



REOPENING PLAN

EASTERN SUFFOLK BOCES

July 2020

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Introduction and Background

Eastern Suffolk BOCES (ESBOCES) has provided the following essential information about the comprehensive Reopening Plan developed for the 2020-21 school year to the New York State Education Department (NYSED) as well as the New York State Department of Health (NYSDOH):

1. a link to the public website where the ESBOCES Reopening Plan has been publicly posted and
2. a set of mandatory assurances affirming that ESBOCES will address, in each Reopening Plan, all of the mandatory elements outlined in NYSED's Reopening Guidance document and in the guidance released by the NYS Department of Health (NYSDOH) on July 13, 2020.

Communication/Family and Community Engagement

1. ESBOCES has engaged with the following stakeholders and community members to develop its Reopening Plan.

Chief Operating Officer
Deputy Superintendent for Management Services
Associate Superintendent for Educational Services
Director of Career, Technical and Adult Education
Director of Special Education
Director of Educational Support Services
Director of the Suffolk Regional Information Center
Director of Facilities
Director of Technology Integration
Director of Business Services
Director of Administrative Services
Supervising Nurse
Leadership from Operations and Maintenance
Leadership from the BOCES Educators of Eastern Suffolk Unit
Leadership from the UPSEU Unit
Leadership from the Staff Developers Unit
Leadership from the Civil Service Employees Association
Leadership from the Administrative/Supervisory Unit
Manager of the ESBOCES Food Service Program
Administrator of the ESBOCES Employee and Student Support Services
Program Administrator for Human Resources
Administrator for Regional Transportation Program
Administrator for Communications and Research
Administrator for Central Support
Purchasing Administrator
Students and Parents
Suffolk County Department of Health
Suffolk County School Superintendents Association

The Reopen Planning Committee began meeting on May 14, 2020, and continues to meet weekly to formulate, assess, and adjust our Reopening Plan.

2. A Communications subcommittee of the ESBOCES Reopen Planning Committee developed a communications plan for students, parents/persons in parental relation, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to disseminate information. This communication includes, but is not limited to, signage in English and Spanish, telephone mass communication messages, video messages, emails, letters, website postings, and the use of social media.

3. ESBOCES has protocols in place to ensure that all students are taught or trained on how to safely and correctly follow new COVID-19 protocols, including, but not limited to, hand hygiene, proper face covering/mask usage, social distancing, and respiratory hygiene. ESBOCES will train all staff on these protocols to ensure ongoing reinforcement of expected student behavior. Signage reinforcing appropriate social distancing, handwashing, face covering/mask usage, and other health precautions related to COVID-19 has also been posted throughout ESBOCES buildings.
4. Through verbal and written communication, ESBOCES continuously encourages all students, faculty, staff, and visitors to adhere to the Centers for Disease Control (CDC) and DOH guidance regarding the use of personal protective equipment (PPE), specifically acceptable face coverings/masks. ESBOCES purchased appropriate face coverings/masks for all employees and has additional supplies available for students if needed.
5. ESBOCES will provide communications in the language(s) spoken at home among families and throughout the ESBOCES community. Written plans will be accessible to those with visual and/or hearing impairments via our ADA-compliant website.

Health and Safety

1. The ESBOCES Reopen Planning Committee has reviewed and considered the number of students and staff allowed to return in person, taking into account the following factors related to both in-person instruction and resumption of other ESBOCES regional events and offerings:
 - a. the ability to maintain appropriate social distancing;
 - b. PPE and face covering/mask availability;
 - c. availability of safe transportation; and
 - d. local hospital capacity.

All classroom spaces and other areas have been measured to determine capacity. Additional furniture has been removed from rooms to allow more space for student instruction. Previous common spaces will be utilized for instruction and the delivery of services where necessary and appropriate. Regional professional development will remain virtual through December and then be reassessed. ESBOCES purchased approved cloth face coverings/masks for every ESBOCES employee and additional face coverings/masks for vulnerable employees or those needing an accommodation.

ESBOCES does not transport students to our programs; however, we transport students to job sites and community service activities. We will evaluate the instructional gains of those programs and provide appropriate socially distanced transportation as needed. ESBOCES is monitoring the Reopening New York Dashboard to ensure local hospital capacity. ESBOCES is also in regular communication with the Suffolk County DOH related to regional metrics.

2. The ESBOCES Reopen Planning Committee has engaged with varied stakeholders and community members in the development of our Reopening Plan. Those stakeholders are identified below.

Chief Operating Officer
Deputy Superintendent for Management Services
Associate Superintendent for Educational Services
Director of Career, Technical and Adult Education
Director of Special Education
Director of Educational Support Services
Director of the Suffolk Regional Information Center
Director of Facilities
Director of Technology Integration
Director of Business Services
Director of Administrative Services
Supervising Nurse
Leadership from Operations and Maintenance

Leadership from the BOCES Educators of Eastern Suffolk Unit
Leadership from UPSEU Unit
Leadership from the Staff Developers Unit
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Manager of the ESBOCES Food Service Program
Administrator of the ESBOCES Employee and Student Support Services
Program Administrator for Human Resources
Administrator for Regional Transportation Program
Administrator for Communications and Research
Administrator for Central Support
Purchasing Administrator
Students and Parents
Suffolk County Department of Health
Suffolk County School Superintendents Association

3. The ESBOCES Reopen Planning Communications Subcommittee developed a reopening communication plan for students, parents/persons in parental relation, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to disseminate information. This communication includes, but is not limited to, mass email communications, video messages of what to expect upon return, website and social media postings, and hard copy mailings home. This communication has begun and will continue into the future.
4. The ESBOCES Reopening Plan includes training of all staff at opening day meetings or before to observe for signs of illness in students and staff and the appropriate response to those symptoms. This will include sending symptomatic employees home with directions to contact their healthcare providers and sending students to the school nurse.
5. The ESBOCES Reopening Plan has written protocols for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty, staff, and students. Special Education students will be temperature screened upon arrival. Career and Technical Education students will be encouraged to complete a health screening prior to traveling to ESBOCES. Accommodations will be made for students unable to do this. All staff will complete temperature screenings prior to leaving home for work and will attest to a daily screening questionnaire prior to entering their buildings with the following attestations:
 - a. I am feeling healthy and well today and do not have a fever of 100 degrees or above;
 - b. within the last 14 days, I have not been in close contact with anyone diagnosed with COVID-19;

- c. within the last 14 days, I have not tested positive for COVID-19, nor have I been diagnosed as COVID-19 positive by a healthcare provider; and
 - d. I am not presently required to quarantine due to New York State travel advisories.
6. Acknowledgement of employee attestations will be gathered electronically by our badge swipe software and reviewed daily.
 7. The ESBOCES Reopening Plan requires that ill students and staff be assessed by the school nurse (registered professional nurse, RN). Ill students will be sent home for follow-up with a healthcare provider. If parents are unable to pick up an ill student, we will utilize a “sick” bus to transport the student home. ESBOCES is contracting with its medical provider to provide onsite COVID-19 testing for students in cases where parents are unable to obtain follow-up testing.
 8. The ESBOCES Reopening Plan requires students with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area (exam room) where students are supervised, prior to being picked up or otherwise sent home. The ESBOCES Reopening Plan requires staff who become sick during the day with a temperature, signs of illness, and/or a positive response to the questionnaire to go directly home and reach out to their supervisor for further guidance.
 9. The ESBOCES Reopening Plan requires all visitors, guests, contractors, and vendors to adhere to the same COVID-19 screening protocols required of staff. This will be communicated to individuals with planned visits beforehand and communicated via signage and verbally by building greeters. Disposable thermometers will be provided to those referred to above who cannot attest to having taken their temperatures prior to arrival.
 10. ESBOCES will provide written protocol to instruct parents/persons in parental relation to observe for signs of illness in their children that require remaining at home.
 11. ESBOCES has developed and distributed written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene. This signage will be supplemented by video messages reviewing best practices from both the Center for Disease Control and the ESBOCES General Compliance Network online training program.
 12. ESBOCES has provided written protocol and signage to ensure that all persons in ESBOCES buildings keep social distance of at least six feet whenever possible. This information is also emailed periodically to staff.

13. ESBOCES has communicated to staff that they should reach out to the Department of Human Resources if they believe themselves to be high risk or live with someone who is high risk to determine appropriate accommodations. Students who are high risk or who live with someone who is high risk will be provided with instructional accommodations to ensure that their health and safety is maintained.
14. ESBOCES has communicated to staff via mass communication phone calls, emails, video messages, and signage that all employees, adult visitors, and students are required to wear face coverings/masks. Although students with disabilities are encouraged to wear face coverings/masks, ESBOCES provides accommodations to staff working with students who are unable to do so.
15. The ESBOCES Reopen Planning Committee has purchased and re-ordered adequate supplies of face coverings/masks for staff and students who forget their face coverings/masks, and PPE (face shields, polycarbonate dividers, N95 masks, gloves, gowns, etc.) for use by school health professionals. Having implemented a summer program for students with disabilities, we surveyed the staff to gather feedback on what PPE was most helpful and what more they believe is needed. ESBOCES is utilizing that information to plan for the regular school year.
16. ESBOCES has written protocol for actions to be taken if there is a confirmed case of COVID-19 in a building. Staff and parents will be trained in that protocol. A decision tree is being developed for general use to assist individuals in understanding an appropriate response. Contact has been made with the Suffolk County DOH to discuss the expected communication plan in the event a positive COVID-19 case arises.
17. The ESBOCES Reopening Plan has written protocol that complies with New York State and local Department of Health guidance for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness, or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the Suffolk County DOH.
18. ESBOCES follows CDC and DOH cleaning protocols pertaining to COVID-19. Instructional facilities are deep cleaned and disinfected daily or on a more frequent basis as needed. High-touch areas are cleaned throughout the day. Shared equipment cleaning protocols have been developed and appropriate materials provided for cleaning in between usage.
19. ESBOCES will continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. When a building is planning its drill, consideration will be given to how it can be modified to minimize risk of

spreading infection. These modifications will be reviewed and monitored at the monthly ESBOCES Security Committee meetings.

Students will be reminded that during an actual emergency requiring evacuation or lockdown, the most important concern is to get to safety and maintaining social distancing, although important, may not be possible.

Modifications to evacuation drill protocols may include, but are not limited to, conducting drills on a “staggered” schedule, where classrooms evacuate separately rather than all at once, and social distancing is maintained between students while en route to the evacuation site. This will minimize contact of students in hallways, stairwells, and at the evacuation site. All students, regardless of the hybrid model, will receive proper instruction related to emergency procedures and will participate in drills while they are in attendance in person.

Modifications to lockdown drills may include, but are not limited to:

- a. conducting lockdown drills in a classroom setting while maintaining social distancing and wearing face coverings/masks;
 - b. conducting lockdown drills on a “staggered” schedule, with less students present, to maintain social distancing, with all students receiving instruction in emergency procedures and participating in drills while in attendance in person; and
 - c. conducting lockdown drills without hiding or sheltering but providing an overview of how to shelter or hide in the classroom.
20. ESBOCES has developed written plans for ESBOCES-run before and aftercare programs. These plans include all required aspects of health and safety and communication/family and community engagement related to COVID-19.
21. Due to the size and complexity of our Agency, ESBOCES designated a COVID-19 safety coordinator team, which includes the Associate Superintendent for Educational Services, Supervising Nurse, Director of Facilities, and Health and Safety Coordinator. The responsibilities of this team include overseeing continuous compliance with all aspects of the ESBOCES Reopening Plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

Facilities

During this time, many of our long-standing required regulations from the New York State Office of Facilities Planning (OFP) are still in place. In an effort to maintain our facilities to the highest standard, ESBOCES will continue to meet these requirements to ensure the safety of its staff and students. These regulations include, but are not limited to, the following:

1. Any and all alterations related to COVID-19 planning will comply with the 2020 New York State Uniform Fire Prevention and Building Code and the State Energy Conservation Code. Additionally, all alterations will be inspected by the fire marshal prior to student use.
2. ESBOCES is also required to complete its five-year building condition survey by the end of calendar year 2020, which is on schedule to meet this deadline.
3. ESBOCES has conducted the Lead-In-Water Testing as required by NYSDOH Regulation 67-4.
4. If new building construction or leasing of new space occurs as a result of requirements associated with COVID-19, these plans will be submitted accordingly to OFP for approval.
5. ESBOCES maintains the number of toilet and sink fixtures to meet the minimum standards of New York State buildings codes.
6. ESBOCES has confirmed that each building provides at least one drinking fountain per 100 occupants. In a few isolated locations where ESBOCES does not have drinking fountains, alternative drinking water is available.
7. An evaluation of our HVAC filtering has taken place across the Agency. These filters are replaced on a regular basis with antimicrobial filters with high MERV (Minimum Efficiency Reporting Value) ratings. In areas requiring additional ventilation, a plan is in place to address those issues accordingly.
8. ESBOCES has procured plastic dividers to use in multiple ways throughout its facilities. These dividers comply with 2020 Building Code Section 2606 as it relates to fire ratings.

These regulations, as well as a well-trained custodial staff, will help minimize the potential spread of COVID-19 in our facilities. ESBOCES will continue to explore new technologies and improved best practices to ensure that continuous improvements are made as more information is received from the CDC and NYSDOH.

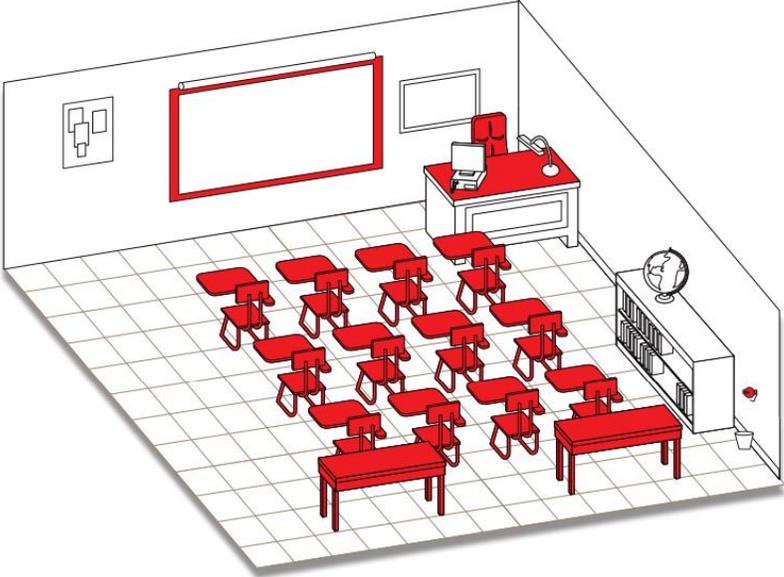
Cleaning Protocols and Procedures

Cleaning and Sanitizing High-Touch Surfaces

The custodial staff sanitizes high-touchpoint surfaces throughout the day. Areas with higher use or occupancy receive more attention. In order to promote this practice, custodians will be equipped with a spray bottle and cloth at all times. The following are some examples of spaces within our buildings that are sanitized on a regular basis.

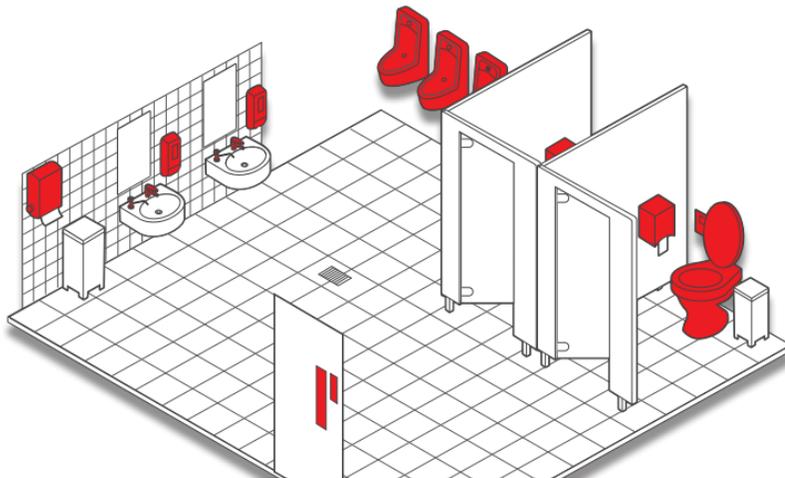
Custodians are required to wear necessary PPE when cleaning and sanitizing, including, but not limited to, face coverings/masks, safety glasses, face shields, and gowns

Key touchpoints:



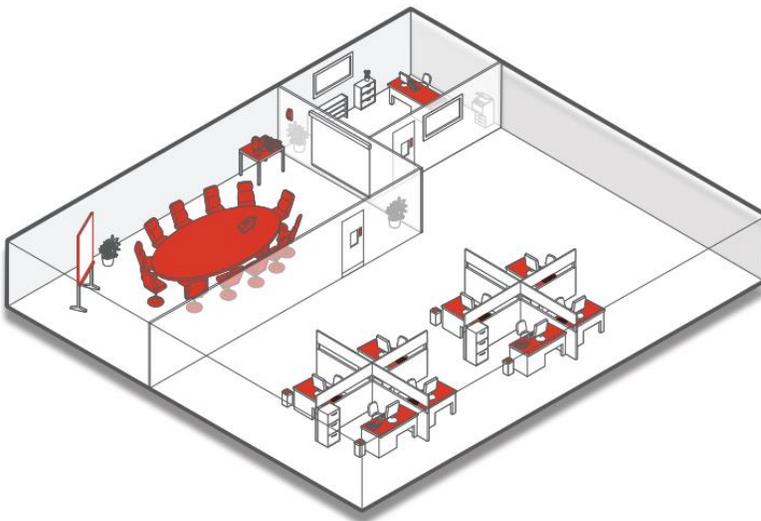
Classrooms:

-  telephones / computers / electronics
-  desks / tables
-  switches
-  door handles
-  chairs
-  pencil sharpener/ metal surfaces



Restrooms:

-  door handles
-  switches
-  dispensers, paper towel holders
-  bathroom handles, toilet flush, shower control, taps
-  toilet seats, splash walls



Offices /Conference Areas:

-  telephones / computers / printers
-  desks
-  switches
-  door handles
-  metal surfaces

Custodial supervisors are present in the buildings at all times and are aware of the way in which the cleaning and sanitizing of high-touch surfaces is being implemented. The proper use of Virex and Alpha HP helps keep our buildings healthier and clean. Additionally, special attention is focused on the following areas:

- doors: entire surface, including knobs, handles, and push plates;
- all desks/tabletops;
- light switches;
- shared telephones;

- stair railings;
- water fountains;
- faucets;
- restroom partitions and doors; and
- other high-touch areas as indicated in the above diagrams.

Steps for Cleaning and Disinfection of Hard Surfaces

1. Pre-soak a disposable cloth with cleaner or disinfectant and remove gross soil (if necessary), then dispose of in a plastic bag.
2. Clean surface with a disposable cloth pre-soaked with a cleaner or disinfectant, then dispose of in a plastic bag.
3. Spray the disinfectant liberally onto surface and spread with a disposable cloth, soaking the entire surface with the cleaner or disinfectant.
4. Allow the disinfectant to act for the necessary surface contact time.
5. All soiled materials and protective clothing is deposited into a waste bag and disposed of accordingly.
6. Wash hands thoroughly using hand soap.

Building Administrators will keep desktops and surfaces in offices and classrooms clear of items so they may be cleaned more efficiently. High-touch surfaces in common areas are disinfected during the course of the workday, as well as after normal school and office hours.

Classrooms and Offices

- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: tables, furniture, and countertops
- Window in doors cleaned, at a minimum, once weekly
- Walls are spot cleaned
- Ensure that all windows are locked
- Clean/disinfect classroom sink and toilet area if applicable
- Vacuum carpet daily, if applicable
- Restock all paper and soap products
- Clean baseboards weekly
- Replace lights (notify custodian or maintenance)

Restrooms

- Clean and disinfect toilets, sinks, and shower areas, if applicable
- Wear proper PPE, avoid splashes
- Clean and disinfect high-touch surfaces
- All trash receptacles emptied and trash removed from room
- Floors full mopped
- Clean doors and partitions
- Walls are spot cleaned
- Check that toilets, faucets, and drains are working
- Check sanitary napkin boxes
- Clean exterior of dispensers
- Ensure that all windows are locked
- Restock all toilet paper and soap products
- Clean baseboards weekly
- Clean light fixtures weekly
- Replace lights (notify custodian or maintenance)

Common Areas (Hallways)

- Clean and disinfect high-touch surfaces
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Walls are spot cleaned, when soiled
- Carpets are spot cleaned
- Ensure that all windows are locked
- Ensure that all unoccupied classrooms are locked

Medical Office

- Clean and disinfect health cots after each student use
- Discard or launder covering after each use
- Cover treatment tables and use pillow protectors
- Clean and disinfect high-touch surfaces
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors are full mopped
- Wipe clean: tables, furniture, and countertops
- Window in the door is cleaned at a minimum once per day (if applicable)
- Walls are spot cleaned
- Carpets are spot cleaned
- Ensure that all windows are locked
- Clean/Disinfect classroom sink and toilet area (if applicable)

- Vacuum carpet daily if applicable
- Re-stock all paper and soap products
- Clean baseboards weekly
- Clean light fixtures weekly
- Replace lights (notify custodian or maintenance)

Athletic Areas

- Establish a regular cleaning schedule for shared environmental surfaces such as mats or high use equipment
- Disinfect mats and other high use equipment daily
- Clean and disinfect high-touch surfaces
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: tables, furniture, and countertops
- Window in doors cleaned, at a minimum, once weekly
- Walls are spot cleaned
- Ensure that all windows are locked
- Restock all toilet paper and soap products
- Clean baseboards weekly
- Replace lights (notify custodian or maintenance)

ESBOCES has implemented daily cleaning logs, which will serve as documentation for the cleaning and disinfecting of the Agency's facilities.

Child Nutrition

The ESBOCES Board and the Reopen Planning Committee believe that children need access to healthy, nutritious meals in order to grow, learn, and thrive. The school food service director is represented on the Reopen Planning Committee and, along with other Committee members, has developed policies and procedures to ensure that all ESBOCES students have access to healthy meals each school day. All ESBOCES Recipient Agency locations operate under the Community Eligibility Provision (CEP). CEP enables ESBOCES instructional facilities to serve all of our Special Education academic students breakfast and lunch at no charge. No applications for free and reduced meals are required. All student families receive a letter, in English and Spanish, explaining this benefit as part of the parent packet mailed to each student household. The letter is also posted on the ESBOCES website.

School meals will be prepared in the school kitchen by trained food service workers employed by Whitsons School Nutrition Corp (Whitsons). Whitsons staff entering ESBOCES facilities will be subject to all the health screening procedures to which ESBOCES staff members are subject as per NYSED and NYSDOH guidelines. Whitsons staff will be required to wear face coverings/masks while in ESBOCES facilities and to maintain social distancing when possible. At least one food service worker at each location maintains the required Suffolk County Food Managers Certificate.

Lexicon barriers will be installed at the point of sale register and on the serving line to minimize the chance of virus transmission.

Procedures for Meal Service to Students in Attendance at ESBOCES

Students will be served the meal of their choice in their classrooms.

Classroom Teaching Assistants (TAs) or Special Education Aides (Aides) will take food orders in the classroom for breakfast and lunch each morning. All ESBOCES TAs or Aides will use the order form template, which will be prepopulated with teacher name, classroom, and student names.

The TA or Aide from each classroom will go to the cafeteria serving line in the morning to pick up breakfast. While maintaining social distancing from the school lunch staff and other TAs and Aides, he/she will place the order form on the serving line counter and back away from the serving line. The school meal server will retrieve the order form and gather the student meal requests. The food service personnel, who have been trained on required meal components and have reviewed the daily menu, will provide individual full reimbursable meals for each student requesting breakfast. The server will place the meals on the serving counter. The TA or Aide will take the items from the serving counter, placing the meals in a bin for transport to the classroom. The TA or Aide will return to the classroom and deliver a full individual reimbursable meal to each student, checking off the "received breakfast" column on the meal order sheet as the meal is delivered to the student. No sharing of food or drinks will be permitted. All meals will be packaged and

served using single-use disposable containers and utensils. The TA or Aide will return the form to the kitchen, at which point the food service staff will record the breakfast meal sale in the School Lunch Program point of sale system.

The food service worker will use the meal order form to pack up the student's lunch meal request so that all students are provided with an individual complete reimbursable lunch meal. The TA or Aide will go to the cafeteria serving line at the classroom's assigned lunch period. The food service worker will place the pre-ordered meals onto the serving counter. The TA or Aide will place the meals in a bin for transport to the classroom. The TA or Aide will return to the classroom and deliver the individual complete reimbursable meal to each student, checking off the "received lunch" column on the meal order sheet as the meal is delivered to the student. No sharing of food or drink will be permitted. All meals will be packaged and served using single-use disposable containers and utensils. The TA or Aide will return the form to the kitchen, at which point the food service staff will record the lunch meal sale in the School Lunch Program point of sale system.

At the high school level, the purchase of à la carte items will be permitted. Items requested by students must be included on the daily meal order form. À la carte item sales will be entered in the point of sale system before the items are provided to the TA or Aide. Students must have adequate funds on their meal accounts in order to receive the item. Meal account balances may be replenished by sending cash or checks to the cafeteria along with the daily meal order sheets.

Procedures for Meal Service to Students Learning Remotely

Any students enrolled in ESBOCES Special Education programs who are learning remotely will have the opportunity to receive school breakfast and lunch at no charge. The student's parent/person in parental relation may pick up meals for the student at our Grab and Go location at our Sequoya High School located at 750 Waverly Avenue in Holtsville between the hours of 10:30 a.m. and 12:30 p.m. Remote students for whom transportation to Sequoya High School is a hardship may request meal delivery service.

Trained food service workers employed by Whitsons will prepare fresh, nutritious, reimbursable meals for remote learning students at the Sequoya High School Kitchen. Complete reimbursable meals will be individually packaged for easy pickup and delivery. Whitsons staff will operate the Grab and Go station. The staff at the Grab and Go location will have a printout of the student roster and will check off the student's name each time a meal is provided. The Business Manager in Administrative Services will maintain a listing of all remote students needing delivery of meals. The Transportation Department will work with the bus contractors to facilitate the delivery of meals on school buses. The list will be shared with the food service workers at Sequoya High School. Whitsons staff will pack meals for transportation, ensuring that the food is packed with ice in insulated bags in such a manner as to retain the required temperature during transit. Whitsons staff will take daily temperatures of the food and service equipment. School bus drivers will pick up the meals in coolers from Sequoya High School food service and deliver meals to remote learning students.

Procedures for Consumption of School Meals in Classrooms

All ESBOCES Special Education classes have fewer students than traditional classes. All classrooms will be reconfigured to allow for the required six-foot social distancing for all students.

All students will have access to a sink with soap and water or hand sanitizer throughout the school day. All students will be encouraged to wash hands prior to meal service and again after the meal has been consumed. Age-appropriate signage for personal hygiene, including hand washing, will be placed in classrooms, near sinks, and throughout the building.

Each parent/person in parental relation is provided a “parent packet” to be completed each year, including information regarding the student’s health and welfare. This information, including allergy concerns, is gathered by the school nurse and shared with classroom teachers, TAs, Classroom Aides and Individual Aides, and the School Lunch Program staff. Student allergy information is recorded in the School Lunch Program point of sale system, and food service workers receive an allergy warning as meals are rung up for a student with food allergies. If a student has a severe allergy that prevents the student from being in the same room as a particular food, that food is not permitted in the room. All ESBOCES Special Education classes have low student-teacher ratios, and most have one or more TAs, Classroom Aides, or Individual Aides. This ensures that our faculty and staff know their students intimately and are aware of any medical issues, including allergies.

Cleaning and Disinfection

Each ESBOCES kitchen has at least one food service worker who possesses the Suffolk County Food Handlers’ Certificate. This ensures that staff is knowledgeable about proper food safety and sanitation. In addition, all staff are required to participate in annual and monthly training provided by Whitsons and to complete mandatory training for Professional Standards for school nutrition professionals with the provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). Prior to the opening of school, all staff will undergo additional training focused on personal hygiene, required protective equipment, and enhanced cleaning requirements and other COVID-19 requirements.

All food service workers will be required to wear face coverings/masks at all times when social distancing cannot be observed. Disposable gloves are required when food service workers handle food.

Food service workers are trained on the proper method of disinfecting surfaces and use the following products:

EcoLab Multi Quat Sanitizer and dish Soap and
Spartan Chemical Company TB Cide Quat.

All high-touch surfaces in the serving area will be cleaned between breakfast and lunch service and again after lunch service is complete with Spartan Chemical Company TB Cide Quat and allowed to remain wet for up to three minutes to air dry. No student will be permitted in the kitchen or the serving area. Students will be served and consume meals in their classrooms. Pots, pans, and utensils used in food preparation will be washed and sanitized as per Suffolk County DOH guidelines. All equipment used will be cleaned with Eco Lab dish soap and then wiped with Multi-Quat Sanitizer and permitted to air dry.

Communications

Each parent/person in parental relation is provided a “parent packet” prior to the start of the school year. A letter included in the packet informs parents/persons in parental relation that the facility is a CEP school and explains that all students are entitled to breakfast and lunch at no charge. This letter is also posted on the building website on the School Lunch Program webpage <https://www.esboces.org/page/2162>. The letter is distributed in English and Spanish.

In the event a student is not expected to be in attendance but is instead enrolled in a remote learning situation, the classroom teacher and/or school social worker will refer the parents/persons in parental relation to Elaine Romeyk eromeyk@esboces.org or (631) 687-3293 to make arrangements for access to school meals. The teacher and social worker have access to interpreters to effectively communicate with student families in the language spoken by the family.

Automated recorded messages from the Chief Operating Officer will be sent to the parents/persons in parental relation of all ESBOCES students. Messages will be sent at the start of the school year and at any point that circumstances change and families need notification. The message will include instructions explaining how to contact Elaine Romeyk to make arrangements for school meals for all remote learning students.

Information about the availability of meals and contact information for Elaine Romeyk is posted on the ESBOCES website in a banner on the home page and at <https://www.esboces.org/Page/2796>.

Career and Technical Centers

School meals are not available to students attending half-day Career and Technical centers. Student at these facilities have access to meals at the school at which the student receives their academic education. The only food available at the Career and Technical centers are vending machines. Hand sanitizer will be available for use in the vending area, and appropriate signage will be posted to remind students to maintain social distancing and to sanitize hands before and after using the vending machines.

Transportation

1. ESBOCES buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C, or D) used every day by districts and contract carriers will be cleaned/disinfected daily after the end of the school day so these disinfectants have proper dwell times. Drivers will wipe down high frequency touch areas frequently throughout the day.
2. ESBOCES shall ensure that school buses are not equipped with hand sanitizer due to its combustible composition, nor may bus drivers, monitors, or attendants carry personal bottles of hand sanitizer.
3. ESBOCES requires that school bus drivers, monitors, attendants and mechanics wear a face covering/mask, along with optional face shield (where applicable) and gloves. This PPE will be provided to the employees by the transportation contractor.
4. ESBOCES requires that transportation staff (drivers, monitors, attendants, mechanics, and cleaners) are trained and provided periodic refreshers on the proper use of PPE, the signs and symptoms of COVID-19, and proper social distancing.
5. ESBOCES ensures that hand sanitizer will be provided for all staff in their transportation locations, such as dispatch offices, employee lunch/break rooms, and/or bus garages.
6. ESBOCES requires that drivers, monitors, and attendants who must have direct physical contact with a child wear gloves.
7. ESBOCES requires that school bus drivers, monitors, and attendants shall perform a self-health assessment for symptoms of COVID-19 before arriving to work each day.
8. ESBOCES requires that students wear a face covering/mask on a school bus if physically and mentally able.
9. ESBOCES ensures that students who do not have a face covering/mask will NOT be denied transportation.
10. ESBOCES requires that students who do not have face coverings/masks must be provided one by ESBOCES or by a bus driver, monitor, or attendant.
11. ESBOCES ensures that students with disabilities that prevent them from wearing a face covering/mask will not be forced to do so or denied transportation.

12. ESBOCES ensures that students will be trained and provided periodic reminders on the proper use of PPE and the signs and symptoms of COVID-19.
13. ESBOCES ensures that students will be trained and provided periodic reminders on proper social distancing.
14. ESBOCES ensures that if the Agency is in session remotely or otherwise, pupil transportation will be provided to students whose Individualized Education Programs have placed them out of district.

Social Emotional Well-Being

1. ESBOCES has developed a comprehensive developmental school counseling plan, developed under the direction of certified school counselor(s), which has been reviewed and updated to meet current needs.
2. ESBOCES has established a group of stakeholders inclusive of shared decision-making and a collaborative working group comprised of families, students, the ESBOCES Board, leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers, including school social workers and/or school psychologists, to inform the comprehensive developmental school counseling program plan.
3. The ESBOCES Reopen Planning Mental Health Subcommittee has developed screening mechanisms to assess social emotional stressors related to COVID-19. Resources and referrals to address mental health, behavioral/emotional support needs and coping and resilience skills have been developed and distributed to the mental health staff for use with students. A mental health module related to COVID-19 was developed and will be turn-keyed to teaching staff to assist them in identifying and understanding the social-emotional warning signs that students may be experiencing. Protocol for school-based and external referrals have been developed. The social-emotional needs of staff were assessed via survey. Resources to address any needs identified have been developed and shared Agency-wide.
4. ESBOCES has developed professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency. In addition, the Reopen Planning Mental Health Subcommittee, in response to a staff assessment of social-emotional well-being, has developed video supports for developing coping and resilience skills for all staff.

Instructional Schedules

The ESBOCES instructional schedules include the planned full return to in-person instruction for our K-12 programs, inclusive of Special Education and Career and Technical Education (including Special Career Education) for the 2020-21 school year. Special Education and Career and Technical Education programs are developing building plans that outline in-person, remote, and hybrid methods of instructional delivery.

Attendance and Chronic Absenteeism

ESBOCES will utilize its traditional mechanisms for collecting and reporting student attendance while in-person instruction is in place. In the event there is a need to shift to a hybrid model or virtual platform, student/teacher engagement will be tracked through a combination of virtual platforms requiring student and teacher login. Parent/family engagement will be tracked through a variety of paper and virtual platforms. Families of students exhibiting chronic absenteeism will be contacted and provided with necessary support.

Technology and Connectivity

1. All members of the ESBOCES instructional staff (inclusive of teachers, paraeducators, related service providers, and special subject teachers) and families will be surveyed to assess the level of access to devices and high-speed internet available in their places of residence.
2. ESBOCES has planned and prepared for a one-on-one remote device program for all students. ESBOCES will work with families and staff to facilitate access to devices and internet connectivity for staff (inclusive of teachers, paraeducators, related service providers, and special subject teachers) and students who currently do not have sufficient access.
3. ESBOCES will provide multiple methods, through synchronous and asynchronous learning, for students to participate in lessons. Assessments demonstrating mastery of Learning Standards for both remote and blended models will be utilized to both drive and differentiate instruction for students of various levels. In the event students do not yet have sufficient access to devices and/or high-speed internet, packets will be created and disseminated to those students.

Teaching and Learning

1. ESBOCES has developed a continuity of learning plan for the 2020-2021 school year. Such plan will be implemented for in-person instruction, with contingencies for remote and hybrid models of instruction should they be necessary.
2. ESBOCES educational programming is aligned to New York State Learning Standards. New York State Learning Standards are imbedded within modules utilized throughout ESBOCES prepared in-person, remote, and hybrid programs.
3. The ESBOCES plan to return to full in-person learning will provide for substantive interaction between teachers and students. In the event there is a need to shift to a remote or hybrid model of instruction, teacher and student engagement will be tracked and supported.
4. Equity is at the heart of all ESBOCES instructional decisions. All instruction is developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or State school closure, there are clear opportunities for instruction that are accessible to all students. Such opportunities will be aligned with State standards and include routine scheduled times for students to interact and seek feedback and support from their teachers (inclusive of teachers, related service providers, and special subject teachers).
5. ESBOCES has created a clear communication plan for how students and their families/caregivers may contact the building and teachers with questions about their instruction and/or technology. This information will be accessible to all, available in multiple languages based upon ESBOCES need, widely disseminated, and include clear and multiple ways for students and families to contact the buildings and teachers (e.g., email, online platform, and/or by phone).

Special Education

1. ESBOCES addresses the provision of free appropriate public education (FAPE), consistent with the need to protect the health and safety of students with disabilities and those providing special education and services, whether services are provided in-person, remote, and/or through a hybrid model.
2. ESBOCES will continue to document the programs and services offered and provided to students with disabilities, as well as all forms of communication with parents/persons in parental relation and home school districts.
3. ESBOCES will continue to provide meaningful parent/person in parental relation engagement in the preferred language or mode of communication of the parent/person in parental relation regarding the provision of services to his/her child to meet the requirements of the IDEA.
4. ESBOCES, as a service provider, will continue collaboration with our component district Committees on Special Education (CSEs) to ensure that there is an understanding regarding the provision of services consistent with the recommendations on Individualized Education Programs, plans for monitoring, and communicating student progress.
5. ESBOCES will, in collaboration with component district CSEs, continue to 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.

Bilingual Education and World Languages

1. ESBOCES, as a service provider for our component districts, does not complete the ELL identification process, which is the responsibility of the student's home school district. ESBOCES will continue to provide services recommended by home school districts for its ELL students, as required by Commissioner's Regulations Part 154
2. ESBOCES will continue to provide required instructional Units of Study to all ELLs based upon their most recently measured English language proficiency level during in-person or hybrid instruction.
3. ESBOCES will continue to ensure the maintenance of regular communication with parents/persons in parental relation of ELLs to ensure that they are engaged in their children's education during the reopening process and will provide all communications for parents/persons in parental relation of ELLs in their preferred language and mode of communication.

Teacher and Principal Evaluation System

ESBOCES will continue to implement its approved APPR plan for the 2020-2021 school year. In the event there is a need to shift to full remote learning, administrators will determine appropriate procedures for conducting formal observations of teaching staff.

Certification, Incidental Teaching, and Substitute Teaching

ESBOCES will ensure that all teachers hold valid and appropriate certificates for their teaching assignments, except where otherwise allowable under the Commissioner's Regulations (e.g., Incidental Teaching) or Education Law. The Department of Human Resources will review all certifications upon hire, and at least annually thereafter, to ensure that highly qualified teachers are in classrooms. ESBOCES will monitor any use of Incidental Teaching to ensure compliance with applicable regulations related to teaching and learning. ESBOCES will strive to utilize appropriately certificated substitute teachers.