



MILLBROOK

CENTRAL SCHOOL DISTRICT

RE-ENTRY PLAN 2023-2024

Elm Drive Elementary School
Alden Place Elementary School
Millbrook Middle School
Millbrook High School

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Letter from Superintendent

Dear Families and Community Members,

The COVID-19 pandemic posed unprecedented challenges of maintaining continuity of operations, instruction and social-emotional supports for students. Though the pandemic has ended, we cannot anticipate any further impacts to our schools or communities. Millbrook Central School District enlisted the support of members of the community to form Millbrook's Re-Entry Team and Subcommittees. These members engaged in rich conversations around three teaching and learning scenarios during the worst of the pandemic.

Scenario 1: In-Person Model - All students attend school every day.

Scenario 2: Hybrid Model - A cross-section of students attend school each day, and rotate with an alternating group.

Scenario 3: Remote Model - All students remain at home for remote learning.

This Re-Entry Plan was heavily guided by the [New York State Department of Health](#) (NYSDOH) and the [New York State Department of Education](#) (NYSED). This Plan incorporated input from stakeholders and followed the guidance from NYSED and NYSDOH. The administrative team worked throughout the pandemic on what was referred to as responsive return planning. As circumstances changed around us, we altered our plans to give students the best opportunities for a safe and productive return to school.

As we are preparing for another school year, we have many things in place to ensure that students can learn safely on campus or in a remote environment. Please see our Continuity of Learning plan outlined [here](#).

If you have any questions or concerns, please reach out to your child's administrator.

Sincerely,

Caroline Hernandez Pidala
Superintendent of Schools

Re-Entry Teams and Subcommittee Members - 2020

CORE TEAM

Caroline Hernandez Pidala, Superintendent of Schools

Elliot Garcia, Assistant Superintendent

Dr. Amy Watkins, Assistant Superintendent

RE-ENTRY TEAM (prior membership)

Caroline Hernandez Pidala, Superintendent of Schools

Elliot Garcia, Assistant Superintendent

Dr. Amy Watkins, Assistant Superintendent

Alexandra Chanowsky, Supervisor of PPS

Samantha Holsborg, Supervisor of Student Services
Evan Kirsch, Supervisor of Digital Fluency and Data Privacy

Holly Peters-Heady, School Lunch Manager

John Mullins, Director of Facilities

Eric Seipp, High School Principal

Steven Cabello, Middle School Principal

Tom Libka, Alden Place Elementary School Principal

Alicia O'Connell, Elm Drive Elementary School Principal

Jennifer Pena, First Student Management

TRANSPORTATION SUBCOMMITTEE

Chairs: Debbie Caul, Karen McKinley & Brian Fried

Members:

TBD as needed

SPECIAL EDUCATION & PPS SUBCOMMITTEE

Chairs: Alexandra Chanowsky & Alicia O'Connell

Members:

TBD as needed

TEACHING & LEARNING SUBCOMMITTEE

Chairs: Dr. Amy Watkins, Evan Kirsch

Members:

TBD as needed

FOOD SERVICES SUBCOMMITTEE

Chairs: Holly Peters-Heady

Members:

TBD as needed

SOCIAL-EMOTIONAL SUPPORT SUBCOMMITTEE

Chairs: Samantha Holsborg & Steven Cabello

Members:

TBD as needed

ATHLETICS & EXTRACURRICULAR ACTIVITIES SUBCOMMITTEE

Chairs: Eric Seipp & Al Hammell

Members:

TBD as needed

Introduction (updated 7/23)

At Millbrook CSD our primary commitment is to the students and families we serve. Our priority must be keeping them safe. In this post pandemic environment , where students are back to in person learning, we have learned we must be prepared for any circumstance. We continue to prepare for the unpredictable by having systems in place to ensure continued educational opportunities despite what unforeseen challenges may arise. We actively monitor all information from the Dutchess County Department of Behavioral and Community Health, NYS Department of Health, Centers for Disease Control and Prevention CDC, and the Millbrook Community to implement procedures to keep us all safe and learning. We understand that conditions and information will evolve and our document will be revised as needed.

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

We will have a regular bus and academic schedule throughout the 23.24 school year. There will be full time in person learning with an emphasis on returning to normalcy. We do not as of now anticipate the need for social distancing, contact tracing, masking or screening at this time. Should there be any changes to these plans, we will post accordingly.

Should there be a need for remote instruction our emergency response instruction plan is posted [here](#).

For Previous Plans and information continue reading.

Plans for 2021 school year.

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

Elm Drive Elementary School- 845.677.4225

<https://ny50000204.schoolwires.net/site/Default.aspx?PageID=15>

Alden Place Elementary School- 845.677.4220

<https://ny50000204.schoolwires.net/Page/13>

Millbrook Middle School- 845.677.4210

<https://ny50000204.schoolwires.net/Page/11>

Millbrook High School- 845.677.2510

<https://ny50000204.schoolwires.net/Page/9>

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

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

Superintendent Mitchell will serve as the district's COVID-19 Coordinator. She will serve as a central contact for schools and stakeholders, families, staff and other school community members and will ensure the district is in compliance and following the best practices per state and federal guidelines.

Of course, as with every plan being developed throughout New York State, this document is fluid and will change as necessary based on guidance from the state, CDC, and NYSED and

in consideration of our families and our staff. We strongly believe the services described throughout this plan are in the best interests of our students, families, staff, and community.

Millbrook CSD COVID-19 Code for Students & Staff

The Millbrook CSD recognizes the commitment and responsibility we collectively have to ensure the safety of our staff and students.

In the spirit of mutual cooperation and the support necessary to make our reopening successful we are asking everyone to comply with the following:

- **WE WILL** follow all safety protocols
- **WE WILL** wear masks and any PPE required
- **WE WILL** promise to actively practice social (physical) distance as much as possible
- **WE WILL** review our health every day before school/work which includes monitoring our temperature and being aware of any signs/symptoms of COVID-19
- **WE WILL** stay home from school or work if we are sick
- **WE WILL** maintain our personal belongings, work space and school setting in an orderly way so cleaning and disinfection can be performed daily as required.
- **WE WILL** use our own supplies; sharing of supplies and food is not permitted at this time
- **WE WILL** maintain personal hygiene including frequently washing our hands
- **WE WILL** notify our school nurse, health care provider and Department of Health if we test positive for COVID-19
- **WE WILL remain #MillbrookStrong**

Communication/Family and Community Engagement

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

The district remains committed to communicating all elements of this Re-Entry Plan to students, parents and guardians, staff and visitors. The plan is available to all stakeholders via the [District website](#), and will be updated throughout the school year, as necessary, to respond to local circumstances.

As part of its planning for the reopening of schools and the new academic year, the district has developed a plan for communicating all necessary information to district staff, students,

parents/guardians, visitors and education partners and vendors. The district will use its existing communication modes – including Blackboard, District website, Twitter, and email – as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school Millbrook CSD Communication Goals:

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

Millbrook CSD developed communication materials accordingly, including the creation of sample messages/letters for COVID-19 cases or potential cases for various school audiences. We will utilize communication methods used by the district to inform the school community. The district will provide communications in the languages spoken at home among families and written plans will be accessible to those with visual and/or hearing impairments.

Information will be dispersed in a variety of platforms that include:

- District website
- Call list/Blackboard Notification
- Email blast
- Online training
- Correspondence (letters) to homes
- Social media accounts used by district
- Town Hall Meetings (Zoom, WebEx, Google Classroom, etc.)

Clear messaging will be prepared and consistently communicated before re-entry, on the first day, during the first week, throughout the first month, and continuously throughout the year.

Minimum monthly communication will provide information on the following topics:

- Who to contact with questions, concerns or suggestions. Empower people to make a positive difference and communicate the expectation for them to do so.
- The facts as we currently know them (NYSDOH, CDC).
- The importance of social distancing, monitoring symptoms of COVID-19 and when to stay home.
- Set protocols for entrance (screening) and the review process for staff calling in sick. Constant reminders for staff to stay home if they feel sick.

- Encourage and implement social distancing in bathrooms, break rooms, hallways, etc. Installing social distancing markers on the floors, etc.
- Practice proper hand hygiene. Staff is allowed to use hand sanitizer, but hand washing with soap and water for at least 20 seconds is still more effective. Hand sanitizer works best on clean hands.
- Encourage and practice proper respiratory etiquette (i.e., coughing or sneezing into your elbow if a tissue is not available).
- Encouraging personal responsibility for yourself and your work area.
- Educating the school community on district policies/procedures, including how to properly wear and dispose of a face mask/respirator.

Health and Safety

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

The following protocols and procedures will be in place in all district schools for the 2023-2024 school year in-person. Anyone with questions or concerns should contact our COVID-19 Safety Coordinator at caroline.hernandez-pidala@millbrookcsd.org or 845.677.4200, x1100.

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

To ensure employees and students comply with communication requirements, Millbrook CSD will:

- Post signage throughout the buildings to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning/disinfecting protocols.
- Establish a communication plan for employees, visitors, and parents/guardians with a consistent means to provide updated information. This will be accomplished through one or more of the following methods:
 - Website;
 - Email;
 - Social media;
 - Print copy mailings;
 - Voice and/or video messaging; and/or
 - Traditional media outlets.

- Maintain a continuous log of every person, including staff, workers, and visitors, who may have close contact with other individuals at the work site, school, or area; excluding deliveries that are performed with appropriate PPE or through contactless means.
- If a worker or staff member tests positive for COVID-19, the school district must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
- There are groups identified by the CDC who are at an increased risk for COVID-19. MCSD will work with staff who may require accommodations.
- For students who are medically fragile, it is important for parents/guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. Planning and coordination will include school health and educational personnel.

Facility Entry

- Where feasible, entry and egress in and out of all buildings will be limited to two locations per building (parent drop off and bus drop off). A single point of entry and egress will be utilized when possible and cross traffic will be minimized with training and careful monitoring. All entry to the buildings will occur through an entrance to a check-in point at a security/screening station.
- A face covering must be worn by all individuals, students, staff, and visitors on Millbrook CSD property when social distancing cannot be maintained, and in public areas at all times such as hallways and bathrooms (unless an individual is unable to medically tolerate a face covering).
- Proper face coverings include, but are not limited to, surgical masks, cloth masks, balaclavas or bandanas and must completely cover each individual's mouth and nose.
- A plastic face shield alone is not an acceptable face covering.
- All individuals should utilize their own acceptable face coverings; however, face coverings will be provided by Millbrook CSD daily, as needed.

Daily Health Screening

- Prior to entering all Millbrook CSD locations, individuals must complete a medical screening questionnaire to screen staff daily (and students periodically) consistent with the Interim Department of Health Guidance dated July 13, 2020 [1], to answer whether:
 - The individual has knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
 - The individual tested positive through a diagnostic test for COVID-19 in the past 14 days;.

- The individual has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
- Whether the individual has traveled internationally, or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

[1] To provide students with training particularly regarding the use of masks, hand sanitation, social distancing and respiratory hygiene.

Note: Refer to CDC guidance on “[Symptoms of Coronavirus](#)” for the most up to date information on symptoms associated with COVID-19.

Parents and students will also be made aware that the manifestation of COVID-19 in children, although similar, is not always the same as that for adults. Children may be less likely to present with fever as an initial symptom, and may only have gastrointestinal tract symptoms, which should be taken into consideration during the screening process. Reminders will also be sent out periodically to parents/guardians that students may not attend school if they have had a temperature of greater than 100.0°F at any time in the past 14 days, even if a fever-reducing medication was administered and the student no longer has a fever.

- Use this [questionnaire](#) through the Millbrook CSD website to determine eligibility for entry to the school building.
- Although filing of the health survey is preferred to be done online, paper copies of the questionnaire for visitors will be available at check-in stations.
- Staff will be required to monitor their own temperatures prior to arrival on campus and throughout the day. Anyone whose symptoms response changes from a NO to YES during the day, must contact their supervisor immediately and await further instruction.
- Students and visitors will be screened for temperature at arrival.
 - Parents are encouraged to monitor for temperatures and symptoms prior to sending their child on a bus; however, students will be screened at arrival for temperatures of greater than 100 degrees Fahrenheit.
 - Visitors will have their temperatures taken upon arrival.
- All staff must sign in and out of each building with the security desk **each** time they enter and exit the building to the extent required by guidance and subject to Article 14 of the Civil Service Law, to the extent applicable.
- Students without fevers/symptoms will be signed-in and able to report to class. Students who present with fevers or other symptoms of COVID-19 will be sent to the health office for evaluation, to be released to their parent/guardian with follow-up instructions to contact their healthcare providers when required or deemed appropriate by the school nurse or school district physician, in consultation with the local health department as needed.

- For multiple individuals entering the building simultaneously, they will be required to stand at the marked-out locations on the floor, maintaining social distance until they can be signed in and screened.
- Lines will be created where individuals can enter the facility when in-person screening is utilized.
 - Multiple lines and entrances will be coordinated, if needed to reduce crowding.
 - Markings (whether in tape or otherwise) will be placed on the ground to indicate six (6) foot lengths to provide for greater social distancing for individuals while in line.
- Individuals who have been identified, cleared through the medical screening, and are wearing proper face coverings, will be granted access to the building.
- Should a person fail the medical screening, specific procedures should be followed. Please reference the Suspect or Confirmed COVID-19 Case section for guidance.

Social Distancing

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

Personal Hygiene

Hand washing - Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. We will provide training for proper hand hygiene.

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

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

Visitor and Vendor Practices

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

Visitors

- All visitors must be wearing proper face covering prior to entering any building and it must be worn at all times when a six (6) foot social distance cannot be maintained.
- All visitors check in for temperature screening and to fill out the COVID-19 CHECK-IN SCREENING which can be found by the [questionnaire](#) link.
- No visitor should enter a building unless necessary. All meetings should be held outside or via virtual meetings when possible.

- All visitors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing. When possible, all visitors should be accompanied by a staff member.
- Should a visitor become ill while on campus, they must alert the staff member they are visiting to report the issue and then immediately seek medical attention.
- At the end of each day, the receptionist/designee must scan the sign-in/out documents and send them individually to: DailyAttendanceLog@millbrookcsd.org. Each document must be named indicating the location and date, following this format: **LOCATIONMMDDYYYY.pdf**.

Vendors

- All vendors must be wearing proper face covering prior to entering any building and it must be worn at all times when six (6) foot social distance cannot be maintained.
- All vendors must check in for temperature screening and fill out the COVID-19 CHECK-IN SCREENING which can be found by the [questionnaire](#) link.
- No vendor should enter a building unless necessary for completion of their job. All meetings should be held outside or via virtually when possible.
- All vendors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing. When possible, all visitors should be accompanied by a staff member.
- Should a vendor become ill while on campus, they must alert the staff member they're visiting to report the issue and then immediately seek medical attention.
- At the end of each day, the receptionist/designee must scan the sign-in/out documents and send them individually to: DailyAttendanceLog@millbrookcsd.org. Each document must be named indicating the location and date, following this format: **LOCATIONMMDDYYYY.pdf**.

Training

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

Millbrook CSD will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene. Additional training will be provided in:

- Prevention of disease spreads by staying home when they are sick.
- Proper respiratory etiquette, including covering coughs and sneezes.
- Avoiding the use of communal objects. If communal objects must be used, provide information on proper disinfection procedures between use. Examples of communal objects include, but are not limited to, other workers' phones, desks, offices, computers or other devices, other work tools and equipment.

- Provide employees and students with up-to-date education and training on COVID-19.
- Risk factors and protective behaviors (i.e., cough etiquette and care of PPE).

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

Training for Screeners

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

Training Topics for all Staff and Substitutes

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

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

- Operating procedures (various by building)
 - Entrance into the building
 - Cleaning procedures
 - Sick child pick up
 - Staff who are sick or suspected to be sick

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

- Proper cleaning techniques
 - Cleaning and disinfecting

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

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

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

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

- Hazard Communication – Right-To-Know

- Proper use of chemicals and Safety Data sheets
 - <https://www.osha.gov/dsg/hazcom/>
- No chemicals from home
- Transfer of hand sanitizer in smaller containers
- List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)
 - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- Exposure Control Plan – with a focus on Pandemic/COVID-19
- Personal Protective Equipment - PPE
 - Update Hazard Assessment and PPE Selection Worksheet for all identified employees
 - Proper type, use, and size
 - Cleaning and sanitizing of the face covering (if applicable)
 - Provide training for staff and students on wearing, putting on, removing and discarding PPE, including in the context of their current and potential duties

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

- Use of face coverings (donning/doffing) (cloth vs. surgical)
 - [Face coverings don/doff video](#)
 - <https://www.youtube.com/watch?v=PQxOc13DxvQ>
- Respirator Protection (N95 - required for identified employees per NYS where available; if not available surgical masks and face shields must be used, at a minimum)
 - Inclusive into your existing Respirator Protection Program or can be a separate Respirator Protection Program for medical staff only
 - Training provided for identified personnel only

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

Signs and Messages

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

When Students Eat in Classrooms

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

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

Space Design and Capacities

General Office Area

- Where applicable all small spaces will be limited to one (1) individual at a time.
 - Additional protective barriers such as polycarbonate screens or strip curtains will be utilized to create a physical separation without hindrance to egress or airflow.
 - Workstations will be reconfigured so that employees do not face each other, or establish partitions if facing each other cannot be avoided
 - Face coverings should be worn in these multiple use office settings.
 - Additional breaks may be allotted to allow individuals time to leave the space to remove their masks, if necessary. Specific determination of these conditions will be determined by the individual's program supervisor.
 - Where possible the District will establish additional shifts to reduce the number of employees in the worksite at one time
 - Will stagger shift start and end times greater than normal when possible (while still ensuring safe operations), to eliminate employees from congregating during the shift change-over, and from overcrowding at entrances and exits
 - Will reduce tasks requiring large amounts of people to be in one area
 - Employees may be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible
 - If in-person meetings are essential, consider limiting meetings to 10 people or less
- depending on local, state, and federal guidelines.

Conference Rooms

- In-person gatherings will be limited as much as possible, and tele- or video-conferencing will be considered as options. Essential in-person gatherings, such as meetings, will be held in open, well-ventilated spaces with appropriate social distancing among participants
- If meetings are to occur in person, they will be conducted in a quick manner
- Social distancing among participants will be required
- Lingering and socializing before and after meetings should be discouraged

Break Rooms and Lunch Rooms

- Breakroom use will be permitted when consuming food or drink can occur with a minimum of 6 feet of separation.
- Staff are advised to take their lunch and breaks in their private offices or classrooms; in their vehicles or outside at the picnic table throughout the campus.
- Staggered break schedules may be utilized to assist with separation concerns.
- If staff wish to take breaks together they must do such in a large space or outside, where at minimum 6ft. of separation can occur.
- Amenities that are handled with high contact frequency, such as water coolers, coffee makers, and bulk snacks may be replaced with alternatives where possible.

- Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate.

Copier Rooms/Areas

- Congregating in copier rooms/areas should be avoided so as to maintain social distancing to the maximum extent possible.
- Cleaning supplies and hand sanitizer will be provided at copier stations.
- Staff are encouraged to wipe down touch surfaces post and prior use in addition to practicing proper hand hygiene.

Elevators

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

Restrooms

- All restrooms regardless of size will be limited to two people at a time, practicing social distancing and wearing masks.
- Individuals must knock before entering to ensure there are no more than two others present.
- In special circumstances where a student must be assisted in the use of the lavatory, the adult present must be wearing all applicable personal protective equipment including a face covering and when medically applicable, the student will be wearing a proper face covering as well.
- Signage will be posted on entry indicating no more than two occupants at a time.
- Touchless water fixtures will be considered for installation.

Hallways/Stairwells

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

Classrooms

- Occupancy in each classroom will be specific and determined based on the overall square footage of the space.
- Each student, teacher and support staff will receive a minimum of 6 feet of separation from others, unless safety and/or core activities require a closer distance in which event masks must be worn.

- Additional considerations will be taken into account for space utilized for classrooms and teaching material.
- Overall class sizes will be reduced to accommodate all safety parameters.
- Students, teachers and support staff will be required to wear a proper face covering (unless the face covering cannot be medically tolerated).
- Students will wear masks all day. Several mask breaks will be given throughout the day at the discretion of the teacher in charge and no fewer than once per half hour.
- Where possible special teachers and PPS staff will travel to the classroom to provide instruction.
- Reduce items in the classroom to essential items only.
 - Remove any unnecessary furniture.
 - Remove any soft surfaces that are difficult to disinfect such as:
 - Area rugs
 - Soft fabric chairs

Nurse Stations

- All students and staff are required to wear appropriate face coverings.
 - N95 Respirator use for nurses should be limited to situations of suspected COVID-19
 - Nurses must receive proper training and fitment of N95 Respirators prior to use.
 - When N95 Respirators are not used, at a minimum, surgical face masks and face shields shall be used.
- Where applicable, nurse stations have been reconfigured to:
 - Maintain social distancing at minimum of 6 feet of separation.
 - Create “sick” and “well” zones.
 - Students that receive daily medication should be treated separately from students presenting with symptoms of illness.
 - Nebulizer treatments should be conducted in a separate isolated space with adequate fresh air circulation.
 - Physical separation will be achieved by utilizing:
 - Individual exam rooms
 - Retractable dividing curtain walls.
- Isolation Room(s)
 - Individuals presenting with symptoms representative of COVID-19 should be immediately isolated to reduce risk of transmission.
 - A separate room will be utilized where applicable.
 - Reference the Isolation Room(s) section for additional information.

Isolation Rooms

- Where applicable, separate, independent room(s) with a door in close proximity to the exterior will be utilized for quarantining individuals who present with symptoms representative of COVID-19.

- Where excess space is not available, nurses' stations will be equipped with dividing curtains allowing for both a physical divide and at minimum 6 feet of separation.
- Two nurses' rooms per building have been identified in each building, one as an isolation room and one as a room to treat minor, non-contagious issues.

Millbrook CSD Isolation Rooms:

- High School - Room 102C
- Middle School - 43A
- Alden Place - Room 87
- Elm Drive - Room 1

Security Vestibule/Reception Areas

Check-in stations will remain at all entrances of each building, where currently existing.

- Where a multi-entrance design is used, additional check-in posts will be instituted.
- They will serve as the primary location for accounting for all individuals entering and exiting the building.
- All appropriate PPE will be provided to any person supervising the entry locations, if necessary.
- Floor demarcations will be installed to indicate where visitors shall stand to maintain social distance.
- Reception areas have had seating removed or adequately spaced to provide at minimum of 6 feet of separation.
- Frequently touched materials such as magazines will be removed.

Computer Labs

- The use of shared space and equipment use will be limited where feasible.
- Blocks of computers will be sectioned off to ensure social distancing is maintained.
- Tables of computers will be reconfigured so as to not face each other or a polycarbonate barrier will be installed to create a physical barrier.
- Cleaning and disinfection of computer labs and keyboards will occur between cohorts of students or individual students, as applicable.
 - Keyboards should be wiped and disinfected before each use.
 - Keyboard covers may be utilized to aid in the cleaning and disinfection process.
- Students should be instructed to wash or sanitize hands prior to and after touching the keyboards along with other frequently touched surfaces and to avoid any touching of their faces to the maximum extent possible to mitigate against the transmission of viruses.

Library Spaces

- Remove all soft covered surfaces that cannot be properly cleaned and disinfected.
 - Bean bag chairs
 - Upholstered couches or chairs

- Area rugs
- Reconfigure space to ensure social distancing.
 - Tables will be limited to one individual at a time where applicable.
 - Polycarbonate barriers may be installed to create a physical barrier.
 - Desks should be arranged so as to not face each other.
 - Small reading nook use should be discontinued unless:
 - limited to one person at a time.
 - Cleaned and disinfected routinely
- Borrowing of materials such as books may need to be discontinued if adequate disinfection cannot be achieved.
- Create directional traffic flow patterns between bookcases to ensure social distancing

Engineering Controls

- Alcohol based hand sanitizer will be available in each entry, in corridors, and each classroom.
- Restrooms
 - Limited to two occupants at a time.
 - Touchless soap dispensers will be considered for installation.
 - Touchless paper towels dispensers have been installed
 - Touchless faucets will be considered for installation in bathroom spaces
 - Areas where old style fixtures exist- they will be considered for replacement
 - Entry doors to gang bathrooms will be left open where applicable to reduce the need to handle
- Vestibules/Reception Areas
 - Polycarbonate barriers will be installed to provide protection for Millbrook CSD staff and visiting individuals.
 - Barriers have been designed in accordance with New York State Fire Code
- Water Fountains
 - As required by New York State Code a potable water supply will be provided per 150 occupants, but not less than one source per floor.
 - To reduce cross-contamination the bubbler/drink spout will be removed or disabled.
 - Automatic/touchless bottle filling equipment is installed in place of the drink spout.
 - Additional bottle filler stations will be installed where possible.
 - These appliances will be routinely cleaned and disinfected as described in the Cleaning and Disinfection Section.
- Floor Demarcations
 - All entrances or areas of static wait have floor signage installed allotting for a minimum of six (6) feet of separation between all individuals

- All corridor floors and stairway treading will be fitted with stripping to indicate directional traffic flow and social distancing.
- Corridor doors will all be affixed open using electromagnetic hold-open devices to minimize the need to touch doors.
- Temperature screening equipment, as needed
- Medical isolation tents, as needed

Ventilation

Millbrook CSD will ensure sufficient ventilation and fresh air to all spaces of occupancy by means of:

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

Cleaning and Disinfection

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

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

- Bathrooms
- Athletic training rooms, locker rooms
- Health offices, isolation rooms
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Breakrooms
- Cafeterias/Kitchens
- Computer labs
- Science labs

- Classrooms
- Maintenance offices and work areas
- Bus Garage
- Buses, school vehicles
- Libraries
- Large meeting areas (auditoriums, gymnasiums, music rooms)
- Playgrounds (cleaning only)
- Outdoor seating areas (plastic or metal)

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

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

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

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

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

For more information about how cleaning and disinfection information will be communicated to students, families and staff members, visit the [Re-Entry Plan website](#).

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

COVID-19

Suspected or Confirmed COVID Cases

- *Emergency Response* - Students and staff with symptoms of illness will be sent to the health office. A school nurse (Registered Professional Nurse, RN) is available to assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19, but are neither contagious nor pose a public health threat. Proper PPE will be required anytime a nurse may be in contact with a potential COVID-19 patient

- *Isolation* - Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may also be in this isolation room if they can be separated by at least 6 feet. If they cannot be isolated in a separate room from others, facemasks (e.g., cloth or surgical mask) will be provided to the student if the ill person can tolerate wearing it and does not have difficulty breathing, to prevent the possible transmission of the virus to others while waiting for transportation home. Students should be escorted from the isolation area to the parent/guardian. The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center; Other considerations include:
 - Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
 - Opening outside doors and windows to increase air circulation in the area
 - Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
 - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
 - Once the area has been appropriately cleaned and disinfected it can be reopened for use.
 - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- *Notification* - the NYS and local health departments will be notified immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff and visitors.

Return to School after Illness

The Millbrook CSD 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 consistent with CDC Guidelines. This protocol includes:

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

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

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

COVID - 19 Testing

The Millbrook CSD will comply with CDC guidance and not conduct COVID-19 testing or require testing or antibody testing of students or staff members. The decision of whether a test needs to be conducted will be determined by a healthcare provider or the local department of health. In addition, the Millbrook CSD will collaborate with the Dutchess County Department of Behavioral and Community Health and recommend their [testing resources](#).

Testing is readily available in our community. Students, staff, or visitors requiring COVID-19 testing should contact their health provider, a local urgent care, federally qualified health center or visit the NYSDOH website to locate a nearby testing facility <https://coronavirus.health.ny.gov/find-test-site-near-you>.

Dutchess County Department of Health / Millbrook CSD - COVID-19 Testing Procedure

Background

COVID-19 remains a serious public health threat to the residents of Dutchess County, NY. Recently, the Governor of New York State has approved that both public and private K-12 schools will be able to open for the upcoming school year and was given guidance documents to develop plans to safely re-open with many COVID-19 mitigations. One of those mitigations is to have a plan for COVID-19 testing for individuals in a school setting. Information about testing in Dutchess County is described below.

Symptoms of COVID-19 Symptoms of COVID-19 may appear 2-14 days after exposure and include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

Types of COVID-19 tests There are two different types of tests – diagnostic tests and antibody tests.

- A diagnostic test can show if you have an active coronavirus infection and should take steps to quarantine or isolate yourself from others. Currently there are two types of diagnostic tests which detect the virus – molecular tests, such as RT-PCR tests, that detect the virus’s genetic material, and antigen tests that detect specific proteins on the surface of the virus.
- An antibody test looks for antibodies that are made by your immune system in

response to a threat, such as a specific virus. Antibodies can help fight infections. Antibodies can take several days or weeks to develop after you have an infection and may stay in your blood for several weeks or more after recovery. Because of this, antibody tests should not be used to diagnose an active coronavirus infection. At this time researchers do not know if the presence of antibodies means that you are immune to the coronavirus in the future.

How to be Tested for COVID-19

1. Contact your primary care physician to receive a prescription to visiting a testing site; or
2. Contact a testing site to schedule an appointment.

Testing sites in Dutchess County Several sites have opened in Dutchess County offering diagnostic and/or antibody testing. Including:

- CareMount Medical Group
- Emergency One Urgent Care
- MidHudson Regional Hospital
- Nuvance Health
- Pulse-MD Urgent Care
- Rite Aid Pharmacy

The most up to date list of providers offering testing and the specific criteria for testing at each site is and will be maintained on Dutchess County's website at dutchessny.gov/coronavirustesting

Be sure to review and understand the full list of requirements for each site **BEFORE** visiting.

Dutchess County Department of Health / Millbrook CSD - Contact Tracing Procedure

COVID-19 remains a serious public health threat to the residents of Dutchess County, NY. Recently, the Governor of New York State has approved that both public and private K-12 schools will be able to open for the upcoming school year and was given guidance documents to develop plans to safely re-open with many COVID-19 mitigations. One of those mitigations is to have a plan for contact tracing when a positive case is reported in a school setting. The process for contract tracing in Dutchess County schools is described by the steps listed below.

Reporting the confirmed or suspected case of COVID-19 to the Dutchess County Department of Behavioral and Community Health (DBCH)

The nurse from school will contact DBCH by calling 845-486-3402.

The COVID Coordinator will activate team members (administration, transportation, facilities, etc.) to help gather information needed for reporting to the DBCH.

The following information will be prepared:

- Demographic information required to begin investigation including full name, date of birth,
- and physical address;
- Guardian/caregiver information including full name, phone number, and email address
- Date of symptom(s) onset;
- Positive test date and healthcare provider, if available;
- Name and date of birth for each household member, if known and/or obtainable;
- Recent travel history within past 14 days and location(s);
- Last day student was in school;
- Names of potential contacts during 48 hours prior to symptom onset including classes,
- extracurricular activities; and
- Mode of transportation to and from school during the past 48 hours prior to symptom onset.

As a secondary contact for case reporting and other questions, schools may call the COVID Call Center at 845-486-3555.

Index case (or proxy) will be interviewed by DBCH staff

This is to ascertain the incubation period (14 days before the onset of symptoms or positive test) and exposure period (48 hours before symptom onset and or positive test) to elicit contacts.

DBCH staff will interview contacts of index case as needed

DBCH staff may require line lists with relevant contact information of potentially exposed individuals as well as clarify information based on the interview of the index. An exposure is defined by CDC guidelines. Each instance of exposure will require review and investigation by DBCH staff.

DBCH to issue quarantine orders as needed

Based on investigative activities those that are considered exposed will be notified to quarantine for 14 days. They will be entered into the NYS COVID-19 program and notified by NYS Contact Tracers and receive letters of quarantine. Schools may have already sent the individual home to begin the quarantine prior to the formal notice of quarantine.

The Millbrook CSD will communicate with parents and students regarding the positive case via a “Dear Parent” Letter to impacted groups or the district at large.

Confidentiality will be maintained as required by federal and state laws and regulations. School staff will not try to determine who is to be excluded from school based on contact without guidance and direction from the Dutchess County Department of Behavioral and Community Health.

To ensure the school district and its employees comply with contact tracing and disinfection requirements, the Millbrook CSD will do the following:

- Implement its plan for cleaning, disinfection, and notifying Public Health, in the event of a positive case. In the case of an employee testing positive for COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting your building or facility if someone is sick.
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.htm>
- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and copier machines.
- Vacuum the space if needed. Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.

Closure Considerations

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

- Having school administrators collaborate and coordinate with local health officials to make school closure and large event cancellation decisions.
- Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with the local DOH.
- Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.
- Implement as needed short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:
 - Closing off areas used by ill person(s) and locking off area(s), signage can also be used to ensure no one enters the area. If possible, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Do not use the area(s) until cleaning and disinfection has taken place.
 - Opening outside doors and windows to increase air circulation in the area.
 - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.

- Communicating as soon as possible with staff, parents, and students.
- Using DOH guidance/procedures for when someone tests positive.
 - In consultation with the local DOH, a school official may consider whether school closure is warranted and period of time (prior to re-opening) based on the risk level within the specific community as determined by the local DOH.
 - In accordance with guidance for quarantine at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff quarantine.
 - Additional close contacts at school outside of a classroom should also quarantine at home.
- Closing of schools could be a regional decision.
- Closing of schools may also be based on New York State metrics.
 - 7 metrics - [NYS Dashboard](#)
- Thresholds will be determined on a case-by-case basis dependent on the numbers (school closures may be a response).
- Buildings may consider closing if required cleaning products (bleach and water can be used as a cleaning product) and PPE are not available.

Facilities

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

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

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

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

The following actions will be taken as needed:

- Ensure sufficient fresh air exchange.

- Drinking Water Facilities: Reduce number of drinking fountains available, in order to facilitate frequent cleaning. Bubblers will be disabled. However, drinking fountains are a code required plumbing fixture.
- If alterations to the configuration of existing classrooms or spaces or the introduction of temporary and/or movable partitions are necessary, the change will be submitted to OFP, the local municipality and/or code enforcement officials for review.
- For offsite facilities, communication will occur with the project manager at NYSED Office of Facilities Planning (OFP) and a Temporary Quarters (TQ) Project submission.
- Tents, both temporary and permanent are regulated by code and will be submitted for a building permit, if necessary.
- Minimum number of toilet fixtures that must be available for use in a building is established in the building code and will be maintained.
- We will maintain adequate, code-required ventilation (natural or mechanical) as designed.
- If other air cleaning equipment (e.g. new technology) is proposed, there will be a submission to OFP for review and approval.

Emergency Response Protocols & Drills

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

Emergency Response Protocols

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

Shelter-In-Place

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

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

Hold-In-Place

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

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

Evacuate

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

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

Lockout

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

Lockdown

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

- Evaluate, in advance, if there is room to social distance without being in the line of sight
- Face coverings should be worn during the event at all times
- Plan to have extra face coverings on hand in the event that a person does not have one

- Instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

Child Nutrition

All schools in the Millbrook CSD will follow SFA policies when communicating about school meal services, eligibility, options and changes in operations. All meals provided during the public health emergency will be available at no cost to all children ages 18 and younger. All communications will be provided through a variety of communication methods including website, social media, emails, robocalls, newsletters, and regular mail and translated into the languages spoken by families.

Millbrook CSD has identified Holly Peters-Heady as the contact person to receive and respond to communications from families and to school staff regarding food services. Families will be reminded in food service communications during the summer and periodically that they can submit a new application for free and reduced-price meals any time during the school year. Applications are available in each school building's main office, on our website, and through email or regular mail as needed. Phone-in and in-person support to complete the application is available from our School Lunch Manager (holly.heady@millbrookcsd.org or 845.677.4200, x1137).

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

For information about how meal information will be communicated, visit the [Communication/Family and Community Engagement Section](#) of our reopening plan.

Meals Onsite

For students onsite, meals will be provided while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.

The District will be providing meals in classrooms, where the appropriate social distancing can take place. This will be the case until such time that the District can ensure appropriate social distancing.

The sharing of food and beverages (e.g., buffet style meals, snacks) is prohibited, unless individuals are members of the same household. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

Meals will be unitized to provide all required meal components to each student. To ensure food safety, meals will be delivered to classrooms following all HACCP guidelines (including within the appropriate time and at the appropriate temperatures), with names if there are food

allergy implications. Students will eat in their already appropriately socially distanced seats. Students with airborne food allergies will eat in a classroom where those foods are prohibited. Only disposable utensils and containers will be utilized. All students will wash hands or use sanitizer prior to meal-taking in a staggered fashion so as not to impact proper social distancing. All students will be trained in proper hand hygiene, and this will be reviewed and practiced. Students will be trained in the importance of food boundaries, and sharing of food and drink will be subject to disciplinary consequences.

Food will be ordered by the School Lunch Manager based on student participation in the school lunch program. Reimbursement claims will be made based on the USDA's requirements within its re-started allowance for free lunch for all.

Meals Offsite/Remote

For all students learning remotely, meals will be unitized to provide all required meal components to each student. Meals being provided will be delivered home or will be picked up by parents. To ensure food safety, meals will be delivered cold with reheating instructions and labeled with names if there are food allergy implications.

Transportation

Millbrook CSD will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students and school staff must wear acceptable face coverings at all times on school buses and should maintain appropriate social distancing to the extent practicable.

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

All buses that are used every day by districts and contract carriers will be cleaned/disinfected once a day. High contact areas will be wiped down after each run.

School buses will be equipped with hand sanitizer.

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

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

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

Cleaning and Disinfecting

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

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

Bus Protocols for a Reported Case of Covid-19 on a School Bus

Brian Fried, Assistant Superintendent, will be notified, the district will then notify building administration and a plan will be implemented to contact parents of students on that bus.

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

Students on Transportation

- As was outlined in the Health and Safety section of this guidance, all parents/guardians will be required to ensure their child(ren) are not experiencing any signs and symptoms of COVID-19 and do not have a fever of a 100 degrees Fahrenheit or greater prior to them boarding their method of transportation to school;
- Students must wear a mask on a school bus. 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, but must maintain social distancing of at least 6 feet;

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

Training (All transportation personnel)

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

Required Personal Protective Equipment (PPE)

- Disposable gloves for monitors needing to work with individual students
- Face Covering/Mask
- Face Shield (if applicable)

Transportation Communication

- Millbrook CSD will emphasize to parents and students prior to reopening schools that the District has thoroughly disinfected all buses and student transportation vehicles.
- Millbrook CSD will communicate with parents and students that student transportation vehicles are included in the district's COVID-19 plans and what part students and parents will play in ensuring safety and minimizing infection while utilizing District transportation services.
- Millbrook CSD will be required parents not to send their children to school or board the bus if sick or with an elevated temperature.
- Millbrook CSD will survey parents regarding transportation including an "opt-out" option.
- Millbrook CSD will remind students/parents/guardians that social distancing requirements extend to the bus stop
- First Student will communicate with Administration multiple routing scenarios for different instructional scheduling options (split session, alternating days, hybrid option)

Density Reduction, Social Distancing, Bus Capacity

- CDC guidelines suggest creating distance between children on the school bus when possible.

- o Seat one child per seat. This results in approximately 20 students on a 66-passenger bus.
- o Consider these restrictions when planning transportation routes
- Allow siblings or those that live in the same household to sit together
- Place floor decals or tape to indicate where students should or shouldn't sit and to mark six (6) foot distances in aisles
- Do not seat students directly behind the driver
- If needed, provide additional adult supervision on buses to manage social distancing.
 - o The District will continue ongoing conversations with First Student to inform future decisions that may include the need for bus monitors

Routing

- First Student had developed multiple routing scenarios for administration to analyze different instructional scheduling options
 - o Various hybrid schedules – some grade levels in person learning at school buildings, other grade levels virtual remote learning
 - o Utilize computerized routing programs to provide different routing scenarios and analyze cost/feasibility
- Limit rotation of substitute drivers and aides if possible
- Limit student movement between bus routes
 - o Discontinue allowing students to ride different buses on different days of the week unless parent or guardian makes plausible requests (childcare, custody arrangements)
 - o If possible, mirror AM and PM routes, so bus riders are the same group each day

Loading/Unloading & Pick-Up/Drop-Off

- Students will have to pass by other students in getting off the bus, in the same way as at the grocery store, people carefully pass others who are in the aisles. Students seated in seats will move as close to the window as possible, still wearing their masks. When all students have gotten off the bus, the children can resume sitting in their typical location within their seat.
- Students shall have assigned seats whenever possible with one student per seat and masks on during the entire ride.
- Dismissal times may be staggered to best suit building needs and to promote social distancing
- Adjustments may be made by buildings:
 - o For unloading and entry, and loading and departure
 - o Route timing which will be affected by delayed loading/unloading processes
 - o Arrival and departure activities shall be supervised to ensure social distancing
- Will add or modify bus routes to reduce load levels on buses

Transporting to BOCES

- Millbrook CSD will be transporting to BOCES and will follow similar protocols as previously described.
- Millbrook CSD will keep a log of attendees on the trip in both directions from the BOCES building. Upon request, schools may need to supply the log of passengers in addition to cleaning logs in the event BOCES must assist in contact tracing due to exposures either at the BOCES buildings, or during transportation.

Social Emotional Well-Being

In planning for our re-entry in September, the District has formed Re-Entry teams to examine the guidance provided by the Department of Health and NYSED for our re-entry in the Fall. Our work is grounded in our beliefs that the most equitable opportunities for educational success relies upon the comprehensive support for students and families provided in our schools with our professionals and the systems of support we have built. These supports include academics as well as the social and emotional well-being of our students. We are committed to prioritizing social emotional well-being. This will allow our students to grow as individuals and to create the mental, social and emotional space to access rigorous academic content with confidence. In support of this belief, a Social-Emotional Learning team was created consisting of certified teachers, certified school counselors, licensed mental health professionals, community members and school administrators. This task force team was created to develop a cohesive and strategic plan, regardless of the re-entry phase, to support students and staff upon for the 2020-2021 school year; this includes a means to identify and actively support student and staff well-being and mental health concerns through a range of pre-determined tactics to be employed by those dealing with difficult situations. This plan will focus specifically on how to best support students and staff in a blended learning model scenario, which includes a mix of both in-person and virtual classroom instruction. This plan includes considerations for teams to rapidly transition between face-to-face and continuous remote learning, which may be required based on the pandemic.

Research shows the importance of mental and emotional well-being for students and staff, which has both psychological and ultimately academic outcomes. We know, after this prolonged closure, many of our students and staff will require social-emotional support to help them re-engage and re-enter work and school. As a District, our commitment is to create emotionally and physically safe, supportive and engaging learning environments promoting all students' social and emotional well-being and development. The pandemic has elevated the role of leaders in creating conditions helping students practice empathy, create social bonds across distance and adapt to new learning experiences. Counselors, school-based health programs, and wrap-around supports will play an extremely important role in the adjustment period when buildings reopen and access to school counselors and school-based health programs will be invaluable supports to our students. Before school resumes, school administrators, teachers and mental health practitioners (school counselors, school psychologists and/or school social workers) should meet to create an asset map of already existing foundational assets within school districts and community-based organizations, and

build upon them. In addition, it will be critical to determine students who might be at risk for needing mental health support. School counselors and administrators will be equipped with tools and information needed to see each child through a social emotional lens. We remain committed to supporting all students and maintain our whole child commitment as well as equipping all staff to connect, heal, and build capacity to support our students. Supports will include resources identifying and delivering responsive SEL supports both in-person and remotely, including mental health check-ins, planning and goal setting, opportunities for self-reflection, and social interactions as applicable which are already being implemented in Millbrook CSD. Additionally, all Millbrook CSD employees have access to the Employee Assistance Program (EAP) which offers many free services including face-to-face and virtual counseling. Information about all social-emotional supports will be made widely available to the Millbrook CSD community through the District's [Social-Emotional Website](#) found on our website. We are committed to developing/making accessible family/caregiver-appropriate social and emotional learning (SEL) content to be used during all phases of our re-entry.

Transitions are important every year, and they will be even more important this fall returning from continuous remote learning to in-person instruction in buildings or a phased in approach to in-person instruction. Districts should support transitions in a culturally responsive manner and engage students, families, and communities in the process of identifying needs and supports. Transitions take many forms and include returning to school in the fall, moving from one grade band to another, or dealing with the varying emotional needs as a result of the health pandemic.

The following considerations guided our building level planning:

Emotional Reactions to Coming Out of Quarantine may Include;

- Mixed emotions, including relief after quarantine
- Fear and worry about your own health and the health of your loved ones
- Stress from the experience of monitoring yourself or being monitored by others for signs and symptoms of COVID-19
- Sadness, anger, or frustration because friends or loved ones have unfounded fears of contracting the disease from contact with you, even though you have been determined not to be contagious
- Guilt about not being able to perform normal work or parenting duties during quarantine
- Other emotional or mental health changes

Addressing Social-Emotional Health

- Establish/sustain a culture that supports and emphasizes mental health services available for faculty, staff, students and families
- Explore the use of Restorative Practices (use of healing/restorative circles for both staff and students)

- Assist in adequate training for staff/faculty as requested to assist them in understanding:
 - Social Emotional Learning (SEL) competencies; self-awareness, self-management, social awareness, relationship skills, and responsible decision-making
 - The warning signs for quarantine related mental health needs
 - How to access crisis support and other mental health services

What Mental Health Professionals can do in Schools

- Educate staff, parents, and students on symptoms of mental health needs and how to obtain assistance
- Promote social emotional learning competency and build resilience
- Help ensure a positive, safe school environment
- Teach and reinforce positive behaviors and decision-making
- Encourage good physical health
- Help ensure access to school-based mental health supports; facilitate the expansion of school-based mental health supports

School Schedules

Information regarding school schedules will be published after having received additional information from the Office of the Governor and the State Education Department, and after adoption by the Board of Education. When such schedules are able to be published, information will be communicated to students and families, at our District's [Communication/Family and Community Engagement Section](#) of our Re-Entry Plan.

Attendance, Attendance Reporting and Chronic Absenteeism

Attendance and Attendance Reporting

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

Chronic Absenteeism

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

The Millbrook CSD addresses chronic absenteeism as follows.

1. Nurture a culture of attendance

- Communicate clearly to families and students what the attendance policy is and expectations for participating based on the model of instruction
- Explain the importance of attendance to the entire school community
- Track daily attendance, tardies, and student engagement in one central, secure location with a tool that helps you can quickly see how these data points impact student behavior, expectations about which will be made clear to students by each building principal.

2. Early Identification and Intervention

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

3. Continue to foster a positive school culture and focus on engaging instruction

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

Technology and Connectivity

Access to technology is essential for the successful roll-out of this plan. The Millbrook CSD has been committed to ongoing planning and implementation of district technologies to ensure equitable access for staff and students. The team has initiated plans that are mindful of student home access to reliable internet and computers.

1. The Millbrook CSD recently gathered data and asked teachers and families to identify their level of access to devices and high-speed broadband from their residence. Respondents indicated that approximately five of our district students have a need for reliable internet access at home. Provisions for these families were made to provide access to them in the spring of 2020. The district will continue to assess the ongoing

needs of our families for technology and connectivity (survey, interviews, school outreach, etc.) In the event students and/or teachers do not have access, the district will continue to take the necessary steps to meet their needs where plausible.

2. Conduct and/or maintain an inventory of equipment and other assets.
 - a. Identify which students, families, and staff have district assets in their possession.
3. Procure, manage and/or maintain hardware, software, licenses, learning management systems, etc. to support and improve virtual instruction and student engagement.
4. Identify professional learning needs for teachers and continue to support their development of skills and pedagogy in a virtual learning environment.
5. Arrange a “Helpdesk” system for parents/students/teachers to report technical issues that might be experienced during remote learning. Communicate protocols to these stakeholders to inform them in advance of how to gain assistance in such cases.

Millbrook CSD will provide all students with access to learning materials and resources in multiple formats, wherever possible. Further, the district will support teachers through professional development and coaching on pedagogical methods that enable students to participate in multiple ways, so that they can demonstrate mastery of Learning Standards in remote or blended models through the use of both synchronous (i.e. Google Meet or other web conferencing tool) and asynchronous technologies (i.e. Google Classroom or other LMS). In the event students do not have sufficient access to devices and/or high-speed internet, the district will provide the students with alternate methods to access materials and instruction, i.e. pick up materials at school, drop off materials to students’ homes, etc. The district will also schedule opportunities to connect with families to educate them on how to use the technologies and connect to the instructional activities.

Teaching and Learning

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

Equity is at the heart of all school instructional decisions. All instruction in our district will be designed so that whether it is delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear, comprehensive, and accessible learning opportunities for all students. Such opportunities will be aligned with state standards. Our teaching and instructional plan outlines routine, scheduled times for students to interact and seek feedback and support from their teachers. Our plan is centered on instruction and academic programming that includes regular and substantive interaction with an appropriately certified teacher regardless of the delivery method (e.g., in person, remote or hybrid). Our teaching and learning plan includes a clear communication plan for how students

and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information will be accessible to all, available in multiple languages, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone) in an effort to assure learning for all.

The school calendar typically includes one or more staff-only days before students arrive at school. Acknowledging the challenges that our teachers and staff have faced this spring delivering remote instruction under stressful circumstances, the district will focus these in-service days on providing support to staff in the areas of social-emotional health and technology integration.

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

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

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

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

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

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

Should parents/guardians have concerns about their child engaging in live, in-person instruction due to extenuating medical conditions, parents/guardians are to contact the building principal. The process for reviewing and accommodating these issues will be formalized and shared with our community upon receipt of additional guidance from New York State.

In-Person Instruction

Upon reopening, the number of students in each of our classrooms will be reduced to adhere to CDC guidance regarding proper social distancing. Class size will reflect the need to ensure that students' desks/seats are positioned no less than six feet apart.

Accommodating a six-foot radius around students will necessitate the identification of additional rooms and common-area spaces that can be converted into elementary classrooms.

Current staffing levels may be insufficient to accommodate the expanded number of classrooms needed to ensure social distancing. Our District Re-Entry Team is currently working with staff and administrators from every building and department to identify the number of classrooms and instructional spaces both needed and available to meet the needs of live instruction under these socially distanced requirements. Our staffing models are being reviewed to identify any potential necessity to expand hours or add employees in order to accommodate these revised classroom structures.

All instruction will continue to be aligned to the New York State Learning Standards.

Our schools will minimize the movement of students. This potentially means having students eat lunch in their classroom instead of the cafeteria.

We recognize the need for constant evaluation and adjusting as appropriate. At this time the MCSD will:

- limit the use of school/district facilities to district or school sponsored extracurricular activities and groups. If any external community organizations are permitted to use school/district facilities, we will ensure such organizations follow State and locally developed guidance on health and safety protocols. We will maximize the use of technology and online resources to facilitate some extracurricular activities
- suspend large group in-person experiences e.g. Science or STEAM Fairs, Music or Drama productions, etc. and in-person field trips
- push special-area subjects (e.g., art, music, physical education) may be pushed into the classroom
- utilize outside space for physical education instruction. We will adhere to 12 feet between students when engaging in physical activity.

To the extent possible, students will remain in small cohorts if/when leaving the classroom, such as for recess or any necessary transition, so as to reduce their exposure to additional students. When applicable, students in grades K-5 will remain in the same classroom. All students moving around the building will travel in accordance with the floor markings, while socially distanced and wearing masks.

Information regarding school schedules will be published after having received additional information from the Office of the Governor and the State Education Department, and after

adoption by the Board of Education. When such schedules are able to be published, information will be communicated to students and families, at our District's [Communication/Family and Community Engagement Section](#) of our Re-Entry Plan.

Remote/Hybrid Instruction

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

Instruction will focus on both “core” and elective subject areas. Consideration has been given to prioritizing hands-on and lab-based activities while students are onsite in school buildings. All instruction will continue to be aligned to the New York State Learning Standards.

Remote learning may take many forms, with asynchronous instruction provided in tandem with opportunities for teachers and students to directly engage with one another. This may include pre-recorded lessons and instructional materials in a flipped classroom format coupled with virtual office hours for individual or small groups of students to have direct interactions with their teachers.

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

A grading system will be developed to provide feedback regarding student progress.

Career and Technical Education (CTE)

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

Athletics and Extracurricular Activities

Interscholastic Athletics

As a result of the COVID19 pandemic, the New York State Public High School Athletic Association has delayed the Fall sports start date until Monday, September 21, 2020. With NYS approval for the opening of schools in September and with appropriate social distancing, PPE usage, and cleaning and disinfection of equipment, the following will be implemented:

- Cancel NYS Fall Regional and State Championship events
- Waive seven-day practice rule to enable greater opportunities for local

participation (effective October 12, 2020)

- Maintain current practice requirements
- Encourage geographic scheduling for games & contests
- Schools would have the option, if permitted by state officials, to offer off-season conditioning workouts.

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

- **Season I (Winter Sports)**
 - Dates: Jan. 4-Mar. 13 (Week 27-36) 10 Weeks
 - *Note: tentative dates Sports: basketball (girls & boys), bowling (girls & boys), gymnastics, ice hockey (girls & boys), indoor track & field (girls & boys), skiing (girls & boys), swimming (boys), *wrestling, *competitive cheer. * Because of the high-risk nature of wrestling and competitive cheer, sports may have to be moved to Season II or season III.
- **Season II (Fall Sports)**
 - Dates: Mar. 1-May 8 (Week 35-44) 10 Weeks
 - *Note: tentative dates Sports: football, cross country (girls & boys), field hockey, soccer (girls & boys), swimming (girls), volleyball (girls & boys), Unified bowling. Note: Weather will have an impact upon outdoor sports in some parts of the state in March and potentially early April. Girls Tennis moved to Season III.
- **Season III (Spring Sports)**
 - Dates: Apr. 5-Jun. 12 (Week 40-49) 10 Weeks
 - *Note: tentative dates Sports: baseball, softball, golf (girls & boys), lacrosse (girls & boys), tennis (girls & boys), outdoor track & field (girls & boys), Unified basketball.

Extracurricular Activities

No extracurricular activity can occur without meeting the following minimum State standards, as well as applicable federal requirements, including but not limited to such minimum standards of the Americans with Disabilities Act (ADA), Centers for Disease Control and Prevention (CDC), Environmental Protection Agency (EPA), and United States Department of Labor's Occupational Safety and Health Administration (OSHA).

The ability to participate in extracurricular activities is determined by a combination of the risk for COVID-19 transmission (1) inherent in the sport or recreation activity itself and (2) associated with the "type of play" (e.g. individual practice vs. game).

Responsible Parties must ensure a distance of at least six feet is maintained among

individuals at all times unless the approved activity requires a shorter distance. If a shorter distance is required, individuals must wear acceptable face coverings. Activities that may result in increased respiration rates, such as aerobic exercise, singing, cheering or playing wind instruments, require that all persons maintain twelve feet of distancing at all times.

When necessary, extracurricular activities and/or activities are to be held remotely.

When possible, all participants sign-in remotely.

Any equipment that requires sharing during an activity, must be cleaned and disinfected between use; otherwise, no sharing of equipment is allowed.

Responsible Parties must ensure individuals not participating in sports or extracurricular activities (e.g. teacher, faculty member, advisor, coaches, spectators) wear appropriate face coverings when they are within less than six feet of other individuals, unless a physical barrier is present. Additionally, employees must wear face coverings any time they interact with patrons/players/spectators, regardless of physical distance. Face coverings must be cleaned or replaced after use and may not be shared.

In the event all students are not in the same cohort during the given school day, activities must be scheduled remotely.

The following activities are allowed, including, but not limited to, (as long as the guidelines above are adhered to):

- Freshman, sophomore, junior, senior class meetings
- Junior and National Honor Society
- Student Council
- Interact Club
- Yearbook Club
- Model UN
- Mock Trial
- Environmental Club
- SADD
- Drama Club
- Intramurals*
- Art Club**

* Intramurals must ensure that a distance of twelve feet in all directions is maintained between individuals while participating in activities that require aerobic activity and result in heavy breathing

** Permitted as long as each student is provided with their own art supplies in a kit and not shared

All activities must maintain social distancing where possible; otherwise all participants must wear a face covering.

Special Education

Millbrook CSD reopening plan provides a framework to ensure that all students with disabilities continue to have available to them a free appropriate public education (FAPE) that prioritizes special education and related services designed to meet their unique needs and prepare them to transition to further education, employment, and independent living in the least restrictive environment (LRE). In consideration of the health, safety, and well-being of students, families, and staff, our plan is designed to enable alternating between in-person, remote, and hybrid learning environments to ensure the provision of FAPE consistent with the changing health and safety conditions that exist.

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

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

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

The Millbrook CSD will maintain records to document the implementation of each IEP. The documentation will include, but will not be limited to: narrative records of how the student is adjusting to live, hybrid, and remote instruction during 2020-21, a record of what instruction and services were provided, a record of formative, summative, and standardized assessments and their results as well as progress monitoring documentation, a record of school-family collaboration, and the provision of compensatory services records.

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

Bilingual Education and World Languages

Millbrook CSD provides world language instruction in Spanish and French 7-12 and English as a New Language (ENL) instruction for ELLs/MLLs K-12. This instruction will be provided in all formats (live-in person, hybrid, or remote).

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

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

Millbrook CSD will provide professional learning opportunities for our district that support best practices in providing equitable instruction specifically targeting ELLs. We will address learning gaps that resulted from the COVID-19 school closures. The district has access to the BOCES Professional Learning Catalog to support teachers to assure ENL and world language instruction is personalized and research-based.

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

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

Staff

Teacher and Principal Evaluation System

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

Certification, Incidental Teaching and Substitute Teaching

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

Student Teachers

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

Key References

- [State Education Department Issues Guidance to Reopen New York State Schools](#) (July 16, 2020)
- [State Education Department Presents Framework of Guidance to Reopen New York State Schools](#) (July 13, 2020)
- [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency. NYS Department of Health](#) (July 13, 2020)

Additional References

- [Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#) (June 26, 2020)
- [Interim Guidance for Food Services during the COVID-19 Public Health Emergency.](#) (June 26, 2020)
- [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency.](#) (June 26, 2020)
- [Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency.](#) (June 26, 2020)

- [New York State Department of Health Novel Coronavirus \(COVID-19\)](#)
- [New York State Education Department Coronavirus \(COVID-19\)](#)
- [Centers for Disease Control and Prevention Coronavirus \(COVID-19\)](#)
- [Occupational Safety and Health Administration COVID-19 Website](#)

APPENDIX A:

SPED Minute Requirements:

Reading 60 minutes/Writing 40 minutes

Math 50 minutes

SS/Science 40 minutes A/B

Teacher Considerations:

**= can include student independent work time and time for teacher off camera transitions*

General Education Teacher Student Contact Time = 3 hours and 40 minutes

Teacher Contracted Hours 8:25 - 3:25 = 7 hours

Student Considerations:

120 minutes of total whole class instruction

60 - 100 minutes of small group instruction

Total = 3 hours - 3 hours 40 minutes of synchronous instruction daily

Kindergarten Schedule

Time	Instruction/Class/Content	Teacher	Whole Class Instruction/ Small Group Instruction
Teacher Collaboration Time/Prep			
9:00-9:10	Morning Meeting (Responsive Classroom)	General Education Teacher	Whole Class
9:10 - 9:25	ELA Mini-Lesson whole class	General Education Teacher	Whole Class
9:25-10:10*	ELA Small Groups Work	General Education Teacher	Small Group
10:10 - 10:25	Math Mini-Lesson whole class	General Education Teacher	Whole Class
10:25 - 11:00*	Math Small Groups work	General Education Teacher	Small Group
11:00 - 11:40*	Writing	General Education Teacher	Whole Class/Small Group
Lunch Break			
12:20 - 1:00	Check & Connect/WIN/AIS	Everyone	Small Group if applicable

1:00 - 1:40	SEL/Resource/AIS	Support Personnel	Small Group if applicable
1:40 - 2:20	Kindergarten Specials	Special Teachers	Whole Class
2:20 - 3:00	SS/Science	General Ed Teacher	Whole Class/Small Group/Independent Work

First Grade Schedule

Time	Instruction/Class/Content	Teacher	Whole Class Instruction/ Small Group Instruction
Teacher Collaboration Time/Prep			
9:00-9:10	Morning Meeting (Responsive Classroom)	General Education Teacher	Whole Class
9:10 - 9:25	ELA Mini-Lesson whole class	General Education Teacher	Whole Class
9:25-10:10*	ELA Small Groups Work	General Education Teacher	Small Group
10:10 - 10:25	Math Mini-Lesson whole class	General Education Teacher	Whole Class
10:25 - 11:00*	Math Small Groups work	General Education Teacher	Small Group
11:00 - 11:40*	Writing	General Education Teacher	Whole Class/Small Group
Lunch Break			
12:20 - 1:00	Check & Connect WIN/AIS	Everyone?	Small Group if applicable
1:00 - 1:40	First Grade Specials	Special Teachers	Whole Class/Small Group/Independent Student work
1:40 - 2:20	SS/Science	General Ed Teacher	Whole Class
2:20 - 3:00	SEL/Resource/AIS	Support Personnel	Small Group if applicable

Second Grade Schedule

Time	Instruction/Class/Content	Teacher	Whole Class Instruction/ Small Group Instruction
Teacher Collaboration Time/Prep			
9:00-9:10	Morning Meeting (Responsive Classroom)	General Education Teacher	Whole Class
9:10 - 9:25	ELA Mini-Lesson whole class	General Education Teacher	Whole Class
9:25-10:10*	ELA Small Groups Work	General Education Teacher	Small Group
10:10 - 10:25	Math Mini-Lesson whole class	General Education Teacher	Whole Class
10:25 - 11:00*	Math Small Groups work	General Education Teacher	Small Group
11:00 - 11:40*	Writing	General Education Teacher	Whole Class/Small Group
Lunch Break			
12:20 - 1:00	Check & Connect/WIN/AIS	Everyone	Small Group if applicable
1:00 - 1:40	SS/Science	General Ed Teacher	Whole Class/Small Group/Independent Student work
1:40 - 2:20	SEL/Resource/AIS	Support Personnel	Whole Class
2:20 - 3:00	Second Grade Specials	Special Teachers	Small Group if applicable

3rd Schedule

ELA & Writing - Mrs. Carey

Math & Science/SS - Mrs. Gonzalez

Foundations - Homeroom Teacher

Time	Instruction/Class/Content	Teacher	Whole Class Instruction/ Small Group Instruction
Teacher Collaboration Time/Prep			
9:00-9:10	Morning Meeting (Responsive Classroom)	General Education Teacher	Whole Class
9:10 - 9:25	ELA or Math Mini-Lesson whole class	General Education Teacher	Whole Class
9:25-10:00	ELA or Math Small Groups Work	General Education Teacher	Small Group
10:00 - 10:40	Writing or Science/SS	General Education Teacher	Whole Class/Small Group
10:40 - 10:55	Math or ELA Mini-Lesson whole class	General Education Teacher	Whole Class
10:55 - 11:30	Math or ELA Small Groups work	General Education Teacher	Small Group
Lunch Break			
12:00 - 12:20	SEL (Rotating Schedule-TBD)	Alden Staff	Whole Class
12:20 - 1:00	Foundations/Resource/AIS	Everyone	Small Group if applicable
1:00 - 1:40	SS/Science or Writing	General Ed Teacher	Whole Class/Small Group/Independent Work
1:40 - 2:20	Specials	Special Teachers	Whole Class
2:20 - 3:00	WIN (What I Need) Check & Connect/AIS	Support Personnel	Small Group if applicable

4th Schedule

Reading - Mrs. Gregor
Math - Mr. Zmudosky
Science/Social Studies - Ms. Goerlich
Writing - Homeroom Teacher

Time	Instruction/Class/Content	Teacher	Whole Class Instruction/ Small Group Instruction
Teacher Collaboration Time/Prep			
9:00-9:10	Morning Meeting (Responsive Classroom)	General Education Teacher	Whole Class
9:10 - 9:25	ELA or Math Mini-Lesson whole class Science/SS	General Education Teacher	Whole Class
9:25-10:00	ELA or Math Small Groups Work Science/SS	General Education Teacher	Small Group
10:00 - 10:40	Specials	Special Teacher	Whole Class
10:40 - 10:55	Math or ELA Mini-Lesson whole class Science/SS	General Education Teacher	Whole Class
10:55 - 11:30	Math or ELA Small Groups work Science/SS	General Education Teacher	Small Group
Lunch Break			
11:50 - 12:10	SEL (Rotating Schedule) - TBD	Staff	Whole Class
12:10 - 12:50	Resource /AIS	Everyone	Small Group if applicable
12:50 - 1:40 (12:50 - 1:05) (1:05 - 1:40)	SS/Science Mini-Lesson (ELA & Math) Small Groups (ELA & Math)	General Ed Teacher	Whole Class/Small Group/Independent Work
1:40 - 2:20	Writing	General Education Teachers	Whole Class/Small Group
2:20 - 3:00	WIN (What I Need) Check & Connect/AIS	Support Personnel	Small Group if applicable

5th Schedule
Reading - Mrs. Link
Math - Ms. Hicks
Science / Social Studies - Mrs. Olmstead
Writing - Homeroom Teacher

Time	Instruction/Class/Content	Teacher	Whole Class Instruction/ Small Group Instruction
Teacher Collaboration Time/Prep			
9:00-9:10	Morning Meeting (Responsive Classroom)	General Education Teacher	Whole Class
9:10 - 9:25	ELA or Math Mini-Lesson whole class Science / SS	General Education Teacher	Whole Class
9:25-10:00	ELA or Math Small Groups Work Science / SS	General Education Teacher	Small Group
10:00 - 10:40	Resource /AIS	Everyone	Small Group if applicable
10:40 - 10:55	Math or ELA Mini-Lesson whole class Science / SS	General Education Teacher	Whole Class
10:55 - 11:30	Math or ELA Small Groups work Science / SS	General Education Teacher	Small Group
Lunch Break			
11:50 - 12:10	SEL (Rotating Schedule) - TBD	Staff	Whole Class
12:10 - 12:50	Specials	Special Teacher	Whole Class
12:50 - 1:40 (12:50 - 1:05) (1:05 - 1:40)	SS/Science Mini-Lesson (ELA & Math) Small Groups (ELA & Math)	General Ed Teacher	Whole Class/Small Group/Independent Work
1:40 - 2:20	WIN (What I Need) Check & Connect/AIS	Support Personnel	Small Group if applicable
2:20 - 3:00	Writing	General Education Teachers	Whole Class/Small Group

K-5 Remote Specials Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Kindergarten 1:40 - 2:20	PE: Russell (Recorded) Music: Tucci (Live)	Art: Schmid (Recorded) Library: Bosan (Live)	PE: Russell (Live)	Music: Tucci (Recorded)	PE: Russell (Recorded) Art: Schmid (Live)
1st 1:00 - 1:40	PE: Russell (Recorded) Music: Tucci (Live)	Art: Schmid (Recorded) Library: Bosan (Live)	PE: Russell (Live)	Music: Tucci (Recorded)	PE: Russell (Recorded) Art: Schmid (Live)
2nd 2:20 - 3:00	PE: Russell (Recorded) Music: Tucci (Live)	Art: Schmid (Recorded) Library: Bosan (Live)	PE: Russell (Live)	Music: Tucci (Recorded)	PE: Russell (Recorded) Art: Schmid (Live)
3rd 1:40 - 2:20	PE: Funk (Recorded) Art: Schmid (Live)	Music: Tucci (Recorded)	PE: Funk (Live)	Art: Schmid (Recorded) Library: Bosan (Live)	PE: Funk (Recorded) Music: Tucci (Live)
4th 10:00 - 10:40	PE: Funk (Recorded) Art: Schmid (Live)	Music: Tucci (Recorded)	PE: Funk (Live)	Art: Schmid (Recorded) Library: Bosan (Live)	PE: Funk (Recorded) Music: Tucci (Live)
5th 12:00 - 12:50	PE: Funk (Recorded) Art: Schmid (Live)	Music: Tucci (Recorded)	PE: Funk I (Live)	Art: Schmid (Recorded) Library: Bosan (Live)	PE: Funk (Recorded) Music: Tucci (Live)
SEL (Library)	ELM : K - 1:00 - 1:40 1 - 2:20 - 3:00 2 - 1:40 - 2:20	Live: See above		Live: See above	Alden: 3 - 12:00 - 12:20 4 - 11:50 - 12:10 5 - 11:50 - 12:10