD CARE

Full In-Person Model

Eastern Suffolk BOCES will provide before and after school programs with their established safety protocols, similar to the EISD plan. Child care is available to K-5 families beginning at 7:00 a.m. and ending at the beginning of the school day. The afternoon session will run from the end of the school day until 6:00 p.m. This program will be offered at all four elementary schools.

TRANSPORTATION

The school bus is an extension of the classroom; therefore, many of the recommendations that apply to school buildings (like social distancing and frequent cleaning) will be applied to the school bus, as well. The school district will fulfill existing mandates regarding the safe and effective transportation of students who are homeless (McKinney-Vento), in foster care, have disabilities and attend non-public schools and charter schools. Although meeting these obligations will certainly pose challenges, these expectations continue to be in place.

School Bus

Mandatory Requirements

- Students who are able will be required to wear masks and social distance on the bus.
- All buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by districts and contract carriers will be cleaned/ disinfected once a day. High contact spots will be wiped down after the morning and afternoon run depending upon the disinfection schedule. (For example, some buses might be cleaned between the morning and afternoon runs; while other buses may be cleaned/disinfected after the pm run).
- School buses will not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors, and attendants must not carry personal bottles of hand sanitizer with them on school buses.
- Wheelchair school buses must configure wheelchair placement to ensure social distancing of 6 feet.

- The District will work with its transportation provider to ensure mandatory requirements are being met.

School Bus Considerations

The District will consider adding the following best practices to their reopening plan:

- The district will discuss with its transportation provider the feasibility of installing sneeze guards by the driver's seat and in between each seat to protect children and increase capacity. If installed, the sneeze guards must be made of a material approved by the Department of Transportation. Sneeze guards will need to be disinfected every day.
- Sneeze guards may be installed on wheelchair buses between securement stations with the approval of the Department of Transportation.
- When temperatures are above 45° degrees, school buses should transport passengers with roof hatches or windows slightly opened to provide air flow.

School Bus Staff

School bus drivers, monitors, attendants, and mechanics shall perform a self-health assessment for symptoms of COVID-19 before arriving to work. If personnel are experiencing any of the symptoms of COVID-19 they should notify their employer and seek medical attention.

- School bus drivers, monitors, attendants, and mechanics must wear a face covering along with an optional face shield.
- Transportation staff (drivers, monitors, attendants, mechanics, and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.
- Transportation departments/carriers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses as well as hand sanitizer for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.
- Drivers monitors and attendants who must have direct physical contact with a child must wear gloves.

School Bus Staff Considerations

The District will consider adding the following best practices to their reopening plan:

- The driver, monitor, and attendant may wear gloves if they choose to do so but are not required unless they must be in physical contact with students.
- Transportation staff should be encouraged to wash their hands with soap and water before and after morning and afternoon runs to keep healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you.
 - touch your eyes, nose, and mouth with unwashed hands
 - touch a contaminated surface or objects
 - blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects.

Student Transportation

- All parents/guardians will be required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100° degrees or more prior to them boarding their method of transportation to school.
- Students must wear a mask on a school bus if they are physically able. Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering.
- Students must social distance (six feet separation) on the bus.
- Students who do not have a mask can NOT be denied transportation.
- Students who do not have masks must be provided one by the district.
- Students with a disability, which would prevent them from wearing a mask, will not be forced to do so, or denied transportation.

Student Transportation Considerations

The District may want to consider adding the following best practices to their reopening plan:

- Siblings or children who reside in the same household should be encouraged to sit together. The ability to accomplish this consideration is impacted by different mileage limitations within the same school building.

- A student without a mask may be provided a mask by the driver/monitor/attendant. Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering. In such a situation the seating will have to be rearranged so the student without a mask is socially distanced from other students.
- Students who are transported in a mobility device should use seating positions that provide the required social distancing or have NYS-approved sneeze guards installed.
- Students should be reminded of the bus rules, i.e., not to eat or drink on the school bus, which would require them to remove their mask.
- When students embark and disembark the bus, they should follow social distancing protocols. This will increase the time required to load and unload buses at stops.
- The District may consider the use of bus matrons to take temperatures prior to students boarding the bus. Parents would be required to be at the bus stop, should a student have a temperature and not be permitted to board the bus.

Protocols Once Students Disembark from Transportation

- When students embark and disembark the bus, they will follow social distancing protocols. This will increase the time required to load and unload buses at schools in the morning and afternoon.
- Schools should consider staggered arrival and departure times to ensure social distancing.
- Schools should reconfigure the loading and unloading locations for students who are transported by bus, car or are pedestrians.
- Since hand sanitizer is not permitted on school buses, schools should consider policy to dispense hand sanitizer when students enter the building or classroom.

Pupil Transportation Routing

- If the school district is in session remotely or otherwise, pupil transportation will be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them out of district whose schools are meeting in in-person sessions when/if the district is not;

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

Pupil Transportation Routing Considerations

The District may consider adding the following best practices to their reopening plan:

- The school district will consider the use of add and delete clauses to configure their routing needs depending upon school scheduling, staggering start times and virtual learning days. The District should submit addendums to the Pupil Transportation Unit when the increased routing requires an increased cost in a pupil transportation contract.
- The school district should pursue every avenue to provide transportation for their student populations using creative means of district routing, municipal contracts, piggybacking contracts, parent contracts or public transportation.
- If district residents have availability to mass transit and the district considers the use of mass transit to provide pupil transportation, it will be strongly suggested that students on these vehicles wear masks and practice social distancing. If a mass transit vehicle is used solely for pupil transportation routes all the applicable mandatory requirements and considerations must be applied.

SOCIAL EMOTIONAL WELL-BEING

The direct and indirect impacts of the global COVID-19 pandemic are expected to have a lasting effect on students and staff. The East Islip School District will reinforce and enhance curriculum and supports focused on social-emotional learning, relationship-building, and successful transitions to new schools, classrooms, and environments, whether in-person or through distance learning.

Instructional staff will participate in a series of professional learning modules on social-emotional learning and mental health supports within reopening. A new wellness screener and improvements to mental health resources and partnerships within schools and the guidance department will offer another critical layer of support for students, families, and staff.

Specific strategies may include:

Morning meetings or check-ins, intervention blocks, and time during health and PE used to provide instruction in social emotional learning and relationship building.

Mental health support and resources for outside counseling will be made available as needed.

SCHOOL SCHEDULES

IN-PERSON INSTRUCTION (MODIFIED):

Due to space limitation, staffing implications, and transportation challenges, below is the plan for the student population the East Islip School District can potentially readily provide in-person instruction to.

Bring in students (i.e., IEP driven, ENL) most in need of in-person instruction.

CES & TPES (K-2)

8:1:1	(5 days a week)
12:1:1	(5 days a week)
ICT Students	(4 days a week)
Entering and Emerging ENL level students	(4 days a week)

RCK & JFK (3-5)

8:1:1	12:1:1	(5 days a week)
12:1:1	12:1:1	(5 days a week)
ICT Students		(4 days a week)
Entering and Emerging ENL level students (JFK Only)		(4 days a week)

Middle School

12:1:1	(5 days a week)
Alt 7, 8	(5 days a week)
ICT Students	(4 days a week)
Entering and Emerging ENL level students	(4 days a week)

High School

CORE 1	(5 days a week)
CORE 2	(5 days a week)
ALT 9, 10, 11, 12	(5 days a week)
ICT Students	(4 days a week)
Entering and Emerging ENL level students	(4 days a week)

Transition students back into all buildings when practical, in phases, based on DOH/CDC guidance.

FULL-TIME ONLINE INSTRUCTION

In the event spikes in COVID-19 cases occur during the school year, short or long-term school closures may be warranted. During those times, our district will provide a remote learning model and schedule that can continue as is in a fully remote environment. All instruction will continue to be aligned to the New York State Learning Standards.

Student schedules will remain the same whether instruction is in person or remote so that students will not encounter conflicts when synchronous lessons for different subjects are offered simultaneously. Synchronous instruction will follow a period by period schedule. Students will receive remote learning five (5) days a week using Google Classroom. Class duration will be determined.

To ensure high-quality remote learning experiences, Google Classroom will be used districtwide as our single online learning platform, to every extent possible. The district will develop a common, coordinated set of guidelines for teachers to follow when using the platform with students. In addition, other online instructional resources may be utilized for students' learning.

HYBRID LEARNING

Elementary Schools

Monday	Tuesday	Wednesday	Thursday	Friday
Grades K – 5 Virtual Learning	Cohort 1 In-Person	Cohort 1 In-Person	Cohort 2 In-Person	Cohort 2 In-Person
	Cohort 2 Remote	Cohort 2 Remote	Cohort 1 Remote	Cohort 1 Remote

- The Hybrid Model will consist of a Cohort 1 and Cohort 2 schedule developed with alpha groups A-La and Le-Z to break down the class size and provide “in person” direct instruction to half the students in a class two days a week and provide “remote instruction” the other two days.

- Cohort 1 students will attend school Tuesday/Wednesday.
- Cohort 2 students will attend school Thursday/Friday.
- On “remote” instructional days, students will be assigned work that corresponds to work already introduced in class when in-person. In addition, there will be pre-recorded, or live instruction provided in some special areas.
- The “Virtual Learning Day” (Monday) will consist of synchronous instruction for the entire class. SEL and special areas will be addressed on these days as well. Virtual Learning Day will include:
 - Google Meets for whole class instruction
 - Other virtual experiences, could include, but are not limited to:
 - Library Media Specialists
 - Social Workers
 - One-to-One and/or small group instruction
 - Reteaching
 - Unit Introduction
 - Product descriptions
 - Author readings, and
 - Other opportunities
- Each class will consist of up to 14 students. This will be accomplished by taking a traditional classroom of students and splitting into groups alphabetically.
- Movement throughout the day will be limited. The only movement of the cohort will be for physical education.
- Library – virtual – on rotating basis
- Lunch – in cafeteria and classroom, on a rotating basis.
- Special Education services will be provided both in class to every extent possible as well as remotely.
- Art and Music instruction will be provided in the cohorts’ classrooms.
- Students in self-contained special education programs will attend Monday – Friday since class size is small enough to socially distance without creating separate cohorts.

- Special education related services will be provided in-person and or remotely to the extent possible in accordance with the students IEP.
- ICT students will attend school in-person instruction four (4) days a week.
- All special education programs and services will be delivered according to the student's IEP to the extent possible in school and/or remotely.
- Entering and Emerging ELL students will attend four days in-person instruction.

Middle School/High School

Monday	Tuesday	Wednesday	Thursday	Friday
Grades 6 - 12 Virtual Learning	Cohort 1 In-Person	Cohort 1 In-Person	Cohort 2 In-Person	Cohort 2 In-Person
	Cohort 2 Remote	Cohort 2 Remote	Cohort 1 Remote	Cohort 1 Remote
	A day	B day	A day	B day

- A Hybrid Model of instruction will be utilized in the High School. The Hybrid Model is a Cohort 1/ Cohort 2 schedule developed with alpha groups A-La and Le-Z to breakdown the class size in half and provide “in person” direct instruction to students two days per week and “remote learning” instruction two days per week.
- The “virtual day” will be a period by period scheduled day with a modified bell schedule. Students will engage in academic support time with whole class opportunities. Attendance is mandatory and will be recorded each period.
- Cohort 1 students will attend school Tuesday/Wednesday.
- Cohort 2 students will attend school Thursday/Friday.
- Students in self-contained special education programs will attend Monday – Friday since class size is small enough to socially distance without creating separate cohorts.
- ICT students will attend school in-person four (4) days a week.
- Special education services such as RR periods of instruction will be provided remotely and in person to the extent possible when student is in attendance.

- All special education programs and services will be delivered according to the student's IEP to the extent possible while in school and or remotely.
- Entering and Emerging ELL students will attend four days in-person instruction.
- Remote and Virtual instruction will be delivered via "google Classroom"

ART and MUSIC

Participation in Art and Music is vital to the develop of our students and helps to build relationships, manage, and understand emotions, and does so in a social setting. It is important to maintain a sequential curriculum that is aligned to the CORE NYSED Art standards as authentically as possible through a remote or hybrid teaching model.

Our district will continue to provide our students with equal access to Art and Music, however, we will temporarily change **how** we deliver instruction during the COVID-19 pandemic. We appreciate the support with flexibility as we made modification to ensure that our students and staff remain safe and healthy.

Curricular Guidelines

- All instructional models in Art and Music will be aligned with the outcomes in the New York State Learning Standards for the Arts. Considerations should be made as to which Anchor Standards can be addressed more readily during remote/hybrid instruction (i.e. Responding and Connecting) and which should be prioritized during in-person instruction (i.e. Creating and Performing/Presenting).

- Instruction in the Arts will focus on personalized learning that addresses students' social and emotional need to share and connect with one another while interacting in a creative, artistic community.

- When planning lesson assignments, materials or supplies that might be on hand at home will be considered as well as creating assignments that can be completed easily with limited parental assistance.

- When designing student assessments, online tools and software platforms will be considered that provide feedback and track student progress in addition to posting assignments (i.e., SMARTMusic, Google Classroom, Google Forms, etc.).

Elementary Art

All elementary art classes will be delivered temporarily to each individual classroom and our teachers will be using a cart to keep materials separated. A list of basic supplies needed for art classes may be provided to our parents and labeled to use in school and/or at home, should remote learning still be in effect. Teachers will plan

“one class time” project to reduce the stress of managing, storing, and transporting of artwork to and from school.

Secondary Art

Students who participate in our secondary art program will be using the following precautions:

- Students will wear face coverings at all times with a distance of six feet in all directions maintained between participants.
- Signage including one-way traffic patterns for entry and exit of art rooms will be posted clearly throughout the classroom space.
- Student access to all art supply spaces will be limited, managed by the teacher, and/or reconfigured/repurposed across the art room so that individuals can maintain social distance. Supply lists may be provided by our teachers to purchase to maintain safety protocols.
- Additional time for entry, exit, and cleaning of surfaces and supplies will be included during class time, resulting in less actual time to work on art projects. Shared materials and surfaces will be cleaned following appropriate CDC State and local guidelines including drying racks and easels as well as time for students to wash hands with soap and water or an alcohol-based hand sanitizer.
- Photography students will focus on digital photography with the use of the Adobe Suite (i.e. Photoshop, InDesign, Illustrator, etc.). Students will be using their own cameras/phones.
- Use of the darkroom and enlarger stations will be limited with six feet distancing maintained in all directions.

Classroom Music

Below are general guidelines for classroom music and more specific procedures for our performing music students.

Elementary Classroom Music

General classroom music at our elementary schools will be conducted in individual classrooms with measures to limit the use of objects unless available to each student individually., such as percussion instruments. Face coverings will be used at all times during classroom music instruction.

The first few months will focus on the instrumental music (i.e., instrument families, timbre of each instrument, listening and responding to recorded music). Third grade students will be provided with a recorder from East Islip to be taken home, which can be used to track student progress in addition to posting assignments (i.e., SMARTMusic, Music Play, Google Forms, etc.). These recorders are to stay home, and if we are to move to a remote setting will allow for a richer home experience.

Secondary Classroom Music

Students who participate in classroom music (i.e. General Music, Honors Music Theory, etc.) will follow the district period by period hybrid model. Face coverings will be used at all times during classroom music instruction.

Performing Music Overview

Below are procedures and protocols that we will be following:

- We are utilizing larger rooms to accommodate more spacing, including teaching outdoors, when weather is permitting. To the greatest extent possible, students in orchestra and percussion are maintaining 6' social distancing. Students singing or performing on wind instruments are maintaining 12' social distancing spacing while performing. Following recommended precautions, we are utilizing physical barriers, gloves, masks, and face shields as appropriate.

Musical Instrument Hygiene

Some students practice and perform on school rented instruments throughout the year, last year we did not collect rented instruments to maintain safety. If your instrument is in need of repair, please contact your teacher immediately. Therefore, the following recommendations should be followed:

- All musicians or students will have their own instrument at school if possible.
- Home instruments may need to be rented from an outside vendor (i.e., Local music store).
- All musicians or students MUST have their own reed and/or mouthpiece.
- Student brass players will not empty their valves on the floor and instead utilize a centrally located condensation bucket.
- If string instruments such as cellos or basses must be shared in class, alcohol disinfectant wipes will be available for use between different people.

- Student percussionists will need to purchase their own sticks, mallets, etc. so as not to share these items with others. Teachers will advise students on the correct items to purchase.

Elementary Performing Music

Fifth grade Band and Orchestra, students will be provided a lesson schedule at the start of school. This plan is subject for review periodically as circumstances change.

Elementary Music Lessons

Lessons will occur remotely and will be arranged by our music teachers by instrument type to maximize the individualized learning. A weekly lesson should be set opposite the days our students are “in school” (i.e., Students A-K are in school on Tuesdays and Wednesdays, so Students L-Z will be provided a time period for lessons).

- If possible, during September it is recommended to set a consistent (i.e., Tuesday at 10:00 a.m.) weekly lesson to maintain structure for our families.
- Each student will have a subscription to SMARTMusic and our teachers will use Google Meet to provide lesson instruction. Each group will be approximately 30-40 minutes depending on how the teacher sets-up the lesson schedule.
- We are working to develop a flexible lesson schedule that allows for family choice if permissible.
- An in-person check in may occur once a marking period to make sure our students have an opportunity to work with our teachers authentically.

Secondary Performing Music

Our secondary students will be following their bell to bell schedule while our students are in the school buildings. Students will be rehearsing in alternate locations (i.e., Auditorium, Gymnasium, Cafeteria, etc.) to maintain social distancing protocols mentioned above. The Google platform will be used for assignments and classwork.

Secondary Music Lessons

Lessons will occur remotely and will be arranged by our music teachers by instrument type to maximize the individualized learning. A weekly lesson should be set opposite the days our students are “in school” (i.e., Students A-K are in school on Tuesdays and Wednesdays, so Students L-Z will be provided a time period for lessons).

- If possible, during September it is recommended to set a consistent (i.e., Tuesday at 10:00 a.m.) weekly lesson to maintain structure for families.

- Teachers will use Google Meet to provide lesson instruction. Each group will be approximately 30-40 minutes depending on how the teacher sets-up the lesson schedule.
- We are working to develop a flexible lesson schedule that allows for family choice if permissible.
- An in-person check in may occur once a marking period to make sure our students have an opportunity to work with our teachers authentically.

ATTENDANCE AND CHRONIC ABSENTEEISM

- Student attendance will be recorded daily by the classroom teacher whether in person or in distance learning.
- If in a remote setting, attendance will be documented daily via Google Meets in a morning check-in.
- Attendance procedures will be followed as outlined in school and district policies.
- Parents/Guardians will be notified per building attendance protocol.
- Students exhibiting chronic absenteeism (absences totaling 10% or more of scheduled days of instruction) will be referred to respective school counselor/social worker for IST so that a plan to improve school attendance can be developed and implemented.

TECHNOLOGY AND CONNECTIVITY

In July, the East Islip Board of Education approved a 1:1 initiative to include grades K-7. This expansion is on top of its current implementation for a 1:1 device for all students grades 8-12. This means all East Islip students will have access to a personally assigned new or redeployed device for use at home and at school. All devices will be equipped with all applications necessary for 100% participation in online courses. Additionally, the district is exploring the possibility of securing district owned access points for students without adequate internet access.

With guidance and support from the Executive Director for Student Achievement and Instructional Technology the district will continue to work closely with our Regional BOCES for securing contracts and service level agreements to purchase instructional programs needed. Our priority is to ensure reliable vendor performance and a safe and secure virtual learning platform to support enhanced online instruction in 2020-

2021. The district will continue to provide technical support through our online help desk to support, staff, students, and caregivers with computer troubleshooting.

TEACHING AND LEARNING

The East Islip School District will continue to provide clear opportunities for equitable instruction for all students. The goal is to maintain continuity of learning when using any of the three instructional models as outlined in this plan. All instruction will continue to be standards-based. Our Humanities Director has been working with our teachers on identifying priority standards in ELA K-12 and our Math/Science Director will be doing the same type of work in Math K-12 in the coming weeks. The goal is to streamline the work and the focus to efficiently plan for instruction for the 2020-2021 school year.

There will be substantive daily interaction between teacher and students. In face to face and hybrid situations this will be accomplished through classroom discussions, individual meetings with teachers and through ongoing, routine formative and summative feedback opportunities. In a virtual setting, it is expected that this will be accomplished through synchronous communication opportunities and will be regularly used to connect students with teachers and with each other. The parent portal as well as the grading and feedback tools inherent in the platform employed will be used to support regular communication about student progress.

There will be a clear communication plan for parents and students to provide clarity and continuity of the learning expectations. All school plans will be communicated to parents via phone messages, district website, messaging and local media as needed.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Athletics – Postponed until September 21, 2020 for all levels and all types of activities. We will await additional guidance from NYSED, NYSPHAA and Section XI.

All extracurricular activities will be postponed until further notice.

SPECIAL EDUCATION

1. Students who are supported through our district's special education program will receive instruction consistent with their individualized education plan (IEP). Instruction will be provided via onsite, hybrid, and (in some instances) remote instruction. Modifications and accommodations afforded to special education students via their IEP will be provided to students regardless of whether their primary instructional model is onsite, hybrid, or remote.

2. Students enrolled in the following self-contained programs will be receiving onsite instruction on each day school is in session.

8:1:1, 12:1:1, Alternate, ICT, and CORE Programs

ICT students will attend school four (4) days a week.

Starting October 1st, all students will participate in live instruction on remote days by live streaming on a schedule that will be provided by individual classroom teachers. In addition, both cohorts of students will receive three days of instruction on alternating weeks. A detailed calendar will be provided and posted by the building principal.

Students enrolled in the following special education programs will be afforded hybrid instruction featuring a combination of onsite and remote/virtual instruction.

Resource Room Students

The district will ensure collaboration between committees on preschool special education/committees on special education and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on/individualized education programs, plans for monitoring and communicating student progress and commitment to sharing resources.

Access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability-related needs of students shall be maintained and monitored, regardless of the method of instruction.

Related services (such as speech, physical therapy, occupational therapy, and counseling) shall be provided to students consistent with their IEP's. These services will be offered onsite, via a hybrid model, or remotely, as applicable.

BILINGUAL EDUCATION AND WORLD LANGUAGES

Students who are supported through our district's world languages will receive instruction via onsite, hybrid, and remote instruction when needed. All the modifications and accommodations afforded to world-language students will be afforded to students regardless of whether their primary instructional model is onsite, hybrid, or remote.

The district must complete the English Language Learners (ELLs) identification process within 30 school days of the start of the school year for all students who

enrolled during COVID-19 school closures in 2019-2020, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-2021 school year. After this 20-day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment.

Required instructional units of study to all ELLs should be provided based on their most recently measured English language proficiency level during in-person or hybrid instruction.

STAFFING

The East Islip School District will:

- Continue to ensure that all teachers, school and district leaders, and pupil personnel service professionals hold a valid and appropriate certificate for their assignment.
- Continue to utilize incidental teaching when determining how to staff classrooms.
- Employ substitute teachers to address staffing needs given their qualifications and teaching assignment.

APPR

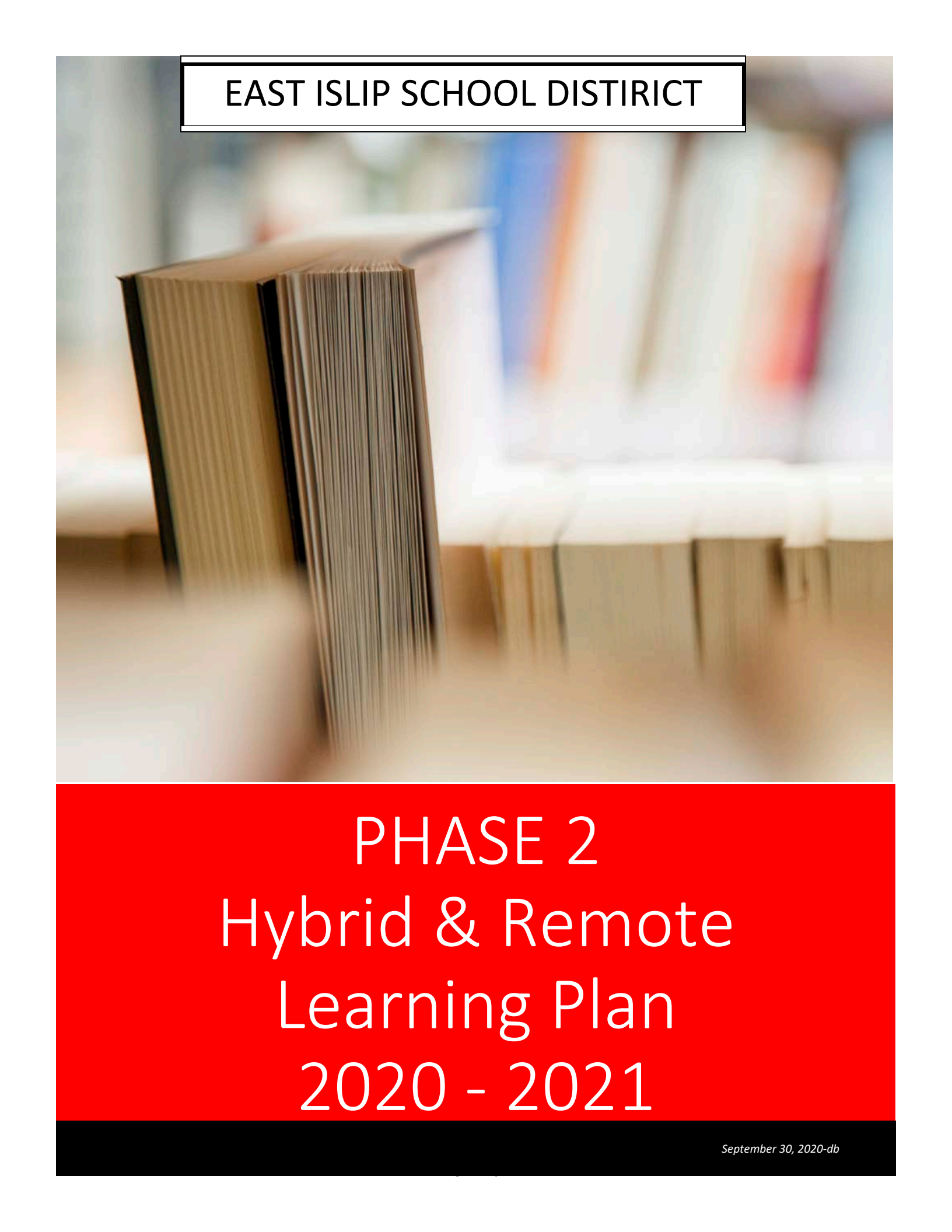
Teacher and Principal Evaluation System (Education Law 3012-D/APPR)

The East Islip School District must fully implement its currently approved APPR plan and will:

- Continue to make sure students are being taught as effectively as is practical to expect, providing support that teachers and school leaders require. Implementing.
- Each educator's evaluation will include at least one required student performance measure.
- Ensure that these assessments are aligned with the instructional plans for the coming school year and do not result in any testing of students that is not necessary to support teaching and learning.
- Review the process for setting growth targets and measuring student growth.

- Elements of the teacher and principal rubric will be reviewed to determine the priority areas depending on the given instructional model and designate the subcomponents of the rubric that are deemed to be observable.
- Review the types of evidence that can be collected and used for evaluation in each instructional model with the priority on collecting authentic evidence of practice that can be used to provide feedback and support to educators.
- If needed, submit an APPR variance, allowing the district to implement a system that varies from what is outlined in the Commissioner's regulations and through the Department's guidance documents, so long as it is still consistent with the minimum statutory requirements.

ADDENDUM #1 – Phase 2 Hybrid & Remote Learning Plan 2020
(September 30, 2020)



EAST ISLIP SCHOOL DISTRICT

PHASE 2
Hybrid & Remote
Learning Plan
2020 - 2021

September 30, 2020-db

Secondary Schools

East Islip High School and Middle School students will have instruction with their assigned classroom teachers Tuesday through Friday. Teachers will provide students with work via the Google Classroom platform. Students will follow the bell schedule and attendance will be recorded in Infinite Campus for each period Tuesday through Friday. Below is a chart of what students may expect during a class period whether they are attending in person or remotely Tuesday through Friday.

Time	Description	Camera or Audio
5-10 Minutes	• Lesson Introduction - Clarification of the assignment and expectations for the class period. • Attendance taken for all students enrolled in the class. • Synchronous	On for teachers. On for students.
20-30 minutes	• Guided practice • Synchronous and Asynchronous Options – teacher is available via multiple modalities. • Closure	Teacher discretion.

On Mondays, students are expected to work on asynchronous assignments. attendance will be taken during homeroom via the Google platform. **It is expected that students will be engaged in asynchronous learning using a combination of *Google Classroom*, pre-recorded videos, and other instructional applications that reinforces new learning. Lessons will be posted by 8:00 a.m. each day.** Teachers will also have designated time consisting of two 40-minute sessions on Mondays where students may contact them with questions related to the coursework. These times will vary by department and are assigned to alleviate conflicts.

Secondary Schools Plan for Virtual Mondays

Academic Group	Time
Group 1	8:00 – 8:40 a.m.
Group 2	8:50 – 9:30 a.m.
Group 3	9:40 – 10:20 a.m.
Group 1	11:20 a.m. – 12:00 noon
Group 2	12:10 – 12:50 p.m.
Group 3	1:00 – 1:40 p.m.

Academic Groups:

Group 1: English, World Languages, FACS, Health, Physical Education, Reading, Cosmetology

Group 2: Science, Social Studies, Business, Technology

Group 3: Math, Art, Music, Related Service, 6th Grade

Information:

Virtual Mondays will start on October 5th, 2020.

On these days, students will have the ability to interact with their teachers during morning and afternoon sessions, following the designated schedule above.

Resource Room teachers will communicate with their students which group they will be eliminating for interaction.

In accordance with our re-entry plan, students have been assigned to a cohort according to the first letter of their last name. Students whose last name begins with A-La are assigned to Cohort 1 and students whose last name begins with Le-Z are assigned to Cohort 2. Cohort 1 will attend class in-person on Tuesday and Wednesday, and remotely on Thursday and Friday. Cohort 2 will attend class in-person on Thursday and Friday, and remotely on Tuesday and Wednesday. Our remote only students will log into the Google Classroom each day from home for synchronous instruction.

Please be advised that the synchronous direct instruction model will begin the week of Monday, October 5th for all students.

Students enrolled in the 8:1:1, 12:1:1, ALT classes will attend in-person classes Monday through Friday. Our ICT and ENL students will attend in-person Tuesday through Friday.

SECONDARY SAMPLE - Schedule of Cohort Instructional Days

Monday	Tuesday	Wednesday	Thursday	Friday
Grades 6-12 Virtual Learning Log on via Google Classroom Asynchronous Assignments Attendance will be taken during homeroom	Cohort 1	Cohort 1	Cohort 2	Cohort 2
	<i>A-La</i>	<i>A-La</i>	<i>Le-Z</i>	<i>Le-Z</i>
	IN-PERSON Direct Instruction	IN-PERSON Direct Instruction	IN-PERSON Direct Instruction	IN-PERSON Direct Instruction
	Cohort 2	Cohort 2	Cohort 1	Cohort 1
	<i>Le-Z</i>	<i>Le-Z</i>	<i>A-La</i>	<i>A-La</i>
	Remote – Direct Instruction	Remote –Direct Instruction	Remote – Direct Instruction	Remote – Direct Instruction
	Remote Students	Remote Students	Remote Students	Remote Students
	Remote – Direct Instruction	Remote –Direct Instruction	Remote – Direct Instruction	Remote – Direct Instruction
	A Day	B Day	A Day	B day

Elementary Students

In accordance with our re-entry plan, elementary students have been assigned to a cohort according to the first letter of their last name. Students whose last name begins with A-La are assigned to Cohort 1 and students whose last name begins with Le-Z are assigned to Cohort 2. Cohort 1 will attend class in-person on Tuesday and Wednesday, and remotely on Thursday and Friday. Cohort 2 will attend class in-person on Thursday and Friday and remotely on Tuesday and Wednesday.

ELEMENTARY SAMPLE – Schedule of Cohort Instructional Days

Monday	Tuesday	Wednesday	Thursday	Friday
Grades K-5 Virtual Learning Log on via Google Classroom Asynchronous Assignments Attendance Taken daily	Cohort 1	Cohort 1	Cohort 2	Cohort 2
	<i>A-La</i>	<i>A-La</i>	<i>Le-Z</i>	<i>Le-Z</i>
	IN-PERSON Direct Instruction	IN-PERSON Direct Instruction	IN-PERSON Direct Instruction	IN-PERSON Direct Instruction
	Cohort 2	Cohort 2	Cohort 1	Cohort 1
	<i>Le-Z</i>	<i>Le-Z</i>	<i>A-La</i>	<i>A-La</i>
	Remote – Asynchronous	Remote – Asynchronous	Remote – Asynchronous	Remote – Asynchronous

*On Remote -Asynchronous days, students will be provided with a 10-minute pre-recorded lesson with follow-up activities in each of the core areas daily in ELA, math and alternating social studies/science. Recordings will be posted to the Google classroom along with activities to be completed and submitted by due date and time as assigned by classroom teacher. Teacher assignments must be posted in the Google Classroom by 9:00 a.m.

Mondays will be utilized as a day of whole class synchronous opportunities for new instruction and support as needed. Teachers will provide two class periods of live google meets sessions: one in the morning and one in the afternoon. Attendance will be taken in the morning session. The afternoon session will wrap up the day and prepare the students for the upcoming week. Teachers will be available during these sessions to assist and support students with questions related to assigned coursework. These times may vary by grade. This will provide a more structured environment for students allowing for a smoother transition should there be a need for the district to pivot to a full remote status. This hybrid model will allow for students to gain familiarity with the distance learning expectations and experience.

Full Remote

Elementary students (K-5) will receive synchronous instruction four (4) days per week and asynchronous learning one (1) day per week (*Monday*). Instruction will be aligned to essential learning outcomes in the following areas: *ELA, Math, Science, Social Studies, Social Emotional and Physical Education*. Teachers will use *Google Classroom* as the main learning platform through which instruction will be supported.

Learning Structure

- The school day will start at 9:00 a.m. for all K-5 full remote students and attendance will be taken daily.
- Students will follow a schedule each day.
- *Remote Learning* will be a blend of synchronous and asynchronous learning in core subject areas and physical education.
- There will be a minimum of (2) hours of whole class instruction provided each day.
- There will be an ELA and math block in addition to science, social studies and time for small group instruction.
- Students will be required to attend all sessions.
- Each student is required to have an individual device to use for *Remote Learning*.

Example Schedule

Time	Minutes	Subject
9:00 am – 10:00 am	60	English Language Arts
10:00 a.m. – 10:30 a.m.	30	Small Group Instruction
10:30 a.m. – 11:30 a.m.	60	Social Studies / Science / Social Emotional
11:30 a.m. – 12:20 p.m.	50	Lunch
12:20 p.m. – 1:20 p.m.	60	Math
1:20 p.m. – 1:50 p.m.	30	Small Group Instruction
1:50 p.m. – 2:30 p.m.	40	Physical Education

Glossary of terminology used to describe remote learning

Asynchronous Instruction

A general term used to describe forms of education, instruction, and learning that do not occur in the same place or at the same time. The term is most commonly applied to various forms of digital and remote learning in which students learn from instruction—such as prerecorded video lessons or game-based learning tasks that students complete on their own—that is not being delivered in person or in real time. Yet asynchronous learning may also encompass a wide variety of instructional interactions, including email exchanges between teachers, remote discussion boards, and course-management systems that organize instructional materials and correspondence, among many other possible variations. (Source: *The Glossary of Education Reform*)

Blended Learning/Hybrid Learning

The definition of **blended learning** is a formal education program in which:

1. students learn, at least in part, through remote instruction, with some element of student control over time, place, path, and/or pace;
2. students learn, at least in part, in a supervised brick-and-mortar location away from home;
3. the modalities along each student's learning path within a course or subject are connected to provide an integrated learning experience.

(Source: *Christensen Institute*)

Browser/Web Based

Computer tools and applications which run on a web browser via the internet without accessing the operating system of any individual computer. These applications are accessed through web pages. (Source: *EdReports Key Terms to Better Understand Remote Learning and Technology*)

Flipped Classroom

The **flipped classroom** is a form of instruction that moves the traditional lecture or knowledge acquisition part of the learning experience outside the classroom, and puts in its place highly engaging activities that focus on synthesizing, analyzing, and problem-solving. (Source: *Vanderbilt University Center for Teaching*)

Learning Management System (LMS)

Technology platform through which students access online courses or digital instructional materials. An LMS generally includes software for creating and editing course content,

communication tools, assessment tools, and other features for managing the course i.e. Google Classroom. *(Source: EdReports Key Terms to Better Understand Remote Learning and Technology)*

Remote Learning

General term for any type of educational activity in which the participants are at a distance from each other—in other words, are separated in space. They may or may not be separated in time (asynchronous vs. synchronous). *(Source: EdReports Key Terms to Better Understand Remote Learning and Technology)*

Single Sign-On (SSO)

A session and user authentication service that permits a user to use one set of login credentials—for example, a name and password—to access multiple applications. SSO can be used to ease the management of various usernames and passwords. *(Source: EdReports Key Terms to Better Understand Remote Learning and Technology)*

Synchronous Instruction

Is a general term used to describe forms of education, instruction, and learning that occur at the same time, but not in the same place. The term is most commonly applied to various forms of televisual, digital, and remote learning in which students learn from instructors, colleagues, or peers in real time, but not in person. *(Source: The Glossary of Education Reform)*

Virtual Learning

(Distance Learning) a method of study where teachers and students do not meet in a classroom but use the Internet, e-mail, mail, etc., to have classes. *(Source: Merriam Webster)*

**ADDENDUM #2 – Phase 3 - Elementary Schools Transition to Full
In-Person Learning on Monday, November 9, 2020**

Updated on (November 13, 2020)



PHASE 3

Connetquot Elementary School

John F. Kennedy Elementary School

Ruth C. Kinney Elementary School

Timber Point Elementary School

2020-2021 Re-Opening Plan

Updated for November 9, 2020

Elementary Schools Transition to Full In-Person Learning 11/9/2020

After safely navigating the first two months of school, all four elementary schools will resume full in-person instruction commencing November 9th. Our staff and students have made this possible by following and responsibly implementing new health and safety protocols. Starting the 2020-2021 academic year in a *Hybrid Model* afforded us opportunities to implement, execute, practice, adjust and make revisions to our plans as necessary.

It is important to point out that in-person learning has been our goal and we feel it is optimal for our students. However, safety for our students and staff has been in the forefront of our planning. As a district, we are confident in knowing that our students, staff and community have a good understanding of our new procedures, protocols and routines. This is key in maintaining the safest and healthiest environment for all who enter our buildings. The district will continue to follow guidance from Governor Cuomo's office, NYSDOH and Suffolk County Department of Health throughout the year. This plan is subject to change in the best interest of students, staff and the East Islip community. Updates will be communicated to all stakeholders as we are made aware of changes.

Our administrative teams have been diligent in preparing for the full in-person model. They have made every effort to balance classes while maintaining a healthy and safe environment. Updates to reopening plans are posted in each respective schools' website.

**Addendum #3 - Phase 4 – East Islip High School Reopening Plan for
February 1, 2021**



EAST ISLIP HIGH SCHOOL 2020-2021 RE-OPENING PLAN

UPDATED for February 1st, 2021

Mark Bernard, Principal

January 22, 2021

A. Safety Protocols

Social Distancing

East Islip High School staff will employ social distancing strategies whenever possible to increase spacing between individuals.

All desks will be facing the same direction.

Specific practices will be customized for the high school building and will allow all students to be safely socially distanced apart. These customizations include hallway signage to direct the flow pattern along with restricting the use of student lockers. There will be signs designating traffic patterns with arrows to avoid overcrowding.

School personnel will be utilized to monitor the hallways, the bathrooms, and to help maintain social distancing with students as they travel the hallways.

The East Islip High School will utilize an additional student entrance to ease the flow of traffic on the east side of the building. East Islip High School will have four student entrances where temperatures will be taken, and masks will be supplied outside these entrances for those who need.

Face Coverings

All East Islip High School staff, visitors, and students will be required to wear an appropriate face covering while inside East Islip High School and while using school district provided transportation. Appropriate face coverings may be cloth or disposable masks and must cover nose and mouth area. However, masks with exhalation valves or vents are not appropriate forms of face coverings. These items are not considered as effective in preventing the spread of COVID- 19. **Students who do not come to school with appropriate face covering will be provided with one.**

Exceptions to this requirement include:

- While individuals are eating, drinking, or exercising.
- When under the supervision of a school employee who directs the covering to be removed.
- Individuals with a health condition, a communication impairment, or disability that prevents them from wearing a face covering.

The district will ensure that an adequate supply of personal protective equipment (masks/face coverings, face shields,

Face Coverings (cont.)	gloves, etc.) are maintained in each building for staff and student use, as needed.
Space Configuration	Certain spaces within the building will be reconfigured and modified to ensure that individuals can be socially distanced when possible by: • Replacing all classroom “tables” with individual desks. • Maximizing classroom space by eliminating “teacher desks” if necessary. • Spreading desks out. • Designating additional classroom spaces for teachers to utilize throughout the day to create exclusive spaces for use during lunch, preparation, or professional time. The high school is utilizing “departmental offices” which have been converted into classrooms for additional teacher space. • Using individual desks in the cafeteria, six feet apart, during lunch periods. • Using protective barriers in places where 6 feet social distancing cannot be maintained.
Schedules/Instruction Please note that instructional experiences are not defined solely as a student’s time spent in front of a teacher or in front of a screen, but time engaged in standards-based learning under the guidance and direction of a teacher.	IN-PERSON INSTRUCTION: The East Islip School District will readily provide in-person instruction as recommended by New York State Education Department and in consultation with guidance from the Suffolk County Department of Health: • All students in cohort 5 (special class students) will continue to attend in-person instruction Monday through Friday. Note: All special education programs and services will be delivered according to the students’ IEP to the extent possible while in school and/or remotely. • All Students in cohorts 1, 2 and 4 will report to school for instruction Tuesday through Friday. Mondays will be a period-by-period virtual truncated instructional day. Students will log in and join all nine periods of classes. Further details are provided by clicking the following hyperlink: EIHS Bell Schedule for Virtual Mondays. • Cohort 0 will remain for students on full-time remote instruction. • Live stream with classes via Google Classroom daily Tuesday through Friday. • Mondays will be a truncated day.

Signage	The East Islip High School will display signage throughout the building to address public health protections surrounding COVID-19. Signage will address protocols and recommendations in the following areas: 1. Proper use of personal protective equipment (PPE). 2. Acceptable face coverings and requirements related to their wear. 3. Hand washing. 4. Adherence to social distancing instructions. 5. Symptoms/prevention of COVID-19. In addition to signage, East Islip High School will encourage all students, faculty, staff and visitors to adhere to Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) guidance regarding the use of PPE and social distancing. We will achieve this through electronic, verbal, and written reminders.
B. Gatherings	
Meals	In determining the method and means for meals being served on-site, the following will be considered: • Meals will be served in the cafeteria with additional seating in the auxiliary gymnasium. This includes breakfast program. • Remove or suspend the use of share tables, salad bars and other self-service refrigerators and buffets for food and condiments. • Food sharing is not permitted. • Coordinate with custodians to establish sanitation procedures. Clean and disinfect tables, chairs and other frequently touched hard surfaces between groups of students. • Train high school staff and students on food allergies, including symptoms of allergic reactions to food. Train all non-food service staff on any meal service-related activities they will be responsible for to obtain or develop posters or other aids to assist non-food service staff to implement meal service.
Small Spaces	• Limiting gatherings in small spaces (elevators, closets, small offices).

Faculty and Staff meetings	• Conducting faculty, grade level, dept meetings and conferences in large spaces such as the cafeteria or auditorium with reduced group size or virtually whenever possible.
Ventilation	• To allow for the flow of fresh air, windows and doors will be kept open whenever possible.
Common Areas	• Hand sanitizers will be made available throughout the building. • All cleaning and disinfecting supplies will be kept out of reach of younger students. • Student bathrooms will be monitored to ensure social distancing.
C. Daily Building Operations	
Student Drop-Off and Pick-Up	East Islip High School student arrival and dismissal from the district provided transportation will remain the same for the 2020-2021 school year. All busses will utilize the high school bus drop off area. An additional entrance was added for parent/student drop off. East Islip High School will have a total of four entrances for students. Students will utilize all exit doors at dismissal.
Faculty/Staff Entrances and Exits	East Islip High School faculty and staff will utilize identified entrances where student and visitor temperatures will be taken.
Shared Objects and Materials	Discourage food sharing between students. The East Islip High School will issue lockers to students to store outer garments. Students should access their assigned locker before and after school only. Science lab equipment may be shared with proper PPE and routine cleaning procedures.
Deliveries and Services	The East Islip High School head custodian, Felix Gonzalez, will be the point person for all deliveries and services.
D. Personal Protective Equipment	
PPE	Throughout the day, students will be carrying a plexiglass protective barrier that will be placed in bases adhered to the student desks. Students will find a sanitized barrier in their first period classroom each day. Thereafter, they will transport that barrier to their subsequent classes and leave the barrier in their ninth period class.

PPE (cont.)	Please be aware of the following: Students who arrive to the building after first period should enter through the main lobby, follow the late arrival protocols and pick up a sanitized barrier. Students leaving the building prior to period 9 should exit enter through the main lobby, follow the early dismissal protocols and leave the used barrier in the designated bin. Students leaving the building prior to period 9 through the nurse's office should follow the early dismissal protocols and leave the used barrier in the designated bin in the nurse's office. Sanitized barriers will be available daily in each Assistant Principal's office and the Copy Center (across from the nurse's office) if students need a barrier. Protective equipment including face shields, gloves, and gowns will be provided, as appropriate, for settings that require close human contact, such as for staff providing certain supports for students with disabilities. Face masks will be available if needed. Plastic face shields will be provided to faculty and staff as needed. All personnel in East Islip High School will be required to wear face coverings in East High Islip High school including but not limited to hallways, common areas and classrooms. They should maintain 6 feet social distance from others.
E. Hygiene/Cleaning Protocols	
Hygiene	East Islip High School will emphasize healthy hygiene practices for all students and staff by providing initial and refresher education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs will be posted throughout the high school (e.g., entrances, restrooms, cafeteria, classrooms, administrative offices, auditorium, custodial staff areas) and regular messaging will be shared with the school community. Signage will be used to remind individuals to: Hand Hygiene: Students and staff must carry out the following hand hygiene practices:

Hygiene (cont.)	1. Wash hands routinely with soap (any kind) and water for at least 20 seconds. 2. Dry hands completely after washing. Use paper towels to dry hands if available instead of a hand dryer if they are available. 3. If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol. Hand sanitizer should be rubbed on the hands until it is completely absorbed. DO NOT dry hands if sanitizer is used. Hand Washing should occur: 1. Before and after eating (e.g. snacks and lunch). 2. After going to the restroom or after assisting a student with toileting. 3. After using a tissue. 4. Before and after using shared materials. 5. Before and after putting on or taking off face masks. 6. After coming in from the outdoors. 7. Anytime hands are visibly soiled. Respiratory Hygiene The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, East Islip High School will emphasize the importance of respiratory hygiene. East Islip High School students and staff must carry out the following respiratory hygiene practices: 1. Cover a cough or sneeze using a tissue. If a tissue is used, it should be thrown away immediately. 2. If you do not have a tissue when sneezing or coughing, sneeze into your elbow. 3. Wash your hands after sneezing or coughing. 4. Face coverings are protective. Wearing a face covering will keep the respiratory droplets and aerosols from being widely dispersed into the air.
Cleaning and Disinfection	The East Islip High School will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable.

Cleaning and Disinfection (cont.)	• Cleaning and disinfection measures will ensure the physical spaces, equipment, and materials that all high school students and staff come into contact with, remain safe. • Daily sanitizing will be implemented for high touch areas (doorknobs, handles, fixtures, etc.) with a medical grade sanitizing solution. • High school restrooms will be monitored by high school staff and cleaned more frequently by the high school custodial crew throughout the day. • Each night protective barriers will be cleaned and disinfected and returned to 1st period classrooms, where needed. • Cleaning and disinfection logs will be maintained by the high school custodial crew, which will include the date, time, and scope of cleaning and disinfection.
Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case	• The locations that were in use by the individual with suspected or confirmed case will be closed off immediately. • Suffolk County health department will be contacted to determine if school closure, or simply closure of affected areas, is necessary. • All doors and windows in affected areas will be opened to increase circulation. • The areas identified will be cleaned and disinfected after 24 hours. • Classes will be relocated to a different room if needed.
F. Coordination and Phased Reopening	
Coordinator	Mark Bernard, Principal, will be the COVID -19 coordinator for East Islip High School.
G. Communications Plan with Parents and Community	
Communication of Plan	Communications Commitments: 1. All East Islip High School students and their families will be provided with multiple ways to contact schools and teachers during remote learning, including telephone, email messages, social media postings, virtual conferences/meetings, and mail. 2. The East Islip High School will use existing internal and external communication means to notify staff, students, and parents/legal guardians about in-person, remote and hybrid school schedules with as much advance notice as possible. The

Communication of Plan (cont.)	high school will utilize our website, social media sites, and automated broadcasts to communicate this information. Programs such as Infinite Campus, ParentSquare will be utilized for parent communication among other forms such as mass email messages. 3. The East Islip High School will follow its existing engagement and communication protocols with all parents regarding the provision of special education services for their child/children. 4. In addition, the high school will make every effort to ensure that communication to parents/legal guardians is in their preferred language and mode of communication. The new implementation of ParentSquare will allow postings to be translated into the language of the parent/guardian's choice. Additional resources and translators are available when needed.
H. Screening and Testing	
Health Screening and Temperature Checks	The Department of Health has highlighted specific mitigating strategies to reduce the risk of COVID-19 infection and transmission. Health Checks and Screenings: The East Islip High School has developed resources to educate parents, guardians, and staff members regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school. These resources include requirements for any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection to refrain from coming to school/work. The Centers for Disease Control and Prevention's (CDC) list of Coronavirus symptoms was used to develop these resources. The following practices will be implemented to conduct daily mandated health screenings. 1. Daily screening questionnaires are required for all staff and essential visitors prior to, or immediately upon, arrival at work/school. 2. In order for students to enter school each day, parents/caretakers <i>MUST</i> complete the student health screening form via ParentSquare. All student temperatures will be taken upon entry to East Islip High School.

Health Screening and Temperature Checks (cont.)	3. Any East Islip High School students with a temperature of 100°F or greater or a positive response to a screening question shall be isolated from others and sent home. All East Islip High School staff with a temperature of 100°F or greater or a positive response to a screening question shall not be permitted to report to (or remain) at work. High School essential visitors with a temperature of 100°F or greater or a positive response to a screening question shall not be issued a visitor pass and admitted to our campus. 4. Any temperature checks for students or staff conducted on a school campus shall be performed by an appropriately trained individual. High school students or staff awaiting temperature checks shall be supervised by trained high school staff and must maintain social distancing during their waiting period. The East Islip School District shall ensure that each school has an adequate supply of digital thermometers, PPE, and barriers available for staff to utilize during on-campus temperature checks.
Positive Screen Protocols	● High school students who screen positive for COVID-19 will be immediately escorted to the designated COVID-19 waiting area. ● The high school parent/guardian will be notified and request immediate pick up of student. ● Parents or guardians will be provided by the high school nurse(s) with resources regarding healthcare and local testing sites upon pickup. ● The local health department will be consulted about the requirements for determining when individuals who screened positive for COVID-19 can return to the in-person learning environment. Building Principal, Mark Bernard, will serve as the central point of contact for all COVID-19 information.
In-Person Screening	High school staff members conducting in-person screenings will be trained and provided with appropriate PPE.

I. School Health Offices	
Suspected COVID-19 Area	The East Islip High School has designated isolation areas to separate individuals with symptoms of COVID- 19 from others until they can go home or to a healthcare facility, depending on severity of illness. Staff monitoring this area will be provided and expected to use appropriate PPE.
J. Tracing of Suspected and Positive COVID 19 - Cases	
Metrics	The East Islip High School will notify district immediately of any cases. The district will collaborate with the local health department officials to determine the parameters, conditions, or metrics to be used as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level. These signs will include increase illnesses and absenteeism amongst high school students and staff.
Notification	The district will not notify the wider community unless specifically directed to do so by local public health official.
Tracing Support	In the event a high school student or staff member is sick or symptomatic, notification to exposed individuals will occur pursuant to the state’s contact tracing protocols as implemented by the local health department. To quickly learn and assist health department officials to identify individuals who may have had contact at school with a confirmed case, schools across the school district will: • Keep accurate attendance records for students and staff. The High School is utilizing Infinite Campus for attendance purposes. • Ensure that student schedules are up to date utilizing Infinite Campus. • Keep an accurate log of visitors, including date, time and location visited. Confidentiality in this regard will be maintained, as required by federal and state law and regulations. The East Islip High School utilizes visitor log sheets along with the Raptor System.

Quarantine, Isolation, and Return to School

Return to School After Illness: The high school and district has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school.

This protocol includes:

- Documentation from a health care provider following an evaluation.
- Symptom resolution, or if COVID-19 positive, release from isolation.

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

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



**Addendum #4 – Phase 4 – East Islip Middle School Re-Opening Plan
for February 1, 2021**



EAST ISLIP MIDDLE SCHOOL 2020-2021 RE-OPENING PLAN

UPDATED for February 1st, 2021

William Brennen, Principal

January 22, 2021

A. Social Distancing and Face Covering

Social Distancing	To the best of their ability, Middle School staff will employ social distancing strategies to increase spacing between individuals, including adjusted seating arrangements in classrooms and posted signs to remind staff and students of 6-foot social distancing when possible. Additionally, Middle School staff will use strategies to minimize mixing between groups whenever possible. Examples of these strategies will be shared throughout this document. When feasible, all desks will be facing the same direction. All staff will be utilized to monitor the hallways, the bathrooms, and to maintain social distancing with students as they travel the hallways. There will be signs designating traffic patterns with arrows as “one-way hallways” in order to reduce traffic flow. Separate entrances will be used for each grade level to ensure students are socially distanced while entering and exiting the building. (Details on Page 8 under: Student Drop-Off and Pick-Up) Physical education classes will be held outdoors, when possible, with students spaced 12 feet apart. If physical education must be held indoors due to inclement weather, students will be spaced 12 feet apart when possible.
Face Covering	All staff, visitors, and students will be required to wear face coverings while inside East Islip Middle School and while using school district provided transportation. Appropriate face coverings may be cloth or disposable masks and must cover nose and mouth area. However, neck gaiters, bandanas and masks with exhalation valves or vents are not appropriate forms of face coverings. These items are not considered as effective in preventing the spread of COVID- 19. Students who do not come to school with appropriate face covering, they will be provided with one. Exceptions to this requirement include: • While individuals are eating, drinking, or exercising; • When under the supervision of a school staff official who directs the covering to be removed; and

Face Covering (cont.)	• Individuals with a health condition, a communication or impairment, or disability that prevents them from wearing a face covering. The district will ensure that an adequate supply of personal protective equipment (masks/face coverings, face shields, gloves, etc.) are maintained in each building for staff and student use, as needed.
Space Configuration	Certain spaces within the building will be reconfigured and modified to ensure that individuals can be socially distanced when possible, by: Replacing all classroom “tables” with individual desks. Maximizing classroom space by eliminating “teacher desks” if necessary. Designating additional “staff room” with room for teachers to spread out and stay more than six feet apart while using workstations during “lunch” or “Preparation Period” time. The main office has been physically reconfigured to ensure that all secretarial staff and administrators are always more than six feet apart. Signage will be displayed throughout the school denoting spaces of six feet in all commonly used areas by: Using duct tape on floors to designate “one way” arrows in hallways. Using protective barriers in places where 6 feet social distancing cannot be maintained. Individual desks in cafeteria to ensure appropriate social distancing and the creation of additional cafeteria space in the East Gymnasium.

Schedules/Instruction Please note that instructional experiences are not defined solely as a student's time spent in front of a teacher or in front of a screen, but time engaged in standards-based learning under the guidance and direction of a teacher.	IN-PERSON INSTRUCTION: The East Islip School District will readily provide in-person instruction as recommended by New York State Education Department and in consultation with guidance from the Suffolk County Department of Health: - All students in cohort 5 (special class students) will continue to attend in-person instruction Monday through Friday. Note: All special education programs and services will be delivered according to the students' IEP to the extent possible while in school and/or remotely. - All Students in cohorts 1, 2 and 4 will report to school for instruction Tuesday through Friday. - Mondays will be a period-by-period virtual truncated instructional day. Students will log in and join all nine periods of classes. Further details are provided by clicking the following hyperlink: EIMS Bell Schedule for Virtual Mondays. - Due to space limitations, students in performing music will rotate instruction on an A Day/B Day Schedule. Students will be assigned to a study hall on their off day of music instruction. - Cohort 0 will remain for students on full-time remote instruction. - Live stream with classes via Google Classroom daily Tuesday through Friday. - Mondays will be a truncated day.
Signage	East Islip Middle School will display signage throughout the building to address public health protections surrounding COVID-19. Signage will address protocols and recommendations in the following areas: - Proper use of personal protective equipment (PPE) - Acceptable face coverings and requirements related to their wear - Hand washing - Adherence to social distancing instructions - Symptoms/prevention of COVID-19 In addition to signage, the district will encourage all students, faculty, staff and visitors to adhere to Centers for Disease

Signage (cont.)	Control and Prevention (CDC) and Department of Health (DOH) guidance regarding the use of PPE and social distancing. We will achieve this through electronic, verbal, and written reminders.
B. Gatherings	
Meals	Meals Consumed Onsite: In determining the method and means for meals being served on-site, the following will be considered: • Meals may be served in various locations (classroom, cafeteria, other). • Remove or suspend the use of share tables, salad bars and other self-service refrigerators and buffets for food and condiments. • Discourage food sharing between students. • Coordinate with custodians to establish sanitation procedures. Clean and disinfect tables, chairs and other frequently touched hard surfaces between groups of students. • Consider increasing access points for providing meal service. • Provide physical distancing guides in food service areas such as: Additional point of sale stations for payments, tape on floors, signage, remove tables and replace with desks, use pre-portioned condiments that cashiers & servers place on each tray; place meals on a counter or tray line for quick pick up, consider “Grab and Go” kiosks in hallways or gymnasiums, coordinate with school personnel in order to meet the feeding safety needs of students with disabilities. • Train staff and students on food allergies, including symptoms of allergic reactions to food. Train all non-food service staff on any meal service-related activities they will be responsible for to obtain or develop posters or other aids to assist non-food service staff to implement meal service.
Small Spaces	Limiting gatherings in small spaces (elevators, closets, small offices).
Faculty and Staff meetings	Conducting faculty, grade level, dept meetings and conferences in large spaces such as the cafeteria with reduced group size or virtually whenever possible.

Ventilation	To allow for the flow of fresh air, windows and doors will be kept open whenever possible.
Common Areas	● Hand sanitizers and disinfecting wipes will be made available throughout the building ● All cleaning and disinfecting supplies will be kept out of reach of younger students. ● “Occupied” signs will be used outside of faculty bathrooms to ensure that bathrooms are used at minimum (or single) occupancy at all times. ● aides will be used to monitor student bathrooms to ensure that students maintain social distancing when using restrooms and reinforcing proper handwashing protocols with students upon entry and exiting of restrooms.
C. Daily Building operations	
Student Drop-Off and Pick-Up	Bus Riders will arrive and depart via the traditional bus loop: 6th grade will enter through the Auxiliary Gym entrance 7th grade will enter through the Middle Door between the Auxiliary Gym and the Library Lobby. 8th Grade will enter through the Library lobby Entrance. Mini Bus/Van drop off and pick up will remain at the front entrance. Walkers will enter the building as follows: 6th Grade will enter through the Cafeteria Doors. 7th Grade will enter through the Middle Door near the Technology Wing. 8th Grade will enter through the 8th grade wing doors near the walkover bridge. Dismissal will be staggered to limit the number of students exiting to the buses.
Faculty/Staff Entrances and Exits	No change to existing entrance and exit doors for faculty and staff.

Shared Objects and Materials	Discourage food sharing between students. Lockers, cubbies, science lab equipment, instruments, smartboard utensils etc.
Deliveries and Services	The East Islip Middle School head custodian, James Ryan, will be the head person for all deliveries and services.
D. Personal Protective Equipment	Protective equipment including face shields, gloves, and gowns will be provided, as appropriate, for settings that require close human contact, such as for staff providing certain supports for students with disabilities. Face masks will be available if needed. Plastic face shields will be provided to faculty and staff as needed. All personnel in buildings will be required to wear face coverings in the hallways and common areas, especially if unable to maintain 6' social distance from others. Students will be provided with a daily Tri-Fold plexiglass barrier. • Barriers will be on the desks in 1st period classes. • Students will carry the barrier from their first period class with them throughout the day. • Barriers will be left in 9th period classrooms at the end of the day. • Students who arrive to the building after first period should enter through the Main Lobby and pick up a sanitized barrier. • Students leaving the building prior to 9th period should exit through the Main Lobby and leave their barrier in the designed drop box. • Extra barriers will be available in the Main Lobby.
E. Hygiene, Cleaning and Disinfection	
Hygiene	The district will emphasize healthy hygiene practices for students and staff by providing initial and refresher education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs will be posted throughout the school (e.g., entrances, restrooms, cafeteria, classrooms, administrative offices, auditorium, custodial staff areas) and regular messaging will

Hygiene (cont.)	be shared with the school community. Signage will be used to remind individuals to: Hand Hygiene: Students and staff must carry out the following hand hygiene practices: 1. Wash hands routinely with soap (any kind) and water for at least 20 seconds. 2. Dry hands completely after washing. Use paper towels to dry hands if available instead of a hand dryer if they are available. 3. If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol. Hand sanitizer should be rubbed on the hands until it is completely absorbed. DO NOT dry hands if sanitizer is used. Hand Washing should occur: 1. Before and after eating (e.g. snacks and lunch). 2. After going to the restroom or after assisting a student with toileting. 3. After using a tissue. 4. Before and after using shared materials. 5. Before and after putting on or taking off face masks. 6. After coming in from the outdoors. 7. Anytime hands are visibly soiled. Respiratory Hygiene The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, the district will emphasize the importance of respiratory hygiene. Students and staff must carry out the following respiratory hygiene practices: 1. Cover a cough or sneeze using a tissue. If a tissue is used, it should be thrown away immediately. 2. If you do not have a tissue when sneezing or coughing, sneeze into your elbow. 3. Wash your hands after sneezing or coughing. 4. Face coverings are protective. Wearing a face covering will keep the respiratory droplets and aerosols from being widely dispersed into the air.
Cleaning and Disinfection	The East Islip School District will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable.

Cleaning and Disinfection (cont.)	• Cleaning and disinfection measures will ensure the physical spaces, equipment, and materials students and staff encounter, remain safe. • Daily sanitizing will be implemented for high touch areas (doorknobs, handles, fixtures, etc.) with a medical grade sanitizing solution. • Restrooms will be monitored and cleaned more frequently throughout the day. • Each night protective barriers will be cleaned and disinfected and returned to 1st period classrooms, where needed. • Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection. • Disinfectant wipes will be available in all classrooms, so that students can wipe down their desk.
Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case	• The locations that were in use by the individual with suspected or confirmed case will be closed off immediately. • Suffolk County health department will be contacted to determine if school closure, or simply closure of affected areas, is necessary. • All doors and windows in affected areas will be opened to increase circulation. • The areas identified will be cleaned and disinfected after 24 hours. • Classes will be relocated to a different room if needed.
F. Coordination and Phased Reopening	
Coordinator	William Brennen, Principal is the COVID -19 coordinator for East Islip Middle School
G. Communications Plan with Parents and Community	
Communication of Plan	Communications Commitments: 1. Students and their families will be provided with multiple ways to contact schools and teachers during remote learning, including telephone, email messages, virtual conferences/meetings, Parent square and mail.

Communication of Plan (cont.)	2. We will use existing internal and external communication means to notify staff, students and parents/legal guardians about in-person, remote and hybrid school schedules with as much advance notice as possible. We will utilize our website, social media sites, and School Messenger broadcasts to communicate this information. 3. The district will follow its existing engagement and communication protocols with parents regarding the provision of special education services for their child. 4. In addition, the district will make every effort to ensure that communication to parents/legal guardians is in their preferred language and mode of communication.
H. Screening and Testing	
Health Screening and Temperature Checks	The Department of Health has highlighted specific mitigating strategies to reduce the risk of COVID-19 infection and transmission. Health Checks and Screenings The district has developed resources to educate parents, guardians, and staff members regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school. These resources include requirements for any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection to refrain from coming to school/work. The Centers for Disease Control and Prevention’s (CDC) list of Coronavirus symptoms was used to develop these resources. The following practices will be implemented to conduct daily mandated health screenings. 1. Daily temperature checks (or attestations) and screening questionnaires are required for all staff and essential visitors prior to, or immediately upon, arrival at work/school. 2. In order for students to enter East Islip Middle School in a quick and orderly fashion, parents/guardians MUST complete an electronic health survey for their children. The health survey is available via Parent Square. 3. Students’ temperature will be taken upon arrival. If temperature is 100°F or greater, or if there is a positive response to a screening question, the student will be isolated from others and sent home. Staff with a temperature of 100°F or greater or a positive response to a screening question shall

J. Tracing of Suspected and Positive COVID 19 - Cases	
Metrics	The district will collaborate with the local health department officials to determine the parameters, conditions, or metrics to be used as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level. These signs will include increase illnesses and absenteeism amongst students and staff.
Notification	The district will not notify the wider community unless specifically directed to do so by local public health official.
Tracing Support	In the event a student or staff member is sick or symptomatic, notification to exposed individuals will occur pursuant to the state's contact tracing protocols as implemented by the local health department. In an effort to assist health department officials more quickly learn who may have had contact at school with a confirmed case, schools across the district will: • keep accurate attendance records for students and staff • ensure that student schedules are up to date • keep an accurate log of visitors, including date, time and location visited Confidentiality in this regard will be maintained, as required by federal and state law and regulations.
Quarantine, Isolation, and Return to School	Return to School After Illness The district has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes: 1. Documentation from a health care provider following evaluation. 2. Negative COVID-19 diagnostic test result. 3. Symptom resolution, or if COVID-19 positive, release from isolation. The district will refer to the DOH's "Interim Guidance for Public and Private Employees Returning to Work Following

Quarantine, Isolation, and Return to School (cont.)

COVID-19 Infection or Exposure” regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

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

