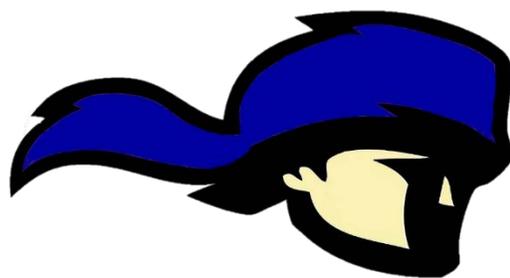




# REOPENING PCSD

# 2021

## Poughkeepsie City School District Hybrid/Remote Learning Plan



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



**POUGHKEEPSIE CITY SCHOOL DISTRICT  
BOARD OF EDUCATION**

**Dr. Felicia Watson**  
President

**Debra Long**  
Vice President

**Michelle Martinez – Leffert**  
Board of Education Member

**Thomas O’Neill, Esq.**  
Board of Education Member

**Dr. Andrew Rieser**  
Board of Education Member

**Superintendent**  
**Dr. Eric Jay Rosser**

**DISTRICT MISSION**

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





## REOPENING PCSD TASKFORCE

<p><b>P-12 Instructional/Technology</b></p> <p>Michelle Devlin - PCSD                  Sean Danishvar - PCSD                  Nadine Dargan - PCSD                  Triesha Foglia-Edwards - PCSD                  Janiquoa Faircloth - PCSD                  Kris Giangreco - PCSD                  Dr. Iris Goliger - PCSD                  Colleen Hardiman - PCSD                  Kathleen Lowell - Community Based Organization                  Heather Martino - PCSD                  Michelle Martinez Leffert – Parent/PCSD BOE                  Joe Mazzetti - PCSD                  Charlotte Mennona - PCSD                  Tamoya Norwood - Parent                  Michelle O’Gara - PCSD                  Dr. Andrew Rieser – Parent/PCSD BOE                  Dr. Eric Rosser - PCSD Superintendent                  Kelleyann Royce - PCSD                  Dr. David Scott - PCSD</p>	<p><b>Family and Community Engagement/Communications</b></p> <p>John Bradley - Vassar College                  Natasha Cherry - PCSD                  Irwin Goldberg - PCSD                  Mary Ellen Iatropoulous - Community Based Organization                  Toni Llanos – Community Based Organization                  Maffy Malaver – Community Member                  Amelia Miller - Parent                  Liz O’Raffity – Community Based Organization                  Dr. Eric Rosser - PCSD Superintendent                  Gully Stanford - Community Member/Dutchess BOCES BOE                  Gabriela Vega- Matthews – Community Member                  Anne Walsh - Parent                  Dr. Felicia Watson - PCSD BOE                  James Watson – Community Based Organization</p>	<p><b>Social Emotional/Attendance</b></p> <p>Randy Alarcon-Aquino - Student                  Satara Brown - Poughkeepsie PD/Community Member                  Julliet Coxum – PCSD                  Kris Giangreco - PCSD                  Franky Perez - PCSD                  Kelleyann Royce - PCSD                  Felicia Schinella – PCSD                  Kelly Semexant - PCSD                  Simone Stewart - PCSD                  MaryEllen Trocino - PCSD                  Destiny Tomlinson - Student                  Erick Vasquez-Maldonado - Student                  Dijonna Watson - Student</p>
	<p><b>Transportation</b></p> <p>Rob McDow - PCSD                  Jeff Noto - PCSD                  Dawn Rodgers – PCSD                  Dr. Tim Wade - PCSD</p>	<p><b>Child Nutrition</b></p> <p>David Dunn - PCSD                  Dr. Tim Wade – PCSD</p>
<p><b>Facilities</b></p> <p>Tyreck Douglas - PCSD                  Kingsley Henry - PCSD                  Debra Long - PCSD BOE                  Rob McDow - PCSD                  Jimmy McRay - PCSD                  Jeff Noto – PCSD</p>	<p><b>Human Resource/Staffing</b></p> <p><b>Tyreck Douglas - PCSD</b>                  Janiqua Faircloth - PCSD                  Heather Martino, PCSD                  Mary Ivich - PCSD                  Dr. Eric Rosser - PCSD Superintendent                  Dr. David Scott, PCSD Dr. Tim Wade - PCSD</p>	<p><b>Health and Safety</b></p> <p>Linda Boykin - PCSD                  Nadine Dargan - PCSD                  Nancy Dingee - PCSD                  Cornelia Harris - Parent                  Fountou Hinds - Parent                  Renee Johnson - PCSD                  Joanne Bardin - PCSD                  Joe North - PCSD Dr.                  Tim Wade – PCSD                  Karen Zirbel - Poughkeepsie PD</p>



## EXECUTIVE SUMMARY

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

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

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

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

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

Reopening PCSD: Reopening Poughkeepsie City School District Plan defines clear guidance for the reopening of our seven schools that aligns with the regulations developed by the New York State Department of Health and the New York State Education Department. While this plan, a working document which represents the initial recommendations of the Taskforce, the Taskforce will continue to work to refine and strengthen this plan. This working document provides a comprehensive overview of the way school and community members have worked together to detail plans\* for PCSD schools to reopen safely to meet the diverse needs of our students and families during this unprecedented time.

The pandemic has given communities across the country the opportunity to reimagine education. Since September 2020, the Poughkeepsie City School District has been delivering instruction to students remotely and Poughkeepsie City School District staff have been operating in each of the district’s seven schools. As we transition to providing in-person learning, utilizing a hybrid approach, the safety of all school occupants will be elevated, as has been demonstrated throughout the first quarter of the academic school year.

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



## Table of Contents

<b>1.0</b>	<b><i>Communication/Family &amp; Community Engagement</i></b>	<b>7</b>
1.1	Plan Overview	7
1.2	COVID-19 Safety Coordinators	7
1.3	Communications Channels	8
1.4	Communicate with Vendors	10
<b>2.0</b>	<b><i>Health and Safety</i></b>	<b>11</b>
2.1	Human Resources	11
2.2	Training	11
2.4	Persons at High Risk	11
2.5	Screening and Monitoring	13
2.6	Staff Self-reporting Exposures and Infections	14
2.7	Student Reporting Exposures and Infections	15
2.8	Management of Sick Persons	16
2.9	Contact Tracing	17
2.10	COVID-19 Testing	19
2.11	Healthy Hygiene Practices	20
2.12	Face Coverings	21
2.13	Stop the Spread of COVID-19 Signage	21
2.14	Social Distancing	22
3.1	Visitor Management	22
3.2	Building Readiness	23
3.3	Building Modifications	24
3.4	Restrooms	25
3.5	Faculty Break Rooms	26
3.6	Office Spaces	26
3.7	Cleaning and Disinfecting	27
3.8	Building Systems and Maintenance	28
3.9	Emergency Drills	29
<b>4.0</b>	<b><i>Child Nutrition</i></b>	<b>29</b>
4.1	Cafeteria Cleaning and Disinfection	29
4.2	Food Service	29
<b>5.0</b>	<b><i>Transportation</i></b>	<b>30</b>



5.1	General Transportation and Scheduling	30
5.2	Arrival and Dismissal	31
<b>6.0</b>	<b><i>Social Emotional Well-Being</i></b>	<b>32</b>
6.1	Social Emotional Well-Being	32
<b>7.0</b>	<b><i>School Schedules</i></b>	<b>33</b>
<b>8.0</b>	<b><i>Attendance/Absenteeism</i></b>	<b>33</b>
<b>9.0</b>	<b><i>Technology and Connectivity</i></b>	<b>34</b>
9.1	Distribution and Collection of Devices	34
9.2	Technology Training	35
<b>10.0</b>	<b><i>Teaching and Learning</i></b>	<b>37</b>
10.1	Learning Models	37
10.2	School Schedules	37
<b>11.0</b>	<b><i>Extracurricular Activities</i></b>	<b>41</b>
11.1	Athletics	41
11.2	Other Extracurricular Activities	42
<b>12.0</b>	<b><i>Special Education</i></b>	<b>42</b>
12.1	FAPE/Compliance and Communication	42
12.2	CSE/CPSE/504 Meetings and Collaboration	42
12.3	Instruction and Services	43
12.4	Accommodations, Modifications and Assistive Technology	44
<b>13.0</b>	<b><i>Bilingual Education</i></b>	<b>45</b>
13.1	Key Terminology	45
13.2	ELL Identification Process	45
13.3	ENL Units of Study	45
13.4	Family Communication	45
<b>14.0</b>	<b><i>Certification, Incidental Teaching and Substitute Teaching</i></b>	<b>46</b>
	Key References and Resources	47
	Poughkeepsie City School District	47
	New York State	47



# 1.0 Communication/Family & Community Engagement

## 1.1 Plan Overview

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

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

## 1.2 COVID-19 Safety Coordinators

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

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

The Poughkeepsie City School District has designated these five administrators whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as, any phased in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.



## 1.3 Communications Channels

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

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

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

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

### General Communications

- An independent PCSD website has been created to host all district/school COVID-19 related resources and online learning resources for students, parents and teachers. This is linked to all existing websites, allowing for easy access to COVID-19 related information.
- Communications detail COVID-19 health and safety information, protocols as recommended by Center for Disease Control (CDC) and New York Department of Health (NYDOH) guidelines. (Ex. signs/symptoms, social distancing guidance, how to properly wear face coverings, hand washing techniques, etc.).
- District cleaning/disinfection measures will be clearly communicated.
- COVID-19 screening procedures for students and staff will be clearly communicated.
- Supports for online learning and behavioral and mental health will be clearly communicated.
- Form letters will be drafted for a variety of possible COVID-19 related scenarios



(ex. possible exposure, positive case, school closure, etc.).

- Communication to parents will be translated to the home language of the household so that all parents no matter their spoken language will remain engaged.
- District Administrators will continue to assess Frequently Asked Questions and offer clarifications to audiences.
- District Administrators will continue to closely monitor information from local health departments and adjust communications accordingly.

## **Prior to Transitioning to a Hybrid Learning Model**

For **Staff** PCSD will:

- Communicate what is being done to mitigate the spread of COVID-19 (e.g., disinfection and health & safety measures in place).
- Communicate work schedules and expectations for staff:
  - Provide information on how to self-report exposures and infections (See Health and Safety Section)
  - Employer Human Resources Policies, Health Insurance Portability and Accountability Act (HIPAA) guidelines, and other laws will be followed at all times.

For **Students & Families** PCSD will:

- Conduct regular virtual Principal Fireside Chats, Superintendent Town Halls, and other District Meetings (i.e. Board of Education Meetings and community school forums) regarding all reopening procedures.
- Communicate what is being done to mitigate the spread of COVID-19 (e.g., disinfection and health & safety measures in place).
- Contact parent/caregiver to touch base and offer support and link to resources as need is identified.
- Conduct check-in meetings and home visits with student to assess for basic needs, e.g., food, housing, transportation, emotional well-being as need is identified.
- Instruct parents on the requirement and procedure for labeling of personal property and preventing it from mixing with other students' property
- Provide information on the requirements for the use of face-covering.
- Discourage students from congregating in large groups before, during, and after school.
- Share information on the district website containing crisis hotlines, and county mental health resources (Dutchess County Mental Health - 845-485-9700).

**While Students are Attending Classes in Schools Buildings, PCSD will:**

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

**When Students are Attending Classes Virtually PCSD will:**

- Provide information on Continuity of Instruction Procedures
- Communicate what is being done to mitigate the spread of COVID-19 (e.g., disinfection and health & safety measures in place).
- Share information on the district website containing crisis hotlines, and county mental health resources (Dutchess County Mental Health - 845-485-9700).

## 1.4 Communicate with Vendors

If contractors are operating in PCSD schools the contracting company will adhere to all PCSD protocols outlined in this document to prevent transmission of COVID-19.

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

- Notify vendors that access to the facilities will be restricted.
- Request that vendors reduce the frequency of deliveries while simultaneously meeting the demand of ordered goods.
- Request that vendors use the same delivery driver for all deliveries for the duration of COVID-19 pandemic.
- Request vendors to suspend deliveries and/or adjust maintenance schedules for services in the event school is closed for health reasons.
- Large deliveries - Custodians and/or Food Services will be notified and assist with delivery. Individuals making the deliveries shall be required to follow the PPE and social distancing procedures adopted by PCSD.
- Notify vendors that, during deliveries, they are required to take precautions prior to entering the building including:
  - Completing the PCSD Health Check Survey



- Have temperature taken by PCSD employee
- Maintain physical distancing between themselves and building occupants
- Wear appropriate PPE (a face mask and gloves).
- Do not make deliveries if they have symptoms associated with COVID-19.

## 2.0 Health and Safety

### 2.1 Human Resources

PCSD will implement the following actions:

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

### 2.2 Training

PCSD will implement the following actions:

- Provide all staff with access to pre-recorded trainings on COVID-19 safety.
- Reinforce washing hands and covering coughs and sneezes among children and staff.
- Reinforce the use of [face coverings](#) among all staff.
- Provide all parents and students with access to video library of materials shared during the first week of school ([Welcome Back PCSD Week Resources](#)).

### 2.3 Reopening Training Programs

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

### 2.4 Persons at High Risk

Based on a detailed review of available evidence to date, CDC has updated and expanded the [list of who is at increased risk for getting severely ill from COVID-19](#).

Older adults and people with underlying medical conditions remain at increased risk for severe illness, but now CDC has further defined age- and condition-related risks.



As more information becomes available, it is clear that a substantial number of Americans are at increased risk of severe illness – highlighting the importance of continuing to follow preventive measures.

“Understanding who is most at risk for severe illness helps people make the best decisions for themselves, their families, and their communities,” said CDC Director Robert Redfield MD. “While we are all at risk for COVID-19, we need to be aware of who is susceptible to severe complications so that we take appropriate measures to protect their health and well-being.”

### **COVID-19 risk related to age**

CDC has removed the specific age threshold from the older adult classification. CDC now warns that among adults, risk increases steadily as you age, and it’s not just those over the age of 65 who are at increased risk for severe illness.

Recent data has shown that the older people are, the higher their risk of severe illness from COVID-19. Age is an independent risk factor for severe illness, but risk in older adults is also in part related to the increased likelihood that older adults also have underlying medical conditions.

### **COVID-19 risk related to underlying medical conditions**

CDC also updated the [list of underlying medical conditions](#) that increase risk of severe illness after reviewing published reports, pre-print studies, and various other data sources. CDC experts then determined if there was clear, mixed, or limited evidence that the condition increased a person’s risk for severe illness, regardless of age.

There was consistent evidence (from multiple small studies or a strong association from a large study) that specific conditions increase a person’s risk of severe COVID-19 illness:

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

These changes increase the number of people who fall into higher risk groups. An estimated 60 percent of American adults have at least one chronic medical condition. Obesity is one of the most common underlying conditions that increases one’s risk for severe illness – with about 40 percent of U.S. adults having obesity. The more underlying medical conditions people have, the higher their risk.

CDC also clarified the list of [other conditions that might increase a person’s risk of severe illness](#), including additions such as asthma, high blood pressure, neurologic conditions such as dementia,



cerebrovascular disease such as stroke, and pregnancy. A MMWR report further adds to the growing body of research on risk by comparing data on pregnant and non-pregnant women with laboratory-confirmed SARS-CoV-2 infection. Pregnant women were significantly more likely to be hospitalized, admitted to the intensive care unit, and receive mechanical ventilation than non-pregnant women; however, pregnant women were not at greater risk for death from COVID-19.

## 2.5 Screening and Monitoring

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

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

- Staff and student will be encouraged to stay home if they are sick and parents to keep sick children home.
- All employees, parents, and regular contractors will be required to complete a daily mandatory health screening assessment that will be available to employees and parents daily prior to the start of each school day.
- Employees and parents will be required to certify “No” to all of the following in order to be permitted access to school buildings:
  1. Have you experienced a fever of 100 degrees F or greater, a new cough, or shortness of breath within the last 10 days? *Answer “yes” if the symptoms you have experienced in the last 14 days are of greater intensity or frequency than what you normally experience.*
  2. In the past 10 days, have you gotten a positive result from a COVID-19 test?
  3. To the best of your knowledge, in the past 14 days, have you been in close contact (within 6 feet for at least 10 minutes) with anyone who had COVID-19?
  4. The Governor has allowed individuals who traveled to any state on the quarantine list the option to take a COVID-19 test, quarantine for 3 days and retake another COVID-19 test on the 4th day. If both tests are negative the individual may answer no to the below question and access our buildings. Have you traveled to any state on the Quarantine list in the last 14 days for more than 24 hours?
- The district will make available a web link for health screenings to be completed and seek to send an automated email to remind all expected occupants to complete the screening. Screenings will be required for the following:
  - Employees, students, parents, and regular contractors who frequently visit school buildings.

Process for Staff and Visitors:

- Health Check must be completed once a day for each district building they are entering.



- Complete sign-in every time they are entering the building for contract tracing purposes.
- Complete temperature check every time they are entering the building for contact tracing purposes.

Process for Students:

- Health Check must be completed once a day by student or family member for each student.
- Complete temperature check every time they are entering the building for contact tracing purposes.
- Building Clerical staff will check for completion and communicate to Building Administration and Nurse for follow-up

## 2.6 Staff Self-reporting Exposures and Infections

### Communication Procedure for a Positive COVID-19 Test - Staff

The purpose of these procedures is to inform the Poughkeepsie School community about the steps we will be taking to ensure compliance with CDC and NYS mandated COVID-19 mitigation measures.

1. Employees receive a positive COVID-19 test
2. Employee informs their immediate supervisor (Building Principal/Department Head)
  - a. Employees will need to provide documentation to HR from a medical professional and might be asked to sign a consent form to communicate with a primary healthcare provider.
3. Immediate supervisor contacts Assistant Superintendent of Administrative Services, Dr. Timothy Wade
4. Assistant Superintendent of Administrative Services informs the implementation team (Dr. Timothy Wade, Mr. Director of Safety, Security, and Transportation, James Oakes, Director of Special Projects, Ms. Kris Giangreco, Lead nurse, Ms. Joanne Bardin, Secretary Special Projects, Ms. Sue Stevens, Confidential Secretary in Human Resources, Ms. Deanna Singleton, and Typist, Mr. Darby Jones) and Assistant Superintendent of Elementary, Mr. Gregory Mott.
5. Director of Special Projects, Ms. Kris Giangreco will ensure information is on the district website
6. Assistant Superintendent of Administrative Services, Dr. Timothy Wade will inform the bargaining unit presidents
7. Assistant Superintendent of Elementary, Mr. Gregory Mott will inform the executive team (Central Office Administration and Principals)



### **Facility Cleaning Procedures for Positive COVID-19 Test**

1. When notified of a positive COVID-19 test, the District may close the affected building for up to 48 hours on a case-by-case basis to disinfect the affected areas. The District COVID-19 dashboard will be updated accordingly.

### **COVID-19 Positive Employee Procedures**

All employees who receive a positive COVID-19 test must complete the following steps.

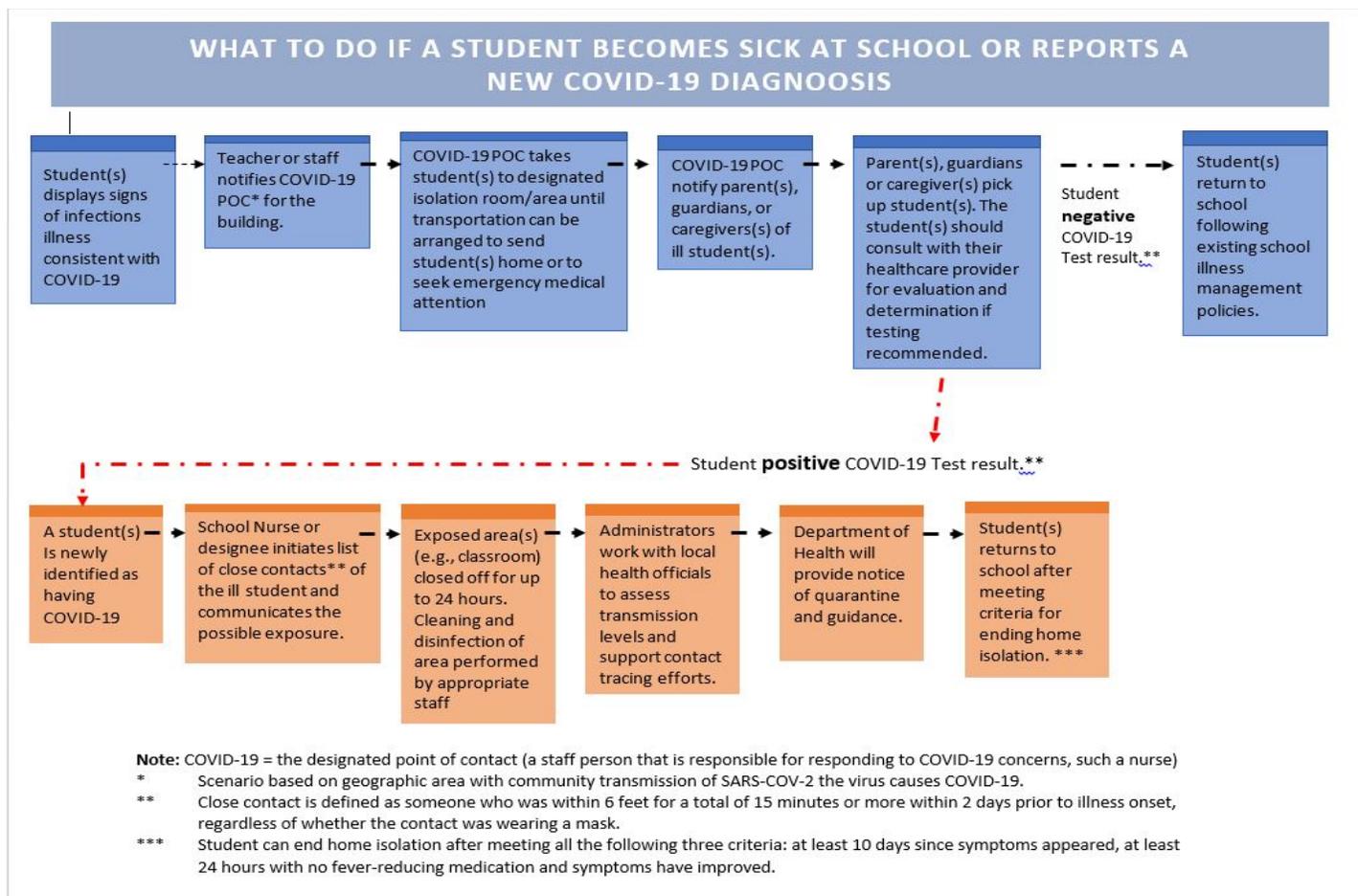
1. Individuals who tested positive for COVID-19 may provide a contact list to lead nurse, Ms. Joanne Bardin. The individual should also contact Dutchess County Department of Health directly as well.
2. Lead nurse will contact the confidential secretary who will send out a consent form to communicate with a primary healthcare provider to the COVID-19 positive individual(s). The lead nurse will facilitate the Department of Health in conducting contact tracing.
3. Individuals who were exposed to the employee who tested positive for COVID-19 will provide the confidential secretary in Human Resources with their quarantine order. Individuals who receive a quarantine order will remain home per Department of Health instructions. Individuals may stay home using their own leave time without an order of quarantine as advised by CDC guidelines or recommendation from their family physician.
4. Individuals will be credited retroactively leave time upon receiving an order of quarantine subsequent to the original exposure.

## **2.7 Student Reporting Exposures and Infections**

In the event that a student exhibits symptoms of COVID-19 at home. The student should not attend school that day. Parents should notify their child's building principal and their primary care doctor for guidance and testing procedures.

Students will be allowed to return to school once they have received a negative COVID-19 test or can provide a doctor's note stating testing was not required and be symptom free without the aid of medication.

If they receive a positive COVID-19 test, students can return to school once the Department of Health determines they have complied with the required quarantine/isolation.



## 2.8 Management of Sick Persons

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

- School nurses and other healthcare providers will:
  - use standard and transmission-based precautions when caring for sick people.
  - notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

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

- The person will be moved to a predetermined isolation room or area to separate anyone who exhibits COVID-like symptoms.



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

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

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

## 2.9 Contact Tracing

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

1. **Report the confirmed or suspected case of COVID-19 to the Dutchess County**



## Department of Behavioral and Community Health (DBCH)

Nurse or designee from school to contact DBCH.

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

- Demographic information required to begin investigation including full name, date of birth, and physical address;
- Guardian/caregiver information including full name, phone number, and email address
- Date of symptom(s) onset;
- Positive test date and healthcare provider, if available;
- Name and date of birth for each household member, if known and/or obtainable;
- Recent travel history within past 14 days and location(s);
- Last day student was in school;
- Names of potential contacts during 48 hours prior to symptom onset including classes, extracurricular activities; and
- Mode of transportation to and from school during past 48 hours prior to symptom onset. As a secondary contact for case reporting and other questions, schools may call the COVID Call Center at [845-486-3555](tel:845-486-3555).

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

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

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

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

### 4. **DBCH to issue quarantine orders as needed**

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

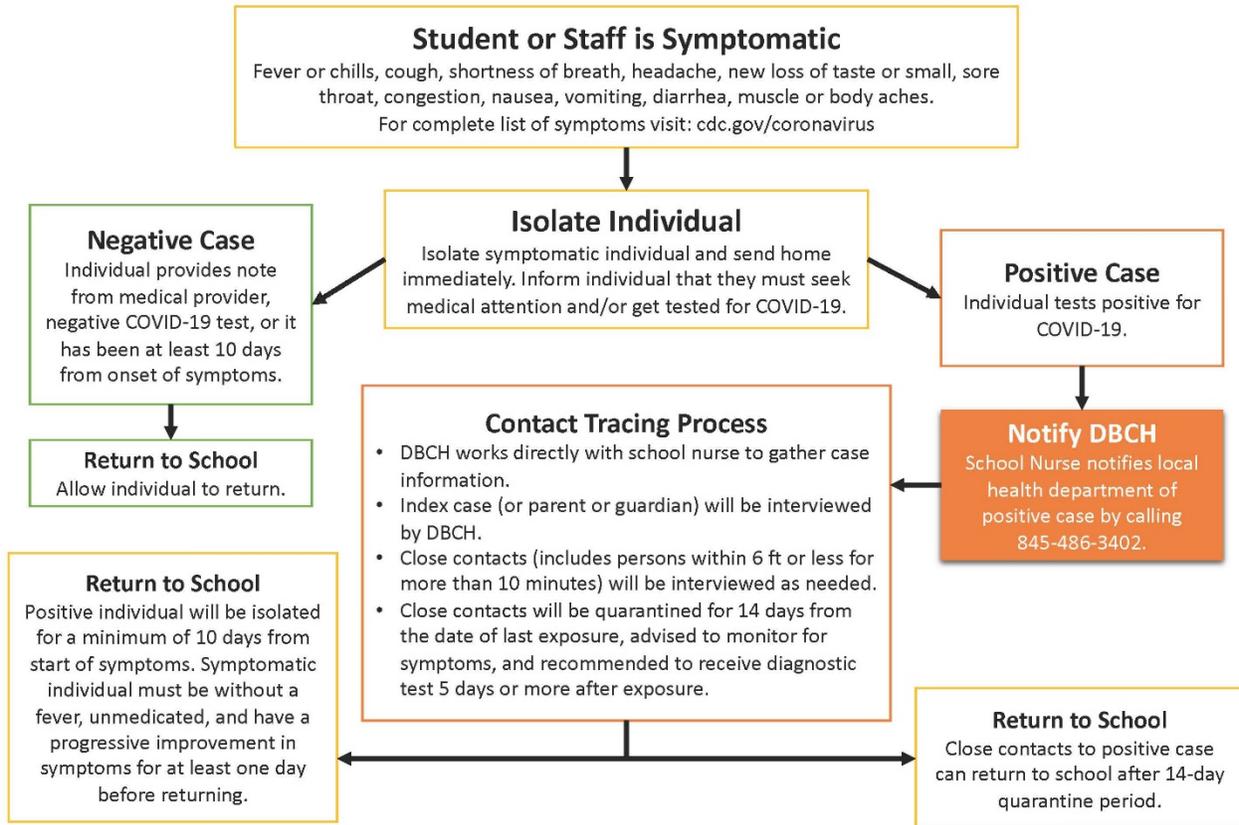
### 5. **Schools to communicate with parents and students**

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



### Dutchess County Workflow Contact Tracing Diagram

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



## 2.10 COVID-19 Testing

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

### Symptoms of COVID-19

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

### Types of COVID-19 tests

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

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



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

- An antibody test looks for antibodies that are made by your immune system in response to

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

### How to be Tested for COVID-19

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

### Testing sites in Dutchess County

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

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

The most up to date list of providers offering testing and the specific criteria for testing at each site is and will be maintained on Dutchess County’s website at [dutchessny.gov/coronavirustesting](https://dutchessny.gov/coronavirustesting)

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

## 2.11 Healthy Hygiene Practices

PCSD will 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 are in place at all district buildings:

- Alcohol-based hand sanitizer will be supplied for areas where handwashing is not available/practical, including throughout common areas of all school buildings.
- Signage is installed near hand sanitizer stations indicating that it’s a “Hand Sanitizing Station”.
- Employees, students, and visitors are required to perform hand hygiene as follows:
  - Arrival at the building



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

## 2.12 Face Coverings

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

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

- The district will provide employees and students with facemasks at no cost if needed.
- Face masks will be required by all students in attendance at the school buildings. Masks will be worn at all times except during designated mask/food breaks.
- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
- Staff must wear a mask at all times when in the hallways and at your workstation when another person is present. If you are at your workstation and the closest individual is at least six feet away then staff may remove mask.

## 2.13 Stop the Spread of COVID-19 Signage

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

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



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

## 2.14 Social Distancing

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

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

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

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

# 3.0 Facilities

## 3.1 Visitor Management

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

- All staff and students will be permitted into the school and district buildings.
- Face covering are mandatory.
- To keep students and staff safe, all students and staff will have their temperatures



taken upon entrance into the buildings.

- Staff will complete the mandatory daily self-screening which includes answering a set of questions related to COVID-19 symptoms and access declined when symptoms are indicated.
- All staff entering the building must sign in designating their destination.
- On all doors there will be room occupancy checklists (Yellow Sheet) where staff will sign in.
- Custodial staff will use the occupancy checklist to determine the disinfecting levels needed.
- Occupied rooms will be disinfected with use of electronic sprayers daily.
- Disinfecting will be recorded. The date, time, and the staff member who performed the disinfecting will sign off on the room disinfecting log (Fuchsia Sheet).
- A designated custodian in each building will be responsible for maintaining all completed cleaning logs, which will be forwarded to their supervisors on a weekly basis.
- Elementary rooms will be disinfected after each use.
- Due to changing of rooms in the high/middle school rooms will be cleaned by staff after each period.
- Lavatories will be cleaned periodically throughout the day. Due to social distancing limited fixtures will be available for use.
- All water fountains will remain locked with the exceptions of water bottle filling stations.
- High contact/traffic areas will be disinfected throughout the day.
  - door handles
  - rails
  - counters
  - tabletops
  - trash cans
- Large spaces such as cafeterias will be subject to the same disinfecting procedures.

### 3.2 Building Readiness

- Fire code inspections are up to date.
- Water quality inspections for all drinking and cooking water supplies is up to date.
- All HVAC systems have been checked to determine if operating properly. Department of



Health has deemed air quality is acceptable for building occupancy.

- All building preventive maintenance schedules are up to date.
- All buildings have been cleaned and disinfected.

### 3.3 Building Modifications

#### Teaching spaces, Corridors and Stairwells

##### Hybrid Model

When PCSD provides instruction using the hybrid learning model the following protocols will be followed:

- Ensure at least 6' social distancing between students in each classroom, where applicable.
- Establish a quarantine space for each building for students showing symptoms
  - This space will be located as close to the nurses office as possible.
- Establish social distancing wherever possible in libraries, cafeterias and gymnasiums.
- School Locker Rooms shall only be used if Social Distancing can be maintained.
- Ensure that the plan for arrival and dismissal prevents congestion
- Sneeze guards have been placed in areas where social distancing by staff is not possible or high traffic visitor areas such as greeter stations.
- Floor and wall signage have been placed to prompt distancing where appropriate including outside classrooms where students will be required to stage during class transitions.
- Hallway movement will be evaluated in each building, and a modified traffic pattern will be utilized to:
  - Create one-way corridors, where appropriate.
  - Create one-way stairways, where appropriate.
- All before and after school activities hosted by outside organizations will be permitted to operate under the authorization of the school principal and assistant superintendent of administrative serves and in accordance with the guidance provided by the NYDOH and NYSED.
- Face covering will be worn at all times.
- Students will be provided with mask covering breaks.

The district will take the following safety actions:

- Implement and maintain a Stop the Spread campaign that includes reinforcing washing hands and covering coughs and sneezes among children and staff.
- Keep each child's belongings separated from others'
- Restrict mixing between groups where possible.
- Space seating/desks to at least six feet apart, where possible.
- Ensure adequate supplies to minimize the sharing of high touch materials to the extent



possible (art supplies, equipment, etc. assigned to a single student) or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between use.

### All Students

- Desks will be spaced to allow for 6' distancing of students.
- Students will not share supplies, where practical.
- Handwashing will be required at regular intervals. See Health Hygiene Practices.
- Use of shared equipment will be limited and when necessary, cleaned between each use.
- Physical education will utilize a curriculum that allows for social distancing and students will be encouraged to spread out.
- Teachers will utilize outdoor spaces for instruction whenever possible, however, this will be limited in scope.
- Snacks in classroom will be provided halfway through instructional time. Prepackaged lunches and breakfast will be provided for students to eat off site and the school buildings and identified locations throughout the community.

### Grade Pre-K-5 Students

- Classes will remain in their assigned rooms for the majority of the school day.
- Instructional materials/ manipulatives will not be shared between groups within reason.
- Children will be restricted from bringing toys and other objects that are not for educational use from home

### Grade 6-12 Students

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

## 3.4 Restrooms

PCSD will 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 NYDOH requirements:

- The number of people permitted in restrooms at one time will be restricted.
- Each school may consider the use of scheduled restroom usage to maintain separate classrooms or student groups.
- Some toilets/sinks may be taped off to promote distancing during bathroom use.



- Signs promoting hand washing and hygiene have been placed in all restrooms.
- No-touch trash cans will be placed by restroom doors.
- Paper towels will be made available.
- The number of students in a restroom at any given time will be limited.
- Frequent schedules cleaning and disinfecting of restrooms is required.

### 3.5 Faculty Break Rooms

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

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

### 3.6 Office Spaces

The district will take the following safety actions to conform with NYDOH requirements:

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



## 3.7 Cleaning and Disinfecting

The district will adhere to hygiene, cleaning, and disinfection requirements from the NYDOH 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
- Occupied rooms will be disinfected with use of electronic sprayers daily.
- Disinfecting will be recorded. The date, time, and the staff member who performed the disinfecting will sign off on the room disinfecting log (Fuchsia Sheet).
- Custodial staff will use the occupancy checklist to determine the disinfecting levels needed.
- On all doors there will be room occupancy checklists (Yellow Sheet) where staff will sign in.
- A designated custodian in each building will be responsible for maintaining all completed cleaning logs, which will be forwarded to their supervisors on a weekly basis.
- Elementary rooms will be disinfected after each use.
- Due to changing of rooms in the high/middle school rooms will be cleaned by staff after each period.
- Lavatories will be cleaned periodically throughout the day. Due to social distancing limited fixtures will be available for use.
- All water fountains will remain locked with the exceptions of water bottle filling stations.
- High contact/traffic areas will be disinfected throughout the day.
  - door handles
  - rails
  - counters
  - tabletops
  - trash cans
- Large spaces such as cafeterias will be subject to the same disinfecting procedures.
- 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.



## 3.8 Building Systems and Maintenance

PCSD has taken a series of steps to ensure the operations of mechanical systems, water systems, elevators, and HVAC systems are at optimal functionality. The objective is ensure all systems are safe for students and staff upon their return.

### Heating and Cooling HVAC Systems

- Systems have been cleaned and regularly scheduled maintenance will be adhered to.
- All filters for cooling and HVAC systems have been changed. Filters will be changed on a frequent basis.
- The percentage of outdoor air will be increased where possible (e.g., opening of windows, vents, and doors) potentially as high as 100% where applicable.
- Total airflow supply to occupied spaces has been increased, where possible.
- Demand-control ventilation (DCV) controls that reduce air supply based on temperature or occupancy have been disabled, if applicable.
- All occupied sensors such as CO2 and motion have been disabled to ensure constant air circulation.
- We have opened windows to increase natural ventilation, where possible and safe to do so. This will increase outdoor air dilution of indoor air when environmental conditions allow.
- Building ventilation systems will continue to run during occupied/unoccupied times to maximize dilution ventilation.
- We are working collaboratively with the Department of Health to address all concerns noted. Any area deemed unsafe will not be occupied by student or staff (former PMS Student Services Area, expected completion date spring 2021).

### Water Systems

- Touchless water filling stations have been put in all buildings.
- Classic water fountains have been disabled.
- Water systems have been cleaned and regularly scheduled maintenance will be adhered to.

### Elevator Systems

- Elevators are disinfected periodically throughout the day.

### Fire Protection Systems

- The fire protection systems have been tested to ensure all devices are working.
- Fire inspection records are up to date.



## 3.9 Emergency Drills

Emergency drills have been modified to ensure that safety actions are utilized. NYSED still requires schools to conduct eight (8) evacuations and four (4) lockdown drills each year. Due to COVID-19, the state is allowing PCSD to modify our procedures to minimize the risk of spreading the infection. As such, lockdown and sheltering in place drills will be conducted without hiding and an overview of how to shelter and hide in the classroom will be reviewed.

# 4.0 Child Nutrition

## 4.1 Cafeteria Cleaning and Disinfection

### Cleaning and Disinfection

- 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 daily.
  - 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 daily.
  - Individually packaged disposable utensils and disposable trays will be provided with every meal.

## 4.2 Food Service

PCSD staff will follow the latest guidelines the New York State Department of Health for preparing meals. Staff will be limited in the amount of personal possessions they will be allowed to bring in the building with them.

### Students Meal Distribution

#### Remote

PCSD will continue with our current service model of serving meals to Poughkeepsie City School District students throughout 11 locations throughout the city of Poughkeepsie. During winter months site locations may be adjusted to protect the health and safety of students and food service workers.



The Monday-Friday meal distribution schedule is as follows:

- Poughkeepsie High School, 70 Forbus St. outside gym entrance (May St.) 8:30-9:30 a.m. and 11:15a.m.- 12:15 p.m.
- Gov. Clinton Elementary School, 100 Montgomery St., 11:45 a.m.-12:45 p.m.
- Bixby Apartments, 12 Charles St., 9-10 a.m. • New Hope Community Center, 104 Hudson Ave., 11:45 am -12:45 p.m.
- Thurgood Marshall, 109 Delafield St., 9-10 a.m.
- Harriet Tubman Terrace Community Center, 29 Jefferson St., 9 a.m.-10 a.m.
- Eastman Terrace, 22 Montgomery St., 11:45 a.m.-12:45 p.m.
- Rip Van Winkle Apartments, 10 Rinaldi Blvd., 11:45 a.m.-12:45 p.m.
- Morse Elementary School, 101 Mansion St., 11:45 a.m.-12:45 p.m.
- Warring Elementary School, 283 Mansion St., 11:45 a.m.-12:45 p.m.
- Martin Luther King Apartments, 159 Washington St., 9-10 a.m.

### Hybrid

Students will be provided snack (in the classroom during a designated mask break) during the instructional time. Students will then be provided lunch and breakfast (for the next day) at either the school or at [designated locations](#) throughout the community.

- All products will be individually packaged
- It is prohibited for students to bring in outside food. Additional considerations will be made for students with a medical diagnosis.
- No self-serving - staff will hand out items
- Social distancing markers on the floor to guide the students
- No use of keypads

In the event of in climate weather information will be made available through district communication about which Food Service locations are available for the day.

## 5.0 Transportation

### 5.1 General Transportation and Scheduling

PCSD will enforce social distance between children on school buses where possible. Cleaning and frequently touched surfaces within the school and on school buses will occur daily.

In order to maintain social distancing, district and contracted buses will operate at reduced capacity and students and the driver will utilize Personal Protective Equipment. The following are other safety actions that will be taken:

- Drivers and monitors will have PPE equipment on at all times (mask, gloves).
- Buses and vans will be thoroughly cleaned and disinfected daily.



- Routinely clean and disinfect all commonly touched surfaces within the entry, passenger and driver’s areas of the bus or transport vehicle.
- Ensure that cleaning supplies kept on buses are appropriately labeled and stored so that students do not have access to them. Students will be encouraged to find alternative modes of transportation if possible (e.g., walking or parent drop off) to reduce bus occupancy.
- Weather permitting, drivers will increase bus ventilation by opening the top hatches of buses or opening windows
- Students will be required to wear face masks/coverings prior to boarding the bus.
- Students will sit one student per seat, alternating left and right positions.
- Siblings may sit together to increase capacity on the bus.
- Bus drivers will conduct pre and post-trip inspections to include the cleaning of high use areas of the bus, (e.g., steering wheel, handles, seatbacks, etc.)
- Drivers will complete a checklist after each cleaning, which should be forwarded to the district’s Director of Safety Security, and Transportation.
- Drivers will maintain a passenger log for each run to assist with contact tracing when needed.
- Whenever possible, a single driver will be assigned to the same bus and same routes to minimize mixing. Mandatory attendance and seating charts on every route. The attendance sheets will be documented in writing and retained for contact tracing.
- Special Education/medically fragile students-reserve specific seat when possible, with special precautions for disinfecting.
- The first student who enters the bus will be instructed to move to the rearmost seat and exit in placed reverse order to prevent students from crossing paths.
  - Seating charts will be used to support contact tracing.
- When possible loading/unloading at different entrances will occur.
- Eating or drinking on the bus will be prohibited.
- Parents/guardians will be encouraged to monitor social distancing at bus stops.

## 5.2 Arrival and Dismissal

Where feasible, PCSD will stagger arrival and drop-off times and 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 following will occur:

- Each building will identify entrance points for students and staff.
- Multiple supervised points of entry into each school building to reduce bottlenecks, close contact and hallway travel to classrooms will be utilize.
- Face masks will be worn by students, staff, and parents during the arrival and



dismissal process.

- Separate parent drop off/pick up locations will be created where possible.
- Hand sanitizer is available at all school entrances.

## 6.0 Social Emotional Well-Being

### 6.1 Social Emotional Well-Being

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

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

The School Engagement Department and Department of Student Exceptionalities will oversee all Social Emotional Learning (SEL) and clinical supports and programs and will continue to post resources and supports on the district website. The district will continue to publish resources for families and student on the [district website](#).

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

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

#### **SOCIAL-EMOTIONAL SAFETY AND WELLNESS**

Training and sharing of resources will continue throughout the school year. Wednesdays have been identified as professional development times for staff.



When opened, the Poughkeepsie City Schools Parent Empowerment Center will also provide consultations, individual or small group sessions either in person or remotely to parents on a variety of topics such as SEL, stress management and technology.

## 7.0 School Schedules

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

## 8.0 Attendance/Absenteeism

### 8.1 Attendance/Absenteeism

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

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

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

In addition, all school Student Support Staff (i.e. school psychologist, school counselors, school caseworkers, crisis intervention specialist, and school social workers) and school-based partners will



provide a range of tiered prevention and intervention supports for students, including but not limited to:

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

## 9.0 Technology and Connectivity

### 9.1 Distribution and Collection of Devices

**The issuance of district technology devices will be as follows:**

- Surveys have been created to determine current access to devices and high-speed internet.
- The district is currently awaiting delivery of additional devices to provide to students (and teachers if needed).
- The district has acquired some Wi-Fi hotspots to provide to student families.
- The district will arrange for distribution of devices with the support of building principals (Chromebooks and hotspots).
- Information on how to use devices and how to keep them safe will be placed on the district and each school's webpage.
- Parents of students in need of a device must communicate with the classroom teacher and or building principal to be added to the list of students in need of a device. When picking up a device, all families must complete the revised device loaner form.
- Distribution is occurring based on identified needs at each school building.
- A parent or guardian will be given the loaner device(s).
- Information on how to troubleshoot issues with devices and how to get help if needed will be provided at the time the device is picked up.

**The return of district technology devices will be as follows:**

- Students and parents will be emailed to complete a property return form in advance. This form should be included with the return of any technology and provide both personal information of the returning student as well as a detailed list of property being returned.



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

## 9.2 Technology Training

Throughout the pandemic where technology is used as a vehicle for instruction, PCSD will ensure that staff Professional Development, parent training and student training is in place.

- Teacher
  - The district will continue to provide teachers with ongoing professional development opportunities and training on technology tools used for teaching, learning and best practices for remote and blended learning.
  - Professional development will be continuing throughout the summer and throughout the school year, as part of faculty meetings, grade level meetings, after school courses, in-service workshops at BOCES and other forums when appropriate.
- Parent
  - The district will continue to schedule meetings via our Parent Empowerment Center where parents will be trained on technology skills and district technology tools.
  - Technology training videos have been created for parents and posted on the district website.
  - Parents will continue to have access to tech support offered by IBM – (845) 433-6309



## 9.3 Damaged Devices

PCSD is committed to providing students with devices to support learning. Given the importance of students using these devices to facilitate their learning it is strongly recommended that parents supervise and discuss device usage with their child. Given the scarcity of instructional devices any devices that is no longer operable through neglect or damage will not be replaced. As outlined in the loan agreement parents are responsible for damage to devices beyond **normal wear and tear**.

- Chromebooks – Up to \$300
- Jet Pack(Hot Spots) – Up to \$300



# 10.0 Teaching and Learning

## 10.1 Learning Models

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

**A. In-Person Instructional Delivery Model:**

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

**B. Hybrid Instructional Delivery Models:**

This model allows flexibility in the education of students across the District. Not all students will be in the school building at the same time, allowing for a blend of in-person and remote instruction. Families will have an option to remain in a distance learning model.

**C. Remote Instructional Delivery Model:**

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

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

- Face coverings for all
- Cleaning and disinfecting of high-touch surfaces daily
- Restrictions on mixing of students, keeping the same groups of students with the same staff members as much as possible
- Canceling of field trips, events, and extracurricular activities
- Spacing desks 6 ft. apart, facing the same direction
- Spacing on school buses
- Minimize sharing of objects
- Serving pre-packaged food instead of buffet-style meals when possible
- Conducting daily health screenings, such as temperature checks
- If circumstances change, families will be allowed to transition from hybrid to full virtual during the marking period.
- Students who are ill should sign on virtually (if they are able) and participate from home instead. Students will be marked present.

## 10.2 School Schedules

### **In-Person Instructional Delivery Model**

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



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

**HYBRID/REMOTE LEARNING MODEL**

When PCSD transitions to a hybrid model all students will follow the Remote/Hybrid Learning Schedule. Students who are not engaged in in-person hybrid instruction will participate in synchronous/asynchronous instruction virtually each day. If a student must remain home because of illness, they have the option to participate in synchronous instruction from home and be counted as present.

**HYBRID LEARNING MODEL PARTICIPANTS: ALTERNATING DAYS, GROUP 1/GROUP 2**

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

**REMOTE LEARNING MODEL PARTICIPANTS**

When PCSD transitions to a Hybrid Learning Model students who remain under the remote learning model will follow the combined hybrid and remote learning model schedule.

**Remote/Hybrid Instructional Schedule**

STUDENTS ASSIGNED TO HYBRID INSTRUCTIONAL MODEL					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cohort A</b>	At School	At School	Virtual (Asynchronous)	Virtual (Synchronous)	Virtual (Synchronous)
<b>Cohort B</b>	Virtual (Synchronous)	Virtual (Synchronous)	Virtual (Asynchronous)	At School	At School
STUDENTS ASSIGNED TO REMOTE INSTRUCTIONAL MODEL					
	Monday	Tuesday	Wednesday	Thursday	Friday
	Virtual (Synchronous)	Virtual (Synchronous)	Virtual (Asynchronous)	Virtual (Synchronous)	Virtual (Synchronous)

Adjustment may be made to the number of days that students under the hybrid model will receive additional in-person instruction based on the following criteria: Individual Education Plans (IEP), number of students participating in hybrid model, size of classrooms at each school, and transportation.

**LENGTH OF INSTRUCTIONAL DAY**

When PCSD transitions to the hybrid model all elementary students regardless of their assignment to remote or hybrid instruction will receive 5 hours of daily instruction and secondary students will receive 5.5 hours of daily instruction. This instructional schedule will provide students with more meaningful instruction



during the COVID-19 pandemic. Specific schedules will be provided by Building Principals to their school communities prior to beginning the hybrid model.

## 10.3 Continuity of Learning

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

### SYNCHRONOUS AND ASYNCHRONOUS LEARNING

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

#### Examples of Synchronous Instruction with Substantive Interaction

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

#### Examples of Asynchronous Instruction with Substantive Interaction

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

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

### LEARNING MANAGEMENT SYSTEM

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

In an effort to strengthen the District's impact on student learning, PCSD will explore additional learning platforms with the intent of identifying online solutions to meet the emerging needs of all



learners. Wherever possible, the District intends to leverage online resources such as digital copies of textbooks, supplemental programs, online platforms and applications to provide all students with access to additional learning resources.

#### **PLATFORM FOR SYNCHRONOUS INSTRUCTION, CONFERENCING**

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

#### **TRANSITIONING BETWEEN MODELS**

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

#### **CURRICULUM**

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

#### **ASSESSMENTS**

Due to in-person instruction being suspended during the 2019-2020 academic year, NYSED suspended all state assessments. As a result, PCSD has administered pre-assessments to determine student mastery. Assessments administered in the beginning of the 2020-21 school year will help teachers to determine what additional supports are needed for each student. At this time, NYS has cancelled the January 2021 Regents. Additional NYS assessment are being prepared for. In the event we receive updated information for NYSED we will notify the community.

## **10.04 Identification of Instructional Gaps**

PCSD recognizes that instructional gaps may have developed as a result of the prolonged school closure that started mid-March. As a result, the district has adopted iReady a K-12 diagnostic tool.

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



## 11.0 Extracurricular Activities

The Poughkeepsie City School District Athletic Department will continue to follow the guidelines and recommendations by the New York State Public School Athletic Association (NYSPHSAA). NYSPHSAA continues to work with state officials in response to the COVID-19 crisis. NYSPHSAA has established a COVID-19 Task Force with member representatives to examine the impact of the virus. The Task Force is comprised of NYSPHSAA staff, superintendents, athletic directors, principals, section executive directors, and athletic trainers within the NYSPHSAA membership. NYSPHSAA staff and sport coordinators continue to analyze rules for each sport it sponsors to determine additional safety guidelines to minimize risk.

State Officials (New York State Department of Health & New York State Education Department) are the only entities that have the authority to modify, amend, or revise the guidance provided to schools. NYSPHSAA is required to follow state-issued guidance. NYSPHSAA only has the authority to amend NYSPHSAA rules or regulations.

The Poughkeepsie athletic department will limit gatherings, events, and extracurricular activities to those who can maintain social distancing, support proper hand washing, and restrict attendance from high transmission areas. The use of school facilities by outside groups will be limited to those deemed as essential to the district.

### 11.1 Athletics

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

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

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

Pending forthcoming guidance from the NYSDOH, the NYSPHSAA will provide member schools with a list of sports to be played at an appropriate time during the 2020-2021 school year taking into



consideration sport risk assessment, social distancing protocols as well as CDC and NYSDOH guidance.

For additional information for guidelines and protocols established by the Poughkeepsie Athletic Department please visit the [athletic department website](#).

## 11.2 Other Extracurricular Activities

Policies regarding extracurricular programs and which activities will be allowed, considering social distancing PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission will be informed by guidelines set forth by NYDOH and NYSED. Based on the guidance PCSD will adhere to the protocols outlines in this document.

# 12.0 Special Education

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

## 12.1 FAPE/Compliance and Communication

- All re-entry plans will be in accordance with the Americans with Disabilities Act (ADA) and students will receive a Free and Appropriate Public Education (FAPE) in accordance with the Individuals with Disabilities Education Act (IDEA) and Part 200 NYSED regulations.
- All Individual Education Plans (IEPs) and 504 plans will be implemented during hybrid and virtual models to the greatest extent possible in accordance with NYSED regulations. We have flexibility in delivery method (in person versus remote instruction) but not in the frequency or intensity of service provision
- Parent engagement and communication will be in the parent's preferred language or mode of communication. Special Education staff will communicate with and engage parents via emails, phone calls, Google Meets, letters, prior written notices and other forms of communication.

## 12.2 CSE/CPSE/504 Meetings and Collaboration

- All meetings will be held virtually via Google Meets
- Parents will be provided with a call-in and log in link a minimum of 5 days prior in



- accordance with Part 200 regulations
- The Executive Director of Students with Exceptionalities attends and has assisted in coordinating regular task force meetings with other local districts, preschool programs, agency service providers and the County to strengthen collaboration, monitor and communicate about student progress and ensure sharing of resources.
- Initial and Re-evaluation CSE/CPSE evaluations will be conducted face to face in a 1:1 setting if permitted in accordance with DOH guidelines.

## 12.3 Instruction and Services

- PCSD is exploring if Special Education self-contained classes will be on site during hybrid model on both A and B days.
- Students with exceptionalities will be provided with instruction based on their IEPs. Specific information about students' individual schedules will be forthcoming from the Office of Students with Exceptionalities.
- Program ratios are not flexible. If a student is recommended for a particular kind of special education class, that ratio has to be adhered to as a maximum.
- We can divide classes up to meet safety needs. If we need to split a special class up, there has to be appropriate supervision of each half of the program through a certified teacher or certified teaching assistant. One special education teacher can deliver instruction to each group and the TA can support instruction with the group the teacher is not with. This cannot be an aide. Teacher must have adequate instructional time with each group.
- ICT classes require two certified teachers. If the class is split for social distancing, we still have to follow the 50% rule. Each teacher (special education and general education) has to have adequate time with each group.
- Students who are temporarily unable to attend school because they are quarantined or sick, are still counted as present when provided with virtual access to their instruction.
- If the school buildings close, services must continue to be provided as indicated on an IEP unless there is a student specific contingency plan developed through the CSE process. The district will add these to our CSEs/Annual Review Meetings to have documentation of what the supports and services will be if we move to a remote instructional model.
- Preschool students must be provided equitable access to hot spots, Chromebooks, etc. for them to access their education that we would provide to other students K-12 in the district.
- Related services (counseling, speech, occupational and physical therapy) will be



provided based on students' schedules and needs.

- Special education staff will document all services offered and provided.

## **12.4 Accommodations, Modifications and Assistive Technology**

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



## 13.0 Bilingual Education

### 13.1 Key Terminology

**Key Terms:**

**ELL**= English Language Learner

**HLQ**= Home Language Questionnaire

**OBEWL**= Office of Bilingual Education and World Languages

**NYSITELL**= NYS Identification Test for English Language Learners

**NYSESLAT**= NYS English as a Second Language Achievement Test

### 13.2 ELL Identification Process

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

### 13.3 ENL Units of Study

- In accordance with the Commissioner Regulations Part 154, all ELLs will receive their required units of study based on their individual 2019 NYSESLAT proficiency score.
- Students who were in the second year of Commanding proficiency level in 2019 will continue to receive testing accommodations in the 2020-2021 school year.

### 13.4 Family Communication

- Families of ELLs will continue to receive communications in their preferred language via
  - District-wide informational calls



- ENL teacher communication
- District website
- During the remote and hybrid instructional period, PCSD will provide additional supports for parents whose level of English proficiency may warrant. This will be through hiring staff who are bi-lingual and will serve as points of contact to parents and collaborating with community-based organizations and volunteers to assist with eliminating any communication barrier.
- Family information sessions regarding NYSESLAT and NYS ENL Parent Bill of Rights will be conducted virtually
- Partnerships with community organizations will continue for the purpose of disseminating important information and ensuring all families have access to it.

## 14.0 Certification, Incidental Teaching and Substitute Teaching

- The Poughkeepsie City School District ensures that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's Regulations or Education Law.
- The Poughkeepsie City School District will ensure that all substitute teachers will be expected to abide by PCSD established safety and health measures.
- Uncertified substitutes will be able to work 40 day and be extended with completion of the appropriate form.

## Key References and Resources

### Poughkeepsie City School District

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

### New York State

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

### Additional References

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

### Federal Government

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



**Poughkeepsie City School District  
18 S. Perry Street  
Poughkeepsie, NY 14201**