Continuity of Operations Plan
During Public Health Communicable Disease Emergency

Our District-Wide School Safety Plan is based on addressing the currently accepted phases of emergency management (Prevention/Mitigation; Protection; Response; Recovery). This concept is more simplistically defined as a way of looking at a potential emergency before, during and after the event. This Continuity of Operations Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building-Level Emergency Response Team. Effective April 1, 2021, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. Educational institutions must prepare plans substantially consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a. This Continuity of Operations Plan (Plan) addresses the required components of these laws.

Prevention/Mitigation of Communicable Disease:

- Eastern Suffolk BOCES will work closely with the Suffolk County Department of Health to determine the need for activation of our Plan. The following procedures will be adhered to by the school nurses for continued reporting of communicable disease and communicating with the local Health Department:
  - Report suspected and confirmed cases of listed communicable diseases on the monthly school’s Communicable Disease Report, (DMS-485.7/93; HE-112.4/81) and submit to: Suffolk County Department of Health Services, 3500 Sunrise Highway, Suite 124, P.O. Box 9006, Great River, New York 11739-9006, telephone number (631) 854-0333.
  - After hours urgent Public Health issues can be reported to (631) 852-4820.
- The Suffolk County Department of Health will monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.
- The Supervising Nurse will help coordinate our Pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The Agency Supervising Nurse and nursing staff will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification), the school district Director of Technology Integration will also be an important Team member. Many of the Agencies Directors, Administrators and Program Coordinators will also be vital to the planning effort, including business services, facilities and food services. Other non-traditional individuals will also be required to be part of the Team.
- The District-Wide School Safety Team will review and assess any obstacles to implementation of the Plan. The CDC School District Pandemic Influenza Planning Checklist was reviewed on December 11, 2020 for this determination and has considered issues related to Planning and Coordination;
Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.

- The Agency will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It’s a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at http://www.cdc.gov/flu/school/.
- We will educate and provide information to parents, staff, and students about our Continuity of Operations Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings, email and take-home pamphlets for this purpose.

Each public employer in the state of New York shall prepare a plan for the continuation of operations in the event that the governor declares a public health emergency involving a communicable disease. The following sections detail Eastern Suffolk BOCES Continuity of Operations Plan.

### (1) Essential Positions/Titles

In the event of a government ordered reduction of in-person workforce or shutdown, we are required to consider how we would prepare for future public health emergencies. As part of our planning, we have considered who would be designated as an essential worker, that is, who is required to be physically present at our work site to perform their job duties that allow us to continue to operate and maintain a safe and healthy working facility.

The following table addresses the identification of essential personnel:

<table>
<thead>
<tr>
<th>Title</th>
<th>To Report to Work In Person</th>
<th>Description</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabinet</td>
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<tr>
<td>Human Resources</td>
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<td>Business Services</td>
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<tr>
<td>Technology Integration</td>
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<tr>
<td>Facilities</td>
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<tr>
<td>Administrative Services</td>
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<td>Employee Assistant Program</td>
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<tr>
<td>Regional Information Center</td>
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<tr>
<td>Career, Technical &amp; Adult Education</td>
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<tr>
<td>Special Education</td>
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<tr>
<td>Educational Support Services</td>
<td></td>
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<td></td>
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<tr>
<td>Diversity, Equity, &amp; Inclusivity</td>
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<td></td>
<td></td>
<td>Individual job titles within the department shall be designated as essential and required to attend work in-person on a temporary and/or as-needed basis by the supervising Administrative Council Member</td>
<td>Agency needs for continuity of business operations or educational services, including providing meals to students, will change over time depending on the length of a reduced workforce or shutdown and the time of the year. Certain job titles within the Department may be required to come in routinely, or on a limited periodic basis, or may remain remote full time. Designation of the employee’s essential job functions is at the discretion of the Administrative Council Member.</td>
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</tbody>
</table>

### (2) Staggering Work Shifts of Essential Employees – Reducing Overcrowding

Depending on the exact nature of the communicable disease and its impact, Eastern Suffolk BOCES is prepared to enact numerous strategies to minimize building occupancy in order to maintain social distancing requirements as well as reduce overcrowding on public transportation systems. The following will be considered by department Supervisors and Administrative Council;
• Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance or Executive Order.
• Forming employee work shift cohorts to limit potential contacts.
• Limit employee travel within the building.
• Limit or eliminate in person meetings and gatherings, post-pone or make use of virtual meeting tools.
• Stagger arrival and dismissal times
• Stagger entire shifts.
• Alternate workdays or workweeks.
• Limit or eliminate visitors to the building.

The Agency will utilize these base strategies and expand upon them as necessary in order to address any public health emergency, as appropriate.

(3) Telecommuting

Eastern Suffolk BOCES considers the safety of its students and employees to be of the utmost importance. Generally, the Agency believes that its goals and objectives are best served when employees work in-person on Agency premises. However, the Agency recognizes that, in certain circumstances, remote working or telecommuting may be advantageous to both the employee and the Agency. It may also be deemed warranted or necessary in the event of an extraordinary circumstance such as a public health emergency involving a communicable disease or other emergency situation that may make the Agency premises unsafe or otherwise interrupt our ability to effectively operate.

In these circumstances, Eastern Suffolk BOCES will follow its previously developed policies, procedures, and plans including, but not limited to, the District-Wide School Safety Plan and the Building-Level School Emergency Response Plan(s). To the extent that any policy, procedure, or plan is in any way inconsistent with or conflicts with federal, state, or county law, regulation, or executive order released for the purpose of addressing the extraordinary circumstance, the federal, state, or county law, regulation, or executive order will govern. Additionally, the Board may adopt resolutions or take other actions as needed to respond to changes in federal, state, or county law, regulation, or executive order to provide further direction during an extraordinary circumstance.

Upon request, an employee's supervisor and Administrative Council member, may grant individual employee(s) a full-time, part-time, or short-term remote work arrangements, provided that the employee's work is able to be performed remotely.

In the event of an extraordinary circumstance such as a communicable disease pandemic or other emergency situation, it may be necessary to even establish remote working arrangements for most or all non-essential employees. In these circumstances, the Agency will notify employees of whether they are expected to work at home full-time, part-time, or not at all. Specific arrangements for working from home shall be coordinated through an employee’s supervisor and Administrative Council member.

Agency employees who are working remotely are required to comply with any and all applicable Agency policies, procedures, and other related documents as they normally would if they were working on Agency premises. Including;

Eastern Suffolk BOCES Board Policy 5113
Telecommuting or working remotely allows an employee to perform his/her regular duties at home for either a portion or the entirety of the employee’s normal workday or workweek. In special circumstances, with the authorization of an employee’s supervising Administrative Council member, an Eastern Suffolk BOCES employee may be permitted to telecommute or work remotely.
Telecommuting is an arrangement applied as an accommodation, when appropriate, and subject to review of employee’s medical documentation in accordance with Regulation 5113R.1. Working remotely is a temporary arrangement not contingent upon a medical condition and not afforded as a medical or disability accommodation.

Telecommuting or working remotely is not an entitlement, is not an Agency-wide benefit, and in no way changes an employee’s terms and conditions of employment with ESBOCES. An employee telecommuting or working remotely is expected to meet the same performance standards previously applicable to the employee, and the employee’s supervising administrators are expected to use the same performance review criteria previously applicable to the employee.

When an employee has been approved to telecommute as described above, the employee must ensure that the hours and workload reflect equivalency to such employee’s normal work location and responsibilities. This policy does not reflect an opportunity for an approved employee to modify working conditions and responsibilities to less than normal duties.

References:
• Fair Labor Standards Act
• Administrative Regulation 5113R.1 – Telecommuting/Working Remotely

First Adopted: 7/8/2015
Updated: 3/11/19
Revised: 4/4/19
Readopted: 6/26/2019

The Office of Technology and Integration (OTI) will continue to support the Agency and its employees during a limited or mass telecommuting event following the same protocols and procedures in place during a normal working period unless otherwise directed by Administrative Council. Administrative Council will provide OTI with priorities to meet the needs of the Agency while facilitating meeting the individual requests for support.

All members of the Eastern Suffolk BOCES instructional staff (inclusive of teachers, paraeducators, related service providers, and special subject teachers) and families have been surveyed to assess the level of access to devices and high-speed internet available in their places of residence. Additionally, the Agency shall conduct an internal assessment of each non-instructional department’s need for access to devices and potential needs for home access to internet. Options will be reviewed and made available in the event of a need for employees to telecommute. Additional surveys will be conducted as necessary.

Administrators and support staff that are provided with Agency issued laptops will maintain remote access capabilities to ensure continuity of business operation in the event of an unforeseen need for telecommuting. Educational staff shall maintain remote teaching capabilities to allow for a quick transition to a remote teaching model in accordance with direction given by the Chief Operating Officer or as mandated by federal, state, or local directives or executive orders.

Upon direction to begin a period of telecommuting, employees may enable call forwarding from their direct Agency office phone to an Agency or personal cell phone. OTI is available to assist in call forwarding if an employee is unable to perform this function from their office, prior to leaving, or from home on their cell phone. Employees will maintain access to their Agency email when working remotely as this is a necessary means of communications in an emergency pandemic situation where updates are frequent and swift.
(4) Obtaining and Storing Personal Protective Equipment (PPE)

When faced with a communicable disease public health emergency, personal protective equipment (PPE) is vital for maintaining a healthy and safe working environment. Essential employees reporting in-person and contractors completing necessary work orders must have equitable and immediate access to the appropriate level of PPE for their situation.

Eastern Suffolk BOCES shall obtain a minimum of a six (6) month supply of PPE for our designated essential employees and contractors in the event a public health emergency is declared within our jurisdiction. In the event of a public health emergency resulting in limited in-stock availability of PPE through the approved Cooperative Bidding Program, the Purchasing Department must have the ability to immediately make purchases of these essential goods, as vendors will not hold these necessary products to await a competitive bidding process. Therefore, upon the declaration of a public health emergency, the Agency Board shall adopt a resolution to first instruct the Purchasing Department to exhaust all contract efforts to purchase in accordance with General Municipal Law; if unsuccessful, pursuant to Section 103(4) of General Municipal Law, in the case of a public emergency arising out of an accident or unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of a political subdivision, require immediate action which cannot await competitive bidding, contracts for public work or the purchase of supplies, material or equipment, may be let by the appropriate officer, board or agency of a political subdivision. In other words, the Agency may purchase PPE through vendors not currently listed on a bid or contract, if those listed vendors are unable to fulfill orders.

PPE supplies shall be stored in a locked indoor controlled environment at either the Agency warehouse or in-building supply room. Agency wide or specific allotment for delivery may be arranged through the Capital Assets Management (CAM) Department. Building distribution shall be conducted through the Building Administrator or their appointee. Although the PPE shall be made readily available, it must be kept secure to ensure equitable and appropriate distribution.

PPE that will be made available, as appropriate to the public health emergency, shall at a minimum include the following:

- The Agency will provide employees with an acceptable cloth face covering at no-cost to the employee and have an adequate supply of coverings in case of needed replacement. Cloth face coverings are intended to protect other people in case the wearer is unknowingly infected (asymptomatic individuals). Cloth face coverings are not considered surgical masks or respirators. Information shall be provided on proper use, removal, and washing of cloth face coverings.
- Disposable face masks or surgical masks
- Face shields or eye protection (to be worn in addition to a face mask or respirator)
- Disposable Gowns
- Disposable Gloves
- N95 Respirator; those individuals that are required to wear N95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so in accordance with OSHA’s Respiratory Protection Regulation.
PPE Supply Management

- The Health & Safety, Operations & Maintenance and Purchasing Departments shall work with programs to determine the overall PPE needs of the Agency. Centralized purchasing will be used when possible however, if supply demands cannot be met, individual Departments may obtain supplies in accordance with the prevailing procedures at the time of need.
- The Agency shall maintain a minimum initial one (1) month stockpile of PPE for essential workers, prior to the declaration of a public health emergency. An additional one (1) month supply will be kept in active rotation for immediate access and additional four (4) month supplies will be purchased in anticipation of, or upon, an emergency declaration. Supplies will then be purchased on an as-needed and as available basis for the duration of the public health emergency.
- The below tables are initial recommended quantities of PPE. Adjustments in these total numbers will be made as appropriate.

<table>
<thead>
<tr>
<th>Group</th>
<th>Quantity per 100 per Group</th>
<th>12 Week Supply 100% Attendance</th>
<th>12 Week Supply 50% Attendance</th>
<th>12 Week Supply 25% Attendance</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Education Students</td>
<td>500 Masks per Week</td>
<td>6000</td>
<td>3000</td>
<td>1500</td>
<td>5 Disposable Masks per Week per Student (supplements may be parent provided)</td>
</tr>
<tr>
<td>Continuing Education Students</td>
<td>100 masks per week</td>
<td>1200</td>
<td>600</td>
<td>300</td>
<td>1 Disposable Mask per Week per Student (supplements may be parent provided)</td>
</tr>
<tr>
<td>Teachers/Support Staff</td>
<td>500</td>
<td>6000</td>
<td>3000</td>
<td>1500</td>
<td>5 Disposable Masks per Week per Teacher</td>
</tr>
<tr>
<td>Nurse/Health Staff</td>
<td>1000</td>
<td>12,000</td>
<td>6000</td>
<td>3000</td>
<td>10 Disposable Masks per Week per School Nurse</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>1 Week Supply for 1 Staff</th>
<th>12 Week Supply</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disposable Nitrile Gloves</td>
<td>10</td>
<td>120</td>
<td>10 per Week per Staff</td>
</tr>
<tr>
<td>Disposable Gowns (Nurse’s Only)</td>
<td>10</td>
<td>120</td>
<td>10 per Week per Staff</td>
</tr>
<tr>
<td>Eye Protection</td>
<td>2</td>
<td>n/a</td>
<td>2 Re-usable per Staff</td>
</tr>
<tr>
<td>Face Shields</td>
<td>2</td>
<td>n/a</td>
<td>2 Re-usable per Staff</td>
</tr>
<tr>
<td>N95 Respirators</td>
<td>10</td>
<td>120</td>
<td>10 per Week per Staff</td>
</tr>
</tbody>
</table>
Exposure Control and Prevention of Spread

Exposure control will be accomplished in accordance with the protocols identified in the COVID-19 Eastern Suffolk BOCES Reopening Plan, Attachment A, in the event of a declared public health emergency involving a communicable disease. Whether school is in session, remote learning, or full shut down with essential employees only working in person, the guidance within the Reopening Plan will continue to be followed as applicable to the current situation. Universal precautions shall continuously be followed by on-site personnel including; wearing a face covering within six (6) feet of other individuals or public/shared spaces, social distancing of six (6) feet or more, and frequent washing of hands or use of a sixty (60) percent or more alcohol based hand sanitizer.

The Reopening Plan requires that ill students and staff be assessed by the school nurse (registered professional nurse, RN). Students with a temperature, signs of illness, and/or a positive response to the daily screening 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. 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. Staff who become sick during the day with a temperature, signs of illness, and/or a positive response to the daily screening questionnaire shall go directly home and reach out to their supervisor for further guidance.

The Reopening Plan requires all visitors, guests, contractors, and vendors to adhere to the same screening protocols required of staff. This will be communicated to individuals with planned visits beforehand and communicated via signage and verbally by building greeters. Thermometers will be provided to those referred to above who cannot attest to having taken their temperatures prior to arrival.

Eastern Suffolk BOCES 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.

The signs and symptoms of the specific disease shall be continuously monitored in accordance with current CDC and DOH guidelines. Adjustments to the daily screening, attestation and nurse’s observations shall also be in accordance with current CDC and DOH guidelines.

In the event a vaccine is available or becomes available for a public health emergency involving a communicable disease, the Agency will follow directives by the Federal, State and Local authorities. Under the discretion of the authorizing Agency Medical Provider, the Agency will comply with guidance on a vaccination distribution plan including, as applicable; procurement, use, follow-up and reporting. If required or requested, the Agency nursing staff under the direction of the Agency Medical Provider, will be available to disseminate vaccines to employees and/or students on-site, as applicable. If a vaccination is available off-site, the Agency will communicate appropriate ways to access it.

Preventing Spread and Contact Tracing

Instructional programs, administrative offices and support staff must be prepared for communicable disease outbreaks in their local communities, residences and for individual exposure events to occur within their facilities, regardless of the level of community transmission.

Should a suspected or confirmed positive case be identified in one of our facilities, the following current CDC and NYSDOH recommendations shall be followed;
- Closing off areas used by a symptomatic sick person or confirmed positive case and not using these areas until after cleaning and disinfection has occurred;
  - Opening outside doors and windows to increase air circulation in the area, as appropriate.
  - 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 contracted the disease, such as offices, classrooms, bathrooms, lockers, common areas and common equipment.
  - Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the suspected or confirmed person can return to the area and resume activities immediately after cleaning and disinfection.
- Individuals identified as having close or proximate contact with the suspected or confirmed case, shall be informed to follow current DOH guidelines and referred to their personal physician for follow-up and reported to the DOH.

Schools must follow CDC, DOH and SED guidance for allowing someone to return in person after exhibiting symptoms or receiving a positive test for the declared public health emergency communicable disease or being designated a close or proximate contact.

When school is in regularly scheduled session, employees and students are expected to exhibit healthy in-person attendance, that is, only individuals who deem themselves healthy and well and are without a recent close or proximate contact to an infected or suspected infected individual should report to the school building or office. Employees shall be granted the ability to receive testing, treatment, isolation or quarantine in accordance with CDC and DOH guidelines for the specific communicable disease. All leave time and related absence protocols shall be in accordance with existing employee and union contracts and may first make use of any available guidance or grants from the local, state or federal government. The human resource department shall continue to coordinate any requested leave or medical accommodation.

**Employee Assistance Program (EAP)**

The Agency will continue to disseminate information to employees about Employee Assistance Program (EAP) resources. EAP is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders. These issues can be enhanced or begin during the stressful situation surrounding a public health emergency. All employees who need help are encouraged to contact the EAP.

**Facilities Cleaning and Disinfection**

In the event of a declared public health emergency involving a communicable disease, cleaning and disinfection will be accomplished in accordance with current protocols provided by the Centers for Disease Control and Prevention (CDC), the COVID-19 Eastern Suffolk BOCES Reopening Plan listed in Attachment
A, and guidance or regulation provided by NYS DOH, the Governor’s Office, and NY SED. A copy of the CDC’s current guidance for COVID-19 is listed in Attachment B.

The custodial staff cleans and disinfects high-touchpoint surfaces throughout the day in occupied buildings. Teachers and Building Administrators will keep desktops and surfaces in offices and classrooms clear of items so they may be cleaned more efficiently. CDC’s High-touch surfaces shall be disinfected during the course of the workday, as well as after normal school and office hours. As best as able, cleaning chemicals, including emergency purchases due to low supply of product, shall be chosen from products listed in the Green Cleaning Program in accordance with Education Law 409-I. These products minimize adverse impact on children’s health and the environment. Disinfectants must be chosen from those listed on both the United States Environmental Protection Agency’s (US EPA) and New York State Department of Environmental Conservation’s (NYS DEC) approved list of disinfectants.

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Visibly soiled surfaces and objects must be cleaned first. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

**Routine cleaning of school settings includes:**
- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

**Disinfecting:**
Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- Cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health will be adhered to.
- Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned.
- Hand hygiene stations will be provided and maintained, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
• Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.
• Regular cleaning and disinfection of restrooms will be performed.
• Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed positive, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.
• Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff as approved by Central Administration.
• Additional paper towel dispensers may be installed in other designated spaces.

Upon request, the Facilities Department will provide approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between use as much as possible. Examples of frequently touched areas in schools may include:
• Bus seats and handrails.
• Buttons on vending machines and elevators.
• Changing tables.
• Classroom desks and chairs.
• Door handles and push plates.
• Handles on equipment (e.g., athletic equipment).
• Handrails.
• Dance studio floors.
• Kitchen and bathroom faucets.
• Light switches.
• Lunchroom tables and chairs.
• Positive Academic Support Solution (PASS) Rooms.
• Related Services Spaces.
• Shared computer or piano keyboards and mice.
• Shared desktops.
• Shared telephones.

Hand Sanitizing:
• Hand sanitizer dispensers will be located and installed in approved locations.
• Hand sanitizer bottles will be distributed to staff as approved by Supervisors and Administrative Council members.
• Ensure that all existing and new alcohol-based hand-rub dispensers, installed in any location, are in accordance with the Fire Code of New York State (FCNYS) 2020 Section 5705.5.

Trash removal:
• Trash will be removed daily.
• Garbage cans or process for collecting trash during lunch periods in classrooms will be increased where necessary.
• No-touch trash receptacles will be utilized, where possible.

(6) Documenting Precise Hours/Work Locations of Essential Workers

As the work environment changes to adapt to an emergency situation and typical work schedules and locations are modified, it can become more difficult to track employees, especially if they conduct work
off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease emergency. In an effort to allow for contact tracing should an individual present in our buildings become symptomatic or confirmed positive, additional efforts must be made to document precise hours and work locations, for essential employees. As individuals may fall ill quickly, may be otherwise obligated to care for sick family members, or lose access to transportation, it is imperative to track employees daily presence in real-time and not rely on pre-scheduled groupings of employees to determine individuals presence and potential exposures.

Options to be deployed during a public health emergency shall be specific to the circumstance and department and may include;

- A daily sign-in and sign-out paper sheet or electronic form at each office/department
- An email protocol notifying the supervisor of your completed daily working hours and location
- Performed under the specific direction of your Supervisor or Coordinating Administrator

(7) Emergency Housing for Essential Employees

Emergency housing for essential workers is not considered generally required for Agency employees in order to contain the spread of the communicable disease. This option is mostly reserved for healthcare workers and other critical care employees. Suffolk County School Districts have established school building shelter sites across the County in cooperation with the Suffolk County Office of Emergency Management which may be utilized in the event of any emergency situation. If deemed necessary, the Agency will work closely with Office of Emergency Management to determine housing options.
Attachment A

COVID-19
Eastern Suffolk BOCES
Reopening Plan
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
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

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:](image)
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.
Attachment B

CDC’s Six Steps for Properly Cleaning and Disinfecting Your School
Six Steps for Properly Cleaning and Disinfecting Your School

Protect Your School Against COVID-19
Properly cleaning and disinfecting surfaces and objects can help safely and effectively reduce the spread of disease in your school or facility.

✓ Always wear gloves and other personal protective equipment (PPE) appropriate for the chemicals being used. The PPE may include eye protection.
✓ Cleaning and disinfection products should not be used by or near students.
✓ Make sure that there is adequate ventilation (air flow) when using chemical products to prevent yourself or others from inhaling toxic vapors.

1. **Use an EPA-approved disinfectant against COVID-19.** Visit [epa.gov/listn](http://epa.gov/listn) or scan the QR code with your smart phone to check EPA’s list of approved disinfectants.

2. **Always follow the directions on the label.** Check “use sites” and “surface types” to find out where the product can be used. Pay close attention to “precautionary statements.”

3. **Clean surfaces and determine how areas will be disinfected.** Clean surfaces with soap (or detergent) and water prior to disinfection. Routinely clean and disinfect frequently touched surfaces at least daily.

4. **Follow the specified contact time.** Apply the product (e.g., spray or wipe a surface) and allow it to dry according to the specified contact time on the label.

5. **Wear gloves and wash your hands with soap and water.** Discard disposable gloves after each cleaning and disinfection. For reusable gloves, dedicate a pair to disinfecting surfaces to prevent the spread of COVID-19. After removing gloves, wash your hands with soap and water for at least 20 seconds.

6. **Store chemicals in a secure location.** Keep product lids closed tightly and store products in a location away from students’ reach and sight.

[cdc.gov/coronavirus](http://cdc.gov/coronavirus)