

# *Southwestern CSD*

Supplemental Guidance to the  
**SMART START PLAN**

## ADDENDUM #1

1. Testing & Contact Tracing
2. Public Meetings
3. Remote Learning Plan

2020-2021

Southwestern Central School District

## 1. Testing & Contact Tracing

The Chautauqua County Department of Health and Human Services, Public Health Division, as the local health department (LHD), is responsible for communicable disease surveillance and control, including the public health functions of case investigation and contact tracing.

### **School Reporting Responsibility**

Under Education Law §906, school health services must notify the local public health agency of any disease reportable under Public Health Law. COVID-19 is a reportable disease and as such, school health personnel must contact the LHD when they learn that a student or staff member has tested positive for COVID-19. Notification can be made by calling 716-753-4491 during normal business hours or Sheriff's Dispatch at 716-753-4232 after normal business hours and a public health nurse will return the call.

Notifications may also be sent to [covid19nursing@co.chautauqua.ny.us](mailto:covid19nursing@co.chautauqua.ny.us) during normal business hours.

### **Contact Tracing**

The LHD issues mandatory isolation orders for any person who tests positive for COVID-19. Public health staff conducts investigations to identify the close contacts of anyone who tests positive for COVID-19 and issues mandatory quarantine orders for such close contacts.

In the event that there is a confirmed case of COVID-19 in the school, designated school personnel will work collaboratively with public health staff on contact tracing efforts as follows:

1. The Superintendent will collaborate with the local health department (LHD) to gather information needed for the disease investigation. Information about the positive case will be shared with the building principal and school nurse. Confidentiality will be maintained as required by federal and New York State laws and regulations.
2. The school nurse in the building will compile student contact information including address, phone number, emergency contact information, and attendance records for the time period requested by LHD. The Superintendent will then make records available to the LHD to complete contact tracing.
3. The school nurse in the building will compile student schedules for the time period requested by LHD. The Superintendent will then make records available to the LHD to complete contact tracing.
4. Visitor logs will be kept daily by the building secretary to include the visitor's name, address, phone number and locations visited in the building. The Superintendent will then make records for the time period requested available to the LHD to complete contact tracing.

Chautauqua County DHHS/Public Health Division, as the local health department, will complete the disease investigation with the confirmed COVID-19 case and complete contact tracing for anyone identified as a close contact. All individuals needing to quarantine will be sent orders by the Public Health Director and provided education by a public health nurse or virtual contact tracer. 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.

If a student or staff member is identified as a close contact of a confirmed COVID-19 case in the community, the student or staff member will be ordered to quarantine by the Public Health

Director. The school will be notified when a student or staff member has been placed into quarantine; a copy of the release letter will be forwarded when quarantine has been completed.

If a student or staff member reports that they have traveled internationally or to state with a travel advisory issued by New York State, these individuals will need to quarantine for 14 days after their return. The school will refer them to [www.chqgov.com](http://www.chqgov.com) where they will complete the Traveler Health Form and review the travel documents that include information on how to safely quarantine.

The school will only be involved in contact tracing efforts when a positive case has been on school grounds two (2) days prior to testing or development of symptoms.

### **Communication**

The LHD is responsible for communicating with the student's parents/guardians or staff member who tests positive as well as all identified contacts. Confidentiality must be maintained as required by federal and state laws and regulations.

### **School Closures**

School administration will discuss each situation with the LHD to determine what remediation efforts need to occur including but not limited to, closing an area, a classroom, a building, or an entire school. In accordance with New York State guidance, a percent positivity rate of 9% or greater in the Western New York Region will result in a closure of all school districts in the region. In Chautauqua County, the LHD will monitor the percentage of students in each school building under mandatory isolation orders and provide support to district administration in determining whether closure is necessary in conjunction with state guidelines.

### **Disinfection**

Disinfection of facilities will occur according to CDC and New York State guidance.

### **Return to In-Person School**

The LHD has isolation and quarantine jurisdiction over students and staff members who test positive for COVID-19 or who are identified as close contacts of someone who tests positive for COVID-19.

Mandatory Isolation Release:

- Students or staff members who test positive for COVID-19 may return to in-person school when released from mandatory isolation by the LHD. This is contingent on the following conditions but may be subject to change on an individual basis as determined by the LHD:
  - It has been at least ten (10) days since the individual's test date; and
  - It has been at least three (3) days since the individual has had a fever (without the use of fever reducing medicine); and
  - The individual's symptoms have improved.

Mandatory Quarantine Release:

- Students or staff members who are identified as close contacts of a student or staff member who tested positive for COVID-19, regardless of symptoms and/or a negative COVID-19 test result, may return to school when released from mandatory quarantine by the LHD. This is contingent on the following condition but may be subject to change on an individual basis as determined by the LHD:
  - It has been fourteen (14) days since the last known exposure to the person who tested positive for COVID-19.

The following recommendations are made for students and staff who display symptoms of COVID-19 but are not diagnosed with COVID-19 through PCR testing and are therefore, not under the jurisdiction of the LHD:

- Students or staff members who exhibit symptoms of COVID-19 but test negative and are not close contacts of a confirmed case may return to in-person school contingent on the following conditions:
  - The individual has a documented negative COVID-19 test result; and
  - It has been at least 24 hours since the individual has had a fever (without the use of fever reducing medicine); and
  - The individual's symptoms have improved. OR
  - The individual's healthcare provider has diagnosed another condition and the individual has a written note stating they are clear to return to school; and
  - It has been at least 24 hours since the individual has had a fever (without the use of fever reducing medicine); and
  - The individual's symptoms have improved.
- Students or staff members who exhibit symptoms of COVID-19 but who are not tested for COVID-19 or do not have an alternate diagnosis by a healthcare provider may return to in-person school contingent on the following conditions:
  - It has been at least ten (10) days since the onset of symptoms; and
  - It has been at least 24 hours since the individual has had a fever (without the use of fever reducing medicine); and
  - The individual's symptoms have improved.

### **COVID-19 PCR (Infection) Testing**

Routine testing of students or staff members who demonstrate symptoms of COVID-19 should not be conducted. The decision of whether a test needs to be conducted is based on the individual and is determined by the student or staff member's healthcare provider\*. The LHD may or may not be consulted by the healthcare provider in making that determination.

*\*If a student or staff member does not have a primary care provider, referral should be made to The Chautauqua Center (716-294-3985) or The Chautauqua County Health Network (716-338-0010) to assist in locating a provider.*

The LHD is notified of all positive COVID-19 test results through the New York State Electronic Clinical Laboratory Reporting System (ECLRS). To help ensure timely reporting for disease investigation and contact tracing purposes, healthcare providers, labs, and schools are also required to notify the LHD of positive results. Employers and individuals are encouraged to notify the LHD of positive results. As of August 13, 2020, reporting time of test analysis to NYS ECLRS is averaging 3-7 days, depending on the commercial lab utilized by the healthcare provider. Guidelines provided by the New York State Department of Health, *COVID-19 Testing Next Steps* should be followed while waiting for test results:

[https://coronavirus.health.ny.gov/system/files/documents/2020/05/13112\\_covid19\\_testingnextsteps\\_052120.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/05/13112_covid19_testingnextsteps_052120.pdf).

COVID-19 testing sites, including free sites run by the New York State Department of Health, can be located by calling the NYS COVID-19 hotline, 1-888-364-3065, or visiting <https://coronavirus.health.ny.gov/find-test-site-near-you>. Persons seeking testing are advised to check with the testing site and person's insurer in advance of being tested to confirm no patient responsibility for any fees associated with COVID-19 testing.

Outpatient COVID-19 testing requires an order by a licensed healthcare provider. In Chautauqua County, COVID-19 testing is available by appointment and with an order by the individual's healthcare provider at:

- Private primary care and pediatrician offices;\*
- The Chautauqua Center, a Federally Qualified Health Center, with locations in Jamestown and Dunkirk;
- UPMC Chautauqua outpatient testing center, Jamestown;
- Westfield Memorial Hospital outpatient testing center, Westfield;

*\*Not all private primary care and pediatrician practices offer COVID-19 testing*

Urgent Care Centers and hospital emergency departments also provide COVID-19 testing for patients who present there with urgent and emergent health conditions. Patients are assessed by a healthcare provider to determine if COVID-19 testing is warranted and if so, it is ordered.

Hospitals in Chautauqua County:

- UPMC Chautauqua, Jamestown
- Brooks Memorial Hospital, Dunkirk
- Allegheny Health Network/Westfield Memorial Hospital, Westfield

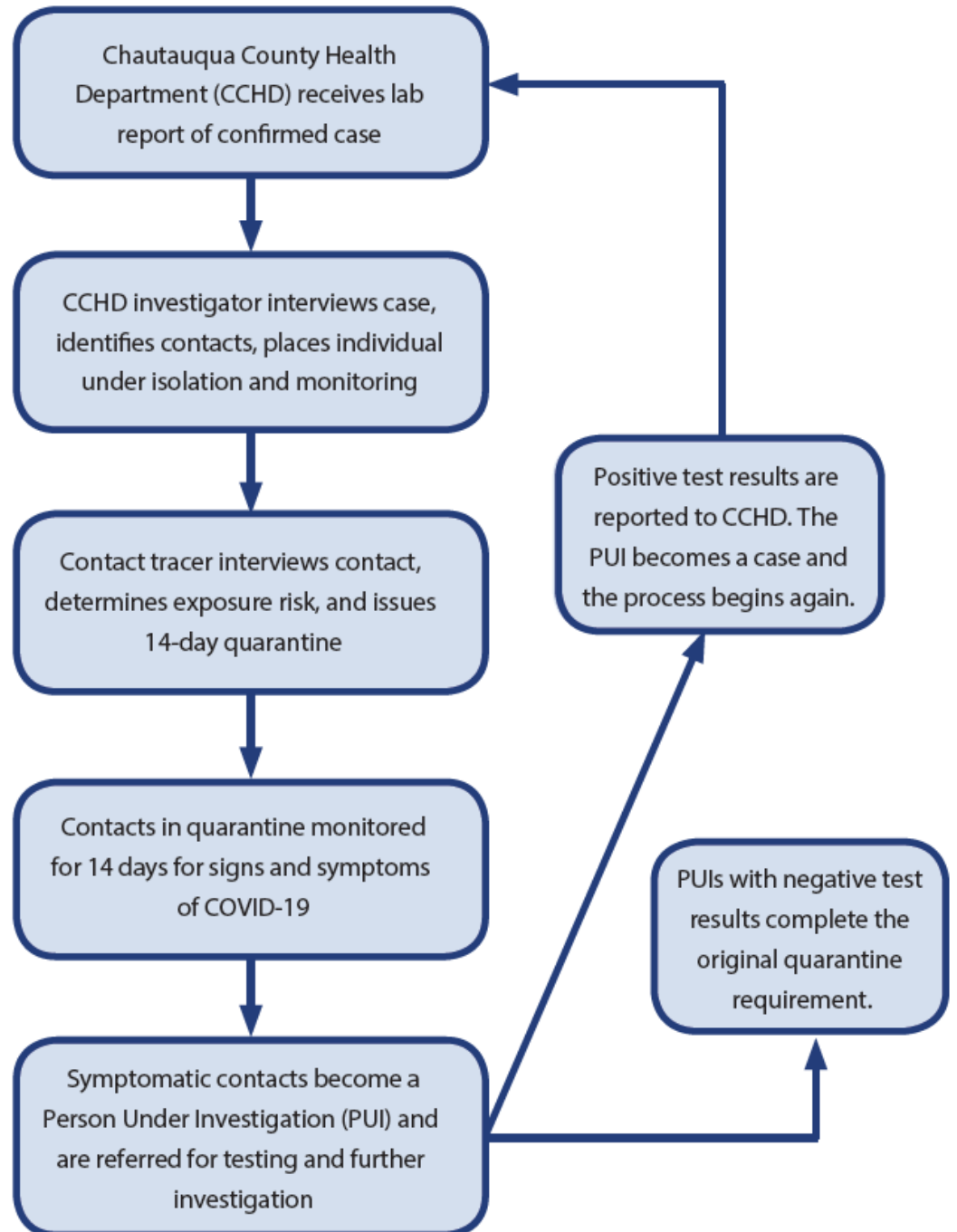
Urgent Care Centers in Chautauqua County:

- WellNow in Jamestown, Lakewood, and Dunkirk

### **Outbreak Response**

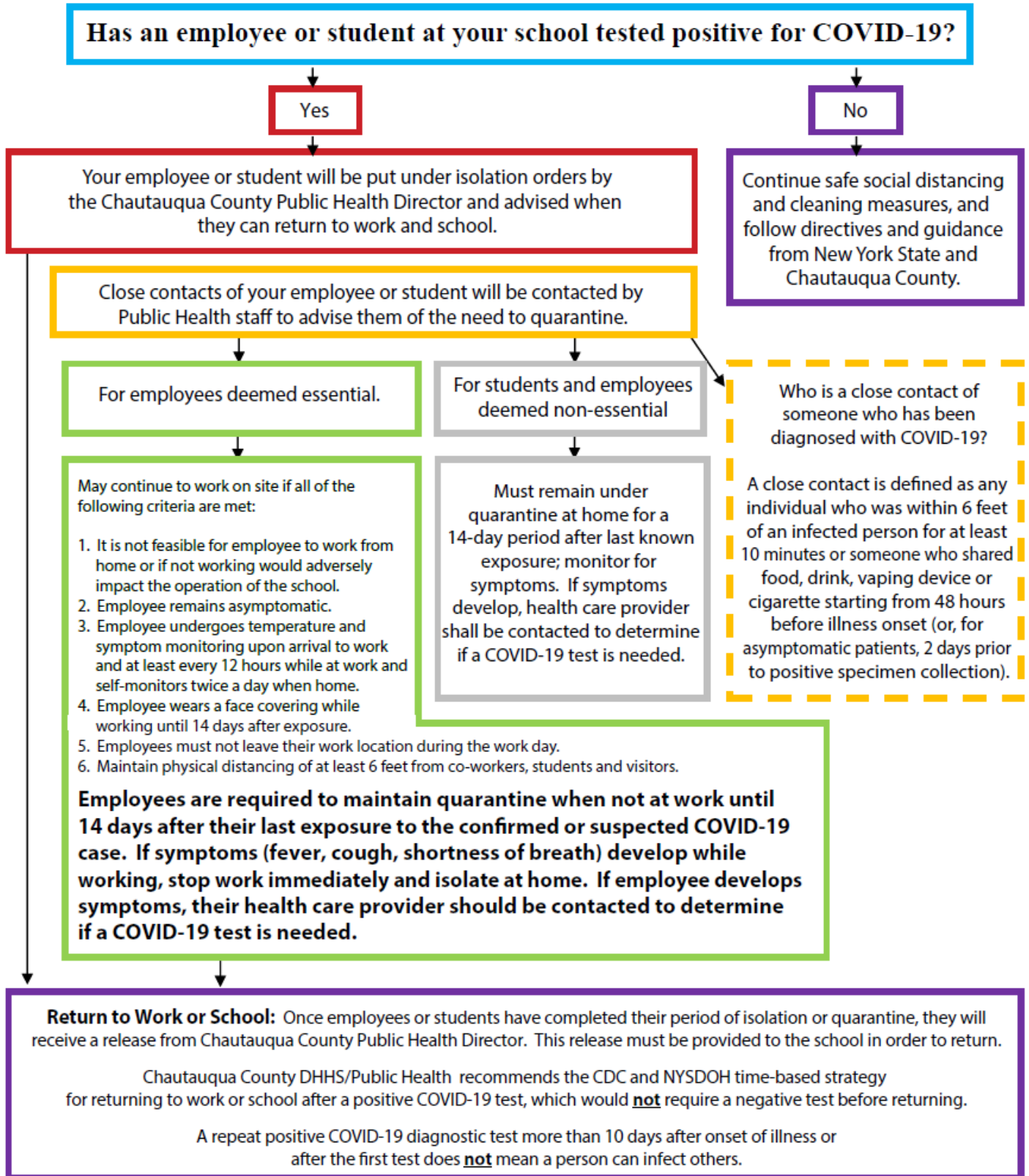
In the event of a COVID-19 outbreak in a school, the LHD, in conjunction with the New York State Department of Health, will implement its Public Health Emergency Pandemic Plan. Outbreaks are managed by the LHD based on individual circumstances and in full cooperation with the school district. During such outbreaks, the LHD will fully support the school district(s) with COVID-19 testing, investigations, contact tracing, and other appropriate actions, resources and consultation as deemed necessary and available.

# COVID-19 SCHOOL STUDENT CONTACT MONITORING PROCESS



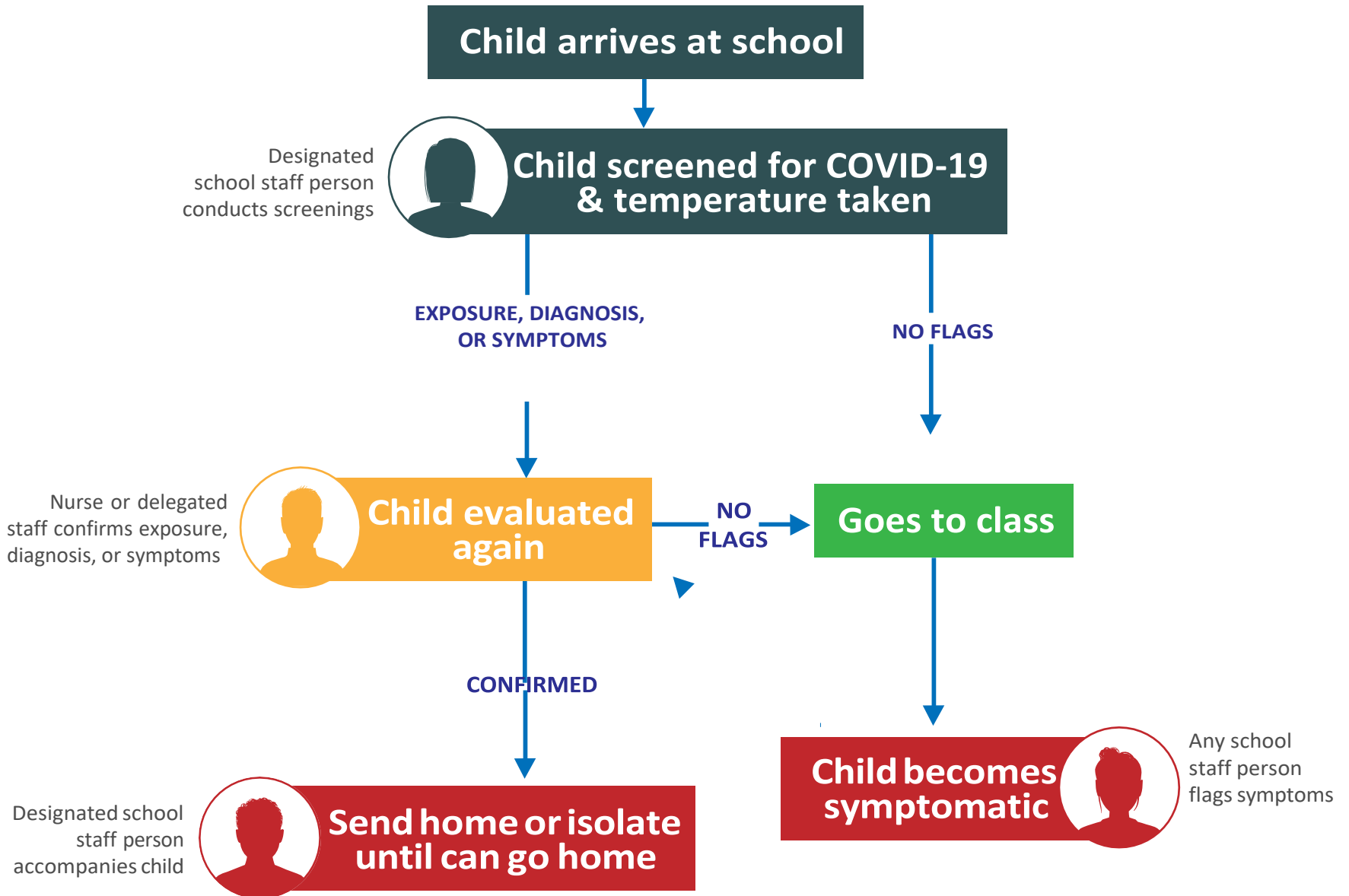
*School administration, school health staff, and student support services provide CCHD with information and assistance with investigations upon request.*

# ISOLATION & QUARANTINE FLOW CHART



# STAFF ROLES

## FLOW CHART





## Potential Symptoms for COVID-19

- Cough
- Shortness of breath/trouble breathing
- New loss of taste or smell
- Temp 100.0° F/37.8° C or greater
- Chills
- Fatigue
- Sore throat
- Nausea, vomiting, or diarrhea
- Muscle pain or body aches
- Headache
- Nasal congestion/runny nose

## COVID-19 SCREENING FLOW CHART

Proceed  
to school

NO FLAGS



**Cannot go to school**

**Follow public health quarantine order.\***

Child remains home for 14 days since date of return.

HIGH RISK  
TRAVEL



**TEST FOR COVID-19?** If no symptoms, testing is not required because it will not change the child's need to quarantine for 14 days. If you would like to pursue a test, contact your Primary Care Provider (PCP). Testing would not be recommended until 4 to 5 days after potential exposure.

**WHY 14 DAYS?** Most people show symptoms within 11 days, but there is a 4-5 day period ("pre-symptomatic phase") before symptoms start, so the 14 day quarantine allows time to be certain a person is not infected.

EXPOSURE



**Cannot go to school**  
**Follow public health quarantine order.\***  
Child remains home for 14 days since exposure.

DIAGNOSIS



**Cannot go to school**  
**Follow public health isolation order.\***  
Child remains home for 10 days since first positive COVID-19 test.

**CHILD:** 10 day quarantine because he/she has already passed through the pre-symptomatic phase. Repeat COVID testing is NOT needed in order to return to school.

**HOUSEHOLD CONTACTS:** 14 day quarantine.

SYMPTOMS



**Cannot go to school**

- If determined by PCP to have a diagnosis other than COVID-19 → follow normal school policies to return to school.
- If a COVID test is negative and child has had no fever for at least 72 hours (without use of fever reducing medicine) and feels better → follow normal school policies to return to school.
- If no COVID test is done, child needs to stay home for 10 days since first symptom, no fever for 72 hours (without use of fever reducing medicine), and feels better → follow normal school policies to return to school.

**TEST FOR COVID-19?:** Consult PCP. If testing is indicated, the child must isolate at home pending results which may take up to 7 days.

**\* The Health Department will issue Isolation and Quarantine Orders, monitor positive cases and close contacts, and officially release individuals from Isolation and Quarantine.**

**\*\*Schools are to keep track of all excluded students/staff with symptoms with the goal that they will be evaluated by a medical provider and tested for COVID-19 within 48 hours of symptom onset.**

**This tracking will enable public health and school officials to act accordingly based on a case by case basis.**

## DO PARENTS OR THOSE IN THE HOUSEHOLD NEED COVID-19 TESTING?

- Parents of children sent home from school and ordered into quarantine by the Public Health Director as a close contact to a known COVID-19 case do not need to be tested.
- If you or your child develop symptoms of COVID-19, consult with your public health nurse and PCP.
- Children in Isolation or Quarantine are monitored by public health staff and parents will be advised accordingly on an individual basis.
- New York State has issued guidance on Public/Private Employees Returning to Work following COVID-19 Infection or Exposure and can be found at: <https://coronavirus.health.ny.gov/protecting-public-health-all-new-yorkers#employees>. This guidance does not apply to healthcare or nursing home professionals.

**Don't have a Primary Care Provider(PCP)?** Call (716) 338-0010 or visit <http://www.cchn.net/find-a-doctor-application>

## 2. Public Meetings

The district conducted the following public meetings on the 2020-2021 Re-opening Plan.

### **Staff Meetings via Zoom**

- July 29, 2020 at 12:00 PM
- July 29, 2020 at 4:00 PM
- August 17, 2020 at 10:00 AM

### **Parent Meetings via Zoom**

- July 30, 2020 at 1:00 PM
- July 30, 2020 at 5:00 PM
- July 31, 2020 at 9:00 AM
- August 12, 2020 at 6:00 PM
- August 13, 2020 at 6:00 PM
- August 17, 2020 at 6:00 PM
- August 18, 2020 at 6:00 PM

# SOUTHWESTERN CSD



*2020-2021 Remote Learning Plan*




**Remote Learning for All Students:** Should the governor mandate remote only learning or if regional infection rates dictate a need for remote learning only, learning will occur as follows:

- Student and staff attendance will be taken daily at all grade levels. The method of attendance taking will vary by grade level and will be provided by written instructions at the start of the school year.
- Frequent communication will occur to families using the Remind app, as well as updates posted on the school website and social media accounts.
- Students will continue to use Teams (grades 3-12) for managing their schedule, assignments, Zoom meetings and contacting teachers.
- Students will continue to learn content to progress in the grade level appropriate New York State standards.
- Students will adhere to a regular school day schedule. Students will not be expected to remain on their computer for the length of an entire school day, but they will connect with their teacher remotely. A remote schedule will be provided at each grade level for the elementary school, and non-virtual materials can be supplied to students if that is needed by the family. In order to reduce required screen time for students, Middle and High School students will operate on a condensed schedule. Please refer to the Remote Instruction Bell Schedule below.
- The grading policy will remain consistent as it was during the hybrid model; students grades k-5 will receive standards-based grading (levels 1-4) and students grades 6-12 will earn percentage grades (0-100%).
- Students with high needs, determined by the Student Support Team or Committee on Special Education in collaboration with families may be allowed to attend in-person learning in small groups with masks and social distancing requirements.
- Students that are participating in the Optional Virtual Learning model will remain with their Virtual learning teachers and will remain on the same schedule and procedures that was occurring before all students are remote.
- Social emotional learning programs will continue; restorative practices and mentoring will continue if Southwestern moves to remote learning.

### Elementary Remote Instruction Schedule

<u>Kindergarten</u>	<u>1<sup>st</sup> Grade</u>	<u>2<sup>nd</sup> Grade</u>	<u>3<sup>rd</sup> Grade</u>	<u>4<sup>th</sup> Grade</u>	<u>5<sup>th</sup> Grade</u>
<b><u>ELA</u></b> 9:00-10:00	<b><u>Math</u></b> 9:00-10:00	<b><u>AIS Math</u></b> 9:15-9:45	<b><u>Math</u></b> 9:20-10:30	<b><u>AIS Reading</u></b> 9:10-9:50	<b><u>ELA</u></b> 9:55-10:50
<b><u>Math</u></b> 10:00-11:00	<b><u>AIS Math</u></b> 10:00-10:40	<b><u>AIS Reading</u></b> 9:50-10:30	<b><u>AIS Reading</u></b> 11:20-12:00	<b><u>ELA</u></b> 10:30-11:30	<b><u>Math</u></b> 10:55-11:50
<b><u>AIS Math</u></b> 12:40/1:15	<b><u>ELA</u></b> 11:40-12:40	<b><u>Math</u></b> 10:30-11:30	<b><u>ELA</u></b> 12:40-1:50	<b><u>AIS Math</u></b> 11:30-12:00	<b><u>AIS Reading</u></b> 12:00-12:30
<b><u>AIS Reading</u></b> 1:30-2:10	<b><u>AIS Reading</u></b> 12:45-1:20	<b><u>ELA</u></b> 1:30-2:30	<b><u>AIS Math</u></b> 1:50-2:30	<b><u>Math</u></b> 1:30-2:30	<b><u>AIS Math</u></b> 1:10-1:50

### Grade 6-12 Remote Instruction Schedules

<u>HS Bell Schedule</u>			<u>MS Bell Schedule</u>	
Block 0	9:00 - 9:50		EET	9:30-9:55
Block 1	10:00 - 10:50		Period 1	10:00 - 10:25
			Period 2	10:30 - 10:55
Block 2	11:00 - 11:55		Period 3	11:00 - 11:25
			Period 4	11:30 - 11:55
Lunch	12:00-12:25		Lunch	12:00-12:25
Block 3	12:30-1:20		Period 5	12:30-12:55
			Period 6	1:00-1:25
Block 4	1:30-2:20		Period 7	1:30-1:55
			Period 8	2:00-2:25

**Digital Equity:**

- Southwestern provides a 1:1 laptop to all students grades k-12. A device can also be provided for UPK students if requested.
- Data collected by all classroom teachers in June 2020 indicated approximately 8% of our students experience unreliable internet. Southwestern staff contacted families indicating a need for help with internet issues and helped families find low-cost service when possible. For students that continue with internet issues for the 2020-21 school year, Southwestern will provide accommodations, such as paper copies of materials. Southwestern will meet with families to determine what is the best intervention for them in regards to internet issues.