

## **REOPENING ADDENDUM**

### **Cheektowaga-Sloan Union Free School District (CSUFSD)**

**Addendum to Reopening Plan:** Effective Monday, April 26, 2021

**Updated NYSDOH Guidance:** [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency](#)

**Community Meeting Held:** Thursday, April 15 at 6:00 pm via Zoom

- [Link](#) to PowerPoint from April 15, 2021

**Faculty and Staff Meetings:** Monday, April 19, 2021

**Leadership Team Meetings:** Monday, April 12, 2021; Tuesday, April 13, 2021; Thursday, April 22, 2021,

**Full Reopening Plan- Found on District Website:** [Link to Full Reopening Plan](#)

### **Highlights from the Updated NYSDOH Guidance Released on April 9, 2021**

- Change in terminology
  - “face coverings” to “face masks”
  - “social distancing” to “physical distancing”
- Update to Face Mask Guidance:
  - Required to be worn by all individuals in all classrooms and non-classroom settings, including but not limited to hallways, school offices, restrooms, etc.
  - All visitors must wear face masks
  - Masks should have at least two layers (e.g., 2-ply)
  - Updated face mask recommendations by the CDC: [link](#)
- May reduce physical distancing to a minimum of 3-feet between students in classroom settings **under certain conditions set forth by the NYSDOH**
- Due to evidence that transmission risk ranges by the age of the student, the CDC recommends that physical distancing requirements differ by grade level
- Evidence indicates that there is lower susceptibility and incidence of COVID-19 among younger children than teenagers
- Transmission is occurring outside of schools (family gatherings, athletic events, travel)- not within classroom settings

Updated 04/22/2021 in Response to NYSDOH Guidance 04/09/2021

## **CDC Guidance: Recommended Prevention Strategies for Schools**

- Prevention Strategies: All Schools
  - Universal and correct use of masks required
  - Physical distancing
  - Handwashing and respiratory etiquette
  - Cleaning and maintaining healthy facilities
  - Contact tracing in combination with isolation and quarantine

### **Cheektowaga-Sloan Union Free School District- Updated Reopening Plan**

According to the Erie County Department of Health (ECDOH), Erie County is in a “high transmission” zone. As a result, CSUFSD can adjust the physical distancing at the elementary schools, Prekindergarten through Grade 5, to 3-feet within the classrooms. Until Erie County is no longer in a “high transmission” zone, we cannot reduce the physical distancing at John F. Kennedy Middle School and John F. Kennedy High School. The middle school and high school spacing will remain 6-feet, and the current hybrid program will remain in place.

### **John F. Kennedy Middle School and John F. Kennedy High School- Hybrid Model Continues**

As stated above, the middle school and high school will remain with the current 6-foot physical distancing and the current hybrid model. The District has divided our student population into two groups: Group A and Group B. The current groups will remain the same.

All assignments need to be completed and submitted by midnight on the day they are due to be marked present on asynchronous days. If assignments are not turned in by midnight, the student will be marked absent for the day. On Wednesdays, remote students will log in for synchronous learning following the included schedules. Students are marked present when they attend synchronous learning. If students do not log in, they will be marked absent. We appreciate the assistance of our parents in helping students remain engaged with learning at all times, unless they are ill.

**Self-Contained Students:** Self-contained students report for in-person school on Mondays, Tuesdays, Thursdays, and Fridays. On Wednesdays, all students work from home and participate in synchronous instruction following the schedules below.

**Group A Students:** Group A students report for in-person school on Mondays and Tuesdays. On Thursdays and Fridays, they complete asynchronous tasks in Google Classroom.

**Group B Students:** Group B students report for in-person school on Thursdays and Fridays. On Mondays and Tuesdays, they complete asynchronous tasks in Google Classroom.

Updated 04/22/2021 in Response to NYSDOH Guidance 04/09/2021

**Group A and Group B:** On Wednesdays, all students work from home and participate in synchronous instruction following the schedules below:

<b>John F. Kennedy Middle School (6-8): Wednesday Synchronous Remote Learning Schedule</b>	
<b>Period</b>	<b>Time</b>
1	8:00 am-8:20 am
2	8:25 am-8:45 am
3	8:50 am-9:10 am
Kennedy Crew	9:15 am-9:35 am
4	9:40 am-10:00 am
5	10:05 am-10:25 am
6	10:30 am-10:50 am
7	10:55 am-11:15 am
8	11:20 am-11:40 am
9	11:45 am-12:05 pm
10	12:05 pm-12:35 pm
Asynchronous work and/or small group support	12:35 pm-3:15 pm

<b>John F. Kennedy High School (9-12): Wednesday Synchronous Remote Learning Schedule</b>	
<b>Period</b>	<b>Time</b>
1	7:15 am-7:35 am
2	7:40 am-8:00 am
3	8:05 am-8:25 am
4	8:30 am-8:50 am
Advisement	8:55 am-9:15 am
5	9:20 am-9:40 am
6	9:45 am-10:05 am
7	10:10 am-10:30 am
8	10:35 am-10:55 am
9	11:00 am-11:20 am
10	11:20 am-11:50 am
Asynchronous work and/or small group support	11:50 am-2:30 pm

## **Theodore Roosevelt Elementary School and Woodrow Wilson Elementary School (Prekindergarten through Grade 5)-Reopening of School Facilities for More In-Person Instructional days:**

The CSUFSD requested that all families complete a required survey by Friday, April 16, 2021 to select their preferred instructional model for their child(ren). Families were given the option to select a 4-day, full-time, in-person instructional model or 100% remote instruction.

### **100% Remote Instruction:**

For the families who selected the 100% remote option, instruction will continue as it currently is. In review, remote students complete asynchronous work on Mondays, Tuesdays, Thursdays, and Fridays in Google Classroom. For all asynchronous days, assignments must be completed by midnight on the day they are due for the student to be marked present. If assignments are due and they are not submitted by midnight, the student will be marked absent. On Wednesdays, remote students log in for synchronous learning following the included schedules. Students are marked present when they attend synchronous learning. If students do not log in, they will be marked absent. We appreciate the assistance of our parents in helping students remain engaged with learning at all times, unless they are ill.

### **4-Day, Full-Time, In-Person Instruction:**

On Monday, April 26, 2021, the students who attend Theodore Roosevelt Elementary School and Woodrow Wilson Elementary School will begin reporting for full-time, in-person days on Mondays, Tuesdays, Thursdays, and Fridays.

*An overview of these changes is provided below:*

- Prekindergarten through Grade 5 will attend full-time, in-person days on Mondays, Tuesdays, Thursdays, and Fridays.
- Wednesdays will remain the same with at-home, synchronous learning. This allows the District to continue to meet the needs of all students particularly our 100% remote students while also providing an opportunity for deep-cleaning.
- Students will remain in cohorts throughout the day except for special services (reading, speech, etc.).
- Desks will be 3-feet apart in classroom spaces, while 6-foot spacing will remain in all spaces outside of the classroom.
- Physical distancing between adults to students and adults to adults will remain 6-feet.
- The CDC no longer recommends plastic barriers as an alternative to masks and/or physical distancing. However, our District has committed to continue to use

polycarbonate barriers. We have purchased additional barriers for all newly added desks/tables.

- Mask breaks will be frequent and will occur outdoors. If there is inclement weather, mask breaks will be provided within the school in a space where students can be 6-feet apart.
- In the parent survey that was available from Monday, April 12, 2021, until on Friday, April 16, 2021, parents responded to a question about transportation needs. These transportation needs have been communicated to First Student, the Bus Company that we partner with for transportation. The District is mailing home transportation letters on Thursday, April 22, 2021 to any parent who requested transportation. These letters will contain pick-up and drop-off details. Any parental questions or concerns about transportation will be directed to the child's principal. Any requests for transportation submitted after the close of the survey will need to be communicated directly to the building principal. Please be aware that First Student will need approximately 7 days to process any transportation request changes. We will communicate these changes to them and provide parents the date that transportation can begin. Parents may have to drive their children to and from school until transportation is available. We appreciate the patience and understanding from families.
- The District wants to thank families who have volunteered to drive their children to and from school to assist with physical distancing on school buses. With many more parents providing transportation, we anticipate the wait time for drop-off/pick-up may be longer than normal.
- The District will continue 6-feet of physical distancing when students are eating lunch or snack. Breakfast and snack will no longer be eaten in classrooms. For breakfast, students who would like breakfast will report to the cafeteria. They will pick up their bagged breakfast outside the cafeteria and consume it in the cafeteria 6-feet apart from other students with barriers. Once students have finished eating, they will report to their classroom for learning. Snacks will be eaten outside when mask breaks occur. If there is inclement weather, mask/snack breaks will be provided within the school in a space where students can be 6-feet apart.
- Given how the weather fluctuates in our area and knowing that classroom windows will remain open for increased ventilation, it may be necessary for the children to wear coats

and dress in layers. We recommend that students come to school dressed and ready to go outdoors each day so we thank you for sending in a coat or sweatshirt that can be worn if needed.

## Theodore Roosevelt Elementary School- Additional Details

- **Drop-Off/Pick-Up Times:**
  - Student drop off begins at 8:35am for Kindergarten through Grade 2 each morning. Parental pick up begins at 3:25 pm. Thank you for parking in designated parking spaces so we can ensure a safe pickup for all of our families.
- **Lunches and Snack:**
  - An additional cafeteria location has been added to ensure that we meet the 6-foot physical distancing requirements when masks are taken off while eating. Students will report to the cafetorium or the gymnasium upon arrival each morning if they wish to eat breakfast. These locations will be monitored by teacher aides and assigned teachers each morning. The same locations will be used for grade-level lunches. Two classrooms will eat in the cafetorium each day, while the other two classrooms eat in the reconfigured gymnasium. We have a full-time lunch monitor, teacher aides, and a special area teacher in each location to assist with monitoring students.
- **Wednesday Learning for Theodore Roosevelt:**
  - Every Wednesday, your child will continue to learn from home. He/She needs to log into the computer to participate in Zoom/Google Meet learning sessions. **Please follow the schedule below:**

<b>Time</b>	<b>Schedule- ABC Days</b>	<b>Schedule-DEF Days</b>
9:00 am-9:15 am	Attendance, Circles and Morning Meetings	Attendance, Circles and Morning Meetings
9:15 am-9:45 am	ELA	ELA
9:50 am-10:20 am	PE- K(A), 1st (B), 2nd (C) Library- 1st (A), 2nd (B), K (C) Art- 2nd (A), K (B), 1st (C)	PE- K(D), 1st (E), 2nd (F) Music- 1st (D), 2nd (E), K (F) Library- 2nd (D), K (E), 1st (F)
10:25 am-10:55 am	Math	Math
11:00 am-11:30 am	ELA/Science/Social Studies	ELA/Science/Social Studies
11:35 am-12:20 pm	Lunch	Lunch
12:35 pm-3:45 pm	Small Group Instruction Independent Student Work Chorus, Clubs, Student Lighthouse Remediation/AIS/Special Education	

## Woodrow Wilson Elementary School- Additional Details

- **Drop-off/Pick-Up Times:**
  - Student drop off begins at 7:40 am each morning. Parental pick up begins at 2:20 pm each afternoon. When dropping off students, please continue to drive through the bus loop safely and slowly to ensure the safety of all of our families.
- **Lunches and Snack:**
  - An additional cafeteria location has been added to ensure that we meet the 6-foot physical distancing requirements when masks are taken off while eating. These locations will be monitored by teachers and staff each morning. The same locations will be used for daily lunches. Two classrooms will eat in the cafeteria each day, while the other two classrooms eat in the reconfigured cafetorium. We have a full-time lunch monitor and teacher/staff member in each location.
- **Wednesday Learning for Woodrow Wilson:**
  - Every Wednesday, your child will continue to learn from home. He/She needs to log into the computer to participate in Zoom/Google Meet learning sessions. **Please follow the schedule below:**

<b>Time</b>	<b>Schedule</b>	<b>More Information</b>
8:00 am– 9:00 am	All Students Log into their Classroom Teacher’s Zoom/Google Meet for ELA/Math	This class may consist of reading/writing/math/science and/or SS
9:05 am – 9:50 am	All in-person students Log in for Special Class Special Schedule found online and in Google Classroom	Remote learners are working asynchronously or within a small academic group with a teacher
10:00 am – 11:30 am	All Students Log into their Classroom Teacher’s Zoom/Google Meet for ELA/Math	This class may consist of reading/writing/math/science and/or SS
12:00 pm – 12:45 pm	Remote Learners Log in for Special Class	All in-person students are working asynchronously or with a small academic group with a teacher
12:50 pm – 2:45 pm	Small group Meeting times for student support	Academic Intervention and Support Time (scheduled by teachers)

**Health Screening Questionnaire.** All students must pass daily health screening and a temperature check before accessing school buildings. Based on NYS guidelines, the District will require students and employees to complete a health screening questionnaire regularly during in-school instruction.

At CSUFSD, the questionnaire will be given daily to all faculty and staff. Students will be required to take the questionnaire as well. Parents/Guardians will be provided an electronic link to complete the questionnaire. This link is sent when students attend in-person school and needs to be completed prior to the child entering the building. On the questionnaire, parents/guardians are asked to select any items that relate to their child.

The items on the list are:

- My child has had no symptoms listed below in the last 14 days.
- My child was in contact with or in close proximity (within 6 feet for at least 10 minutes) to someone who has tested positive for COVID-19.
- My child has tested positive for COVID-19.
- My child has had a fever of 100 degrees Fahrenheit or higher.
- My child has a sore throat.
- My child has a new uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline).
- My child has experienced diarrhea, vomiting, or abdominal pain.
- My child has experienced the onset of a severe headache.
- My child has traveled internationally. \*

\* For additional information on travel requirements/restrictions, please consult: [NYS COVID-19 Travel Advisory](#).

**Daily Temperature Check:** Each school has thermal temperature scanners at the entrances. All faculty, staff and students walk past this camera each day. If a person presents with a temperature of 100.0 F or above, the person will be sent directly to the Health Office for an additional temperature screening by our school nurse. Parents/guardians will be contacted immediately if a temperature is at or above 100.0 F, and the student will be required to be picked up as soon as possible.

## **\*Monitoring of Health Conditions**

*\*CSUFSD will continue to follow the current procedures that have been in place for the areas below. In this addendum, we have highlighted some key points which are important to these procedures below. Please consult the full reopening plan for more details.*

The CDC states that COVID-19 has a wide range of symptoms reported—ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19 (Please check the CDC website for the [most up-to-date list](#)):

- Fever (100.4° F or greater, Sloan =100.0° F)
- 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
- Diarrhea

This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19.

All CSUFSD nurses have been trained in identifying these symptoms as well as provided with a detailed protocol outlining how to handle possible COVID-19 cases in both students and staff. Nurses will be required to assess ill students and staff using the most up-to-date COVID-19 CDC symptoms to determine if students or staff need to be sent home as well as receive follow-up with a healthcare provider. In connection with the building principal, Mrs. Jessica Emmerling, Director of Special Education and Student Services, will oversee all school health services. Mrs. Jessica Emmerling will also be a point of contact for any family or staff members who have questions regarding COVID-19 and the process for returning to school.

## \* **Containment of Potential Transmission**

**Face Masks.** Face masks are required to be worn by all individuals in all classrooms and non-classroom settings, including buses. All visitors are also required to wear face masks. Face masks must be two layers (e.g. 2-ply). Face masks can only be removed for mask breaks and eating. Please see the CDC [link](#) for updated face mask recommendations.

**Notification of the Positive COVID-19 Cases.** All faculty, staff, and parents must report positive COVID-19 cases to the District by contacting the school nurse or the building principal. The District must notify the state and local health department upon being informed of any positive COVID-19 diagnostic test results. The District has protocols in place to support local health departments in contact tracing efforts, including daily sign-in logs with the name, date, time entered/exited and purpose of business and daily questionnaires that all staff and visitors are required to complete prior to entering the buildings. A record of these daily sign-in logs and questionnaires are electronically maintained. Health officials, staff and families will be notified of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

Responsible parties must cooperate with the State and Local Health Department for contact tracing, isolation, and quarantine requirements. In the case of an individual testing positive, the District will trace all contacts of the individual in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality must be maintained as required by Federal and State laws and regulations.

All reports of confirmed positive COVID-19 cases will be reported to families in a letter that is texted to families. In addition, all letters are posted to the District website on the *COVID-19 & Reopening Information* page called *COVID-19 Positive Cases*.

**Cleaning and Disinfecting.** The CSUFSD prioritizes cleaning and disinfecting to keep everyone safe. All of the procedures stated in our full reopening plan will continue to be implemented.

**Management of Ill Persons- Students.** Parents are required to keep sick children home. If students begin to experience any COVID-19 symptoms after arriving at school, they must notify the classroom teacher or nurse immediately. Each school building has identified a separate area for anyone exhibiting COVID-like symptoms during the hours of operation, and will ensure that students are not left without adult supervision. This separate area ensures the nurse's office in each school is maintained as a space for healthy students to obtain medications and nursing treatments.

The school nurse will evaluate the student. When necessary, arrangements will be made for a parent/guardian to pick up the student as soon as possible. Upon pick-up, the nurse will provide the parent with guidance from the CDC or DOH and the child will need to see a physician.

**Management of Ill Persons- Faculty and Staff.** Faculty and staff are required to stay home if they are sick. All staff are required to notify their supervisor immediately if they begin to experience any of the COVID-19 related symptoms while on-site. The employee will be placed in a designated COVID-19 Isolation Room to be evaluated by a school nurse and will receive further instructions on how to proceed.

**Return to School After Illness.** *\*The CSUFSD will continue to follow the most up-to-date guidance from the CDC and/or the New York State Department of Health (NYSDOH) on when to return students to school after an illness. Please be aware that the information below is current as of April 22, 2021.*

- If a person is exhibiting any of the symptoms for COVID-19 as per the CDC list of symptoms, he/she **is not** to report to school. Please contact your school's Health Office to report all illnesses. It is recommended that a person who has COVID-19 symptoms contact his/her Healthcare Provider to determine if a COVID-19 test is recommended.
- A person who has COVID-19 symptoms, but did not get a test, must remain at home for 10 days from the onset of symptoms unless a doctor provides a note with an alternative diagnosis. All doctor's notes must be submitted to the Health Office. Before returning to school, the person must be symptom-free and fever-free for at least 72 hours without fever reducing medicines.
- If a person tests positive, he/she must remain in isolation (at home and away from others) until the ECDOH has released him/her from isolation, which is typically:
  - 10 days after symptoms onset; AND
  - Your symptoms are improving; AND
  - You are fever-free for at least 72 hours without fever-reducing medicines.
- If a person tests positive, all members of the household must quarantine at home until released by the ECDOH or until 10 days have passed and you have not exhibited symptoms.

**Close Contacts:** The Erie County Department of Health (ECDOH) defines a close contact as being in contact with someone closer than 6 feet for more than 10 minutes. When a positive case is reported to the District, we contact the ECDOH and inform them of the details of each case. The ECDOH determines who is considered a close contact and provides the District guidance on how to proceed. Please be advised that with the reduction of 3-feet in the classroom at Prekindergarten through Grade 5, the ECDOH may choose to quarantine the whole class or only certain individuals. Again, the District is required to follow all recommendations by the ECDOH and will follow all quarantine requirements.

**\* Closure of School Facilities and In-Person Instruction (if necessary).** The CSUFSD has created an addendum to our District Safety Plan to establish procedures should the District be closed by the NYSDOH or the ECDOH in response to COVID-19 or other public health emergency. It can be found on our District Webpage [here](#). Below we highlighted some key points from the Pandemic Response Plan addendum. Please consult the full plan for more details.

- The District will pivot to temporary 100% remote instruction should closure be recommended by the NYSDOH or ECDOH. Students will be provided a combination of synchronous and asynchronous tasks to complete. All students are expected to log into their Chromebook daily and follow the directions provided in Google Classroom.
- Faculty and staff identified as *essential employees* who must report will be provided direction from their direct supervisor on staggered work shifts and the use of personal protective equipment (PPE).
- Direct supervisors will also determine, in collaboration with the Superintendent of Schools, which employees can work remotely. Remote schedules will be established and communicated to all remote employees. There may be times that remote employees must report to school for essential activities that cannot be completed from home. Again, direct supervisors will communicate all schedules and identified needs.