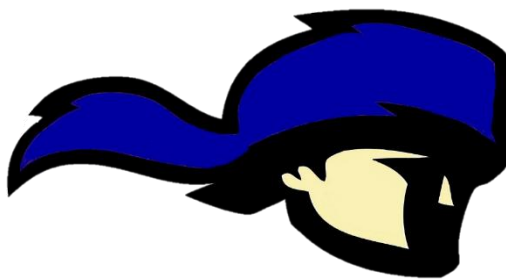




REOPENING PCSD

2021

Poughkeepsie City School District Reopening Plan





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DISTRICT MISSION

“We are champions of children who inspire and nurture the whole child by providing innovative, high-quality educational opportunities that prepare all students to embark on individual paths of success in a globally diverse community.





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EXECUTIVE SUMMARY

Due to the emergence of the COVID-19 virus in the State of New York, on March 16, 2020, Governor Andrew Cuomo issued Executive Order 202.4: *Notwithstanding any prior directives, every school in the state of New York is hereby directed to close no later than Wednesday, March 18, 2020.* Subsequently, consecutive executive orders were issued as New York fought to reduce the spread of the virus which resulted in schools across New York remaining closed through the end of the 2019–20 school year.

As school districts across New York plan to reopen in September, school leaders, staff, parents and community members are focusing on strategies to effectively deliver high-quality instruction to students, while protecting the safety and health of students and staff.

Poughkeepsie Public School District is committed to providing high-quality instruction to our students, regardless of the instructional delivery model, while ensuring the safety and wellness of student and PCSD employees. Upon receiving guidance published by the New York State Education Department (NYSED) and New York Department of Health (NYDOH) the Poughkeepsie City School District (PCSD) convened a group of stakeholders comprised on PCSD staff, parents, students, community members, and community organizations to plan for the reopening of PCSD schools in the Fall of 2020.

The Taskforce used the following guiding principles to inform this plan:

1. Deliver high-quality instruction to students, regardless of delivery model;
2. Ensure the safety and wellness of students and PCSD employees;
3. Work with our parents to ensure that their children's academic, social emotional and wellness needs are met, and;
4. Optimize the use of school and community resources in supporting PCSD students.

Reopening PCSD: Reopening Poughkeepsie City School District Plan defines clear guidance for the reopening of our seven schools that aligns with the regulations developed by the New York State Department of Health and the New York State Education Department. While this plan, a working document which represents the initial recommendations of the Taskforce, the Taskforce will continue to work to refine and strengthen this plan. (To view Taskforce meetings click [here](#))

The pandemic has given communities across the country the opportunity to reimagine education. When the 2020-2021 school year begins, the delivery of instruction and the way we function inside of our schools will be different than previous years. This working document provides a comprehensive overview of the way school and community members have worked together to detail plans* for PCSD schools to reopen safely to meet the diverse needs of our students and families during this unprecedented time.

*This Plan is a working document. As the Taskforce continues to improve this plan, it will be updated accordingly.



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1.0 Communication/Family & Community Engagement

Updating Section

1.1 Plan Overview

Changes to what stakeholders have come to expect in school operations will require PCSD to effectively communicate with stakeholders to:

- Identify areas that will need to be addressed (e.g., fear of infection, student schedules, etc.) prior to the opening of school. The District will use feedback from the three scheduled Superintendent Town Hall meetings, distributed surveys, and the Community Corner to refine this plan.
- Gauge anticipated student attendance for reopening based on:
 - Concern to return
 - Health-risks
- Gauge transportation needs (see also Arrival and Dismissal)
- Communicate what is being done to mitigate the spread of COVID-19 (e.g., disinfection routine, health policies for staff, and health & safety measures in place).
- Establish formal and informal means of communication for stakeholders to express concerns, questions, comments, and feedback.

1.2 COVID-19 Safety Coordinators

The district has developed a team that will serve as the district's COVID-19 Safety Coordinators:

- Dr. Timothy Wade, Assistant Superintendent for Administrative Services
- Mr. Robert McDow, Interim Chief Financial and Business Official,
- Mr. Gregory Mott, Assistant Superintendent of Elementary Education,
- Ms. Felicia Schinella, Interim Executive Director of School Engagement, and
- Ms. Kristina Giangreco, Director of Special Projects

The Poughkeepsie City School District is designating these five administrators whose responsibilities include continuous compliance with all aspects of the school's 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.



1.3 Communications Channels

PCSD recognizes the need to communicate with each of the various stakeholder groups using several mediums of communication to address the various needs and access points of Poughkeepsie's diverse community. The district will communicate with stakeholders BEFORE, DURING, and in the event of a CLOSURE utilizing multiple channels of communication, including:

- PCSD School Mass Communication System - email, text message, robocalls
- PCSD Website – [PCSD dedicated COVID section](#)
- PCSD Social Media - [Facebook](#), [Instagram](#)
- [Superintendent Briefs](#)
- Superintendent Town Hall Meetings
- Superintendent Fireside Chats
- Community Schools' Community Forums
- Flyers/posters

Schools will communicate with stakeholders BEFORE, DURING, and in the event of a CLOSURE utilizing multiple channels of communication, including:

- Building Principals will use the Infinite Campus system to communicate with families by way of All Calls
- Individual School Websites
- Building Social Media
- Class DOJO and/or Remind
- Principal Fireside Chats
- Flyers/posters

General Communications

- An independent PCSD website will be created to host all district/school COVID-19 related resources and online learning resources for students, parents and teachers. This will be linked to all existing websites, allowing for easy access to COVID-19 related information while not taking away “prime real estate” from existing websites.
- Communications will detail COVID-19 health and safety information, protocols as recommended by Center for Disease Control (CDC) and New York Department of Health (NYDOH) guidelines. (Ex. signs/symptoms, social distancing guidance, how to properly wear face coverings, hand washing techniques, etc.).
- District cleaning/disinfection measures will be clearly communicated.
- COVID-19 screening procedures for students and staff will be clearly communicated.
- Supports for online learning and behavioral and mental health will be clearly



communicated.

- Form letters will be drafted for a variety of possible COVID-19 related scenarios (ex. possible exposure, positive case, school closure, etc.).
- Communication to parents will be translated to the native language of the household so that all parents no matter their spoken language will remain engaged.
- The Public Information Officer will assess Frequently Asked Questions (FAQs) and offer clarifications to audiences.
- The Public Information Officer will closely monitor information from local health departments and adjust communications accordingly.

Prior to Opening Schools

For **Staff** PCSD will:

- Communicate what is being done to mitigate the spread of COVID-19 (e.g., disinfection and health & safety measures in place).
- Communicate new or modified work schedules for staff.
 - Provide information on how to self-report exposures and infections (See Health and Safety Section)
 - Employer Human Resources Policies, Health Insurance Portability and Accountability Act (HIPAA) guidelines, and other laws will be followed at all times.
 - Provide a list of CDC Frequently Asked Questions that reflect the unique operating conditions of the district.

For **Students & Families** PCSD will:

- Conduct regular virtual stakeholder meetings and town hall sessions regarding all reopening procedures (i.e. Board of Education Meetings, community school forums, Superintendent Town Hall meetings, etc.).
- Communicate what is being done to mitigate the spread of COVID-19 (e.g., disinfection and health & safety measures in place).
- Provide a survey to families in order to assess for trauma, grief, loss and mental health support.
- Contact parent/caregiver to touch base and offer support and link to resources
- Conduct a check-in meetings and home visits with student to assess for basic needs, e.g., food, housing, transportation, emotional well-being).
- Instruct parents on the requirement and procedure for labeling of personal property and preventing it from mixing with other students' property.
- Provide information on the requirements for the use of face-covering.
- Discourage students from congregating in large groups before, during, and after school.
- Provide a list of CDC Frequently Asked Questions that reflect the unique operating



conditions of the district.

- Share information on the district website containing crisis hotlines, and county mental health resources.

While Schools are Open PCSD will:

- Communicate what is being done to mitigate the spread of COVID-19 (e.g., disinfection and health & safety measures in place).
- Provide students on-going, easy to implement tips and tools for behavior support (e.g., time management in a distance learning environment).
- Provide staff professional development on engagement strategies for online learning, parent engagement, trauma informed care, cultural and linguistic relevant practices and strategies, etc..
- Provide frequent and ongoing communication for families regarding school updates and access to resources.
- Share information on the district website containing crisis hotlines, and county mental health resources.

When Schools are Closed PCSD will:

- Provide information on Continuity of Instruction Procedures
- Communicate what is being done to mitigate the spread of COVID-19 (e.g., disinfection and health & safety measures in place).
- Share information on the district website containing crisis hotlines, and county mental health resources

1.4 Communicate with Vendors



If contractors are employed in the workplace, develop plans with the contracting company regarding modifications to work processes and requirements for the contractors to prevent transmission of COVID-19.

In order to safeguard building occupants, PCSD will implement restrictions as follows:

- Notify vendors that access to the facilities will be restricted.
- Request that vendors reduce the frequency of deliveries while simultaneously meeting the demand of ordered goods.
- Request that vendors use the same delivery driver for all deliveries for the duration of COVID-19 pandemic.
- Request vendors to suspend deliveries and/or adjust maintenance schedules for services in the event school is closed for health reasons.
- Large deliveries - Custodians and/or Food Services will be notified and assist with



delivery. Individuals making the deliveries shall be required to follow the PPE and social distancing procedures adopted by PCSD.

- Notify vendors that, during deliveries, they are required to take precautions including:
 - Required to take the Self-Assessment Tool prior to entering the buildings.
- Maintain physical distancing between themselves and building occupants
- Wear appropriate PPE (a face mask and gloves).
- Do not make deliveries if they have symptoms associated with COVID-19.

2.0 Health and Safety

Updating Section

2.1 Human Resources



[CDC](#) and [NYSDOH](#) guidelines

PCSD will implement the following actions:

- COVID- 19 federal leave information will be posted in all the buildings.
 - (See the [U.S. Department of Labor's Employee Rights poster](#))

2.2 Training



PCSD will implement the following actions:

- Train all teachers and staff in the above safety actions. Consider conducting the training virtually, or, if in-person, ensure that social distancing is maintained.
- Teach and reinforce washing hands and covering coughs and sneezes among children and staff.
- Teach and reinforce the use of [face coverings](#) among all staff.
- Provide training programs related to this plan for all staff.

2.3 Reopening Training Programs

PCSD will provide role-specific training programs related to this plan for all employees. All new employees, including temporary employees will be required to complete training prior to



working in school buildings.

2.4 Persons at High Risk



Identify staff and students who may be at higher risk for severe illness

Revisions were made on July 17, 2020 to reflect recent data supporting increased risk of severe COVID-19 among individuals with cancer. The listed underlying medical conditions in children were also revised to indicate that these conditions might increase risk to better reflect the quality of available data currently. We are learning more about COVID-19 every day, and as new information becomes available, CDC will update the information below.

People of any age with certain underlying medical conditions are at increased risk for severe illness from COVID-19. The following conditions are at increased risk of severe illness from COVID-19:

- [Cancer](#)
- [Chronic kidney disease](#)
- [COPD \(chronic obstructive pulmonary disease\)](#)
- [Immunocompromised state \(weakened immune system\) from solid organ transplant](#)
- [Obesity \(body mass index \[BMI\] of 30 or higher\)](#)
- [Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies](#)
- [Sickle cell disease](#)
- [Type 2 diabetes mellitus](#)

COVID-19 is a new disease. Currently there is limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19. Based on what we know at this time, people with the following conditions might be at an increased risk for severe illness from COVID-19:

- [Asthma \(moderate-to-severe\)](#)
- [Cerebrovascular disease \(affects blood vessels and blood supply to the brain\)](#)
- [Cystic fibrosis](#)
- [Hypertension or high blood pressure](#)
- [Immunocompromised state \(weakened immune system\) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines](#)
- [Neurologic conditions, such as dementia](#)



- [Liver disease](#)
- [Pregnancy](#)
- [Pulmonary fibrosis \(having damaged or scarred lung tissues\)](#)
- [Smoking](#)
- [Thalassemia \(a type of blood disorder\)](#)
- [Type 1 diabetes mellitus](#)

2.5 Screening and Monitoring



PCSD will conduct daily health checks of staff and students safely, respectfully, as well as in accordance with any applicable privacy laws or regulations.

In an effort to screen building occupants prior to their arrival at school, PCSD will implement the following screening procedures:

- Staff will be encouraged to stay home if they are sick and parents to keep sick children home.
- All employees, parents, and regular contractors will be required to complete a daily mandatory health screening assessment that will be available to employees and parents daily prior to the start of each school day.
- Employees and parents will be required to certify “No” to all of the following in order to be permitted access to school buildings:
 1. Since your last day of work, or last visit here, have you had any of these symptoms?
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever (temperature of greater than 100.0° F in the last 14 days)
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

Note: Answer “yes” if the symptoms you have experienced in the last 14 days are of greater intensity or frequency than what you normally experience.

2. Have you had a positive COVID-19 test within the last 14 days?
 3. Have you had close contact with a confirmed or suspected case of COVID-19 case within 14 days?
 4. Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days?
- The district will seek to develop or acquire email automation software to manage screenings as follows:



- Employees, student parents, and regular contractors who frequently visit school buildings.
- Contacts will be required to certify “No” to all of the above questions and are required to present the screen on their phone or mobile device for entry to the building.
- Upon clicking the “No” certification, the contact will be re-queued for the following day.
- The COVID-19 Coordinators including selected district personnel (i.e. Building Principal, nurses) will be notified via email of all contacts who fail to be approved to enter the building for that day.
- The nurse or designee will follow up with the contact and appropriate actions taken. See also:
 - [Contact Tracing](#)
 - [Returning to School](#)

2.6 Self-reporting Exposures and Infections



Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop.

If a person does not have symptoms, follow appropriate CDC guidance for home isolation.

Prior to the opening of schools, employees and families will be advised of the requirement that individuals who are alerted that they have come into close or proximate contact with a person with COVID-19 or have been alerted via tracing, tracking or another mechanism, are required to self-report to their employer at the time of alert and shall not be permitted to remain or return to the building until they have completed quarantine.

In the event a student or district employee reports testing positive for COVID-19 or is exposed to a person who tests positive for COVID-19:

- The student or district employee should immediately notify the district by contacting:
 - The nurse’s office at the school which they attend or work in
 - If not assigned to any one school building, the employee should contact: Dr. Wade in the district administration office.
- If a student or staff tests positive for COVID-19, the district will immediately notify state and local health departments and cooperate with [contact tracing](#) efforts, including notification of potential contacts, such as workers or visitors who had close contact with



the individual, while maintaining confidentiality required by state and federal law and regulations.

2.7 Management of Sick Persons



In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, the Dutchess County Department of Behavioral and Community Health (DBCH) will be notified and the district will follow their guidance.

- School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people.
- Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

In the event a person **becomes ill with COVID-like symptoms while at school**, the following procedure will be followed:

- The person will be moved to a predetermined isolation room or area to separate anyone who exhibits COVID-like symptoms.
- Transportation arrangements will be made to transport the sick person home or to a healthcare facility.
- If the sick person is a student, parents will be asked to call the school and the student will be escorted out of the building to minimize visitors in the school.
- Areas used by a sick person will be closed off and not used before cleaning and disinfection.
- When possible, custodial staff will wait 24 hours (or as long as possible) before cleaning and disinfecting the area in accordance with procedures contained in this plan. If it is not possible to wait 24 hours, wait as long as possible. See also the Cleaning and Disinfecting section.
- Persons who had close contact with a person diagnosed with COVID-19 will be advised to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms, they will be instructed to follow appropriate CDC guidance for home isolation.
- Sick staff members and children will be advised not to return until they have met CDC criteria to discontinue home isolation.



In the event that the school is notified that an employee or student **has been exposed to COVID-19 and are quarantined, or if a family member has been diagnosed with or presumed to have COVID-19 and/or is being isolated**, the following procedure will be followed:

- Personnel and students with known exposure to someone with diagnosed or presumed COVID-19 will be instructed to self-quarantine at home for 14 days.
- If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, his or her siblings or other students living in the same household will be questioned, and if they exhibit symptoms, they will also be excluded from school. If they do not exhibit symptoms, they may still be excluded from school and asked to self-quarantine.
- The custodial staff will be informed so that all desks, lockers, and workspaces of the person are thoroughly disinfected. If the school is not open when notification occurs, the custodial staff will wait 24 hours or as long as possible prior to disinfecting and instead will block off the area so that others do not have contact. However, if that is not possible or school is in session, the cleaning will occur immediately.

2.8 Contact Tracing

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

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

Nurse or designee from school to contact DBCH.

The Nurse or designee will have the following case information prepared:

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



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

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

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

3. DBCH staff will interview contacts of index case as needed

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

4. DBCH to issue quarantine orders as needed

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

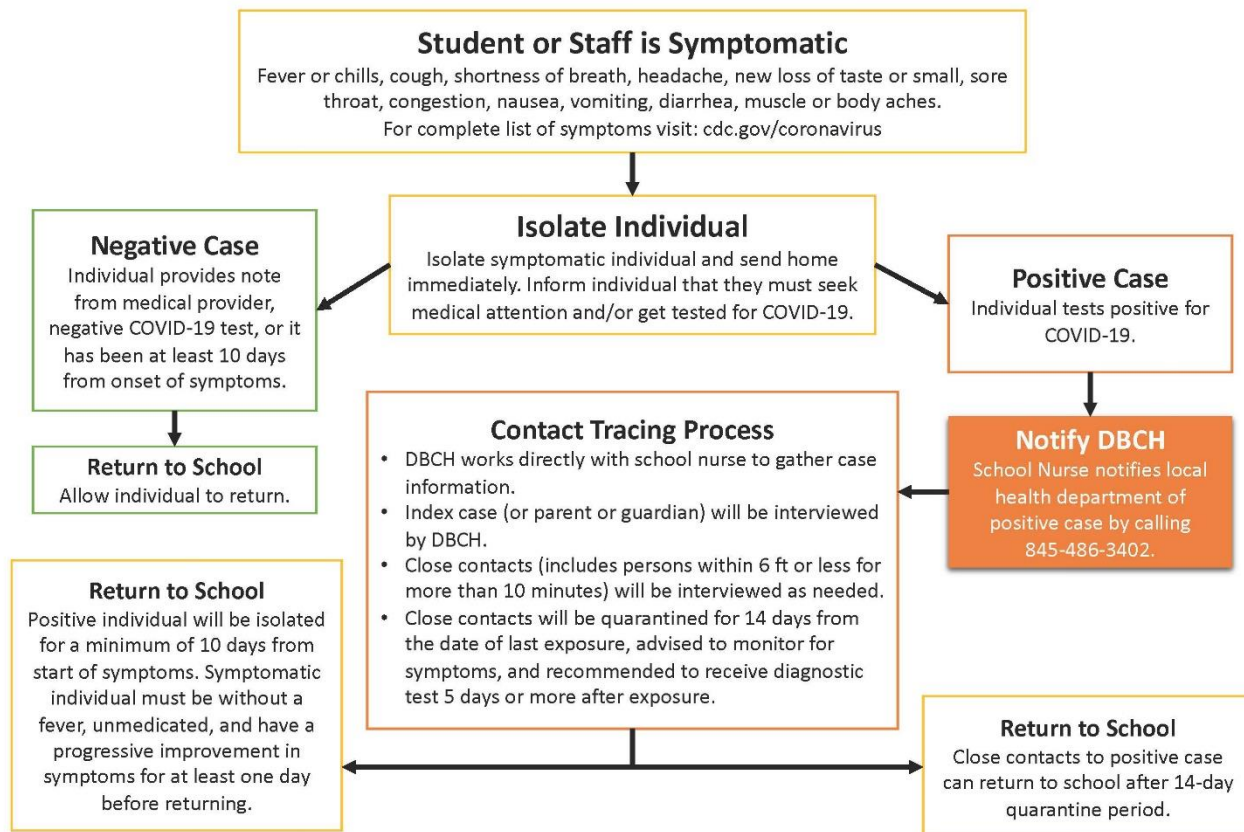
5. Schools to communicate with parents and students

The school may wish to communicate the positive case via a “Dear Parent” Letter to impacted groups or the district at large.



Dutchess County Workflow Contact Tracing Diagram

Dutchess County Protocol for Symptomatic or Positive COVID-19 Student or Staff



2.9 COVID-19 Testing

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

Symptoms of COVID-19

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

Types of COVID-19 tests

There are two different types of tests – diagnostic tests and antibody tests.

- A diagnostic test can show if you have an active coronavirus infection and should



take steps to quarantine or isolate yourself from others. Currently there are two types of diagnostic tests which detect the virus – molecular tests, such as RT-PCR tests, that detect the virus’s genetic material, and antigen tests that detect specific proteins on the surface of the virus.

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

How to be Tested for COVID-19

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

Testing sites in Dutchess County

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

- [CareMount Medical Group](#)
- [Emergency One Urgent Care](#)
- [MidHudson Regional Hospital](#)
- [Nuvance Health](#)
- [Pulse-MD Urgent Care](#)
- [Rite Aid Pharmacy](#)

The most up to date list of providers offering testing and the specific criteria for testing at each site is and will be maintained on Dutchess County’s website at

dutchessny.gov/coronavirustesting

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

2.10 Returning to School



Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation.

The following procedure will be followed for allowing persons to return to school following quarantine:

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. The most recent guidelines will be followed at the time of the occurrence. As of publication of this document the following are the most current:



1. **Untested:** Persons who have not received a test proving or disproving the presence of COVID-19, but experience symptoms may return if the following three conditions are met:
 - a. They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
 - b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - c. At least ten (10) calendar days have passed since your symptoms first appeared.
2. **Tested:** Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following three conditions are met:
 - a. They no longer have a fever (without the use of medicine that reduces fevers); and
 - b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - c. They have received two negative tests in a row, at least 24 hours apart.
3. **Tested with no symptoms:** Persons who have not had symptoms but test positive for COVID- 19 may return when they have gone ten (10) calendar days without symptoms and have been released by a healthcare provider.

Students may also return if they are approved to do so in writing by the student's health care provider.

The school nurse's office will utilize a tracking system to identify students who have been removed for school and document the date that they are permitted to return.

2.11 Healthy Hygiene Practices



Implement and maintain a Stop the Spread campaign that includes reinforcing washing hands and covering coughs and sneezes among children and staff.

The following healthy hygiene practices will be in place at all district buildings:

- Alcohol-based hand sanitizer will be supplied for areas where handwashing is not available/practical, including throughout common areas of all school buildings.
- Signage will be installed near hand sanitizer stations indicating that "visibly soiled hands should be [washed with soap and water](#) as hand sanitizer is not effective on visibly soiled hands.
- Employees, students, and visitors will be required to perform hand hygiene as follows:
 - Arrival at the building



- Departure from the building (visitors will be encouraged)
- Before and after eating or handling food
- Before and after administering medication
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors
- After handling garbage
- Morning/daily announcements made at each school will also remind students of a proper hygiene regiment that must take place in school.
- Posters describing handwashing steps will be installed near sinks.
- Additional receptacles will be placed around the facility for the disposal of soiled items including PPE.
- Additional practices are listed in each applicable section in the Facilities section of this plan

2.12 Face Coverings



Implement and maintain a Stop the Spread campaign that includes reinforcing washing hands and covering coughs and sneezes among children and staff.

The following procedures regarding face coverings will be in place at all district buildings:

- The district will provide employees and students with [facemasks](#) at no cost if needed.
- Face masks will be required by age-appropriate students at arrival and dismissal, during hallway transitions and other building movements and on school buses.
- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

2.13 Stop the Spread of COVID-19 Signage



Install signage on how to Stop the Spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.

- The district will install CDC-provided signage (English and Spanish) at multiple locations around each school and district buildings to:
 - Instruct building occupants on the proper way to wash hands
 - How to put on, take off and properly wear a face mask
 - How to engage in good daily hygiene measure
 - Stop the Spread of Germs



- Guidance on Social Distancing
- All students and staff will be provided with information identifying the procedures for identifying the procedures for identifying students with COVID-19 symptoms and the necessary steps to be taken once pertinent systems have been identified.
- Professional development will be provided to staff at Staff/Faulty meetings and updates will be provided in regularly scheduled Collaborative Preps.
- Other non-instructional staff members will receive training by their department head.

2.14 Social Distancing



Promote social distancing throughout school operations.

All building occupants will be required to maintain social distancing of at least 6' from one another. In those instances where social distancing is not possible, face masks will be worn. Additionally, Personal Protective Equipment may also be necessary.

In order to determine how many students can fit in instructional spaces, the district will utilize the following method²:

1. Measure and record the room dimensions (width x depth)
2. Divide the available space by **80 square feet per person** to allow for students to be able to social distance with the ability to move comfortably at their individual desks. This also takes into account the space needed for aisles and teaching space.
3. Reserve one of the available spaces for a teacher and another for an instructional aide if necessary

In order to accommodate social distancing in each school building, the district will take the following General actions:

- Some large common areas such as auditoriums and gymnasiums may be repurposed as instructional spaces to accommodate a larger number of students in the same class
- Furnishings may be removed from rooms to maximize capacity.
- Outdoor or off-site spaces may be utilized as appropriate new line-specific isolation rooms will be designated in each school building for health screenings. See Health and Safety Section.
- Stagger arrival and drop-off times or locations, or put in place other protocols to limit close contact with parents or caregivers as much as possible.



3.0 Facilities

Updating Section

3.1 Visitor Management

A modified visitor management process will be utilized at all school and district buildings as follows:

- Only essential visitors will be permitted into the school and district buildings.
- To keep students and staff safe, parents and guardians will not be permitted into the schools unless the school administrators deem that it is necessary. Meetings will take place via phone or virtually.
- Essential visits consist of:
 - Pre-scheduled meetings that cannot be handled virtually. Parents will be provided the opportunity to meet with school personnel virtually via Google Meet including parent/teacher conferences, which should be limited to virtual meetings.
 - Other visits deemed essential by the school administration.
- Visitors will be asked to pre-schedule the appointment (visit) to any of the buildings in the district.
- Before ALL visitors are allowed in the building, they will:
 - Complete the mandatory daily self-screening which includes answering a set of questions related to COVID-19 symptoms and access declined when indicated
 - Place a face covering on their face and maintain it throughout their visit.
 - All visitors will continue to be vetted from the outside of the building
- Once inside, the visitor will be required to present his/her ID to the greeter who will use it to document the visit of the person.
 - Greeter will perform a temperature check on all visitors.
 - All visitors will be directed by the security greeter to his/her destination.
 - All visitors entering the building will be required to wear face masks prior to being permitted entry into the building. Disposable masks will be provided to visitors for exigent circumstances.
 - Hand sanitizer dispensers will be installed at building entrances, check-in locations and any delivery locations such as loading docks
 - All visitors will be required to comply with all the State guidelines in regard to social distancing.
- **Drop-off (i.e. Deliveries, Mail)**
Drop off procedures will be modified as follows:



- Dropbox will be left outside for regular mail
 - A designated drop off area will be established for all deliveries (e.g., FedEx, UPS) to prevent delivery persons from entering the building
- Large deliveries - Custodians and/or Food Services will be notified and assist with delivery. Individuals making the deliveries shall be required to follow the PPE and social distancing procedures.
- Signage outlining those procedures will be posted at all entrances and lobbies.
- Personal take-out food deliveries will not be permitted in the school building - staff must meet delivery personnel outside of the facility.
- Drop-offs will be prohibited unless prior approval is obtained from building administrator.
- Medication drop-offs should be coordinated with the school nurse.
- Forgotten lunch drop-offs will be prohibited with the exception of students who may have a food allergy and cannot safely be provided a school lunch

3.2 Building Readiness for Re-opening

- Fire code inspections will be up to date
- Water quality inspections for all drinking and cooking water supplies will be up to date
- All HVAC systems will be checked to determine if operating properly
- All building preventive maintenance schedules will be up to date
- All buildings have been cleaned and disinfected

3.3 Building Modifications

Teaching spaces, Corridors and Stairwells

Option: Hybrid 50% of Students

If PCSD resume's instruction in schools the following protocols will be followed:

- Modify all classrooms to ensure 6' social distancing where applicable
- Establish a quarantine space for each building for students showing symptoms
 - This space should be located as close to the nurses office as possible
- Establish directional traffic flow through out all buildings to ensure minimal congestion
 - Recommend staggered bell schedule for class changes
- Establish social distancing wherever possible in libraries, cafeterias and gymnasiums
 - Utilize cafeterias, libraries and gymnasiums as classroom spaces
- School Locker Rooms shall be closed for use by students
- Ensure that the plan for arrival and dismissal prevents congestion
- Sneeze guards will only be placed in areas where social distancing by staff is not possible



- or high traffic visitor areas such as greeter stations.
- Floor and wall signage will be utilized to prompt distancing where appropriate including outside classrooms where students will be required to stage during class transitions
- Hallway movement will be evaluated in each building, and a modified traffic pattern will be utilized to:
 - Create one-way corridors where appropriate
 - Create one-way stairways where appropriate
- All before and after school activities hosted by outside organizations will be permitted to operate in accordance with the guidance provided by the NYDOH and NYSED.
- **Face covering shall be worn at all times.**
- **Students will be provided with face covering breaks.**

The district will take the following safety actions. See Teaching and Learning:

- Implement and maintain a Stop the Spread campaign that includes reinforcing washing hands and covering coughs and sneezes among children and staff.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas and taken home each day and cleaned, if possible.
- Restrict mixing between groups where possible.
- Space seating/desks to at least six feet apart, where possible.
- Ensure adequate supplies to minimize the sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single student) or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between use.

All Students

- Desks will be spaced to allow for 6' distancing of students. See Social Distancing.
- Students will not share supplies, where practical.
- Handwashing will be required at regular intervals. See Health Hygiene Practices.
- Use of shared equipment will be limited and when necessary, cleaned between each use.
- Physical education will utilize a curriculum that allows for social distancing and students will be encouraged to spread out.
- Teachers will utilize outdoor spaces for instruction whenever possible, however, this will likely be limited in scope.
- Boxed/bag lunches will be available and delivered to each classroom daily. See Food Service.

Grade Pre-K-5 Students

- Classes will remain in their assigned rooms for the majority of the school day.
- Instructional materials/ manipulatives will not be shared between groups of children unless



- they have been washed and disinfected
- Children will be restricted from bringing toys from home

Grade 6-12 Students

- Schools may utilize larger spaces (e.g., auditorium, band, etc.) for instruction to allow for larger class sizes while still providing adequate distancing.

Resources

- AIA Reopening America safer Buildings
- National Council on School Facilities and Cooperative Strategies

Option: 100% Virtual

If PCSD transitions to instruction being provided through distance learning the following protocols will be followed:

- Sneeze guards will only be placed in areas where social distancing by staff is not possible or high traffic visitor areas such as greeter stations.
- Floor and wall signage will be utilized to prompt distancing where appropriate.
- Hallway movement will be evaluated in each building, and a modified traffic pattern will be utilized to:
 - Create one-way corridors where appropriate
 - Create one-way stairways where appropriate
- All before and after school activities hosted by outside organizations shall be cancelled or declined.
- **Face coverings shall be worn at all times by all that are in the school environment.**

3.4 Restrooms

Implement and maintain a Stop the Spread campaign that includes reinforcing washing hands and covering coughs and sneezes among children and staff.

The district will take the following safety actions to conform with the above CDC guideline:

- The number of people permitted in bathrooms at one time will be restricted utilizing district staff to ensure that overcrowding does not occur.
- Each school may consider the use of scheduled restroom usage to maintain separate classrooms or student groups.
- Some toilets/sinks may be taped off to promote distancing during bathroom use.
- Signs promoting hand washing and hygiene will be placed in all restrooms.
- No-touch trash cans will be placed by restroom doors.
- Paper towels will be made available and any hand air dryers disconnected.
- The number of students in a restroom at any given time will be limited.



- Frequent schedules cleaning and disinfecting of restrooms will be required.

3.5 Faculty Break Rooms

Generally, the use of faculty rooms will be restricted with the exception of microwave and refrigerator use.

- Employees will be required to wash their hands before and after touching break room appliances.
- Break rooms will not be utilized for eating by more than an allowed number of staff following the socially distance guidelines
- Only disposable hand towels will be utilized
- Hand sanitizer and disinfecting wipes available near shared equipment

3.6 Office Spaces

The district will take the following safety actions to conform with the above CDC guideline:

- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Hand sanitizer and disinfecting wipes available near shared equipment
- Move parent-teacher conferences, 504, and individualized education program (IEP) meetings to phone conferences or a virtual format.
 - See [Sample Virtual IEP Meeting Agenda](#)
- Use videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Cancel, adjust, or postpone large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, meetings will be held in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear face coverings.
- Conference rooms
 - Shall be disinfected on a daily basis at a minimum.
 - Shall be at 50% capacity for meetings.
 - Disinfectant wipes or spray will be left in each conference room, and employees should be encouraged to wipe down all surfaces and equipment (e.g., mouse, keyboard, phone) touched during conference room meetings.



3.7 Cleaning and Disinfecting



See CDC [Cleaning and Disinfecting Your Facility](#)

The district will adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health (DOH) in addition to the following:

- Classroom and office spaces will be provided with appropriate cleaning /disinfection supplies for self-cleaning of shared and frequently touched surfaces
- The custodial staff of each building will perform frequent cleaning of high touch surfaces throughout the school day, including:
 - door handles
 - rails
 - counters
 - tabletops
 - trash cans
- The custodial staff perform frequent cleaning and disinfecting of all rest rooms throughout each building on as per assigned schedule.
- Daily cleaning log checklists will be completed for each area of the building as required by CDC and NYSED.
- Registered disinfectants identified by the [Environmental Protection Agency \(EPA\) as effective against COVID 19](#) will be utilized.
- Logs will contain the following at a minimum:
 - Date of cleaning
 - Time of cleaning
- A designated custodian in each building will be responsible for maintaining all completed cleaning logs, which will be forwarded to the Head Maintenance Worker on a weekly basis.
- Staff will be required to use applicable personal protective equipment to perform cleaning and disinfecting.
- If buildings are closed for seven days or more, normal routine cleaning will be performed. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.
- Cleaning and Disinfecting training will be provided to all employees. See Training section. including:
 - Hazards of the cleaning chemicals used in the workplace in accordance with



OSHA's Hazard Communication standard

- Cleaning and disinfection protocol for suspected and positive cases
- Personal Protective Equipment (PPE)
 - When to use PPE
 - What PPE is necessary
 - How to properly don (put on), use, and doff (take off) PPE
 - How to properly dispose of PPE

The terms *cleaning*, *sanitizing*, and *disinfecting* are sometimes used interchangeably, which can lead to confusion and result in cleaning procedures that are not effective⁴.

For example, if there is visible soil on a surface, *clean* it with detergent and water before spraying the surface with a sanitizer or disinfectant. Using a sanitizer or disinfectant as this "first step" is not effective because the purpose of the solution is to either *sanitize* or *disinfect*. Each term has a specific purpose, and there are many methods that may be used to achieve such purpose.

Task	Purpose
Clean	To remove dirt and debris by scrubbing and washing with a detergent solution and rinsing with water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.
Sanitize	To reduce germs on inanimate surfaces to levels considered safe by public health codes or regulations.
Disinfect	To destroy or inactivate most germs on any inanimate object, but not bacterial spores.

Note: The term "germs" refers to bacteria, viruses, fungi, and molds that may cause infectious disease. Bacterial spores are dormant bacteria that have formed a protective shell, enabling them to survive extreme conditions for years. The spores reactivate after entry into a host (such as a person), where conditions are favorable for them to live and reproduce.

Only the U.S. Environmental Protection Agency (EPA)-registered products that have an EPA registration number on the label can make public health claims that can be relied on for reducing or destroying germs. The EPA registration label will also describe the product as a *cleaner*, *sanitizer*, or *disinfectant*. In addition, some manufacturers of *cleaning* products have developed "green cleaning products". As new environmentally-friendly cleaning products appear in the market, check to see if they are 3rd party certified by Green Seal: <http://www.greenseal.org>, UL/EcoLogic: <http://www.ecologo.org>, and/or EPA's Safer Choice: <http://www.epa.gov/saferchoice>. Use fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution (6). If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered (7). All products must be used according to the manufacturer's instructions. The following resource may be useful: Green Cleaning, Sanitizing, and Disinfecting: A Toolkit for Early Care and Education.

Employers should provide staff with hazard information, including access to and review of the Safety Data Sheets (SDS) as required by the Occupational Safety and Health Administration (OSHA), about the presence of



toxic substances such as cleaning, sanitizing and disinfecting supplies in use in the facility. The SDS explains the risk of exposure to products so that appropriate precautions may be taken.

3.8 Building Systems and Maintenance



[CDC](#) and [NYSDOH](#) guidelines

The district will take a series of steps to ensure the operations of mechanical systems, water systems, elevators, and HVAC systems. The objective is to test and ensure systems are safe that may have been used infrequently during the prolonged closure.

Heating and Cooling HVAC Systems

- Systems shall be cleaned and have the regularly scheduled maintenance completed before re-entry
- Filter changes shall occur more frequently than the normal manufacturer's recommendation
- The percentage of outdoor air will be increased where possible (e.g., using economizer modes of HVAC operations) potentially as high as 100% where applicable.
- Total airflow supply to occupied spaces will be increased, where possible.
- Demand-control ventilation (DCV) controls that reduce air supply based on temperature or occupancy will be disabled.
 - All occupied sensors such as CO2 and motion shall be disabled to ensure constant air circulation
- Natural ventilation will be increased by opening windows if possible and safe to do so to increase outdoor air dilution of indoor air when environmental conditions allow
- Building ventilation systems will be scheduled to run during unoccupied times to maximize dilution ventilation.
 - Occupied schedules shall be increased both before and after normal school hours

Fire Protection Systems

- The fire protection system will be tested to ensure all devices are working.
- Fire inspection records will be verified they are up to date



3.9 Emergency Drills

Emergency drills have been modified to ensure that safety actions are utilized. NYSED still requires schools to conduct eight (8) evacuations and four (4) lockdown drills each year. Due to COVID-19, the state has allowed school districts to modify their procedures to minimize the risk of spreading the infection. As such, lockdown and sheltering in place drills will be conducted without hiding and an overview of how to shelter and hide in the classroom will be reviewed. We have created a script to be used during the drills with a five-minute time to review any questions or concerns.

Fire drills – NYSED is recommending that fire drills be done on a staggered schedule, where classrooms evacuate separately rather than all at once. Buildings may decide to evacuate by floor or wing or by assigned rooms to avoid contact with other students in the hall or stairwells and to ensure social distancing is being maintained.

All staff will be trained in the most current NYSED guidance regarding emergency drills.

4.0 Child Nutrition

Updating Section

4.1 Cafeteria Cleaning and Disinfection



[CDC](#) and [NYSDOH](#) guidelines

Cleaning and Disinfection

- At a minimum, kitchen areas should be cleaned and disinfected on a daily basis.
- Kitchen equipment should also be cleaned on a routine basis:
 - Coffee machines, refrigerator handles, and the ice machine handles will be disinfected at least three times per day.
 - Ice machines that require a handheld scoop will not be used, as it is difficult to control potential contamination in this case.
 - Water/beverage faucets that require workers to operate them with their hands will also be disinfected three times per day.
 - Individually packaged disposable utensils and disposable trays will be provided with every meal.

4.2 Food Service

Reopening Food Service Operating Guidelines and Considerations:

Staff will follow the latest guidelines from CDC and Dutchess County Department of Health for



preparing meals. Staff will be limited in the amount of personal possessions they will be allowed to bring in the building with them.

Option - Hybrid Attendance 50%

PCSD is considering the following scenario: Students eat breakfast in the classroom and lunch in the cafeteria

Breakfast will be delivered to the classrooms before students arrive. For students with allergies, an alternative breakfast will be provided separately. Lunch service in secondary schools may be served in the cafeteria with students observing social distancing. Elementary students will eat lunch in their classrooms.

- All products will be individually packaged
- No self-serving - staff will hand out items as students come through the line
- Social distancing markers on the floor to guide the students
- No use of keypads - students will be counted as they come through the service line
- Serving lines and tables cleaned and sanitized after each group
- For students who are not required to receive daily instruction meals will be distributed on set days for students to take home. This will ensure that all students will have five days of school provided meals.

PCSD is considering the following scenario: Students Eat both meals in the classroom delivered to them

Breakfast and Lunch both served in the classrooms with breakfast being delivered to classrooms. Lunch would be ordered during attendance and delivered to each classroom during a 3-hour window (10-1) depending on the school.

- Food Service staff will deliver meals to the classroom - teachers or TA's will need to distribute to individual students in the classroom.
- Class ordering will include 1 hot and 2 cold options to start. Possibility of adding additional options once systems are running efficiently.
- Disposable utensils included in each individual meal.
- If cafeterias are not used as instructional space, food service staff will spread throughout the cafeteria to keep distance and expedite preparation of meals.
- Meals will be distributed for students to take home. This will ensure that all students will have five days of school provided meals.

Option - Full Virtual Learning

PCSD will continue with our current service model of serving meals to Poughkeepsie City School District students throughout various City of Poughkeepsie locations. During winter months site



locations may be adjusted to protect the health and safety of students and food service workers.

5.0 Transportation

5.1 General Transportation and Scheduling



Create social distance between children on school buses where possible.
Clean and disinfect frequently touched surfaces within the school and on school buses at least daily.

In order to maintain social distancing, district and contracted buses will need to operate at reduced capacity and students and the driver will need to utilize Personal Protective Equipment.

The following are other safety actions that will be taken:

- Drivers and monitors must have PPE equipment on at all times (mask, gloves).
- Buses and vans will be thoroughly cleaned and disinfected daily.
- Routinely clean and disinfect all commonly touched surfaces within the entry, passenger and driver's areas of the bus or transport vehicle.
- Ensure that cleaning supplies kept on buses are appropriately labeled and stored so that students do not have access to them. Students will be encouraged to find alternative modes of transportation if possible (e.g., walking or parent drop off) to reduce bus occupancy.
- Weather permitting, drivers will increase bus ventilation by opening the top hatches of buses or opening windows
- Students will be required to wear face masks/coverings prior to boarding the bus.
- Students will sit one student per seat, alternating left and right positions.
- Siblings may sit together to increase capacity on the bus.
- Field trips and other extracurricular activities requiring bus use will be suspended.
- Bus drivers will be required to conduct pre and post-trip inspections to include the cleaning of high use areas of the bus, (e.g., steering wheel, handles, seatbacks, etc.)
- Drivers will be required to complete a checklist after each cleaning, which should be forwarded to the district's Director of Safety Security, and Transportation.
- Drivers will maintain a passenger log for each run to assist with contact tracing when needed.
- Whenever possible, a single driver will be assigned to the same bus and same routes to minimize mixing Mandatory attendance and seating charts on every route. The attendance sheets will be documented in writing and retained for contact tracing.
- Special Education/Medically fragile students-reserve specific seat when possible,



with special precautions for disinfecting.

- The first student moves to the rearmost seat, exits in placed reverse order (No students cross paths).
Seating charts are required to support contact tracing.
- When possible loading/unloading at different entrances.
- Prohibit eating or drinking on the bus, and allow siblings to sit together.
- Allow buses to unload immediately.
- Encourage parents/guardians to monitor social distancing at bus stops. Prior to the first day of school, encourage parents/guardians to add chalk marks or tape at the bus stop in six-foot intervals to teach students the appropriate distancing technique.

5.2 Arrival and Dismissal



Stagger arrival and drop-off times or locations, or put in place other protocols to limit close contact with parents or caregivers as much as possible

To reduce close contact of persons entering and exiting the building, the district will:

- Stagger arrival times of both buses and parent transportation to reduce density
- Utilize multiple supervised points of entry into each school building to reduce bottlenecks, close contact and hallway travel to classrooms
- Require face masks to be worn by students, staff, and parents during the arrival and dismissal process.
- Implement a detailed traffic management plan to include:
 - Separate parent drop off/pick up locations
 - Consideration for multiple, supervised building points of entry. Schools should be prepared for an increased number of parents transporting their own children to and from school due to health concerns. The school should conduct several surveys leading up to the school reopening to gauge parents' transportation plans.
- Install hand sanitizer dispensers at all entrances to the facility and require students, employees, and visitors to clean their hands upon entry. Frequent handwashing is more effective than the use of hand sanitizers
 - Children under age nine should only use hand sanitizer when supervised by an adult. Call Poison Control if consumed: 1-800-222-1222.



6.0 Social Emotional Well-Being

Updating Section

6.1 Social Emotional Well-Being

The district has an established school counseling committee and a district wide social emotional learning (SEL) committee which serves as the required Advisory Council. This group meets twice a year to review, advise on, update and support implementation of district wide and building level comprehensive school counseling plans and programs.

The School Engagement department and Department of Student Exceptionalities will oversee all Social Emotional Learning (SEL) and clinical supports and programs and will continue to post resources and supports on the district website. The district will publish a local Resource Guide that outlines mental health services and other resources that are available to students and families.

The district will leverage existing and create new partnerships with community-based entities to support student social emotional wellbeing. Referrals and services to students and families in need of support will be provided by student support personnel.

The School Engagement department and Department of Student Exceptionalities will provide faculty and staff with ongoing professional development opportunities and training about SEL and specially about how to talk with students about the COVID 19, health and safety, coping skills and supports. Professional development will be part of faculty meetings, grade level meetings, after school courses, in-service workshops and other forums when appropriate.

Poughkeepsie City School District will make every effort to safeguard the health, safety, and social-emotional well-being of its students and staff. Planning and decision making will be guided by the New York State Education Department (NYSED), New York State Department of Health (NYSDOH), and the Dutchess County Department of Behavioral and Community Health (DBCH).

MEETING THE MENTAL HEALTH, TRAUMA, AND SOCIAL-EMOTIONAL NEEDS OF STUDENTS AND STAFF

To re-imagine access, equity, opportunity, and quality in schools, we must prioritize safe, supportive, culturally sustaining and inclusive learning environments that promote social and emotional competencies of both students and adults. This requires:

- centering the plan on relationship building,



- ✓ honoring the voices and lived experiences of all members of the school community,
- ✓ allowing adults space to reflect on and interrupt biases that may be reinforced within systems, and
- ✓ expanding opportunities to intentionally and innovatively meet the language, safety, and instructional needs of all, but especially our underserved populations.

OPENING OF SCHOOL

The District understands that staff will need space and time to build supportive and culturally responsive relationships with families and students, thus the first two weeks of school will be intentionally focused (whether hybrid or remote), on supporting teachers, regardless of content area certification.

SOCIAL-EMOTIONAL SAFETY AND WELLNESS

The District will work in collaboration with school-based, faith-based, and community partners to provide expert support, professional development, training and resources throughout August and September to address students' and staff members' needs in the following four areas and to build on the foundation established in the initial two weeks of school. Training and sharing of resources will continue throughout the school year. Specific supports for both a hybrid and remote environment include:

1. Mental Health and Trauma
 - In-person and virtual counseling.
 - Access to mental health hotlines.
 - Training for principals on meeting mental health needs of students, families, and staff.
 - Training for school counselors, school social workers crisis intervention specialist, and school psychologists on newly available mental health services.
 - Training for teachers on identifying and assisting students who need extra supports.
2. Social Emotional Learning
 - Training for teachers on implementing (virtually and face-to-face) a grade-banded, "Cultural and Linguistically Responsive, Trauma Informed Social Emotional Learning" curriculum.
 - Resources to help school leaders support social-emotional learning in their schools.
 - Mindfulness training and resources.
3. Relationships and Community
 - Training on expectations of the plan for all school-based partners.
 - Training for principals and staff on community-building through restorative circles and restorative disciplinary approaches.
 - Expanding the multitude of faith-based and community partners who serve in an advisory capacity, to continue to progress the District's work in the District's Wellness Policy.
4. Staff Wellness
 - Facilitated support sessions/training for staff and leaders throughout August.
 - Professional development for teachers on integrating mindfulness practices into their day.
 - Training for principals on best practices to support adult wellness in school.

When opened, the Poughkeepsie City Schools Parent Empowerment Center will also provide consultations, individual or small group sessions either in person or remotely to parents on a



variety of topics such as SEL, stress management and technology.

7.0 School Schedules

- See schedule in the Section 10.0 Teaching and Learning area.

8.0 Attendance/Absenteeism

Updating Section

8.1 Attendance/Absenteeism

The District will collect and report daily student attendance. Policies and procedures will focus on providing interventions and support which will address absences before students fall behind in school and the academic consequences of lost instructional time. The developed procedure will support ensuring daily contact with students in remote or hybrid settings. Attendance data must be reported in the Infinite Campus the district's student information system.

- Attendance will be taken using the mechanism of Infinite Campus to collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule.
- Homeroom periods should be used for the purposes of SEL support and to record attendance.
- Attendance will be reported in SIRS as required by NYSED.
- Students of compulsory age who are not attendance and articulate a desire not to engage in the schooling process will be kept on the school attendance register until they exceed compulsory school age or move out of the district. Every effort will be made to reconnect these students to the educational process.
- The district will develop a comprehensive strategy to address absenteeism. There will be interventions provided to students who are not attending and or engaged in school such as family outreach and phone calls, counseling support services, assessments & referrals as well as home visits. Attendance protocols are aligned so that students can be easily identified and referred to appropriate school teams if support is needed.

During both face-to-face and remote learning, teachers will record student attendance. School-based and central office staff will actively identify students who are not regularly attending class (remote or face-to-face) and assisting them to overcome barriers preventing each student's attendance.

In addition, all school Student Support Staff (i.e. school psychologist, school guidance counselors, school caseworkers, crisis intervention specialist, and school social workers) and school-based partners will provide a range of tiered prevention and intervention supports for students, including



but not limited to:

- ✓ Attendance Follow-up Intervention
- ✓ Home Visits
- ✓ Small Group Counseling
- ✓ Crisis Counseling (as needed)
- ✓ Social Emotional Learning Lessons Integrated into Academic Areas
- ✓ Mindfulness Activities
- ✓ Individual Counseling
- ✓ Restorative Circle Discussions

9.0 Technology and Connectivity

9.1 Distribution and Collection of Devices

The issuance of district technology devices will be as follows:

- Surveys have been created to determine current access to devices and high-speed internet.
- The district is currently purchasing additional devices to provide to students (and teachers if needed).
- The district is also working with various entities to acquire Wi-Fi hotspots to provide to students
- The district will arrange for distribution of devices (Chromebooks and hotspots).
- Information on how to use devices and how to keep them safe.
- Information on cleaning and disinfection of equipment will be provided with all equipment, including the use of electronic equipment. The use of aerosol cleaning sprays or wipes that contain bleach should not be utilized. Manufacturer's instructions should be followed for all cleaning and disinfection of products.
- Students and parents will be emailed to complete a device loaner form online.
- Staggered distribution times will be scheduled to limit the number of parents arriving at the school at any one time for pickup of their child's technology.
- As Parents arrive they will go to the location designated for their child's last name. Parents will provide their child's last name and be given a Chromebook. If the parent did not sign the online loaner form, they will complete a hard copy of the form.
- Parent will be given the loaner device(s)
- Information on how to troubleshoot issues with devices and how to get help if needed.

The return of district technology devices will be as follows:

- Students and parents will be emailed to complete a property return form in advance.



This form should be included with the return of any technology and provide both personal information of the returning student as well as a detailed list of property being returned.

- Staggered device return times will be scheduled to limit the number of parents arriving at the school at any one time to return device(s). This process may be integrated into the return process for other property (e.g. textbooks, etc.)
- Parents will be staged outside of the return area to promote social distancing. The district may opt to conduct this process outside, weather permitting.
- When instructed to do so, parents will enter the drop-off area and place the returned property in a bin on the return table. They will then be directed to a waiting location at least 6' from the return table to ensure social distancing.
- The school staff member, wearing appropriate PPE, will review the return form and reconcile with the property being returned.
- The school member will place the form and property into a bag and place it into the nearby property staging area for eventual transport and storage as determined.
- Returned property will be disinfected following CDC guidelines before being placed back into inventory or serviced. The devices will be kept in a secure area for a waiting period of at least three to reduce the likelihood of contaminated surfaces. Bags will be discarded.

9.2 Technology Training

Teacher Professional Development, Parent Training and Student Training:

- Teacher
 - The district will continue to provide teachers with ongoing professional development opportunities and training on technology tools used for teaching on learning and best practices for remote and blended learning.
- Professional development will be offered throughout the summer and throughout the school year, as part of faculty meetings, grade level meetings, after school courses, in-service workshops at BOCES and other forums when appropriate.
- Parent
 - The district will schedule meetings via our Parent Empowerment Center where parents will be trained on technology skills and district technology tools.
 - Technology training videos will be created for parents and posted on the Parent Empowerment Center website and district website.
 - Parents will have access to tech support offered by IBM.
- Student
 - The district will schedule student tech help hours.
The tech help hours will be 1) scheduled training for a specific technology program, tool or process or 2) an open hour for students to ask questions or seek help.



10.0 Teaching and Learning

Updating Section

10.1 Learning Models

The New York State Education Department (NYSED) has encouraged every district to develop three (3) plans for the Reopening of Schools:

A. In-Person Instructional Delivery Model:

Students will attend school on campus each day school is in session.

B. Hybrid Instructional Delivery Models:

This model allows flexibility in the education of students across the District. Not all students will be in the school building at the same time, allowing for a blend of in-person and remote instruction.

C. Distance Learning Instructional Delivery Model:

Students will remain at home, and teachers will provide remote instruction.

Models A and B above require strict adherence to the CDC guidelines. Some of the guidelines include:

- ✓ Face coverings for all staff members -- with coverings encouraged for students*
- ✓ Cleaning and disinfecting of high-touch surfaces daily
- ✓ Restrictions on mixing of students, keeping the same groups of students with the same staff members as much as possible
- ✓ Canceling of field trips, events, and extracurricular activities
- ✓ Spacing desks 6 ft. apart, facing the same direction
- ✓ Closing dining halls and serving meals in classrooms
- ✓ Spacing on school buses, putting one student in every other row
- ✓ Minimize sharing of objects such as electronic devices
- ✓ Serving pre-packaged food instead of buffet-style meals when possible
- ✓ Conducting daily health screenings, such as temperature checks

10.2 School Schedules

In-Person Instructional Delivery Model

Given the unique footprints of the Poughkeepsie City School District schools and mandates associated with school reopening PCSD will not be able to open school in September with 100% of students returning for in person instruction. Therefore, The Poughkeepsie City School District is seeking to adopt either a hybrid model of instructional delivery, a completely distance learning model of instructional delivery or a combination of the two.

*Special precautions will be taken in mandating the use of face coverings for students with exceptionalities where health risk associated with face coverings are present.



HYBRID MODEL: ALTERNATING DAYS, GROUP 1/GROUP 2

In this model students will be divided into two groups. Due to the guidance received from the State Education Department as well as the Department of Health, it is imperative that social distancing is maintained in the classroom. With that requirement, most classrooms in the District are not able to accommodate the full capacity of students assigned to a classroom with social distancing measures (6 ft.) in place. Therefore, an “alternating days” schedule must be utilized.

The P-12 Instructional/Technology sub-committee is tasked with reviewing different scheduling models to accommodate alternating days. The model currently being explored is as follows:

Grades	Monday	Tuesday	Wednesday	Thursday	Friday
P- Kindergarten	Cohort	Cohort	Cohort	Cohort	Virtual For All
1-5	A	B	A	B	
6-8					
9					
	In School	In School	In School	In School	

*Students without exceptionalities

Grades	Monday	Tuesday	Wednesday	Thursday	Friday
10-12*	Virtual For All	Virtual For All	Virtual For All	Virtual For All	Virtual For All

*Students without exceptionalities

Grades	Monday	Tuesday	Wednesday	Thursday	Friday
P-12 Students with exceptionalities	In School	In School	In School	In School	Virtual For All
English Language Learners	In School	In School	In School	In School	Virtual For All

DISTANCE LEARNING MODEL

Students will remain at home, and teachers will provide remote instruction. Expectations will be established for the amount of synchronous and asynchronous instruction to be provided in each student’s scheduled day.

** Note: Based on Governor Cuomo’s August 7, 2020 announcement this section will be detailed.*



10.3 Continuity of Learning

The Poughkeepsie City School District's continuity of learning plan for the 2020-21 school year includes in-person, distance learning, and hybrid models of instruction. Instructional guidance will be provided to schools to support teaching and learning no matter the instructional delivery model. The instructional program includes regular, substantive interaction between teachers and students whether delivered in-person, through distance learning or through a hybrid model of instructional delivery.

SYNCHRONOUS AND ASYNCHRONOUS LEARNING

Both the hybrid and distance learning instructional models require teachers to deliver some level of synchronous and asynchronous instruction. Synchronous learning means that teachers deliver instruction in real time, whether in-person or in a virtual environment. Asynchronous learning refers to students' ability to access information, demonstrate what they've learned, and communicate with classmates and instructors at different times and at their own pace.

Examples of Synchronous Instruction with Substantive Interaction

- ✓ Live, in-person instruction
- ✓ Live, virtual (remote) instruction
- ✓ Virtual office hours

Examples of Asynchronous Instruction with Substantive Interaction

(Asynchronous instruction will be supported by consultation and communication via email/phone/virtual platform/other technology)

- ✓ Writing or other assignments posted on Google Classroom
- ✓ Self-paced Plato lessons
- ✓ Readings, videos, video-taped lessons accompanied by a means to verify participation, including responding to questions, completing assignments or exit tickets, or student participation in online discussion boards
- ✓ Completion of activities to complement core instruction using District approved online programs
- ✓ Hard copy learning packets aligned to grade level state standards

LEARNING MANAGEMENT SYSTEM

Throughout the 2020-21 while engaged in distance learning, all teachers PK-12 will use Google Suite to facilitate content delivery. Teachers will create courses and post course content in Google Classroom, including video and website links, virtual conferencing links, documents, PowerPoints and assignments. Students are also able to message their teachers through Google.

In an effort to strengthen the District's impact on student learning, PCSD will explore additional learning platforms with the intent of identifying online solutions to meet the emerging needs of all learners. Wherever possible, the District intends to leverage online resources such as digital copies of textbooks, supplemental programs, online platforms and applications to provide all students with access to additional learning resources.

**PLATFORM FOR SYNCHRONOUS INSTRUCTION, CONFERENCING**

Google Meet is the District's conferencing platform for use with students. Google Meet allows teachers to provide synchronous instruction and to host virtual office hours. Teachers will also schedule virtual conferences through Google Meeting to support students individually and/or small in groups. Links will be hosted in Google.

TRANSITIONING BETWEEN MODELS

Due to the fluid nature of the current pandemic situation, student learning environments are likely to change, shifting between in-person and remote settings, at different points in the year. Quick changes in communicating scheduling/stay-at-home orders will be the same as for weather closings with a website alert, notification to all local media, and language appropriate calls to homes as well as social media messaging.

CURRICULUM

Equity is at the heart of all school instructional decisions in the Poughkeepsie City School District. Whether delivered in-person, remotely, or through a hybrid, there are clear opportunities for instruction that are accessible to all students and aligned with State learning standards. The Curriculum Committee will convene to discuss curriculum and assessments that can amplify instruction.

ASSESSMENTS

Due to in-person instruction being suspended during the 2019-2020 academic year, NYSED suspended all state assessments. As a result, PCSD will need to administer pre-assessments to determine student mastery. Assessments administered in the beginning of the 2020-21 school year will help teachers to determine what additional supports are needed for each student. Additional guidance for teachers and administrators will be shared through the District's Instructional Plan 2020-21.

10.04 Identification of Instructional Gaps

PCSD recognizes that instructional gaps may have developed as a result of the prolonged school closure that started mid-March. As a result, instructional staff will be seeking to use assessment data and evaluate students at the start of the instructional year.

Additionally, the district will be developing a social and emotional survey or screener to help ascertain students in need of SEL supports.



11.0 Extracurricular Activities



Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission areas

The use of school facilities by outside groups will be limited to only those deemed essential by the district. Should the district make a determination to provide some Extracurricular Activities, they will generally focus on those with little or no physical contact. The district will continue to evaluate opportunities to make these activities available based on State guidance.

11.1 Athletics

Extracurriculars: Policies regarding extracurricular programs and which activities will be allowed, considering social distancing PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g. interscholastic sports, assemblies and other gatherings) Policies should consider how to maintain cohorts if applicable or members of the same household.

Responsible Parties should refer to DOH's ["Interim Guidance for Sports and Recreation During the COVID 19 Public Health Emergency"](#) to assist in development of these policies however, interscholastic sports are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming.

The following information, pertaining to cleaning and disinfecting facilities, is included the NFHS' ["Guidance For Opening Up High School Athletic and Activities"](#)

Pending forthcoming guidance from the NYSDOH, the NYSPHSAA will provide member schools with a list of sports to be played at an appropriate time during the 2020-2021 school year taking into consideration sport risk assessment, social distancing protocols as well as CDC and NYSDOH guidance.



11.2 Other Extracurriculars

Policies regarding extracurricular programs and which activities will be allowed, considering social distancing PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission will be informed by guidelines set forth by NYDOH and NYSED. Based on the guidance PCSD will develop policies that considers the health and safety of students and staff as a priority.

12.0 Special Education

Updating Section

The Poughkeepsie City School District's Department of Exceptionalities will ensure that all students with exceptionalities who maintain an Individualized Education (IEP) and/or 504 Plan are provided with the instructional program and services outlined in each of their plan. The department will continue to work collaboratively with parents and external providers to guarantee that students with exceptionalities who maintain an IEP and/or 504 Plan.

12.1 FAPE/Compliance and Communication

- All re-entry plans will be in accordance with the Americans with Disabilities Act (ADA) and students will receive a Free and Appropriate Public Education (FAPE) in accordance with the Individuals with Disabilities Education Act (IDEA) and Part 200 NYSED regulations.
- All Individual Education Plans (IEPs) and 504 plans will be implemented during hybrid and virtual models to the greatest extent possible in accordance with NYSED regulations.
- Parent engagement and communication will be in the parent's preferred language or mode of communication. Special Education staff will communicate with and engage parents via emails, phone calls, Google Meets, letters, prior written notices and other forms of communication.

12.2 CSE/CPSE/504 Meetings and Collaboration

- All meetings will be held virtually via Google Meets
- Parents will be provided with a call-in and log in link a minimum of 5 days prior in accordance with Part 200 regulations
- The Executive Director of Special Services attends and has assisted in coordinating regular task force meetings with other local districts, preschool programs, agency service providers and the County to strengthen collaboration, monitor and communicate about student progress and ensure sharing of resources.
- Initial and Re-evaluation CSE/CPSE evaluations will be conducted face to face in a 1:1 setting if permitted in accordance with DOH guidelines.



12.3 Instruction and Services

- PCSD is exploring multiple hybrid models and will identify the best model to address the individual needs of students.
- PCSD is exploring if Special Education self-contained classes will be on site during hybrid model on both A and B days.
- Students attending out of district placements will follow their school's schedules and plans.
- PCSD is exploring the best way to provide related services (counseling, speech, occupational and physical therapy) to students that will not be a burden on students or families.
- Special education teachers will use a variety of options to provide help and support to students i.e. phone calls, emails, Google Meets and chat features.
- Special education staff will document all services offered and provided.

12.4 Accommodations, Modifications and Assistive Technology

- Per each student individual education plan the district will ensure that students are provided with the accommodations and assistive technology outlined in their plans.
- As part of ongoing professional development for staff the best practice for using assistive technology will be provided to instructional staff.



13.0 Bilingual Education

Updating Section

13.1 Key Terminology

Key Terms:

ELL= English Language Learner

HLQ= Home Language Questionnaire

OBEWL= Office of Bilingual Education and World Languages

NYSITELL= NYS Identification Test for English Language Learners

NYSESLAT= NYS English as a Second Language Achievement Test

13.2 ELL Identification Process

- In accordance with the Commissioner Regulations Part 154, and results from parent responses on the HLQ, the ELL (*English language learner*) identification process will take place immediately following new student registration during summer of 2020 and continuing through the 2020-2021 school year.
- Newly registered students whose families indicate a language other than English on the HLQ will receive the informal interview virtually or via a phone call from qualified and properly certified personnel.
- Incoming Kindergarten students' families will be individually scheduled for the completion of the informal questionnaire via a phone call or a virtual setting.
- Informal interviews will be placed in students' folders for record keeping.
- A district-wide document will be utilized to identify and track students who will require the NYSITELL based on the results from the informal interview.
- NYSITELL exams will be conducted face to face by qualified and properly certified personnel.

13.3 ENL Units of Study

- In accordance with the Commissioner Regulations Part 154, all ELLs will receive their required units of study based on their individual 2019 NYSESLAT proficiency score.
- Students at the Entering and Emerging proficiency levels will attend school four days a week and receive integrated and stand-alone ENL instruction. Small group ENL instruction will be done virtually on the fifth day by a certified TESOL (*Teaching English to speakers of other languages*) instructor.
- Students who were in the second year of Commanding proficiency level in 2019 will continue to receive testing accommodations in the 2020-2021 school year.



13.4 Family Communication

- Families of ELLs will continue to receive communications in their preferred language via
 - District-wide informational calls
 - ENL teacher communication
 - District website
 - District Multilingual department webpage
- During virtual learning, we will provide additional supports for parents whose level of English proficiency may warrant. This will be through hiring staff who are bi-lingual and will serve as points of contact to parents and collaborating with community-based organizations and volunteers to assist with eliminating any communication barrier.
- Family information sessions regarding NYSESLAT and NYS ENL Parent Bill of Rights will be conducted virtually
- All OBEWL family information will be available on the district's webpage in the families preferred language.
- Partnerships with community organizations will continue for the purpose of disseminating important information and ensuring all families have access to it.

14.0 Teacher and Principal Evaluations

- The Poughkeepsie City School District will follow the NYSED approved APPR plan for all teachers and principals which was negotiated with bargaining units, including any variance applications that may be approved by the NYS Department of Education.

15.0 Certification, Incidental Teaching and Substitute Teaching

- The Poughkeepsie City School District ensures that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's Regulations or Education Law.
- The Poughkeepsie City School District will ensure that all substitutes receive the appropriate training to deliver high quality instruction to PCSD students regardless the instructional delivery model. Additionally, all substitute teachers will be expected to abide by PCSD established safety and health measures.

Key References and Resources

Poughkeepsie City School District

- [Reopening of PCSD Information](#)
- [Reopening PCSD Taskforce Meeting \(Video Recordings\)](#)
- [Superintendent Reopening Presentations](#)
- [Superintendent COVID-19 Correspondence](#)
- [Parent Resources](#)
- [Parent Reopening Survey](#)
- [Printable Posters and Graphics](#)

New York State

- [State Education Department Issues Guidance to Reopen New York State Schools](#) (July 16, 2020)
- [State Education Department Presents Framework of Guidance to Reopen New York State Schools](#) (July 13, 2020)
- [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency, NYS Department of Health](#) (July 13, 2020)
- [Supplement to the Interim Guidance for In-Person Instruction at Pre-K to Grade 12 during the COVID-19 Public Health Emergency](#) (August 9, 2020)

Additional References

- [Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#) (June 26, 2020)
- [Interim Guidance for Food Services during the COVID-19 Public Health Emergency.](#) (June 26, 2020)
- [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency.](#) (June 26, 2020)
- [Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency.](#) (June 26, 2020)
- [New York State Department of Health Novel Coronavirus \(COVID-19\)](#)
- [New York State Education Department Coronavirus \(COVID-19\)](#)

Federal Government

- [Centers for Disease Control and Prevention Coronavirus \(COVID-19\)](#)
- [Occupational Safety and Health Administration COVID-19 Website](#)



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