



## LaFayette Intermediate School Building Re-opening Plan 2020



### Introduction

All of us at LaFayette Intermediate School are looking forward to having students return to school in some capacity in September. We are dedicated to keeping our students healthy and safe and to support their learning and growth. This plan details areas that are continuously being assessed for a safe reopening of our school. Sections are included on the following topics: School Schedule, Health and Safety, Communication with Families, Social/Emotional Well-Being, Teaching and Learning, Attendance and Chronic Absenteeism, Transportation, and Breakfast and Lunch.

Input from all stakeholders (parents/guardians, students, staff, community members) has been and will continue to be very important as we prepare for the upcoming school year. If you are reviewing this document and have a question about anything or notice that something important has not been addressed in the plan, please contact the school.

## School Schedule Possibilities:

\*\*To ensure the safety of students and staff, the Waterloo Central School District will be using a “hybrid” scheduling model this coming school year. This will allow for social distancing on buses, in classrooms and in hallways as not all our students will be present in the school building at the same time. \*\* Below you will find an example of timing of the day with a Hybrid and a Remote model.

### Hybrid Model

All students will be divided in two groups. Group A will attend school on Monday and Tuesday and be remote leaning on Wednesday, Thursday, and Friday. Group B will attend school on Thursday and Friday and be remote learning on Monday, Tuesday, and Wednesday. When students are remote learning, they will be required to attend class through his/her computer at certain points throughout the day. All staff will be teaching from LaFayette Intermediate School.

Monday	Tuesday	Wednesday	Thursday	Friday
A in class B remote learning	A in class B remote learning	A & B Remote Learning	B in class A remote learning	B in class A remote learning

Parents have the choice to send their child to school using the hybrid model above or total remote learning at home.

Students involved in remote learning will use Microsoft Teams to log-in and view in class instruction at different points in the day. Students who are remote will not be expected to be on their computers all day long. Teachers will be taking attendance every day and students are required to be in attendance.

### **Arrival: Lafayette students will be coming at a different time so that we can create the safest environment and experience for the students.**

- 9:30-Parents drop off – will take place out front of the building as usual. Staff will approach each car and students will exit the car. Safety will be stressed. All students will need to have a mask on before exiting.
- 9:45-10:00 Bus Arrival
- 9:45- School begins Bell rings

10:00- Morning announcements/morning meetings, students eating breakfast in classroom

10:20- Academic Instruction Begins/ Specials are mixed in throughout the day

Lunch- 11:45-1:25- Each class will be assigned a 30-minute lunch time.

**Dismissal** 3:45 Busses are dismissed 3:50- Parent pick up begins

**Completely Remote Model**

<b>Time</b>	<b>Assignment</b>	<b>Students will be doing</b>
9:15-10:00	Online Virtual Class	Attendance/Second step/Restorative Circles
10:15-3:15	During this time students will still follow the same special area schedule as they did in school throughout the day.	Actively participating in Academics and Specials: A. P.E B. Music C. Art D. Digital Media & Literacy (Library) E. MTSS
		During the time above students will complete assignments for the day and seek help from the teacher as needed. Grade level Office hours will be scheduled for students to drop-in virtually and ask questions.  Students may be scheduled to attend a related service or intervention group (OT, PT, Speech, Reading Group, Math Skills Lab, ELA Skills Lab, Band Lessons)  Students may have to attend small group instruction classes during this time or be contacted by a teacher if there is evidence that the work submitted shows some misunderstanding.
3:10-3:35	Extra help time	Extra help is available of needed

## **Miscellaneous Information:**

- All students are encouraged to bring a water bottle to school when they are in class
- Students will wash hands/use hand sanitizer when they enter the classroom, before and after lunch and before and after they return from the gym.
- Students will all have their own 1:1 device and will be responsible for bringing it to school when using the Hybrid learning model
- A system for parent/guardians who transport students will be devised. Pick up will occur AFTER the buses leave LaFayette. As the buses enter students will be let off the bus using social distancing
- Staff will be present outside assisting the safe arrival and departure of students
- Masks will always be worn with breaks scheduled. Students not able to wear a mask will need a medical note from a doctor

## **Health and Safety**

### Health Checks:

**Parents/Guardians will be required to take each child's temperature and do a brief health check each morning before sending them to school.** As part of the health check, parents/guardians will be required to complete a brief online form that will be provided to families in the most convenient way possible. If families cannot screen student(s), they should notify the school, and their student(s) will be screened at school before starting school each day. Students who cannot be screened at home must be transported to school by the parent/guardian and not on the school bus. Those students will be screened by the school nurse as soon as possible and in a confidential manner.

Parents/guardians and staff members will be provided resources to educate them regarding the careful observation of symptoms of COVID-19 and health screening that must be conducted each morning before coming to school. Parents/guardians and school staff will be instructed that any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection should not be present in school. The Centers for Disease Control and Prevention (CDC) keep an up to date list of [symptoms of Coronavirus](#) on its website. This list is not all inclusive as some individuals may display other symptoms or may be asymptomatic.

1 Centers for Disease Control and Prevention, Stay Home When You Are Sick. <https://www.cdc.gov/flu/business/stay-home->

- As of 7/13/2020 these are the most common COVID-19 symptoms (not limited to). If your children exhibit any of these symptoms you may want to contact your health provider.

- Fever or chills (temp 100 or greater)
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- Staff observe students and other staff for the following symptoms and alert the school nurse if observed.
  - Flushed cheeks
  - Rapid or difficulty breathing (without recent physical activity)
  - Fatigue, and/or irritability
  - Frequent use of the bathroom
- Daily screenings are required for all staff and students.
  - Staff will complete and submit an electronic health screening every day before reporting to school.
  - Parents/Guardians will screen their child at home before school. **If that is not possible, the parent/guardian will notify the school before their child enters so they can be screened by the school nurse. Those that cannot be screened will be transported to school by the parent/guardian and not on the school bus.** Those students will be screened by the school nurse as soon as possible and in a confidential manner.
  - School visitors such as contractors, vendors, and general visitors will be screened using pre-approved questions that follow guidance from the CDC and Department of Health.
  - Parents/visitors are not allowed to eat lunch with their child until the Pandemic is over.
  - The school district will provide occasional reminders to all staff, parents/guardians, and students to be conducting daily health screenings before entering school.
- At school screenings for symptom-free students:
  - An additional staff member will be assigned to the Health office to supervise students as they wait for their screening. This individual will also be trained to administer screenings while wearing PPE. This individual will also assist non-screening student issues that arise but do not require a school nurse.
  - Students and staff will maintain social distancing practices as well as wearing PPE throughout the screening process.

- Students receiving screenings at school will be scheduled to enter the school Health Office before general student arrival to minimize contact before screening.
- PPE for school nurses includes, surgical mask, face shield and disposable gloves.
  - Nurse will wash hands, before and after screening a student, for 20 seconds with soap and water, or if not available use a 60% alcohol-based hand sanitizer.
  - If screening multiple students, the nurse will put on a new pair of gloves as well as a new probe on the thermometer.
- Temperature checks as well as a visual inspection for possible COVID-19 symptoms will be performed by trained staff.
- The district plans to have families complete a digital screening questionnaire developed by WFL-BOCES each morning. Email reminders will be sent to families each day to help remind families to complete the screening questionnaire. Trying to avoid paper forms to track screening answers to avoid physical transmission.
- In-person screenings for all students at school would need to take place before students ride school transportation or before entering the building. Concerned about the amount of time this would take from instructional time at school and exposure to staff and students before screening takes place.

Healthy Hygiene Practices:

- Signs will be posted throughout the facility that educate and that remind all present to practice healthy hygiene. Examples include:
  - Stay home if they feel sick.
  - Cover their nose and mouth with an acceptable face covering and social distance wherever possible.
  - Properly store, clean, and when necessary discard of PPE.
  - Report symptoms or exposure to COVID-19.
  - Follow hand hygiene and cleaning and disinfection guidelines.
  - Follow respiratory hygiene and cough etiquette.
  - WCSD is obtaining signage provided for free by the CDC to post throughout facilities.
- Hand Hygiene:
  - Washing with soap and water for at least 20 seconds is preferable.
  - Using a 60% alcohol-based hand sanitizer when washing hands is not possible.
  - If hands are noticeably soiled, hand sanitizer is not effective, and individual should be directed to wash with soap and water.
  - Hand sanitizer will be provided in common areas where hand washing is not convenient or accessible.
  - Paper towel dispensers will be available near hand washing stations.

- WCSD is installing additional paper towel dispensers and water bottle fill stations.
- Promotion of proper hand washing before meals, after recess or physical education, before and after removing PPE, and other times as appropriate.
- Respiratory Hygiene:
  - Students and staff will cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately.
  - If no tissue is available, using the inside of the elbow or shirtsleeve is appropriate.
  - Always perform hand hygiene after coughing, sneezing, and handling tissues or other soiled material.
  - Schools and busses will provide new PPE (i.e. disposable masks) if a student's PPE becomes soiled during the school day.
  - Students will bring their own mask. If they do not have a mask one will be provided.

#### **Social Distancing:**

- Always maintain six feet of distance where possible, twelve feet distance if singing, projecting voice, or while in a physically demanding activity.
- Stagger arrival and dismissal times as well as ingress and egress to avoid congestion. Multiple entrances and exits may be used for student arrival and dismissal.
- Mask breaks will be scheduled for students.
- Ensure that groups/cohorts of students such that social distancing can be maintained in each area/classroom. School architects reviewed building plans with building principals to determine occupancy considerations with new space recommendations.
- Students will remain in their assigned class for all activities except Physical Education.
- All students will receive school supplies from their classroom teacher.
- Use of vinyl floor tape, signs, posters, etc. to mark pedestrian traffic flow directions around the school to minimize congestion.
- Cubbies will be used, spaced apart and students will be instructed to social distance and wait their turn.
- Playgrounds will not currently be used.
- Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand/respiratory hygiene, or wear a face covering or mask. Parents/Guardians should work with their health care provider to make an informed decision on how best to meet the child's needs at school while protecting their health and safety.
- Remote instruction will remain an option for students/families who may be at additional risk when attending instruction in person.

### Personal Protective Equipment (PPE) and Cloth Face Coverings:

- The school will follow all the latest guidance from OSHA and the CDC for information on the most effective practices for PPE.
- Schools will provide adequate supplies of PPE for school health professionals, including but not limited to, face masks, respirators (N95), eye protection or face shields, gloves, disposable gowns.
- All individuals in school facilities or on school grounds will be prepared to put on a face covering and social distancing will be maintained. This includes but is not limited to:
  - o Whenever they are within six feet of someone
  - o In hallways
  - o In restrooms
  - o In other congregate settings such as buses
- Waterloo will supply staff with acceptable face coverings if they do not wish to use their own. Waterloo will also have enough face coverings to provide them for students in the event they do not have one or forget/damage/soil their covering.
- Waterloo will provide instruction on proper use of face coverings, hand hygiene before and after putting on/taking off face coverings, proper disposal, proper cleaning of reusable coverings, and that face coverings should never be shared.
- Students and staff may use transparent face coverings if it is necessary to see the mouth movement, i.e. for speech therapy.
  - o Staff will be required to use face coverings during instruction.
  - o Staff may need to wear alternative face coverings to create accessibility for students with hearing needs. Microphones and other audio equipment may also be used to increase accessibility to teacher instruction.

### Management of Ill Persons:

**The room next to the Nurse's office will be used by the nurse for students that are ill and need to be sent home.**

- Students and/or staff with symptoms will be sent to the health office immediately.
- If the nurse is not available, the student/staff member will be sent home for follow up with a health care professional.
- If a student/staff member develops symptoms through the school day, they will report to the health office immediately. Based on the evaluation by the school nurse, they may be required to leave school and follow up with a health care professional.
- **Students and/or staff presenting symptoms should be symptom free without medication for 24 hours before returning to school and are encouraged to consult with their health care professional. Depending on the situation, the school Health Office may require that students return to school after consulting with their health care professional.**
- Any reports made to the school nurse by staff about suspected cases of COVID-19 will be done confidentially and in accordance with FERPA and Education Law 2-d.
- Individuals that display symptoms of COVID-19 will be kept six feet apart and isolated from the rest of the school population.

- Those waiting to be sent home will stay in isolation. Multiple people can be in this space if social distancing can be maintained.
- All areas that the individual may have encounter will be cleaned and disinfected.
- Students should be escorted to their parent/guardian outside the school building by a school nurse or staff member wearing PPE.
- The parent/guardian needs to contact their health care provider.
- Symptomatic students will stay home unless otherwise directed by the health care professional.
  - o This individual may return to school if discharged by a health care professional, or if their fever is gone for 24 hours without the use of fever reducing medicine, and they feel well for the 24 hours.
  - o Students returning to school after displaying COVID-19 symptoms will be evaluated by the school Health Office before returning to classes. School nurses will also communicate with the family or the student's health care professionals prior to returning to review symptoms.
- If a person has been diagnosed with COVID-19 they may return to school if,
  - o It has been a least ten days since the individual first had symptoms.
  - o It has been at least three days since they had a fever. (Without using fever reducing medicine.)
  - o It has been at least three days since their symptoms improved, including cough and shortness of breath.
- For any COVID-19 positive case, return to school will be coordinated with the local health department.

### **Cleaning and Disinfecting:**

- School wide cleaning will include classrooms, restrooms, cafeterias, libraries, playgrounds, and buses. (some areas will not be in use)
- Frequent disinfection of high touch surfaces, i.e. door handles, grab bars, railings, faucets, desks, tables, etc.
- Schools will identify cleaning and disinfection frequency for each facility and area type.
  - o After students enter the building, all areas will be disinfected where students have passed through.
  - o Bathrooms to be cleaned at least two times per day throughout the school day. Disinfected once per day by second shift.
  - o If copy room is being used please frequently disinfect unless other staff is tasked to do this after use.
  - o If and where parents can enter the building, disinfect throughout the day.
  - o Keep floors in the hallways cleaned daily to eliminate dust and particles. (COVID attaches to particulates)

- Clean desks, chairs, tabletops, counters, pencil sharpeners, phones. All these items need to be disinfected after they have been cleaned with proxi.
- Classroom floors dust mopped daily. Wet mop classroom floors as much as possible to keep dust to a minimum.
- Disinfect handrails twice per day, cleaned with proxi and disinfected by second shift for the next school day.
- Masks are required to be worn while cleaning. If you need a mask break, please be respectful of others. Go outside and get fresh air if needed.
- All facilities staff are required to wear gloves when cleaning to reduce the possibility of contracting viruses.
- Schools will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.
- All cleaning staff will wear appropriate PPE to protect them while they do their job.
- Students will not be present nor helping in the cleaning and disinfecting of areas.
- Building ventilation filters will be changed on a set schedule.
- Electronics should be cleaned per the manufacturer's instructions.
- Shared athletic equipment should be cleaned between uses per the manufacturer's instructions.
- School health office cleaning will occur after each use of:
  - Cots
  - Bathroom
  - Health office equipment
- Students will not be sent to or admitted into the school Health Office without a clear medical need.
- Students will eat food in classroom and if travelling to the cafeteria they will be escorted by staff (as a class).

### **Safety drills:**

- Education Law 807 requires schools to conduct eight evacuation drills and four lockdown drills each school year. A school may modify their drill procedures to minimize the risk of spreading infection.
- will be instructed and reminded that in the event of an actual emergency requiring evacuation or lockdown, that the priority will be getting to safety. In this event, social distancing is not the priority.
- Evacuation drills will be conducted in such a way as to minimize the number of students exiting the building at one time. Staff will also ensure that students are maintaining social distancing throughout the evacuation drill.
- Lockdown drills will be conducted as a review of proper procedure, so all students are fully versed with the expectations if a real lockdown was needed. For the drills, social distancing will be maintained.
- Attention will be given to making sure there is equity with students and the types of drills especially in a hybrid instruction model where half of students are off campus.

## **Communication with Families**

### **Transportation**

- School buses will be cleaned and disinfected in accordance with state guidelines.
- Students are expected to maintain social distance at the bus stop before being picked up.
- All students who ride the bus will always be expected to wear a mask while on the bus.
- All students will be socially distanced while riding the bus.

### **Arrival**

- When the bus arrives at school, students will be let off the bus in an orderly manner to maintain social distance in the aisle and as they exit the bus.
- When buses arrive at the same time in the morning, the drivers will coordinate with each other so that all of the students on one bus are allowed to exit the bus and move toward the main entrance before students from the other bus are allowed to exit their bus.
- When walking from the bus and into the school, all students will always be expected to maintain social distance. Staff will be on hand to assist with this process.
- Students will report directly to their classroom upon arriving to school.

### **Dismissal**

- Students who ride the bus will be dismissed at the end of the day by their bus numbers being called to reduce the number of students in the hallway. Walkers will be dismissed after students riding the bus to further reduce hallway congestion. (Students will be brought out to the parents).
- All students are expected to maintain social distance throughout the dismissal process. Staff will be on hand to assist with this process.

## **Student Meals**

### **Breakfast:**

- Students who choose to receive breakfast will eat in the classroom. Students will enter a one-way traffic pattern when going to receive breakfast and heading off to his/her room. Parents should have money for food items on student accounts, so money is not handled.

### **Lunch:**

- All students will eat lunch in their classroom. Lunch will be delivered to the classroom/hallway or students will go through the lunch line depending on what is the safest for each student

## **Social Emotional Well-Being**

The following will be incorporated at LaFayette:

- students will receive instruction in Second Step Program
- Practice Mindfulness techniques
- PBIS- Positive Behavior Intervention and Support will be stressed
- PBIS Tier 1 Matrixes and Lessons will be adjusted to include social distancing and wearing a mask
- Behavior Intervention Teams will monitor student needs
- A fulltime School Counselor and Social worker will be available
- As part of an MTSS (Multi-Tier Systems of Support) framework, SEL (Social Emotional Learning), mental health, and well-being supports offered at all levels will reflect school-wide implementation of effective, efficient, and evidence-based practices and strategies that all students can access.

## **Attendance and Chronic Absenteeism**

LaFayette students are expected to be in attendance daily. Teachers will take daily attendance in class and remotely.

- Tiered system of support for attendance
  - o Tier 1: Daily synchronous instruction, daily attendance, academic performance, weekly check-in of student attendance with the building principal
  - o Tier 2: Daily preventative phone calls for student attendance and engagement
  - o Tier 3: Home visits
- Clarity of expectations regarding student attendance and engagement will be communicated to families prior to the start of the school year
- Create plans for direct contact with families in their preferred form of communication
- Home visits when appropriate with 2 district employees or a community partner
- The school will have individualized plans for chronic absenteeism

MTSS framework will be used to support students when they are at risk for chronic absenteeism between 5-9% as the threshold for a tier 2 interventions so that we are proactive in preventing chronic absenteeism versus waiting until a student is chronically absent prior to intervening.

## **Teaching and Learning (including academic interventions and grading)**

- Students will continue to receive instruction in English Language Arts, Mathematics, Science, and Social Studies. Teachers will integrate subject areas when possible.
- MTSS framework will be used to determine interventions and monitor progress in interventions to meet students' needs

## **Extracurricular Activities- Does not apply to LaFayette Intermediate**