



Bedford Central School District

"Inspiring and Challenging Our Students"

Re-Opening Plan 2020-2021

Bedford Hills Elementary School (BHES)
Bedford Village Elementary School (BVES)
Mount Kisco Elementary School (MKES)
Pound Ridge Elementary School (PRES))
West Patent Elementary School (WPES)
Fox Lane Middle School (FLMS)
Fox Lane High School (FLHS)

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1.0 Plan Management

1.01 Introduction

The Bedford Central School District's Plan for school re-entry is the focus of this document. It represents the planning for each school in our district. Our planning framework was built on the following objectives:

- Keeping students and staff safe and healthy
- Maintaining continuity of instruction
- Ensuring access and equity for all students
- Communicating with stakeholders, such as staff, families, and partners

In May 2020, the Bedford Central School District formed three task forces: Re-Entry, Academics and Social and Emotional Learning. These Task Forces began by working primarily with teachers, administrators and staff. Eventually, the work included additional stakeholders including students, parents, clerical staff, buildings and grounds staff, BOCES Regional Safety,, and Altaris Security. Our planning includes consultations with the Westchester County Executive's Office to provide pandemic updates and pertinent information, as well as the Westchester Department of Health. Our plan has been reviewed and discussed with Dr. Louis Corsaro, our district's medical director. Our plan has been informed by documents from the Centers for Disease Control and Prevention, New York State Department of Health, local Department of Health and the New York State Education Department. Our goal is to develop the school re-entry process and continue to share recommendations on how to best open schools once we are permitted to do so. Health and safety of students and staff are always at the center of our discussions, recommendations and plans.

In developing our recommendations and plan, we recognize the reality that it may need to change as more guidance documents from the New York State Education Department, New York State Department of Health evolve. This plan has built in flexibility to adjust to changes through this pandemic.

It is important to note that the 2020-2021 school year will look different. Our classrooms will be set up to support social (physical) distancing with desks being separated. Students will be divided into smaller groups to meet the distancing requirements and will be required to wear face coverings with periodic "mask breaks." Safety is our first priority.

It is also important to note that this upcoming school year will have its challenges. We may be required to move from in-person (hybrid) instruction to fully remote instruction based on the COVID-19 situation. Together, as a district and community we will continue to move forward and engage students in learning. We also recognize that we need to do this as a community.

1.02 Phases of Mitigation & Scenarios of Learning

Our planning for Bedford Hills Elementary School, Bedford Village Elementary School, Mount Kisco Elementary School, Pound Ridge Elementary School, West Patent Elementary School, Fox Lane Middle School, Fox Lane High School and the Hillside Program has included discussions surrounding the phases for reopening which are contained in the Center for Disease Control (CDC) Guidance for Schools.

The core objectives of this CDC guidance includes:

- Safety actions to implement Non-pharmaceutical Interventions (NPIs)
- Promote healthy hygiene practices
- Intensify cleaning, disinfection, and ventilation
- Ensure social distancing
- Limit sharing
- Train all staff, students, and parents on NPIs and modified operational procedures
- Health monitoring and screening
- Check for signs and symptoms
- Plan for when a staff, child, or visitor becomes sick
- Maintain healthy operations to monitor risk-reduction strategies are in use

As New York State continues to monitor the pandemic in our region, we are prepared to move between phases based on current health conditions.

Step 1 - Schools Closed due to Substantial Spread (Remote Instruction)

Should there be a need to close our schools, we would move to our remote learning plan. Students would engage in the learning electronically and would not report to the school building.

In Step 1, the district will:

- Implement distance/remote learning and provide essential meal services (see Food Service)
- Restrict only essential staff to report in-person to carry out functions that are deemed essential by the Superintendent
- Leverage virtual tools and platforms wherever possible to conduct essential business functions and keep in-person reporting to an absolute minimum
- Coordinate with local and state Department of Health officials
- Participate in contact tracing efforts as directed by local health officials (to the extent feasible)
- Close off affected areas of the school building and if possible, wait 24 hours before cleaning and disinfecting

Step 2 - Schools Open with Enhanced Distancing due to Minimal/Moderate Spread (Hybrid or Split Scheduling)

In Step 2, the district will:

- Remain open with enhanced social distancing measures
- Reduce building density to allow for adequate social distancing. When planning for the in-person part of a hybrid plan, we considered building density, social distancing needs, and personal protective equipment (PPE) needs, and transportation needs

- Use a Hybrid instruction Model (See Instruction)
- Cancel extracurricular activities until further notice (e.g., sports, assemblies, dances, etc.)
- Evaluate clubs and determine those that will continue virtually
- Establish and maintain communication with local and state health officials
- Participate in contact tracing efforts to the extent feasible as directed by local health officials (See Contact Tracing)
- Isolate and disinfect impacted classrooms and spaces (See Cleaning and Disinfecting)

Step 3 - Schools Fully Open due to Low/No Spread

In Step 3, the district will:

- Utilize normal class sizes but limit the interaction of classes with other groups (cohorts)
- Limit gatherings in shifts - recess, cafeteria, and hallway passing
- Assess group gatherings and events on an ongoing basis to consider if any events might put students, staff, or their families in close proximity to others and should be canceled. The district will consult with local health officials to help determine the best approach
- Establish and maintain communication with local and state health officials
- Participate in contact tracing efforts to the extent feasible as directed by local health officials (See Contact Tracing)

1.03 CDC Guidelines & NYS Department of Health

Our district re-entry plan was created using documents from the CDC and NYS Department of Health (NYSDOH) and the local health department to ensure compliance with safety guidelines, as well as the New York State Department of Education. The following websites were referenced:

[Center for Disease Control and Prevention](#)

[New York State Department of Health Westchester County Department of Health](#)

[New York State Department of Education](#)

1.04 District COVID-19 Coordinator & Site Safety Monitors

The district has established a District COVID-19 Coordinator that will oversee continuous compliance with all aspects of this plan. We have also designated a Site Safety Monitor who will ensure compliance with this plan at Bedford Hills Elementary School, Bedford Village Elementary School, Mount Kisco Elementary School, Pound Ridge Elementary School, West Patent Elementary School, Fox Lane Middle School, Fox Lane High School and the Hillside Program. Each school reports directly to the District-wide Safety Manager. We have also identified a site monitor for departments in the district.

Site Monitor Name:

District COVID-19 Coordinator	Dr. Edward Escobar	Director of Pupil, Personnel Services
Bedford Hills Elementary School	Mr. Zbynek Gold	Principal
Bedford Village Elementary School	Ms. Regina Smith	Principal
Mount Kisco Elementary School	Ms. Inas Morsi-Hogan	Principal
Pound Ridge Elementary School	Ms. Amy Fishkin	Principal
West Patent Elementary School	Ms. Judy Brewster	Principal
Fox Lane Middle School	Ms. Susan Ostrofsky	Principal
Fox Lane High School	Dr. Brett Miller	Principal
Hillside Program	Mr. Greg Fedorczak	Co-Coordinator

1.05 Human Resources



Develop a plan for the identified vulnerable population

The district 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)
- Share information with staff with regard to Persons at High Risk
- Provide information to employees from the Employees Assistance Program
- Communicate a return to work plan
- Communicate daily screening practices

2.0 Health and Safety

In this section, we will be addressing protocols to:

- Instruct staff/students/parents to observe for signs of illness in students and staff
- Instruct staff to send any symptomatic person directly to the nurse's office
- Instruct staff and students/parents on the daily temperature check and screening protocols
- Instruct staff and students/parents that ill students will be assessed by the school nurse and will then be sent home for follow up with a healthcare provider
- Instruct staff that anyone with a temperature will be sent to an isolation area prior to being picked up or sent home
- Address visitors to school and follow the protocols for screening
- Engage in proper hand and respiratory hygiene, as well as social distancing

2.01 Persons at High Risk



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

According to the Centers for Disease Control and Prevention, “People of any age with certain underlying medical conditions are at increased risk for severe illness from COVID-19.” The Bedford Central School District will identify persons at high risk utilizing the following procedure:

- A communication will be sent to all students/families asking for identification of students who are high risk. This information will be returned to the specific building:
 - Bedford Hills Elementary School - Dolores Rotollo 914-666-2708
 - Bedford Village Elementary School - Lisa Marcus 914-234-4178
 - Mount Kisco Elementary School - Maureen Ronan 914-666-2677
 - Pound Ridge Elementary School - Jill Drucker 914-764-8133
 - West Patent Elementary School - Maria Reino 914-666-2190
 - Fox Lane Middle School - Barbara Ingraldi 914-241-6143
 - Fox Lane High School - Theresa Tomassi 914-241-6085
 - Hillside Program - Theresa Tomassi 914-241-6085
- Employees who believe they are at high risk should communicate with Ms. Stacey Haynsworth, Assistant Superintendent for Human Resources.

2.02 Screening and Monitoring



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

Screening

Students, employees, and all other building occupants are to be screened for COVID-19 daily, prior to their arrival at school. Screening will be performed remotely, as per NYSDOH recommendation. Screening will consist of temperature checks, assessment of COVID-19 symptoms and answering a questionnaire. If a student or staff member does not respond “No” to all of the criteria, they should not attend school/work that day and will be instructed to notify their primary healthcare provider or the local DOH for further guidance.

The district will implement the following screening procedures:

- The district will communicate that employees and students must remain home if they are sick.
- All employees, parents on behalf of students, and regular contractors will be required to complete a mandatory health screening assessment, including a temperature check. All employees, parents, and regular contractors will be required to certify “No” to all of the following in order to be permitted access to school buildings:
- If an individual presents a temperature of greater than 100.0°F, the individual is not permitted into the facility, and will be sent directly to a dedicated area prior to being picked up or otherwise sent home .¹
- If they have had any COVID-19 symptoms in the past 14 days
- If they have had a positive COVID-19 test in the past 14 days
- If they have had close contact with confirmed or suspected COVID-19 case in the past 14 days
- If they have traveled internationally or to a state with known community spread of COVID-19 in the past 14 days (check the COVID-19 NYS Travel Advisory)

The district will use email automation software to manage screenings as follows:

- Employees, student parents, and regular contractors will be entered as contacts into the email automation platform
- All student/parent contacts will complete the self assessment on the designated district software daily, no later than 1 1/2 hours prior to the start of the school day. All employee contacts will complete the self assessment on the designated district software, no later than 2 hours prior to the start of their work day, so as to allow time for substitute staff members to be assigned in the event of a “failed” screening.¹
- Contacts will be required to certify “No” to all of the above questions with one click.
- Upon clicking the “No” certification, a contact will be re-queued for the following day
- The nurse’s office will be notified of all contacts that do not respond prior to the start of school to follow up with the contact. The email subject line will include the contact’s name and “No

¹ DOH - Temperature checks should be conducted per U.U. Equal Employment Opportunity Commission or DOH guidelines. Specifically, all individuals must have their temperature checked each day- ideally, at home, prior to departing to school hool – before entering any school facility. If an individual presents a temperature of greater than 100.0°F, the individual must be denied entry into the facility, or sent directly to a dedicated area prior to being picked up or otherwise sent home

Response to Screening.” The contact will also be re-queued for the following day.

- Contacts that reply “Yes” to any question will get an auto-response instructing them to notify their healthcare provider or local DOH for further instruction.
- The nurse’s office will be notified with the contact name(s) of anyone responding “YES” to screening questions. The nurse will follow up with the contact and appropriate actions will be taken.
- Any student who arrives at school that has not been screened remotely will be directed to a separate holding area. The student’s temperature will be taken. The parent/guardian will be contacted. The parent/guardian will be asked the questionnaire screening questions via telephone call. If the student satisfies all of the questionnaire criteria, he/she will be directed to class. If the student does not satisfy all criteria, he/she will remain in the holding area until the parent/guardian arrives for pick-up. Students should be picked up in a timely manner. Parents/Guardians will be required to provide the school with a local emergency contact that can arrive at the school within the specified amount of time.
- Symptoms of COVID-19 are to be listed on the questionnaire (this list is not inclusive) :
 - Fever (100°F or greater) 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
 - Diarrhea
- If on-site screening of individuals (students, employees, visitors) is required:
 - Individuals should maintain social distancing while waiting their turn UNLESS the individuals are from the same household.
 - Staff members conducting temperature checks are to be trained on proper usage of the thermometer being used.
 - Staff members conducting the screening and temperature checks are to wear the appropriate PPE.
 - Staff members are to make a visual inspection of the individual for signs of illness which could include:
 - Flushed cheeks
 - Rapid breathing or difficulty breathing
 - Fatigue or Extreme fussiness
 - Frequent use of the restroom

2.03 Self-reporting Exposures and Infections



Create a communication system for staff and families for self-reporting of symptoms and notification of exposures and closures 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 or school 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 should immediately notify the district by contacting the nurse's office at the school which they attend or work in
 - Bedford Hills Elementary School - Dolores Rotollo 914-666-2708
 - Bedford Village Elementary School - Lisa Marcus 914-234-4178
 - Mount Kisco Elementary School - Maureen Ronan 914-666-2677
 - Pound Ridge Elementary School - Jill Drucker 914-764-8133
 - West Patent Elementary School - Maria Reino 914-666-2190
 - Fox Lane Middle School - Barbara Ingraldi 914-241-6143
 - Fox Lane High School - Theresa Tomassi 914-241-6085
 - Hillside Program - Theresa Tomassi 914-241-6085
- The employee should contact: Ms. Stacey Haynsworth, Assistant Superintendent for Human Resources at 914-241-6014.
- If a student or staff tests positive for COVID-19, the district will immediately notify state or 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, if requested, while maintaining confidentiality required by state and federal law and regulations. The district will consult with Dr. Corsaro, our district's medical director and the Department of Health.
- The district will inform those who have had close contact with any 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.
- The student/staff member must meet re-entry criteria before returning to school/work, including appropriate documentation from a medical professional, to be submitted to the school nurse (students) or Human Resources (staff).

2.04 Management of Sick Persons



Notify local health officials, staff, and families immediately of a positive case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

Establish procedures for safely transporting anyone sick to their home or healthcare facility. Parent and/or emergency contact will be notified to pick up their child.

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

- The Bedford staff will be provided training on how to identify signs of illness in students and staff and the procedure to send symptomatic persons to the school nurse or other designated personnel in each building.²
- The ill person will be moved to a predetermined isolation room or area to separate anyone who exhibits COVID-like symptoms.
- The person will be assessed by the school nurse.³
- Transportation arrangements will be made to transport the sick person home or to a healthcare facility. A parent or local emergency contact will be notified to pick up their child in an expedient fashion.
- 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 (contact with a positive COVID-19 case for 15 minutes or longer, and within 6 ft. distance or closer) 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/local Department of Health 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 and have documentation showing medical clearance from the healthcare provider.
- In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, we may consider closing for a short time (1-2 days) for cleaning and disinfection, as per Department of Health recommendations. The District will consult with their medical director and/or local department of health when making decisions on school closures.⁴

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

² SED, pg 18 <http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>

³ SED, pg 18 District/school plan requires that ill students and staff be assessed by the school nurse (registered professional nurse, RN) or medical director and that if a school nurse or medical director is not available, ill students and staff will be sent home for follow up with a healthcare provider.

⁴ SED, pg 17 Districts/schools must review and consider the number of students and staff allowed to return in person.

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 by the Department of Health 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, other students living in the same household may 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.
- Students who present with any of the COVID-19 symptoms without an obvious non COVID-19 origin, should remain in the isolation room until they have been picked up by a parent or guardian or have been transported to the hospital if medically necessary. These students' parents must immediately notify their healthcare provider. These students must remain absent until they have met the re-entry criteria outlined by the CDC.
- Staff who present with any of the COVID-19 symptoms without an obvious non COVID-19 origin, should remain in the isolation room until they are able to drive home, be picked up by an emergency contact or have been transported to the hospital if medically necessary. These staff members must immediately notify their healthcare provider and provide the school with the results of COVID-19 testing. These staff must remain absent until they have met the re-entry criteria.
- Our school nurses develop individual protocols for asthma-related acute respiratory treatment care and consult with a student's healthcare provider for an alternate asthma medication delivery system.

These factors should be considered when determining resumption of in person instruction:

2.05 Contact Tracing

Contact Tracing Assessing and informing those with potential exposure is a fundamental control strategy for minimizing spread within a group or camp population. CDC defines close contact as interactions within 6 feet for more than 15 minutes.

In an effort to determine the potential or confirmed case's contacts with other students or staff members over the previous two or more days, the district will assist the local Department of Health including notification of potential contacts, such as students, staff or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

- School health staff will utilize general principles of contact tracing to begin closely monitoring other potentially exposed individuals.
- The District will identify clearly defined measures that will serve as warning signs that the level of COVID-19 transmission may be increasing in the school setting beyond an acceptable level,

as defined by state and local health departments.⁵

- The District will include a process in their plan if/when COVID-19 cases are discovered at school, including closing areas or classes where individuals were infected or more broadly the entire school in consultation with the local health department.
- The District may choose to modify operations prior to instituting school-wide closures to help mitigate a rise in cases.

2.06 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 illness or diagnosis of a confirmed case of COVID-19 or following quarantine⁶

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC, and their return is coordinated with the local health department, as well as show documentation from their healthcare provider that they are safe to return to school.

Currently, those guidelines are:

Following illness or diagnosis of confirmed cases of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department.

1. **Untested (because healthcare provider determined testing was not necessary):** 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; and
 - c. At least ten (10) calendar days have passed since symptoms first appeared, or by providing documentation from your healthcare provider that it is safe to return to school.
2. **Tested or Diagnosed by a Healthcare Provider Without Testing:** Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following three conditions are met:
 - a. It has been at least ten days since the individual first had symptoms;
 - b. It has been at least three days since the individual has had a fever (without using fever reducing medicine);
 - c. It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.
 - d. By providing documentation from the individual's healthcare provider that it is safe to

⁵ DOH, pg21 - School Districts will identify clearly defined measures that will serve as warning signs that the level of COVID-19 transmission may be increasing in the school setting beyond an acceptable level, as defined by state and local health departments

⁶ SED,pg 19 District/school plan has written protocol that complies with CDC guidance for the return to school of students and staff

return to school/work

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. School nurses at Bedford Hills Elementary School, Bedford Village Elementary School, Mount Kisco Elementary School, Pound Ridge Elementary School, West Patent Elementary School, Fox Lane Middle School, Fox Lane High School, and the Hillside Program will be the designated Covid-19 resource person for their building, under the guidance of the district medical director and local Department of Health.

2.07 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 containing 60% or more alcohol for areas where handwashing is not available/practical, including throughout common areas of all school buildings.
- Employees, students, and visitors will be reminded to perform hand hygiene as follows:
 - Arrival at the building
 - Departure from the building
 - Before entering and exiting classrooms
 - 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
- Posters/signage describing healthy hygiene practices will be installed near entrances, restrooms, cafeteria and other dining areas, classrooms, administrative offices, auditorium and custodial staff areas.
- 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 Operations section of this plan
- Posters will be displayed describing hand-washing steps at sink locations
- Staff will be educated about when and how to correctly do the following:
 - Handwashing / Use of hand sanitizer
 - Put on, remove and dispose of PPE.
 - Respiratory hygiene

- The district will remind individuals that alcohol-based hand sanitizers can be flammable and may not be suitable for certain areas in school facilities and on school grounds .⁷

2.08 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:

- All individuals must wear acceptable face coverings.
- Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose. Face shields worn without other face coverings are not considered adequate protection or source control against COVID-19 and should not be used.⁸
- The district will provide employees and students cloth face masks at no cost if needed.⁹
- The district will obtain and maintain adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals.¹⁰
- Face coverings are to be worn by staff and students unless medically unable to do so.¹¹
- Face coverings must be cleaned by the individual or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
- Face masks will be required at arrival and dismissal, during hallway transitions and other building movements, and on school buses.
- Face shields and smocks will be utilized by staff when required to be in close contact with students and when there is a high risk of transmission of bodily fluids.
- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health will not be subject to the required use of a face covering.¹²
- Each school in the district will instruct staff to provide mask breaks as needed.¹³
- The district will train all students, faculty, and staff on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings. This training will be extended to contractors and vendors, if the district will be supplying the

⁷ DOH-Responsible Parties should remind individuals that alcohol-based hand sanitizers can be flammable and may not be suitable for certain areas in school facilities and on school grounds.

⁸ DOH-Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose. Face shields worn without other face coverings are not considered adequate protection or source control against COVID-19 and should not be used

⁹ SED, pg 18 District/school has a plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals.

¹⁰ SED, pg 18 District/school has a plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals.

¹¹ DOH-Face coverings are strongly recommended at all times, except for meals and instruction with appropriate social distancing. However, Responsible Parties can require face coverings at all times, even during instruction; and it is strongly recommended in areas with higher rates of COVID-19 community infection. o Responsible Parties requiring the wearing of face coverings by students at all times will need to consider and address developmental appropriateness, feasibility, and ability to implement such policy in a safe, consistent manner.

¹² DOH-Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering.

¹³ SED, pg 18 District/school plan has written protocol regarding students taking mask breaks.

contractors and vendors with PPE. See the Training Section.¹⁴

Face masks/coverings must be worn by all visitors, staff and students entering the building. If anyone does not have a mask, one will be provided by the district.

- Students, parents/guardians, staff, contractors and visitors will be instructed on the proper way to wear face coverings; proper way to put on and take off a face covering; the importance of routine cleaning of reusable face coverings; and importance of not sharing face coverings.
- Students with special needs or students who are medically fragile who are not able to wear a face covering or mask should work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their and staff member's/other student's health and safety.
- Students, staff and visitors who elect to wear their own reusable face coverings may do so but must also follow correct procedures for wearing and washing masks daily.

2.09 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 Bedford Central School District will install CDC-provided signage at multiple locations around each school building to:

- Instruct building occupants on how to engage in good daily hygiene measures
- Instruct building occupants on the proper way to wash hands
- Instruct building occupants on proper respiratory etiquette/hygiene
- How to use an acceptable face covering and maintain social distancing
- Instruct building occupants on how to put on, take off and properly wear a face mask
- How to put on, take off and properly wear, discard and store PPE
- How to engage in good daily hygiene measure
- To stay home if they feel sick.
- How to report symptoms of exposure to COVID-19

The Bedford Central School District will:

- Instruct staff on the signs and symptoms of COVID-19 and will require that symptomatic students/staff will report to the school nurse.
- Instruct students and staff of the daily screening protocols which include temperature taking prior to coming to school or work
- Instruct students/staff that should they become ill during the school/work day, they will be sent home for a follow up visit with their healthcare provider.

¹⁴ DOH-Responsible Parties must train all students, faculty, and staff on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings. This training should be extended to contractors and vendors, if the Responsible Parties will be supplying the contractors and vendors with PPE.

2.10 Social Distancing



Promote social distancing throughout school operations.

All building occupants will be required to maintain social distancing. 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 accommodate social distancing in each school building, the district will take the following General actions, which are detailed throughout the Operations section of this plan:

- 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
- Physical barriers may be used in between seating if desired social distancing is not feasible.
- Furnishings may be removed from rooms to maximize capacity
- Teachers may take their class outside during the school day.
- The District will ensure that a distance of twelve feet in all directions is maintained between individuals while participating in activities requires projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g., participating in physical education classes).¹⁵
- The district will limit gathering in small spaces (e.g., elevators, supply rooms, faculty offices) by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings or are members of the same household. However, even with face coverings in use, occupancy will not exceed 50% of the maximum capacity of the space, unless it is designed for use by a single occupant.¹⁶
- Floors will be marked with visual guides for social distancing in hallways and other common areas.

3.0 Operations

3.01 Transportation



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 twice daily

In order to maintain social distancing, district 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:

¹⁵ DOH-Responsible Parties should ensure that a distance of twelve feet in all directions is maintained between individuals while participating in activities requires projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g., participating in gym classes).

¹⁶ DOH-Responsible Parties should limit gathering in small spaces (e.g., elevators, supply rooms, faculty offices) by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings or are members of the same household. However, even with face coverings in use, occupancy should not exceed 50% of the maximum capacity of the space, unless it is designed for use by a single occupant.

- Students should social distance on the bus whenever possible.¹⁷
- Students, school bus drivers, monitors, attendants and mechanics will be required to wear face masks/coverings prior to boarding the bus unless they have been provided a medical exemption^{18 19}
- 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
- School buses will not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses²⁰
- Boarding children will occupy seats from back to front, where feasible
- Wheelchair school buses will be configured to ensure social distancing.²¹
- Siblings may sit together to increase capacity on the bus
- Seats will be marked with tape to show students where they may sit
- Field trips and other extracurricular activities requiring bus use will be suspended at this time
- Bus drivers will be required to conduct pre and post-trip inspections to include the cleaning of high use areas of the bus/high contact spots, (e.g., steering wheel, handles, seatbacks, etc.)²²
- Drivers will be required to complete a checklist after each cleaning, which should be forwarded to the district's Supervisor of 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
- The district will communicate with parents and students regarding the need to minimize the mixing of children from different households at bus stops and adhere to proper distancing when boarding school buses.
- The district will fulfill existing mandates regarding the safe and effective transportation of students who are homeless (McKinney-Vento), in foster care, have disabilities and attend non-public schools and charter schools.²³
- Transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be provided initial training and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19;²⁴

¹⁷ SED, pg 62 Students must social distance (six feet separation) on the bus;

¹⁸ SED, pg 60 Students who are able will be required to wear masks and social distance on the bus;

¹⁹ SED, pg 61 School bus drivers, monitors, attendants and mechanics must wear a face covering along with an optional face shield;

²⁰ SED, pg 60 School buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses;

²¹ SED, pg 60 Wheelchair school buses must configure wheelchair placement to ensure social distancing of 6 feet.

²² SED, pg. 60 All buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by districts and contract carriers must be cleaned/ disinfected once a day. High contact spots must be wiped down after the am and pm run depending upon the disinfection schedule. (For example, some buses might be cleaned between the am and pm runs while other buses may be cleaned/disinfected after the pm run);

²³ SED, pg. 59-60 School districts and other applicable schools are expected to fulfill existing mandates regarding the safe and effective transportation of students who are homeless (McKinney-Vento), in foster care, have disabilities and attend non-public schools and charter schools. Although meeting these obligations will certainly pose challenges, these expectations continue to be in place. Districts and other applicable schools should plan accordingly.

²⁴ SED, pg 61 Transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19;

- The Transportation Department will be provided Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses as well as hand sanitizer for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.²⁵
- Drivers, monitors and attendants who must have direct physical contact with a child will wear gloves.²⁶
- Students who do not have a mask will not be denied transportation and will be provided a mask.²⁷
- Students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.²⁸

Transportation staff

- All staff will complete a self-health screening assessment before reporting to work.
- Staff should wear masks at all times except when eating or drinking.
- Hand sanitizer is not permitted on the bus, but will be available in the bus garage. Transportation staff are not to carry personal bottles of hand sanitizer on them while on the bus.
- Transportation staff will receive initial training and refresher trainings in the following areas: the proper use of personal protective equipment; proper social distancing; proper use of wearing gloves when having direct contact with students; and signs and symptoms of COVID-19
- Transportation staff will wear masks at all times on the bus when there are students. Shields have also been provided. They can be worn when loading students or walking through the bus to talk to your students.
- Transportation staff will ensure that students are wearing masks while on the bus unless they are physically unable to do so or have a disability which would prevent them from wearing a mask. Students with a disability which prevents them from wearing a mask will not be denied transportation or forced to wear a mask.
- Masks will be provided to students if they do not have one.
- Students will be trained on the proper use of personal protective equipment, social distancing, as well as the signs and symptoms of COVID-19.

Each bus is equipped with:

- Gloves
- Cleaner/disinfectant/wipes
- Paper towels
- Extra trash bags
- Masks for students

- All buses must be disinfected and wiped down after each shift. All supplies used should be bagged and put in the dumpster. Each bus will be treated with the electrostatic air cleaner after

²⁵ SED, pg 61 Transportation departments/carriers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses as well as hand sanitizer for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.

²⁶ SED, pg 61 Drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.

²⁷ SED, pg 61 Students who do not have a mask can NOT be denied transportation;

²⁸ SED, pg 61 Students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.

each shift (minimum two times daily).

- A letter to families with specific transportation information will be sent in late August.
- In summary,
 - All buses will be prepared and sanitized for their students.
 - All buses will operate each day with all windows open for ventilation.
 - The two front seats behind the driver will not be used and will be marked as such.
 - All seats are marked with numbers over them (similar to airplanes). Student seats are marked A, B,C,D. There is an “x” to mark the seating.
 - Students will be assigned seats. Siblings will be seated together.
 - Changing buses will NOT be permitted.
 - Attendance on the bus will be taken daily for contact tracing purposes.

In closing, the Bedford Central School District will fulfil its obligations to transport nonpublic, parochial, private schools or students whose Individualized Education Program have placed them out of the district and whose schools are meeting and conducting in-person session education when/if the Bedford Central School District is not.

3.02 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:

- BHES, BVES, MKES, PRES, WPES, FLMS, FLHS and the Hillside Program will communicate with students/staff their stagger arrival times of both buses and parent transportation to reduce density
- Each school will establish designated areas for student drop-off and pick-up, limiting contact and entry of parents/legal guardians into the building, to the greatest extent possible .²⁹
- Each school will utilize multiple supervised points of entry into each school building to reduce bottlenecks, close contact and hallway travel to classrooms
- Each school will require face masks to be worn by students, staff, and parents during the arrival and dismissal process.
- Each school will implement a detailed traffic management plan to include:
 - Separate parent drop off/pick up locations
 - Consideration for multiple, supervised building points of entry. We may encounter an increased number of parents transporting their own children to and from school due to health concerns.
- Hand sanitizer will be available where students, staff, and visitors enter and we will encourage students, employees, and visitors to clean their hands upon entry. Frequent handwashing is more effective than the use of hand sanitizers.

²⁹ DOH-Responsible Parties should establish designated areas for student drop-off and pick-up, limiting contact and entry of parents/legal guardians into the building, to the greatest extent possible.

- We will utilize a screening protocol for students, staff, and visitors to the building to check for symptoms prior to entrance to the school building (see section 2.02).

3.03 Visitor Management



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

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

- Only **essential** visitors, including parents/guardians, approved vendors and contractors will be permitted into the school buildings
- 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
 - Picking up of sick persons from designated areas
 - Other visits deemed essential by the school administration
- Visitors will be asked to pre-register their visit using a Google Form (or equivalent) that will:
 - Populate a registration documentation in real-time that will be monitored by greeters at each school
 - Upon submission of the form, visitors will be directed to a confirmation page that will:
 - Provide instructions on pre-screening steps (see Screening and Monitoring)
 - Advise the visitor they may be contacted prior to their scheduled appointment
 - Instruct the visitor to conduct pre-screening steps prior to their visit to the school
 - Advise the visitor they will be required to wear face masks prior to being permitted entry into the building as well as hand cleaning steps
- The Principal or designee will oversee the submission of visitor registration documentation
- All persons entering the building will be required to wear face masks prior to being permitted entry into the building.
- Visitors will be required to clean their hands with sanitizer prior to the check-in process
- Hand sanitizer dispensers will be available at building entrances, check-in locations and any delivery locations.
- Social-distancing signage and floor markers will be installed to designate places where visitors should wait to be checked in
- Appropriate shields or other barriers will be utilized at check-in locations where it is necessary to socially separate building service staff from visitors during the check-in process
- Visitors will be required to answer mandatory screening questions, and access declined when indicated and visitors denied and recommended to contact their healthcare provider. This will also assist contact tracing when needed (see Screening and Monitoring)
- All visitors shall be required to wear PPE when moving through the building.
- Drop off procedures will be modified as follows pertaining to student belongings and lunches:

- Most drop-offs will be prohibited unless prior approval is obtained from building administrator
- A designated drop off area will be established for all deliveries (e.g., FedEx, UPS) to prevent delivery persons from entering the building

Protocol for visitors:

- Parents, staff, students and community members should be notified about the new procedures to enter the school buildings.
- Signs with instruction should be posted on the outside of the visitor entrance in English and Spanish.
- The visitor will be asked to answer a screening questionnaire and a temperature will be taken.
- Any person who answers yes to any part of the COVID-19 screening questionnaire will be denied entry to the building and advised to contact their healthcare provider.
- Hand sanitizer or a hand washing station should be provided at the screening area for visitors to use prior to entering the building.

3.04 Room Designation (Room Numbers/Names)

Room designations will be used to stagger building movement. The following procedure will be followed at BHES, BVES, MKES, PRES, WPES, FLMS, FLHS and the Hillside Program:

- Classrooms will be designated using numbers/names
- Prominent signage is installed on classroom doors with room numbers
- Classroom designations will be utilized for:
 - Staggered Class transitions (hallway movement) and staggered dismissal
 - Staggered lunch pickups/deliveries to classrooms from the cafeteria (elementary), and designated lunch periods (secondary)
 - Staggered outdoor activities as appropriate
 - Bathroom use assignment

3.05 Classrooms



- **Implement and maintain a Stop the Spread campaign that includes reinforcing washing hands and covering coughs and sneezes among children and staff.**
- **Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).**
- **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 locker use by students and staff.**
- **Restrict mixing between groups.**

- **Space seating/desks to address social distancing guidelines**
- **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 us.**

THE DISTRICT WILL TAKE THE FOLLOWING SAFETY ACTIONS (see also Instruction):

All Students at BHES, BVES, MKES, PRES, WPES, FLMS, FLHS and the Hillside Program

- Desks and tables will be spaced to allow for social distancing of students.
- Physical barriers may be used in between seating if desired social distancing is not feasible.
- Students will be discouraged from sharing supplies. Any shared supplies necessary for instruction will undergo disinfecting procedures.
- Handwashing will be required at regular intervals. See Healthy Hygiene Practices
- Use of shared equipment will be limited and when necessary, cleaned between each use
- Specialist teachers will rotate through individual classrooms.
- Physical education will utilize a curriculum that allows for social distancing and students will be encouraged to spread out to 12'.
- Teachers will utilize outdoor spaces for instruction whenever appropriate, weather permitting.
- Lunches will be available and delivered to each classroom daily or for pickup (see also Food Service)

Grade K-6 Students at BHES, BVES, MKES, PRES, WPES

- Schools may utilize larger spaces such as the Multipurpose Room, band area etc.) for instruction to allow for larger class sizes while still providing adequate distancing.
- Classes will remain in their assigned rooms for the majority of the school day
- Materials will not be shared between groups of children unless they have been washed and disinfected
- Children's books and other paper-based materials are not considered high risk for transmission and do not need additional cleaning or disinfection
- Each school will consider virtual formats for guest speakers and reading programs

Grade 7-12 Students at FLMS & FLHS

- FLMS & FLHS may utilize larger spaces (e.g., auditorium, gymnasium, band) for instruction to allow for larger class sizes while still providing adequate distancing.
- The school district should assign lockers or other student storage areas by cohort or eliminate their use. However, students should not carry an unreasonable number of books or materials throughout the day.³⁰

3.06 Hallways and Stairways

Strategic movement and a reduction density in hallways and stairways (to the degree possible) will

³⁰ DOH-Responsible Parties should consider staggered arrival and pick-up times to facilitate proper social distancing, and assign lockers or other student storage areas by cohort or eliminate their use. However, students should not carry an unreasonable number of books or materials throughout the day.

allow for appropriate distancing. The district will take the following safety actions

- Face masks will be worn when students and staff are moving throughout the building
- Announcements will be made to release classes in a staggered manner based on Room Number Designations. to reduce density in hallways during class changes. The additional time needed to stagger transitions should be factored into the school day.
- 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
- Hazards and/or health concerns will be reported immediately and mitigated as necessary.
- 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
 - Use of center hallway prompts (e.g., cones, floor tape, or retractable belt stanchions to promote distancing of 2-way traffic

3.07 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:

- 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 asking employees and students to wash hands before and after using the restroom will be installed
- The number of students in a restroom at any given time will be limited
- Frequent cleaning of restrooms will occur on a prescribed schedule that will be developed by the school's head custodian and approved by the school administration.

3.08 Cafeteria / Lunch



- **Close communal use spaces such as dining halls and playgrounds if possible; otherwise, stagger use and disinfect in between use.**
- **If food is offered at any event, have pre-packaged boxes or bags for each attendee. Avoid sharing of foods and utensils.**

Cafeterias will generally be closed or utilized in a socially distant manner in all buildings and food

services available as a grab and go only. The district will take the following safety actions:

Grab and Go lunches will either be delivered to classrooms or each classroom will be called to the cafeteria in a staggered manner based on Room Number Designation

- Should cafeterias be open with restrictions, the following safety actions will be implemented:
 - **Distancing**
 - Kitchen and cafeteria staff will wear the appropriate Personal Protective Equipment at all times
 - Cafeterias will have reduced capacity based to allow for distancing and limiting the number of people who can sit together.
 - Seating capacity will be reduced to ensure distancing between tables
 - The use of chairs that compromise social distancing or maximum density for space will be removed
 - Physical distancing will be required while on service lines, and floor signage and floor prompts installed
 - Activities in cafeteria will be monitored to ensure that the protocols are followed and that social distancing and safety precautions are adhered to
 - Physical barriers may be utilized in between seating if social distancing is not feasible
 - Congregating in kitchen areas will be prohibited
 - **Limit Sharing**
 - Self-serve food items will be removed
 - Hot and cold food bars with open food items and communal serving stations will be eliminated
 - Single use flatware/dinnerware/drinkware will be used
 - Communal condiments will be replaced with single serving, individually wrapped items

Cleaning and Disinfection

- At a minimum, kitchen areas will be cleaned and disinfected on a daily basis.
- Kitchen equipment will 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.
 - All preparation surfaces, serving utensils and containers will be cleaned after each use.
 - Serviceware, utensils and containers will be stored to limit contamination and maintain cleanliness.
 - 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.
 - See also Cleaning and Disinfecting

3.09 Faculty Break Rooms

The use of faculty rooms will have limited occupancy and maintain social distancing.

- Employees will be required to wash their hands before and after touching break room appliances.
- Signage will indicate the maximum occupancy of each faculty room.
- Only disposable hand towels will be utilized.
- Increased cleaning and disinfection will be part of the daily protocol.
- Storage and accumulation of personal items in this area will be prohibited.
- Additional cleaning supplies will be available in this area.
- PPE will be required as necessary.

3.10 Office Spaces



- **Stagger arrival and drop-off times or locations, or put in place other protocols to limit close contact with approved visitors**
- **Implement and maintain a Stop the Spread campaign that includes reinforcing washing hands and covering coughs and sneezes**

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.
- Install hand sanitizer dispensers and make disinfecting wipes available near shared equipment
- Move parent-teacher conferences, 504, and individualized education program (IEP) meetings to phone conferences or a virtual format as appropriate.
- 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 social distancing and wear face coverings.
- Conference rooms that are used should be disinfected on a daily basis at a minimum .³¹
- Disinfectant wipes or spray should 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.

³¹ DOH-Responsible Parties must train all students, faculty, and staff on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings. This training should be extended to contractors and vendors, if the Responsible Parties will be supplying the contractors and vendors with PPE.

3.11 Child Nutrition



- Have students bring their own meals as feasible, or serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria, while ensuring the safety of children with food allergies. If communal dining areas are utilized, this district will ensure adequate social distancing and other recommended safety protocols.
- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- Require gloves for all back of house (BOH) staff and ensure the gloves are changed per current industry standards.
- Although not necessary, if hand-washing protocols are rigorously³² followed, consider providing gloves to servers.
 - If they are worn, they must be changed regularly and are not a substitution for handwashing.
- Require face coverings for BOH staff – type depends on local requirements
- Transportation methods (e.g., carts) for meals and snacks of food served in classrooms may be utilized
- Consider the safety concerns related to collecting money and using POS pin pads to keep track of meals that are served to students
- Alternative points of service may need to be set up in different areas on campus to allow students to pick up meals and eat in designated areas

Meal Availability & Student Delivery Systems

- All students, regardless of their learning location (i.e., onsite and remote learners) will have access to school meals that comply with Child Nutrition Program requirements.
- We will have a streamlined menu for onsite student meals and a fixed selection each day for students who are learning remotely.
- The district will utilize the Serve-vs-Offer operating model which will include all meal components required in the National School Lunch Program. Lunch options may include a hot or cold sandwich, pizza or an entrée salad selection coupled with a fruit and/or vegetable and milk. All will be prepackaged.
- Access to cafeterias and vending machines will be limited in all buildings and food services will be limited to grab-and-go only.
- No students will be permitted to exit the campus for lunch.
- In an effort to facilitate contactless serving, cash payments at the point of sale will be restricted. Parents will be encouraged to utilize MySchoolBucks (MSB) to provide electronic funds for student lunch payments via our Nutrikids Point of Sale (POS) system.

- For students in a Hybrid Model, on the days they are learning from home, if in need of meals these will be picked-up as grab-and-go meals on their last day of onsite learning.
- For students in an All-Remote Model:
 - Receive grab-and-go meals provided via curbside pickup at a designated distribution site. This will most likely occur at similar sites as during the previous full-shutdown period.
 - Meal pickup lines will adhere to social distancing.
 - Depending on finalized learning schedules, bulk, multi-day meals may be provided.
- Onsite learning students will have the option to receive:
 - Grab-and-Go lunches in disposable packaging that will either be delivered via mobile carts to classrooms (K-5) or individual classes/sections will be called to identified locations (cafeterias, gyms and other larger spaces) with social distancing guidelines and in a staggered manner as determined by the building principal and schedule.
 - When cafeterias or shared spaces are being utilized, the following safety actions will be implemented:
 - Students will wear masks and adhere to social distancing protocols upon entry and exit.
 - Seating capacity will be reduced to ensure distancing between tables.
 - Cafeterias will have reduced capacity to allow for distancing and the number of people who can sit together will be limited.
 - Chairs that compromise social distancing or maximum density for space will be removed.
 - Physical distancing will be required while on service lines, and floor signage and floor prompts installed.
 - Physical barriers may be used in between seating if desired social distancing is not feasible.
 - Congregating in kitchen areas will be prohibited.

Sharing , Access to Food and Vending

- Self-serve food items will be removed.
- Hot and cold food bars with open food items and communal serving stations will be eliminated.
- Disposable serveware/drinkware will be removed from communal spaces and provided with meals requiring such.
- Communal condiments will be replaced with single serving, individually wrapped items.
- Vending machines will not be accessible.
- A la carte sales will be limited and utilized only if feasible and safe.

Safety and Sanitation

- All dining spaces, whether in-class or in a shared space with socially distanced parameters, will be supplied with cleaning supplies (either a spray bottle and toweling or wipes), sanitizer, and a class allergen roster. In addition, all occupants will be wearing masks and adhering to social distancing protocols.
- Cleaning and Disinfecting training will be provided to all employees (see Training section).
- To limit cross contamination, students will be provided with barcode labels and keypad entry will be prohibited.

- All dining spaces (classrooms and shared dining spaces) will be disinfected on a daily basis by Custodial Staff and after meals are served by Lunch Aides and/or Custodial Staff. Any shared spaces will be sanitized before and after the arrival of each new group of students.
- Kitchen equipment and Kitchen Area
 - At a minimum, kitchen areas will be cleaned and disinfected on a daily basis.
 - Kitchen equipment will 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.
 - The outside of dishwashers will be cleaned at the beginning and end of each shift.
 - All silverware and dinnerware will be cleaned in the dishwasher. This helps ensure thorough cleaning and disinfection.
 - Silverware will be stored in a way so that adjacent silverware is not easily touched when a worker is retrieving a piece.
 - 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.
 - If serveware cannot be kept clean and covered, disposable options will be utilized.

Training

- Training on hand washing and cleaning protocols will be provided to staff (see Training section of this document)

Hand Hygiene

- All students and staff will be required to perform hand hygiene before and after eating or handling food (see Healthy Hygiene Practices section of this document).

Signage

- The district will install CDC-provided “Stop the Spread of COVID-19” signage at multiple locations around each school building and in shared dining spaces to:
- Instruct building occupants/students 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 measures.

Communications

- The District will utilize multiple forms of communication in the families native language to:
 - Offer opportunities and remind families of the potential eligibility for free and/or reduced priced meals based on status and changes due to Covid-19.
 - Make Free and Reduced eligible applications available online and each school site.
 - Assist either in-person or remotely with the completion of applications.
 - Provide opportunities for families to complete applications or assist with establishing and/or replenishing student lunch accounts.

Allergy Safety: To protect students with food allergies, the following will be adhered to:

- Food sharing will be prohibited.
- The school nurse will provide classroom teachers and students (K-8) with a copy of student allergy information. In addition, our Point of Sale (POS) system, Nutrikids, also has all student

allergy information in each student's record which is revealed once a student's record is accessed upon meal distribution.

- Menu items will be adjusted for common allergen restrictions.
- 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.

Other Considerations:

- In order to comply with these plans, the district may need to purchase additional tablets and scanners for our POS system in addition to purchasing rolling garbage receptacles to promptly remove lunch waste from classrooms/dining spaces.
- The district has and will continue to collaborate with our Food Service Management Company to ensure that:
 - Anticipated resources such as individual food packaging containers and supplies are secured with vendors in ample quantities.
 - Food preparation, storage and deliveries are conducted in accordance with health and safety protocols and operating procedures.

3.12 Cleaning and Disinfecting



See CDC Cleaning and Disinfecting Your Facility

The Bedford Central School 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.
- Daily cleaning log checklists will be completed for each area of the building
- Registered disinfectants identified by the Environmental Protection Agency (EPA) as effective against COVID 19 will be utilized.
- The head custodian of each building will be responsible for maintaining all completed cleaning logs, which will be forwarded to the Director of Facilities 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

3.13 Building Systems and Maintenance



- **Before resuming business operations, check the building to see if it's ready for occupancy**
- **Ensure exhaust fans in restroom facilities are functional and operating at full capacity when the building is occupied.**
- **Take steps to improve ventilation in the building**

The District's Building Condition Survey (BCS) and/or Visual Inspection (VI) will be updated in accordance with the New York State Education Department's BCS/VI schedule and the district will ensure compliance where applicable. 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/Cooling & Ventilation In Buildings

- The percentage of outdoor air will be increased where possible (e.g., using economizer modes of HVAC operations) potentially as high as 100% (first verify compatibility with HVAC system capabilities for both temperature and humidity control as well as compatibility with outdoor/indoor air quality considerations).
- 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.
- 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 may be run during unoccupied times to maximize dilution ventilation.
- The district maintains adequate, code required ventilation (natural or mechanical) as designed.

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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

Plumbing The district will follow steps recommended in the CDC's "Guidance for Building Water Systems" including:

- Inspect flushing of hot water at plumbing fixtures.
- Flush hot water at all sinks (run for 5-15 minutes)
- Install touch free water bottle filling stations where possible and available.
- Turn off and close water fountains (without bottle fillers). There are numerous bottle fillers throughout each school building.
- In each school the existing number of toilets and sink fixtures meet the standards of the Building Code New York State (BCNYS).

Lead Testing - Lead testing for 2020 will be performed in compliance with NYSDOH Regulation 67-4 Use of plastic separators The district will utilize plastic separators (polycarbonate shield) on some tables in classrooms and other areas. The plastic separators comply with the 2020 BCNYS Section 2606.

3.14 Emergency Drills

NYSED Safety Drill Requirements ³⁴Education Law § 807 requires that schools conduct 8 evacuation and 4 lockdown drills each school year. When planning drills, consideration should be given to how a school may modify their drill procedures to minimize risk of spreading infection. Conducting drills is an important part of keeping students and staff safe in an emergency, however, steps should be taken to minimize the risk of spreading infection while conducting drills. As such, it may be necessary for schools to conduct drills in the 2020-21 school year using protocols that are different than they are used to.

Regardless of the modification used when conducting a drill, students will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

Modifications to evacuation drill protocols may include, but are not limited to:

- Conducting drills on a “staggered” schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. Staggering by the classroom, minimizes contact of students in hallways, stairwells, and at the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all students in the school building on that school day, it may be necessary to do so during a class period that is extended for this purpose; and
- If schools re-open with a “hybrid” in-person model, such as one where students attend school alternate days to reduce the occupancy of the school building, schools will ensure that all students are receiving instruction in emergency procedures, and participating in drills while they are in attendance in-person. Modifications to Lockdown Drills may include, but are not limited to :³⁵

³⁴ SED, pg 45-46

³⁵ SED, pg 19 District/school plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons.

- Conduct lockdown drill in classroom setting while maintaining social distancing and using masks;
- Conducting lockdown drills on a “staggered” schedule with smaller numbers of students present to maintain social distancing, however schools must be certain that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person; and
- Conduct lockdown drills in the classroom without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.

Fire/Evacuation Drills

- Fire drills will be conducted based on the emergency management plan of the district, following the protocols of each location/building.
- Fire drills procedures and emergency routes will be reviewed with students and faculty
- Additional protocols and procedures will be communicated to and practiced by staff and students
 - All participants will wear PPE
 - All participants will practice social distancing, when possible
 - Modifications of drills that allow for the evacuation of smaller groups in designated, more controllable areas.
 - Staggered re-entry into the building/learning spaces

Lockdown Drills/Shelter in Place

- Lockdown/shelter in place drills will be conducted based on the emergency management plan of the district, following the protocols of each location/building.
- Protocols for Lockdown Drills will be reviewed with students and faculty
- Drills will be conducted by discussing the drill protocol, sounding the alarm, and discussing what actions students would take in the event of an actual emergency.
- Additional protocols and procedures will be communicated to and practiced by staff and students
 - All participants will wear PPE
 - All participants will practice social distancing, when possible

Modifications of drills that allow for practice of proper protocols in small groups in designated, more controllable areas under the guidance of teachers and staff

4.0 Instruction

For the Learning Plans for all schools, please visit the 2020 Re-Entry Info Section of the Bedford Central School District website [or click here](#).

The Learning Plans include:

- Schedules for “In-Person”, “Hybrid”, and “Remote” Instructional models
- Student, Staff and Parent Expectations
- Communication and Staff Availability
- Student Attendance
- Accountability and Grading
- Technology Resources
- English Language Learners
- Response to Intervention
- Special Education

5.0 Communications

5.01 Overview

Understanding that there are dramatic changes to normal school operations we will communicate any information via our Mass Notification System. This includes, but is not limited to:

- Updated information specific to our pandemic plan
- Sharing safety protocols. The District will encourage all students, faculty, staff and visitors through verbal and written communication to adhere to all CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance can not be maintained
- Changes in arrival/dismissal and/or transportation
- Communicating 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).
- Sharing information about changes to our program, for example, having to change from a hybrid model to a fully remote model
- Sharing expectations for how students are to navigate the physical classroom environment and the digital classroom environment
- Informing parents/caregivers how they will be able to contact their child's educators throughout the year

Parents, students and staff should frequently visit the Centers for Disease Controls (CDC) Frequently Asked Questions information page on its website.

The District has developed a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. This communication plan includes, but is not³⁶ limited to: information sessions as part of our Board of Education meetings, community forums, principal's coffee talks, video clips and written communications using our Mass Notification System.

5.02 Communication with Vendors



If contractors are employed in the workplace, develop plans to communicate 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, the district 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 school
- Request vendors to suspend deliveries and/or adjust maintenance schedules for services in the event school is closed for health reasons.
- Notify vendors that, during deliveries, they are required to take precautions including:
 - Maintain social 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

6.0 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

All extracurricular activities are on pause until further notice. The district will continue to evaluate opportunities to make these activities available based on State guidance.

³⁶ DOH-Responsible Parties must develop a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Responsible Parties may consider developing webpages, text and email groups, and/or social media groups or posts.

The use of indoor school facilities by outside groups will be prohibited until further notice unless it is deemed essential by the district. Should the district make a determination to provide some extracurricular activities, we will generally focus on those with little or no physical contact. Extracurricular activities include clubs and athletics. As a District we recognize the importance of our clubs. In September we will meet with club organizers to evaluate each club and whether or not it can resume at this time. In terms of athletics, we will follow the guidance that we receive from the New York State Department of Education, the Department of Health and the [New York State Public High School Athletic Association \(NYSPHSAA\)](#). In section 6.01 we review the guidance from the [National Federation of State High School Associations \(NFHS\)](#).

6.01 Athletics

The district will follow the guidance of the National Federation of State High School Associations (NFHS) , which writes the rules of competition for most high school athletics.

Some sports may be³⁷ added that are less physical and do not involve shared equipment.

Sports will be made available as conditions permit and based on their respective risk levels as follows:

- Lower-risk sports include:
 - Cross country (with staggered starts),
 - Golf
 - Weightlifting
 - Sideline cheerleading
 - Individual swimming
 - Skiing
- Moderate-risk sports include:
 - Basketball
 - Volleyball
 - Baseball
 - Soccer
 - Gymnastics
 - Tennis
 - Girls' Lacrosse
- High-risk sports include
 - Wrestling
 - Football
 - Boys' Lacrosse
 - Competitive Cheerleading

In NFHS Phase 1:

- The district will be following State and section guidelines for which sports are allowed to operate during this phase, based on guidance from New York State and the New York State

³⁷ https://www.nfhs.org/media/3812287/2020-nfhs-guidance-for-opening-up-high-school-athletics-and-activities-nfhs-smac-may-15_2020-final.pdf

Department of Health. The start and end dates of the seasons will be established by NYSPHSAA, Inc. and Section 1.

- All athletes will be medically cleared by the School Physician or his designee to start participation in athletics.
- Locker rooms should not be utilized. Weight room will not be utilized.
- Upon completion of workouts athletes should return home to shower, and personal athletic garments should be cleaned daily.
- Workouts should be conducted in pods of 5-10 with the same athletes working out together.
- There must be a minimum of 12 feet between individuals while doing aerobic activities.
- There will be no shared equipment, or balls.
- All athletic equipment should be cleaned after each use and prior to the next workout.
- Adequate cleaning schedules should be created and implemented for all athletic facilities.
- Hand sanitizer should be made available.
- All athletes shall bring their own water bottle, water bottles must not be shared.
- Hydration stations (water fountains, water cows, etc.) should not be utilized. Coaches will be required to file their practice plans with the Athletic Director in advance of the start of the season.

In NFHS Phase 2:

- The district will be following State and Section 1 guidelines for which sports are allowed to operate during this phase, and the start and end dates of the seasons. NFHS guidelines allow for low-risk sports during this phase.
- Locker rooms will remain closed. Ice room will be closed except to coaches and the athletic trainer.
- Equipment use will be minimal and must be cleaned immediately after use and before use by another player.
- Athletes will be required to wear face coverings except during swimming, distance running, or other high-intensity aerobic activities that are socially distant to a minimum of 12 feet.
- Players practice in pods of 5-10 that remain consistent.
- Tier 1 (Essential) spectators allowed during any contests: Athletes, Coaches, Officials, Event staff, Medical staff, security.
- Travel for local contests of open sports, as dictated by State, Section 1 and Athletic Conference rulings.
- Coaches will be required to file their practice plans with the Athletic Director in advance of the start of the season. These plans will be in compliance with the NFHS, CDC, NYSDOH and NYSED guidelines.

In NFHS Phase 3:

- The district will be following NYSPHSAA, Inc. and Section 1 guidelines for which sports are allowed to operate during this phase, and the start and end dates of the seasons. NFHS guidelines allow for low and moderate-risk sports during this phase.
- Locker rooms will remain closed. The ice room is closed except to coaches and the athletic trainer.

- Equipment use is permitted. There will be no sharing of athletic clothing/towels. Individual clothing will be cleaned by the individual between each workout. Shared athletic equipment (such as bats, balls, batting helmets) are cleaned between each use. Other equipment worn only by one individual and not shared.
- Modified practices requiring social distancing standards may begin for higher risk sports.
- Student-athletes will be required to wear face coverings except during swimming, distance running, or other high-intensity aerobic activities that are socially distant to a minimum of 12 feet.
- Small pods are no longer required but coaches will maintain social distancing and keep numbers to a minimum by keeping non-essential people away from practices.
- Tier 2 (Essential and Preferred) spectators allowed: Athletes, Coaches, Officials, Events Staff, Medical Staff, Security, and Media. [Note: still no parent spectators during this phase.]
- Travel for local contests of open sports, as dictated by NYSPHSAA, Inc. , Section 1, and Athletic Conference rulings.
- Coaches will be required to file their practice plans with the Athletic Director in advance of the start of the season.

Preservice Training for Coaches for Return to Athletics

- All coaches will complete the NFHS course on “COVID-19 for Coaches and Administrators,” and provide a certificate of completion to the Director of Athletics.
- All coaches will receive training on symptoms of COVID-19 and stopping the spread of germs.
- Coaches will receive training on implementing social distancing best practice for athletics participation.
- Coaches will receive training on heat acclimatization, and principles of training for re-entry into athletics.
- Train all teachers and staff in 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.

The district will provide training programs related to safety actions contained in this plan. The following table indicates training that will be necessary for each employee role within the district. Training will be provided virtually using a platform that will track employee compliance.

The district will ensure all students are trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.³⁸

In order to continue to provide an educational environment in which students can grow and learn, the re-entry plan must help all stakeholders to understand how to prevent the spread of Covid-19, what instructional models will be necessary to engage students in meaningful learning and how we can best support students and staff utilizing social-emotional learning strategies and therapeutic supports. This component of the Bedford Central School District’s Re-Entry Plan has been developed and informed

³⁸ DOH-Responsible Parties must ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene

through collaboration with the members of the Re-Entry Task Force's sub-committees and guidance from the Center for Disease Control (CDC)--Guidance for Preparing the Workplace for Covid-19. All video training and training sessions will need to be completed before September 8, 2020, by indicated stakeholders. The completion of the videos and understanding of the protocols and precautionary measures will be documented using these re-entry forms through Global Compliance Network.

- Re-entry Training Completion Form for Teachers, Staff, Coaches
- Re-entry Training Completion Form for Nurses, Custodial, Transportation
- Re-entry Training Completion Form for Community, Parents and Students

7.0 Training



- **Train all teachers and staff in appropriate safety actions.**
- **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. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school.**

The district will provide training programs related to safety actions contained in this plan. Training will be provided virtually using a platform that will track employee compliance.

8.0 Mental Health

Mental Health is a priority concern in the Bedford Central School District for our staff, students, and their families. The district understands that staff, students and families have met with great social/emotional challenges during the COVID-19 pandemic. The district is prepared to acknowledge that all have experienced a level of "trauma" and everyone responds to this trauma a bit differently. We are prepared to support our students, staff and families as we design our plan to return to school. Our district-wide and building-level comprehensive developmental counseling program plans are reviewed and updated to meet current needs under the direction of Certified School Counselors.

Bedford embraces the idea that it is the job of all to support our students and staff socially and emotionally. Our district level Social Emotional Support Task Force (SEL) guides all when determining what supports are needed as it meets on a regular basis. The SEL Task Force is composed of teachers, counselors, administrators, and parents. Consultants are brought in as needed to address specific issues.

Our K-12 Social Emotional curriculum supports the notion that all are responsible for reinforcing the development of social emotional skills. This curriculum was written in alignment with CASEL competencies.

Tools and structures such as Second Steps curriculum on the elementary level, RULER (elementary, middle and high school), Advisory (middle school and high school), social skills groups (all schools), parent training, and individual and group counseling provided in each building serve to support our students .

Psychologists/counselors will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.

Staff PD regarding understanding trauma

- Prior to the start of the school year, all faculty will participate in professional development offerings regarding trauma
- Staff will understand how to recognize social emotional distress, how to respond and how to support and how to talk with students during and after the ongoing COVID-19 public health emergency

Schedule of the Day & Curriculum

- Initially, the school day will be structured to include scheduled opportunities for social emotional support. Each building administration will design experiences for support into each day.
- There will be an increased focus on social emotional priorities before easing into academics. Building administration will work with teachers to provide clarity on priority standards and ways to monitor and support student social emotional health.
- Additional space in each building will be identified for students in crisis or who need the intervention of a counselor/school psychologist that maintains all health and safety protocols
- K-12 Social Emotional Curriculum continue to be maintained and updated to reflect social emotional needs as it relates to health and safety
- In the event of a fully remote or hybrid model a daily social emotional check in will be scheduled at each level with students assigned advisor/mentor/teacher.

Staff Support

- Social Emotional Screening survey sent to staff during the summer
- Wellness Day program for staff focused on self care
- Provide EAP support and information
- Provide resources for self care and mental health support throughout the year

Family Support

- Develop parent education programs and provide resources on supporting student mental health and supporting students through trauma
- Resource pages on district and school websites
- Increased communication on ways to support students socially and emotionally
- Collaborate with local community groups to support families in need

10.0 Public Use of School District Property

The District will determine which facilities, grounds, or portions thereof (e.g., libraries, recreational facilities) will be closed to the public (i.e., not students, faculty, or staff) or offer limited, specific hours to members of the general public. Any use of a school facility or grounds by the general public must be subject to the same guidelines required during all other school operations.³⁹

Any use of a school facility or grounds by the general public must be subject to the same guidelines required during all other school operations.

11.0 Teacher/Principal Evaluation System /Certification

The Bedford Central School District evaluates principals and teachers according to the NYSED approved Annual Professional Performance Plan. For teachers, the evaluation process is focused around the Charlotte Danielson Framework for Teaching evaluation instrument. Our principals are evaluated using the Multidimensional Principal Performance Rubric (MPPR).

Our Bedford Central School District teaching staff hold valid certifications aligned with their teaching assignments and our teachers are committed to ongoing professional development.

³⁹ DOH-Responsible Parties should determine which facilities, grounds, or portions thereof (e.g., libraries, recreational facilities) will be closed to the public (i.e., not students, faculty, or staff) or offer limited, specific hours to members of the general public. Any use of a school facility or grounds by the general public must be subject to the same guidelines required during all other school operations.