

# QUOGUE UFSD

## Continuity of Learning Plan for Reopening School 2020/2021

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Superintendent/Principal

*CHANGES IN PUBLIC HEALTH DATA OVER THE COURSE OF THE SCHOOL YEAR MAY  
NECESSITATE CHANGES TO THIS GUIDANCE*

*COVID-19 Resource Officials:*

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# Introduction

## Executive Summary

The COVID-19 pandemic has challenged our school district to adapt and adjust educational and operational strategies and activities in response to an emergency situation. Given the uncertainty of circumstances during the 2020-2021 school year, the District has taken a proactive approach in developing a plan that will focus on full day in-person instruction, but also account for a well planned implementation of remote learning if needed. As new data emerges, we will be flexible enough to adapt to changes as they may occur, for individual students, or the entire school community. With that in mind, the Quogue School Continuity of Learning Plan for Reopening School has been developed. A key component to the success of the plan is the effective implementation by our team of committed faculty, staff, students and community members.

The Quogue Union Free School District will err on the side of caution when it comes to health and safety. Children can become ill with COVID-19, and they are capable of transmitting the virus among themselves and to family members or teachers. We recognize that no single control or strategy can eliminate the transmission of disease, but together, layered defense strategies, where many interventions and strategies are combined simultaneously will be most effective. The Quogue School will deploy an 'all in' approach that uses every control feasible. The successful reopening of the school will require continual collaboration between administrators, staff, students, and parents/guardians.

The Quogue School has established and will reinforce a culture of health, safety, and shared responsibility with the formation of a COVID-19 Task Force and Continuity of Learning Plan for Re-Opening of School. Faculty, staff, and parents/guardians will receive training prior to opening school to ensure the safety of all school community members. Rules, roles, and responsibilities will be clearly defined and regularly evaluated via regularly scheduled faculty/staff meetings. Reminders will be sent to families and students detailing procedures and their respective roles in keeping themselves and all community members safe. The task force will collaborate to make recommendations to the district and Board of Education. The Quogue School plan will be shared on our website with students, parents/ guardians, teachers, staff, and anyone else using the facilities (e.g., for election voting).

The Quogue Union Free School District is committed to creating a flexible and engaging learning environment to provide an outstanding educational experience for our students and families. We will be prepared to engage students through three learning models. A full day, in person model, a hybrid model and a full day remote learning model. As we navigate through this pandemic, we must plan for the need to transition between any of these three models, in a seamless manner that supports families, faculty and staff. The following plan reflects these goals.

## Preface

Our district is a unique, elementary district with one building. We educate approximately 140 students in pre-kindergarten through the sixth grades. Any and all information in this plan is subject to change based on on-going guidance from, but not limited to, the New York State Department of Health and the New York State Department of Education and the New York State Governor's Office.

## Purpose of This Plan

The mission of the Quogue School District, in partnership with parents and community, is to prepare each student to be an informed, caring, and productive member of our global society. This document represents the collective thoughts, ideas, and solutions of our faculty, staff and volunteer stakeholders within our school community. These stakeholders have worked to develop a plan that meets the educational and emotional needs of our students through this difficult time. All committee members operate under the shared belief that our children need to be back in school. All stakeholders were well represented. The task force includes members of the following local organizations, who served on various levels and contributed to the development of this plan.

- Quogue Teachers Association
- Quogue Parent/Teacher Association
- The Quogue Fire Department
- The Quogue Association
- Suffolk County Superintendents Association
- Edible School Gardens
- Quogue UFSD Board of Education

## Phases of Reopening

### **PHASE I: July**

Committees comprised of stakeholders will identify areas that need to be addressed, gather available guidance, and make informed recommendations.

### **PHASE II: August - Early September**

The Board of Education will receive recommendations from administration and a plan will be submitted to the New York State Education department for approval.

Staff will spend two days learning about the new protocols, collaborating with one another and planning for instruction in this new environment.

### **PHASE III: September**

School will open, once plan approval is received from the State of New York. The calendar will be adjusted to allow appropriate time for faculty and staff to acclimate to this new environment. Since there will be many changes for our school in the fall, all stakeholders will need some time to prepare and plan before they arrive on campus. Some changes to our calendar are being proposed. Our original calendar was adopted in March, 2020. This proposal will be brought back to the Board of Education on August 11, 2020, for approval. The proposed changes are as follows:

- Staff will report on September 3rd for orientation.
- Originally, students were to return on September 8th, however, with all of the changes and preparation that needs to occur prior to receiving students, we will utilize an additional conference day for staff on September 8th. Students will resume face-to-face schooling on September 9th.
- The first three days of school, for students, will be early release days, in an attempt to help children get acclimated to being back in the school, as well as to help them get used to the new protocols and wearing face coverings. This will also allow teachers time in the afternoons to assess how the new structure of teaching is working, to adapt and to make any necessary adjustments to the model of teaching.

<b>September 2020</b>				
<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
	<b>1</b>	<b>{2}</b>	<b>3</b>	<b>4</b>
<b>7</b>	<b>{8}</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>28</b>	<b>29</b>	<b>30</b>		

- 7 - Labor Day
- 2,8 - Superintendent's Conference Days
- 9, 10, 11 - 1:00 PM Dismissal for Students
- 28 - Yom Kippur



# Teaching, Learning, and Communication

## Models of Instruction

The following guidelines have been carefully developed to address the safety, health, and welfare of our community. These procedures are subject to change as reopening approaches, and as directed by the Office of the Governor. In accordance with guidance from the NYS Education Department, we are planning to return to school under one of the three different instructional models. Throughout all three scenarios we remain committed to:

- Communicating with local and state authorities to determine current mitigation levels in New York and Long Island.
- Identifying, protecting, and supporting vulnerable students and staff who are at higher risk for severe illness, by providing options for virtual learning.
- Ensuring that external organizations that use the facilities also follow this guidance.

<b>MODEL 1 In-Person</b>	<b>MODEL 2 Hybrid</b>	<b>MODEL 3 Remote</b>
<ul style="list-style-type: none"><li>● Schools remain open with distancing measures put into place.</li><li>● See Model 1 below.</li></ul>	<ul style="list-style-type: none"><li>● Schools remain open for some students and staff.</li><li>● Some students and/or staff are working virtually.</li><li>● See Model 2 below.</li></ul>	<ul style="list-style-type: none"><li>● Campus remains closed.</li><li>● Distance learning occurs for all students.</li><li>● See Model 3 below.</li></ul>

## Model 1: In-Person Model

Students will return to school with strict social-distancing and sanitizing protocols and procedures in place. Movement in the building will be limited and these practices will be in place in all instructional and non-instructional areas of the building and grounds. .

Attendance policies and procedures will remain in effect. If a child is sick and will not be participating in class, the child's parent/guardian should call and notify the school nurse. Attendance will be taken daily by classroom teachers.

Students will be grouped by grade level (we have one class on each grade level) and will remain with the same students throughout the school day. If appropriate social distancing cannot be achieved due to student enrollment, classes will be split into two different locations . All activities will take place in the classroom or outside, including lunch and special area classes.

All special area and support staff will come to the student classroom for services. Classes will be conducted outside, if possible. Lunch and recess will be outdoors, if possible. The school has a large field. Classes will be assigned designated sections of the field and monitors will ensure that students remain within their section throughout the class period. Each section of the field will have available activities for students to take part in during their lunch/recess period.

The following protocols will be put into place:

- Socially distancing will be practiced throughout the school day with six foot separation
- When social distancing cannot occur, polycarbonate dividers will be utilized
- Students will wear face coverings when they are not eating or during instruction - instruction will take place with six foot distancing
- Staff will wear face coverings at all times and if warranted or if the instructor chooses, they will also wear a school provided face shield

Traditional grading policies will remain in effect.

## Model 2: Hybrid Model

Due to social distancing requirements and classroom size constraints, and the possibility of continued increases in student enrollment, the Quogue UFSD may need to implement a hybrid learning environment, in which both face-to-face instruction and online instruction are provided in a consistent, easy-to-follow schedule throughout the year. The schedules will be designed with consideration to the developmental abilities and academic needs of the students, while maximizing social distancing.

The hybrid plan will bring students into school two to three designated days a week with an A/B day schedule. (Each group will be in school for 2 days per week, alternating with three days per week). Special consideration will be given to students with disabilities, English language learners and to keep sibling schedules aligned when possible.

Attendance will be taken daily for in-person days. For off-campus instructional days, submission of completed assignments will be recognized as attendance for a specific class.

If a technology problem is recognized, the student will not be penalized for absenteeism, but this information must be brought to the attention of the teacher in a timely fashion.

Traditional grading policies will remain in effect.

## Model 3: Remote Model

While it is our hope that we are all able to stay in person at the Quogue School, we realize that there may come a time when the infection rate will require schools to close. The school district will begin the academic year with traditional, in-person classes, but will have planned and prepared, both staff and students, for a transition to distance learning.

If the direction from the Governor's office is that schools must move to a full remote learning model, the district will provide intentional instruction through remote learning. Having learned from the experiences of remote learning this past spring and the valuable feedback from families and staff, careful consideration will be given to providing quality instruction and increased teacher-student interactions.

Should a remote learning model be required, clear and realistic remote learning expectations will be established. A blend of synchronous and asynchronous instruction will be employed. Each assignment will be connected to a lesson taught and every assignment submitted should receive feedback. Our staff will develop opportunities for real-time interactions with students, instruct, maintain good digital citizenship, and make curricular adjustments to continuously improve the quality of instruction in remote and hybrid environments. Classroom teachers will utilize Google Classroom as the core instructional platform.

All mandated AIS, counseling, ENL and special education services will continue virtually.

An individual remote learning situation may be warranted if a student is COVID positive or in a quarantine situation because they are symptomatic. In this case, the student will be provided with a combination of synchronous and asynchronous instruction to ensure continuity of learning. Students will take their Physical Education classes in an asynchronous manner that they can complete at any time during the week. Students would be exempt from non-mandated special areas in these situations. Individual needs of students in this situation will be addressed on a case by case basis.

Traditional grading policies will remain in effect for all classes other than music and physical education. A uniform pass/fail policy will be created for physical education if more than half the marking period is completed remotely.

The Quogue UFSD would like to provide a remote learning option for families who choose to keep their child(ren) at home due to personal safety concerns. If approved, the student will be provided with a combination of synchronous and asynchronous instruction for core content areas. Students would be exempt from non-mandated special areas in these situations, but would be encouraged to participate if possible. Students will take their Physical Education classes in an asynchronous manner that they can complete at any time during the week.

### Accommodations for Medical Conditions (Homebound Instruction)

A student with a physical, mental or emotional illness or injury, as substantiated by a licensed physician is eligible to be instructed at home or in a hospital by a tutor provided by the district, if a prolonged absence is expected. A prolonged absence is generally considered to be an absence of more than two weeks. Commensurate with C.R. 175.21, instruction should be provided for a minimum of five hours per week, preferable for one hour a day, at the elementary level.

### Homeschooling

Should parents choose to homeschool their child(ren), written notice should be given to the district as soon as possible. Please send a Letter of Intent to Homeschool your child/children to the attention of Jeffrey E. Ryvicker, 10 Edgewood Road, Quogue, NY 11959.

### Special Education Services

In compliance with NYS guidelines, Individual Education Programs (IEPs) and 504 plans will be implemented. All students with IEPs will be provided with a Free and Appropriate Public Education in all three proposed learning models while protecting the health and safety of the students with disabilities.

Related services will be provided to students based on the a student's IEP. Upon return to school, IEP teams will review student data to determine if critical skills were lost during school closure. CSE meetings will be held to address additional needs.

Teachers and service providers will continue to collect data, whether in person or remotely, and use the data to monitor student progress toward annual goals, and to evaluate the effectiveness of the student's special education programming. If a student demonstrates a significant lack of progress toward his/her goals, the service provider will contact the parents and request a CSE meeting to discuss the student's programming.

All students will continue to have access to the accommodations, modifications, supplementary aids and services, and technology as indicated on their IEPs or 504 plans.

Committee on Special Education meetings will be held virtually, but may be conducted in person at the request of the parents.

Speech, Occupational Therapy, Physical Therapy and Counseling will be delivered through two way video, instructional packets, virtual sessions, and/or pre-recorded private videos sent to each student in hybrid or remote situations. Collaboration with classroom teachers will be established to ensure continuity of instruction.

## Communication

Pro-active communication with our families, students, staff and visitors, will help us to keep our school in a healthy condition. Our website will have information that is up to date and filled with current information regarding COVID-19 and the procedures the district is implementing to keep it out of our school.

Many aspects of our school day and our procedures will be different from years past. For this reason, informative resources will be created in an attempt to help our stakeholders understand the differences and to educate them on how procedures will change.

Communication will take place in a variety of forms. Stakeholders will receive notifications, in their dominant language, via email, phone calls, and through our website. We need to understand the needs of our families and honor and respect their input. During the planning phases of our reopening, we sought feedback and input from our staff and our families through the use of surveys and the formation of a Reopening Task Force. This has been a valuable source of data in determining the needs of our community and we will continue to seek that information throughout the pandemic.

Signage will be displayed throughout the building and on the exterior doorways. This signage will remind visitors, students, staff, and families of the various safeguards being implemented according to Department of Health and Center for Disease Control guidelines. These will include but are not limited to the following:

- Face covering reminders
- Social distancing reminders
- Handwashing protocols
- Respiratory hygiene reminders

See Appendix B for examples of signage.

Our school nurse is a vital component of our team. She is a Registered Nurse and Certified Nurse Practitioner. She will continue to monitor the CDC and DOH websites, and will educate our school community. She is a vital part of the Superintendent's planning team and, as she informs the Superintendent of updates and current findings. She will serve as our COVID Coordinator and will respond to questions from families, students, and staff should they require her input or guidance.

All documents will be translated for our families whose dominant language is one other than English.

The district will utilize a separate section on our website for COVID-19 updates and will provide extensive resources for parents, staff, students and community members. In addition, the district will

utilize email, and various communication messenger applications. All materials will be translated into languages other than English for families whose primary language is one other than English.

### School Climate and Other Surveys

The climate and culture of the school upon returning is vital to the success of the students. If the children are in an environment where they do not feel comfortable and safe, they cannot learn. The same is true for our staff. The Quogue UFSD is committed to ensuring that all staff feel safe and secure in our learning environment. School Climate surveys will occur throughout the school year.

Since March, we have utilized various surveys in order to gain a sense of where our staff, students, and families may need support. Many of the decisions that have been made throughout this pandemic have been driven by the information that such surveys have yielded.

## Evaluating Learning Gaps

Curriculum and instruction will be structured to account for the loss of learning that may have resulted from the extended school closure. To accelerate a student's progress, educators will identify what learning standards need to be addressed. The staff will identify and prioritize the most critical prerequisite skills and knowledge for each grade and subject area. Local assessments will be administered, including diagnostic benchmark assessments, curriculum based pre-assessments and mental health screenings.

## Staffing Considerations

Staffing considerations have been included in this plan. Where needed, additional staff will be hired or schedules adjusted to meet the needs of in-person, hybrid or a remote learning model. Meetings with stakeholder groups will continue to determine the need for additional staff throughout the year.

Staff who have pre-existing medical conditions or have concerns related to COVID-19 and the return of school should reach out to their supervisors to discuss possible accommodations as soon as possible.

## Technology

Students in grades pre-kindergarten through second grade will be provided with an iPad and students in grades 3-6 will be provided with a MacBook Air for use at home during hybrid or distance learning. Teachers will use digital platforms that can be accessed by multiple types of electronic devices and will be well versed in the use of technology to enhance instruction. Digital platforms that will be utilized include, but are not limited to, Email, Google Classroom, BrainPop, IXL, GoNoodle, KidOYO, Kidz-a-z, Starfall, ABC Mouse, Google Coding Site, Capstone interactive, Tynker, Typing Agent, Khan Academy, Boom, Flip Grid and Quaver Music.

## Student Engagement

Our goal is to continually provide communication at all levels. If a child is noted to be disengaged or not meeting classroom expectations, the teacher will contact the parent, the school psychologist and administration.



## Social Emotional Well-Being

In addition to the health and safety protocols in this plan, the Quogue UFSD recognizes that some students, faculty and staff are feeling stress and emotional impact from the pandemic. Social and emotional well-being is critical for engaging students to create a foundation for academic learning.

## Social Emotional Learning Team

A Social Emotional Learning Team will be created to support the needs of our students, families, faculty, and staff. The team will be comprised of the following individuals:

- Assistant Principal/Director of Special Education
- School Psychologist
- Guidance Counselor
- General Education Teacher
- Special Education Teacher

## Universal Screening Tool

A developmentally appropriate universal screening tool will be implemented for all students returning to school to assess their mental health (with parent consent).

- PK-2: Parent Survey and/or Student Interviews
- 3-6: Google Form Survey

## Multi-Tiered Systems of Support

In an effort to continue our work with the belief that all students can learn, all school professionals must be responsive to the academic, social, emotional, and behavioral needs of each student. The following tiered interventions will be provided:

Tier 1	<ul style="list-style-type: none"> <li>● Integration of SEL for all students taught in classroom by the school psychologist</li> <li>● General teaching practices that model and support SEL</li> <li>● Family engagement</li> </ul>
Tier 2	<ul style="list-style-type: none"> <li>● Teaching, Practice, and coaching with feedback</li> </ul>
Tier 3	<ul style="list-style-type: none"> <li>● Individual instruction in SEL strategies and skills provided by school psychologist, guidance counselor, school administrator</li> </ul>

## Mental Health Support

Tier 1	<ul style="list-style-type: none"> <li>● Mental health screenings - all grades</li> <li>● Trauma informed/trauma sensitive approach</li> <li>● Family Engagement</li> <li>● Prevention/Intervention Supports</li> </ul>
Tier 2	<ul style="list-style-type: none"> <li>● Family Engagement</li> <li>● Small Group/Individual Counseling</li> <li>● Referral to Committee on Special Education</li> </ul>
Tier 3	<ul style="list-style-type: none"> <li>● Family Engagement</li> <li>● Individual Counseling</li> <li>● Referral to Committee on Special Education</li> </ul>

## Behavioral Supports and Interventions

Tier 1	<ul style="list-style-type: none"> <li>● School-wide behavioral expectations</li> <li>● Evidenced based classroom management practices</li> <li>● Bullying prevention and intervention (DASA)</li> <li>● Teacher/student conferences</li> <li>● Family engagements</li> </ul>
Tier 2	<ul style="list-style-type: none"> <li>● Consultation with school psychologist</li> <li>● Observation with school psychologist</li> <li>● Targeted behavioral supports</li> <li>● Individual Behavior Contract</li> <li>● Daily check in/check out</li> </ul>
Tier 3	<ul style="list-style-type: none"> <li>● Functional Behavior Assessment</li> <li>● Behavior Intervention Plan</li> <li>● Referral to Committee on Special Education</li> </ul>

## Universal Interventions

Tier 1	<ul style="list-style-type: none"> <li>● School psychologist will conduct whole class strategy lessons</li> <li>● Mindfulness strategies will be incorporated into the classroom lessons and facilitated through health and physical education.</li> <li>● Mindfulness strategies include:             <ul style="list-style-type: none"> <li>○ Grounding Techniques</li> <li>○ Visualization Techniques</li> <li>○ Breathing</li> <li>○ Staying in the moment</li> <li>○ Managing negative self thought</li> </ul> </li> </ul>
Tier 2	<ul style="list-style-type: none"> <li>● School psychologist will conduct small group and individual counseling sessions as needed.</li> </ul>
Tier 3	<ul style="list-style-type: none"> <li>● School psychologist will facilitate building level counseling services and/or referrals to the Committee on Special Education or outside agencies.</li> </ul>

## Resources and Referrals for Mental Health, Behavioral, and Emotional Services

The Quogue UFSD has a full-time School Psychologist. Teachers will be able to make referrals to the psychologist and administration if the psychologist is not in the building during a crisis. The district has enrolled in the Employee Assistance Program through Eastern Suffolk BOCES in order to provide free and confidential assessments, short-term counseling, referrals and follow up services to employees who have personal and/or work related problems. This can include a multitude of issues, including, but not limited to, mental and emotional well being, alcohol and other substance abuse, stress, grief, family problems and psychological disorders.

The impact of a school closure on students often goes beyond academics. We need to be aware of and prepared to cope with the potential impact these closures will have on the mental health and well being of students, staff, and faculty. Therefore, the Quogue UFSD will make families aware of the following supports, resources and programs, as well as community-based mental health resources on the District's website.

## Student and Community Learning

Students, staff, and families will receive instruction on the following topics in class, online and/or through postings on the district website:

- Staying home when feeling ill
- Hand and respiratory hygiene and cough etiquette
- Face covering expectations, proper storage and cleaning, how to wear a face covering properly, discarding disposable face coverings
- Social distancing
- Symptoms of COVID-19, how to report, and what to do
- Cleaning and disinfection throughout the day
- Support for developing coping and resilience skills for students, faculty, and staff

Additionally, video links will be provided on our school website for parents in order to help them to help their children navigate our virtual learning environment. These video links will include but are not limited to: Parent Guide - Introduction to Google Classroom, How to log onto Google Classroom, Parent Guide - Editing Assignments, Parent Guide- Submitting Assignments.

## Professional Development and Learning

The Quogue UFSD will utilize professional development funding for the school year to provide teachers with a solid foundation on how to teach in this new environment. Throughout the year, staff will participate in Superintendent's Conference Days that will focus on instructional technology, collecting data, learning gap analysis, supporting English Language Learners, prioritization of standards and social emotional learning, as well as training to fully understand the school re-opening protocols set forth in this plan. Members of our staff will be able to participate in additional virtual conferences when available. Mentoring will be provided to all new teachers and support and guidance will continue in all teaching models.

## Staff Meetings and Training Space

Staff and faculty meetings will occur either virtually through Zoom, or in-person socially distant, depending on the number of participants. Whenever possible, we will utilize outside spaces to have whole group meetings with social distancing.

## APPR

Teachers and Principals will be evaluated pursuant to the District's currently approved APPR plan.

## Physical Education

Physical education classes will occur outside of possible. Social distancing of 12 feet will take place if masks are not being utilized. The use of physical education equipment will be limited to use for an individual student for that specific period of time. Students participating in distance learning will receive Physical Education classes in an asynchronous manner at any time during the week.

The district will reinforce the importance of healthy routines through physical education classes. Mindfulness strategies, personal space/hygiene, and communicable disease discussions will take place throughout each unit.

## Music

During music classes, students will engage in activities that are safe. They will not be singing or utilizing band instruments as the CDC guidance states that students would need to be 12 feet apart when engaging in such activities. We will not have access to that level of space. Rather, our music teacher will be planning lessons that will allow students to work both in and outdoors, utilizing xylophones, percussion, and other instruments that are safe for students to utilize. If students are using instruments, they will be provided with disposable gloves and each instrument will be sanitized appropriately between uses.

For in-person and hybrid models, we are exploring options to provide pull-out lesson schedules in order to provide in person lesson groups. Any possible options will adhere to the NYSDOH and NYS Education Department Safety Guidance. It is unlikely that in person rehearsals or performances will be allowed.

## Art, STEAM, Spanish, Library-Media and Technology

Students will receive instruction in either their classrooms or outside based on schedules.

## Recess

Students will be outside, weather permitting for recess. Students must maintain at least 6 feet of distance at all times, unless masks are in place. Children will wash their hands immediately after outdoor play time. The use of physical education equipment during recess will be limited to use for an individual student for that specific period of time. Classes will be assigned a specific area on the field for recess.

Currently, playground use has been prohibited due to density issues, unless effective distancing procedures can be developed and implemented along with sanitizing procedures.

# Means to Prevent and Control Infection

## Health Screenings Protocol

Anyone who will be entering the school building will be required to conduct a temperature assessment daily. Those visiting the school, for any reason, will not be permitted without a temperature screening, completed attestation, and use of a face covering.

Staff members will be required to complete a Health Screening questionnaire/attestation each day, which will include a temperature check. The questionnaire will also be conducted on students, as per SED guidance, periodically. Periodic screenings will occur on a weekly basis and will be conducted by the school nurse. Survey results will be collected via Google Forms and/or other applications which will be utilized to track and monitor all results.

## Staff Health Screening Survey

Is your temperature above 99.99 °F?	YES	NO
Have you been exposed to COVID-19 in the last 14 days?	YES	NO
Have you traveled internationally or from a state with a widespread community transmission of COVID-19 per the NYS Travel Advisory, in the past 14 days?	YES	NO
Do you have any of the following UNEXPLAINED symptoms:		
Cough	YES	NO
Shortness of breath	YES	NO
Chills	YES	NO
Fatigue	YES	NO
Muscle aches	YES	NO
Congestion or runny nose	YES	NO
Sore Throat	YES	NO
Headache	YES	NO
New loss of taste or smell	YES	NO
Nausea	YES	NO
Vomiting (unidentified cause, unrelated to anxiety or eating)	YES	NO
Diarrhea	YES	NO

If a student or a staff member answers “yes” to any of the questions, he/she will be required to stay at home. If the questionnaire is administered in the building, the person will report to the health office. As per CDC guidance, those having been exposed or showing symptoms should contact their health care provider for guidance and remain home. For additional information, families and employees can go to [www.suffolkcountyny.gov](http://www.suffolkcountyny.gov) or call 1-888-364-3065.



Parents/Guardians will be required to complete a Health Screening questionnaire/attestation each day, which will include a temperature check before bringing their child/children to school. The student health screening survey will be accessed through the district’s website. Survey results will be collected via Google Forms and/or other applications which will be utilized to track and monitor all results.

## Student Health Screening Survey

Is your child’s temperature above 99.99 °F?	YES	NO
Has your child been exposed to COVID-19 in the last 14 days?	YES	NO
Has your child traveled internationally or from a state with a widespread community transmission of COVID-19 per the NYS Travel Advisory, in the past 14 days?	YES	NO
Does your child have any of the following UNEXPLAINED symptoms:		
Cough	YES	NO
Shortness of breath	YES	NO
Chills	YES	NO
Fatigue	YES	NO
Muscle aches	YES	NO
Congestion or runny nose	YES	NO
Sore Throat	YES	NO
Headache	YES	NO
New loss of taste or smell	YES	NO
Nausea	YES	NO
Vomiting (unidentified cause, unrelated to anxiety or eating)	YES	NO
Diarrhea	YES	NO

If the answer to any of these questions is “yes,” that child will be required to stay at home. As per CDC guidance, those having been exposed or showing symptoms should contact their health care provider for guidance and remain home. For additional information, families and employees can go to [www.suffolkcountyny.gov](http://www.suffolkcountyny.gov) or call 1-888-364-3065.

## Daily Temperature Screenings

Students and staff will undergo daily temperature screenings. The Quogue UFSD will provide each staff member a thermometer for use in his/her home. As part of the Staff Health Screening Survey, each staff member will be required to take his/her temperature. If a staff member has a temperature greater than or equal to 100°F he/she will be required to stay home.

Staff members will utilize the following protocol for taking temperatures :

### Required PPE:

Box of Gloves	Thermometer
Partition or Face Shield	Alcohol Wipes
Hand Sanitizer	

- Utilize a physical barrier, such as a glass or plastic window or partition or face shield, that can serve to protect your face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.
- Wash your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
- Check the child's temperature, reaching around the partition or through the window.
- Make sure your face stays behind a barrier at all times during the screening.
- If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child.
- Clean the thermometer thoroughly between each check with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each student. You can reuse the same wipe if it remains wet.

## COVID-19 Screenings

The Quogue UFSD will request, but not require, that all students and staff members obtain a COVID-19 screening test 14 days prior to the start of school, and encourage strict personal social distancing policies for students and families for 14 days prior to the first day of school. This will help identify any asymptomatic carriers and decrease exposure to individuals who may be in a prodromal stage of COVID-19.

## Healthy Hand and Respiratory Hygiene Training

Faculty, staff members, and families, will receive training in the identification of COVID-19 symptoms. The school nurse will monitor the CDC website regarding symptoms and information. Training videos will be provided to staff and community members throughout the school year. Trainings will include information and reminders about the following:

- Cover your cough or sneeze into your elbow or a tissue, then throw the tissue in the trash. Follow with hand hygiene.
- Avoid touching your eyes, nose, and mouth.
- Wash your hands for at least 20 seconds upon entering or leaving the building. If you do not have access to a sink and soap, use hand sanitizer that contains 60-90% alcohol.
- Staying home if you feel sick
- Proper storage and disposal of PPE
- Social distancing
- Symptoms of COVID-19 and means of reporting such symptoms
- Hand hygiene
- Cleaning and disinfection guidelines
- Awareness of the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19.

There will be extensive signage displayed throughout the building to remind students, staff, and visitors of the safety precautions that must be adhered to in the school. Such areas will include, but are not limited to entrances, restrooms, sink areas, classrooms, hallways, staff rooms, janitorial areas, and common spaces. When students are eating in the classroom, teachers and monitors will display a smart board presentation that shows various reminders from the CDC about hand washing and face coverings. Videos and signage produced by the Center for Disease Control will be utilized during trainings and will be posted on the district website. CDC guidelines for hand washing will be utilized and shared during training sessions.

Staff and students will be encouraged to remain home when they are feeling sick

## Face Coverings

All staff and contractors working in the building will be required to wear face coverings at all times. Signage will be extensive regarding social distancing in the building. Students will be required to wear a face covering when they are closer than six-feet. Students will be required to wear face coverings as recommended by the NYSDOH except when eating, when outdoors and socially distanced by at least 6 feet, and when taking an adult led mask break. When students are outside and six feet apart, they will not need their face covering, however, they must have it on their person in the event someone comes closer to them unexpectedly and they need to put a face covering on and for when they are walking back inside the building. While in the classrooms, students will be required to wear face coverings as recommended by the NYSDOH except when eating, and when taking an adult led mask break.

Students who are unable to medically tolerate a face covering, including those where such covering would impair their physical or mental health, are not subject to the required use. Each situation will be dealt with on an individual basis in order to consider all aspects of the child's well being, as well as the well-being of those around them. When necessary, input will be sought by the Instructional Support Team and/or the Committee on Special Education.

Considering the age of our students (4 to 12 year olds) work will need to be done in order to help our students feel comfortable wearing a face covering. It will be an adjustment for everyone and we need to make accommodations and plans to implement this new requirement.

Students will be grouped by grade level (we have one class on each grade level) and will remain with the same students throughout the school day. If appropriate social distancing cannot be achieved due to student enrollment, classes will be split into two different locations. All activities will take place in the classroom or outside, including lunch and special area classes.

How to apply and remove a face covering appropriately, will also be taught to students and staff.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.htm>

## Multisystem Inflammatory Syndrome

School Staff will receive appropriate training on identifying the symptoms of Multisystem Inflammatory Syndrome in Children. A Parent/guardian will be notified if their child shows any of these symptoms and recommend the child be referred for immediate follow up with a healthcare provider

- Fever
- Abdominal pain
- Vomiting
- Diarrhea
- Neck pain
- Rash
- Bloodshot eyes
- Feeling extra tired

The school will call for Emergency transport (911) following district policies, for any student showing any of these warning signs of MIS-C or other concerning signs:

- Trouble breathing
- Pain or pressure in chest that does not go away
- New confusion
- Inability to wake or stay awake
- Bluish lips or face
- Severe abdominal pain

## Accommodations for those in High Risk Categories

For students who have compromised health needs, or those who live with someone who is in a high risk category, the district will require a doctor's note indicating a medical need for virtual learning. A 504 Plan will be created in order to determine the needs of the student and how the school can provide him/her with the necessary support. Virtual learning opportunities will be provided to engage the student in learning throughout the year.

For staff who are in a high risk category, or those who live with someone who is in a high risk category, all attempts will be made to make reasonable accommodations for the staff member. Wherever possible, these staff members will be utilized to provide distance learning to students who are learning from home. The Families First Coronavirus Act will be a potential option for such employees. Legal counsel will be sought on an individual basis, depending on the situation.

## Visitors

The number of visitors to the school will be very limited, and by appointment only during business hours. Only those who have an absolute need to be in the school building will be permitted. Virtual meetings through the use of Zoom will be arranged to avoid exposure of a visitor to our students and staff. Our office staff and security personnel will help and support parents and visitors without the need for them to enter the door. A log will be maintained for visitors. Visitors will be required to wear a mask, have a temperature check, and take a screening survey before entering.

If a parent arrives at the school to remove their child before the school day is over, the security personnel will obtain the appropriate identification and sign the student out for the day without the need for the parent to enter the lobby.

Field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large group gatherings will be cancelled based on local recommendations.

Outside organizations will not be allowed to use district facilities until September 2021.

## Cleaning and Disinfecting

The district will use standardized cleaning products and procedures based on current recommended best practices. Our goal is to establish a sanitary environment before the school opens in the morning. Night cleaning will be performed following the completion of the instructional day and will be extensive and thorough. The use of household products brought in by staff will not be allowed. Staff members will be supplied with disinfectant spray and wipes, should they determine the need to disinfect any area before a custodial staff member can be of assistance.

The district has ordered supplies and equipment that will help to ensure that all areas are cleaned and disinfected thoroughly including:

- Karcher BP Mister
- Kamo Disinfecting Foggers

Custodial staff will be required to complete a log sheet of cleaned and disinfected areas for each room, daily. A custodian will disinfect high touch areas and bathrooms throughout the day.

CLEANING AND DISINFECTING LOG SHEET		
Room: _____	Date: _____	
AREA	Time	Initials
Light switches		
Door handles		
Tables / desks		
Closet hooks/handles		
Chairs		
Garbage bin		
White boards		
Smart boards / Keyboards		
Phone		
Towel Dispensers		

The district has established a cleaning and disinfecting protocol for all areas of the school and has determined the frequency in which the areas will be disinfected.

<b>General Disinfection Measures</b>		
<b>Category</b>	<b>Area</b>	<b>Frequency</b>
<b>Workspaces</b>	Classrooms and offices	<ul style="list-style-type: none"> <li>• After each use</li> <li>• At the end of each day</li> </ul>
<b>Appliances</b>	Refrigerators, microwaves, coffee machines, water stations	<ul style="list-style-type: none"> <li>• Throughout the day</li> </ul>
<b>Electronic Equipment</b>	Copy machine, shared computers, telephones, keyboards	<ul style="list-style-type: none"> <li>• At the end of each use</li> <li>• At the end of the school day</li> </ul>
<b>General use items</b>	Handles, light switches, sinks, restrooms	<ul style="list-style-type: none"> <li>• At least 4 times throughout the day</li> <li>• At the end of the school day</li> </ul>
<b>Common Areas</b>	Hallways, Planning Room, Business Office, Bathrooms	<ul style="list-style-type: none"> <li>• At least 4 times throughout the day</li> <li>• At the end of the school day</li> </ul>



## Modified Safety Drills

All required safety drills will continue with social distancing and PPE protocols in place.

The required eight (8) evacuation and four (4) lockdown drills will have a modified protocol. Fire drills will be conducted in a manner that will allow for social distancing and six feet of separation and on a “staggered” schedule. This will occur by sounding an alarm for specific classrooms, in different areas of the building, at different times in the day. Students will have designated areas to report to during a drill and they will be in separate areas outside of the building.

Lockdown drills will provide an overview of how to hide or shelter in the classroom, but will maintain social distancing. As per NYSED’s guidance, “students should be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintain social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.”

## After Care Programs

Our school district provides families with child care, after school. The program will take place in our multi purpose room, as well as outside. The gymnasium is outfitted with windows that open and will allow for proper ventilation. We will implement the following procedures in order to ensure the safety of all participants:

- Temperature checks of students and staff before each after care session.
- Students will refrain from the use of communal materials such as supplies or gym equipment.
- All employees will be required to wear masks.
- Students will wear face coverings when they are not 6 feet from other students.

## Social Distancing Plan

Students will be grouped by grade level (we have one class on each grade level) and will remain with the same students throughout the school day. If appropriate social distancing cannot be achieved due to student enrollment, classes will be split into two different locations . All activities will take place in the classroom or outside, including lunch and special area classes.

All special area teachers will push into the general education classroom to deliver instruction. Pull out support services will be delivered in specific rooms/areas, which will be disinfected after each session, prior to the start of the next session. Classes will be conducted outside, if possible. Lunch and recess will be outdoors, if possible. The school has a large field. Classes will be assigned designated sections of the field and monitors will ensure that students remain within their section throughout the class period. Each section of the field will have available activities for students to take part in during their lunch/recess period.

## Mask Breaks

If a child or an adult requires a mask break, he/she will be entitled to one under the supervision of a faculty or staff member.

## Communal Supplies

In accordance with the CDC guidelines, there will be no sharing of student supplies. Student supply lists will be provided to each student prior to the start of the year. Students should have both in-school and at-home supplies. If an implement is handled by more than one person, it will be disinfected in the classroom.

The school will avoid sharing of community supplies whenever possible (e.g., scissors, pencils, etc.). Teachers and staff will work with students and educate them on the need to avoid sharing personal items and food with one another. Families will be encouraged to provide their students with their own, individual school supplies that will only be used by their child/children. These items will be labeled prior to entering the school building and will be kept in a separate bag or area, specifically for personal items from home.

Mail distribution and photocopying will be conducted by specific individuals assigned this responsibility.

When possible, all items brought into the building will be left in the lobby for 72 hours before being opened.

Personal items should be labeled prior to entering the building.

## Books

The American Library Association recommends that schools refrain from utilizing sprays, disinfectants or UV lights as attempts to disinfect books. Rather, they suggest, “Isolation for a minimum of 24 hours, and preferably 14 days, is the best disinfectant”. Therefore, the Quogue School District will ensure that all books will be circulated based on a two week period.

## Arrival / Dismissal

Students will enter and exit the building through two different entry points based on the location of their classroom. Students will strategically exit their car to avoid interaction with other people. This will be done via the use of staff supervision and security at each entrance. Staff members will also be strategically placed throughout the building to monitor students and assist with social distancing protocols and student traffic control along exterior sidewalks.

At dismissal, parents will have the option to pick up in person, while maintaining 6 feet of distance on the lawn, near the flag pole, in front of the school or drive through the traffic loop. If pick up is in person, the parent or guardian must hold a placard with his/her child's last name. The child will be directed in an orderly, socially distant fashion to walk to his/her parent by a staff member. If the parent/caregiver chooses to drive through the traffic circle, he/she must place a placard with his/her child's last name on the dashboard of the car. Students will walk to their cars in a socially distant manner, supervised by staff. Proper identification must also be displayed. If someone else is picking up a child, a note must be sent to the school and the car must display the child's name.

Students will be discouraged from congregating in groups before and after school.

## Personal Protection Equipment

Utilizing personal protective equipment will be a mandatory practice when school is in session. Our District has been purchasing appropriate levels of inventory in order to provide required PPE to our faculty, staff, and students as needed. We have partnered with other school districts, BOCES, and the Department of Health to obtain the necessary supplies. We expect to have all necessary supplies for the opening of school in the fall and throughout the school year.

**Face Shields** - All staff members will be provided with a face shield that they may utilize, particularly when they are working with small groups, in a counseling situation, or for speech therapy. If the staff member is closer than 6-feet to the student or students, they must also wear a face covering.

**Face Coverings** - The district will provide disposable face coverings to faculty members who do not have their own face covering. In the event a visitor does not have a face covering the district will provide one. Students will be encouraged to come to school with their own face covering. Should they forget one, the school will have child-sized face coverings available for one time use. Face coverings are for individual use only and should not be shared. Staff will teach the importance of routine cleaning of reusable face coverings. As per the NYSED's guidance, students and staff may use alternative PPE, such as face coverings that are transparent around the mouth for instruction or interventions that require visualization of the movement of the mouth, such as speech therapy.

**Polycarbonate Dividers** - The district has purchased table top dividers for use during small group instruction, such as speech therapy or during Guided Reading instruction.

**Paper Gowns for Staff** - In the event that a child needs emotional support that requires close physical proximity to a teacher, gowns will be provided to classroom teachers for use in the event that they need to comfort a child. Training by the nurse will take place so that staff are made aware of the ways in which they can comfort a child safely.

**Hand Sanitizer** - Along with PPE, purchasing hand sanitizer supplies before school opens has been critical. Supply stocks for these items are expected and we will continue to build appropriate inventory levels. We have also pre-ordered disinfectant wipes, and sanitation sprays and towels. Hand sanitizer stations will be placed in every room in the building and at every entry / exit. Our school community will be encouraged to wash their hands as much as possible and to use sanitizing stations whenever soap and water are unavailable.

**Sanitizing Wipes** - Custodial staff, teachers, and paraprofessionals will all utilize sanitizing wipes to disinfect high touch surfaces or to wipe down an area when students are moving from one seat to another. Changing desks and tables will be very limited. Students will be encouraged to utilize the same desk and chair throughout the day, but when it is necessary, the desk and chair will be sanitized between uses.

**Gloves** - All staff members will have gloves in their work areas for use when they need them. According to the CDC, gloves should only be worn when caring for someone who is sick. Should a student become ill in class, gloves will be accessible to staff members.

**Proper Ventilation** - Proper ventilation will occur by opening windows and doors, so long as the environment is safe for students and in accordance with our School Safety Plan. A HEPA air purifier has been purchased for every classroom.

**Signage** - Signs will be displayed throughout the building to serve as a reminder of social distancing protocols, hand washing, face coverings, respiratory hygiene, and signs and symptoms of COVID-19. Please see examples of signage that will be used at the end of the plan, under Appendix B.

## Transportation

The Quogue UFSD does not provide transportation to elementary age children. Middle school and high school students will follow the transportation guidelines set forth by the school district or school they are attending.

## Facilities

In order for the Quogue Elementary School to reopen its doors in September, we must ensure that the physical space is able to be occupied in a manner that is safe and allows for social distancing. For this reason, we have decided to utilize every available space in the building for the for the delivery of instruction. This entails turning certain rooms in the building into classroom space. In order to accommodate our current level of student enrollment for full-day in-person instruction, we may convert the following spaces into classrooms.

- Music and Art Room
- Multipurpose Room
- Computer Lab
- Library

## Removing “Non-Essential” Furniture

Furnishings in the classrooms that are deemed non-essential will be removed and stored at both onsite storage spaces and off campus facilities if needed. This will provide the space needed to ensure a safe socially distant learning environment. Items for removal may include but are not limited to teacher desks, file cabinets, book shelves, etc. Classroom objects will be limited to hard surface items, which will allow for more effective cleaning.

## Bathroom Facilities

Classes will be assigned to specific bathroom facilities within the building. The number of students in bathrooms at a given time will be monitored and limited. The purpose of assigning a bathroom is that in the event of a confirmed case within the building, we will be able to contract trace the areas in which the infected person traveled. Additionally, students will be traveling throughout the building on a limited basis. By assigning a restroom, it eliminates the need for a child to walk around the building. Staff will utilize the restrooms near the library, and in the Main Office.

## Time Management

Students will be grouped by grade level (we have one class on each grade level) and will remain with the same students throughout the school day. If appropriate social distancing cannot be achieved due to student enrollment, classes will be split into two different locations. All activities will take place in the classroom or outside, including lunch and special area classes.

All special area and support staff will come to the student classroom for services. Classes will be conducted outside, if possible. Lunch and recess will be outdoors, if possible. The school has a large field. Classes will be assigned designated sections of the field and monitors will ensure that students remain within their section throughout the class period. Each section of the field will have available activities for students to take part in during their lunch/recess period.

## Doors and Windows

Doors and windows will be left open wherever possible and safe, as to allow for extra ventilation. All rooms with students in them have windows. If there is an office without a window, we will utilize that space for individual office space. The nurse's office and classrooms will have an appropriate HEPA filtration system that will capture particles, bacteria, and viruses.

## Plastic or Polycarbonate Separators

The district has purchased table top dividers that are made from polycarbonate. These will be utilized when a teacher or service provider is sitting with a student one-on-one, or in small groups.

## Handwashing

All classrooms will be equipped with handwashing facilities, as well as hand sanitizer. There will also be hand sanitizing stations at all building entry points. The district has adopted a hand washing protocol, according to Center for Disease Control guidance.

The Center for Disease Control recommends the following:

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- Before and after treating a cut or wound
- After using the toilet
- After [changing diapers or cleaning up a child who has used the toilet](#)
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.



## Hand Sanitizers

According to the CDC, washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based [hand sanitizer](#) that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

Sanitizers can quickly reduce the number of germs on hands in many situations. However,

- Sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

How to use hand sanitizer:

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

## Square Footage

Our learning spaces range in size from 685 square feet to almost 2,340 square feet. Students will be spaced six feet apart. Classroom activities will be planned so that students remain six feet apart, unless they are wearing a face covering. Floor plans in classrooms and other instructional areas will reflect adequate spacing between students to maximize social distancing under the NYS DOH guidelines.

## Toilets and Sink Fixtures

In order to allow students and staff adequate access to bathrooms, assigned usage will be required. This will support contact tracing should a positive diagnosis occur in the building. Additionally, it will allow our custodial staff to sanitize bathroom facilities. Toilets will have seat covers to limit aerosolization. Sinks will be outfitted with automatic faucets and toilets with automatic flush valves. Students will use paper towels to dry their hands.

## Drinking Water Fountains

Water fountains will be replaced with water refill stations. These stations allow students and staff to avoid drinking from a fountain and they are able to drink more water throughout the day without having to visit the fountain frequently. Students are able to fill their bottle and keep it with them as they do their school work. Custodial staff will sanitize the fountains throughout the day and track the times in which stations are sanitized through the use of a log sheet at each station.

## Ventilation Requirements

All classroom spaces have windows that open as well as doors. Proper ventilation will occur by opening windows and doors, so long as the environment is safe for students and in accordance with our School Safety Plan. A HEPA air purifier has been purchased for every classroom.

Every learning space has windows. Windows will remain open to allow for proper air flow through the classrooms, whenever safe.

## Shared Materials

Individual student belongings will be kept separately for each child. Each student will have either a cubby, a locker, or a desk to keep their own personal items in. If there is a need for shared items, they will be assigned to only one cohort and it will be sanitized between uses. The district has done extensive research on sanitizing books. Since there is no way to do so with sprays or UV lights that seem to be known sanitizers, we will be following the advice of the American Library Association and “quarantining books” for 14 days between use. Fortunately, Quogue has an extensive book collection and many virtual resources that students can utilize via their 1:1 devices.

## Child Nutrition / Staff Lunch

Research tells us that students who have not had basic needs met, cannot learn. At Quogue UFSD, we believe is ensuring that our children are cared for, emotionally and physically. We are requesting that students and staff bring in a bag lunch each day.

Students will not utilize the cafeteria space but rather, they will have lunch in the classrooms or students will have the option to sit outside, on nice days, for lunch. Each classroom will be outfitted with hand washing stations and hand sanitizing stations. The students will be required to wash their hands before eating their lunch or going outside. When students re-enter the classroom, they will wash their hands again.

As has been the case throughout the pandemic, including the summer months, we have been providing lunches to our students who are socio-economically disadvantaged. We will continue to do so as part of our reopening plan, whether the students are in or out of school.

The school nurse and other qualified staff, will teach children about the importance of washing their hands before and after eating and the importance of not sharing their food. This will be reinforced by all staff who are charged with supervising students at lunch time. Once the students finish their lunch, if in the classroom, high touch surfaces will be disinfected while the children are outside playing.

Our school does not have food service, so students will bring their lunch to school daily. Our building does not have vending machines nor do we bring in outside food vendors. Visitors will be restricted not only during lunch but throughout the whole school day.

Considering we are eating in the classrooms or outside, staff who are supervising lunches will be trained in the following areas:

- Known allergies of students
- Handwashing protocols for students and staff
- Dangers of sharing food items between students

Students will be in the classroom throughout most of the day, therefore space is necessary for teachers to go to for preparation periods as well as for their lunch time. Staff will have access to the Staff Room with limited occupancy. Additionally, there will be tables set up outside, specifically for staff use. When students are eating in the classroom, teachers and monitors will display a CDC slide show of reminder posters regarding handwashing, face coverings and social distancing.

## Response to Exposure

### Symptomatic Students or Staff

Should a staff member or a student be exposed to someone who has a positive diagnosis of COVID-19 or be diagnosed themselves, the protocol from the CDC will be followed (See Appendix A).

### Illness at School

Should a member of the school community become ill while in the building, they will immediately report to the health office for assessment by the school nurse. There will be an isolation area where the employee or student will remain and be observed, until it is determined if he/she needs to leave the building. The nurse's office will be equipped with an air purification system with the appropriate HEPA filter. As per Education Law § 906, "Whenever a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance." Parents will be instructed to pull up to the main entrance, notify the school nurse by phone that they have arrived, and the student will be escorted to his/her parent's car.

The school nurse will record all locations that the symptomatic person has visited and complete a contact tracing log to document the names of the individuals that the student or staff member came into close contact with during the day. The school custodian will be immediately advised of the location of the classroom where a potentially positive COVID-19 individual was, and the location will need to be temporarily closed while students and staff isolate. The space will be thoroughly cleaned and additional areas visited by the potentially COVID-19 positive individual will be closed for cleaning. A log will be maintained of the rooms/dates/times cleaned. Air circulation will be increased by opening windows when possible.

COVID-19 testing may be administered by the school nurse under the guidance of the school physician. A COVID-19 nasal swab will not be performed without parental consent. If a parent refuses a COVID-19 nasal swab test in school, the student's COVID-19 status will need to be determined by the child's healthcare provider. A doctor's note will be required in order for the staff member or the student to return, depending on the situation. The DOH's guidance states that "[i]f an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result."

## Student or Staff Member Comes in Direct Contact with a Positive Case

Should a member of our Quogue School community have direct contact with someone who is COVID-19 positive, the guidelines set forth by the Center for Disease control will be followed. The Suffolk County Department of Health will inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self monitor for symptoms and to follow CDC guidance. (See Appendix C)

- “Close contact” as defined by the CDC is, “Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.
- Data are limited to precisely define “prolonged exposure” to determine “close contact”, however 15 minutes of close exposure can be used as an operational definition for contact investigation. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), whether the individual has symptoms (e.g., coughing likely increases exposure risk) and whether either the case patient or contact were wearing an N95 respirator (which can efficiently block respiratory secretions from contaminating others and the environment). At this time, differential determination of close contact for those using fabric face coverings is not recommended.
- In healthcare settings, it is reasonable to define a prolonged exposure as any exposure greater than 15 minutes because the contact is someone who is ill. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important.

If a student or staff member displays symptoms of COVID-19, the school district will act as follows:

- If the individual becomes symptomatic while in the building, the individual will be isolated, evaluated, and sent home if appropriate.
- If the individual reports being symptomatic while not in the building, the district will:
  - Determine the last date that the individual was physically present in the building
  - Determine the areas of the building that may have been occupied by the individual within past 72 hours
  - Close off and sanitize those areas

Should any individual who attends or works within our school receive a positive diagnosis of COVID-19, the NYS DOH protocol will be followed. As of July 30, 2020, the guidelines state that if one or more individuals in a class tests positive, their classroom will close and anyone who had close contact with the person will self quarantine for 14 days.

If two or more individuals, who do not share a classroom in the school test positive for COVID-19, the entire building will close for 2 weeks.

If at least two cases arise in the school, but the infections occurred outside of the school, the entire building will close for up to 2 weeks or until the DOH investigates the source of the infection. Once the probe is complete, the school may re-open, but the impacted classrooms will continue to remain closed for 2 weeks. Additional students and staff may be quarantined based on where the exposure took place. If tracing efforts cannot determine the origin of the infection, the entire building will remain closed for the full two weeks.

**Quogue UFSD  
PROTOCOL  
RESPONSE TO A LAB CONFIRMED CASE IN THE SCHOOL**

- ❑ The school nurse or designee will contact the Suffolk County Department of Health and report the positive diagnosis of COVID-19.

If an individual who has been in the school is lab-confirmed to have COVID-19, the school must notify the local health department, in accordance with federal, state and local regulations, including confidentiality and FERPA.

- ❑ All potentially contaminated areas will be closed, cleaned, and disinfected.

Members of the Quogue School District custodial staff will close off any areas that the student or staff member were working within until non-porous surfaces in such areas are able to be disinfected, unless more than 3 days have passed.

- ❑ Alert notifications will be sent out.

Consistent with legal confidentiality requirements, schools must notify teachers, staff, and families of all students if there is a lab-confirmed case of COVID-19 in the building.

When we receive lab confirmation that a student or staff member has tested COVID-19 positive, that person must stay home throughout the infection period, and may not return to the school until they meet the following criteria:

- At least 10 days since symptoms first appeared and (24 hours) fever free without the use of fever-reducing medication;
- Respiratory symptoms have improved (coughing, shortness of breath); and
- The school nurse consults with the Suffolk County Department of Health and determines it is safe for the employee/student to return to the building
- A doctor's note must be provided indicating that it is safe for the person to return to school

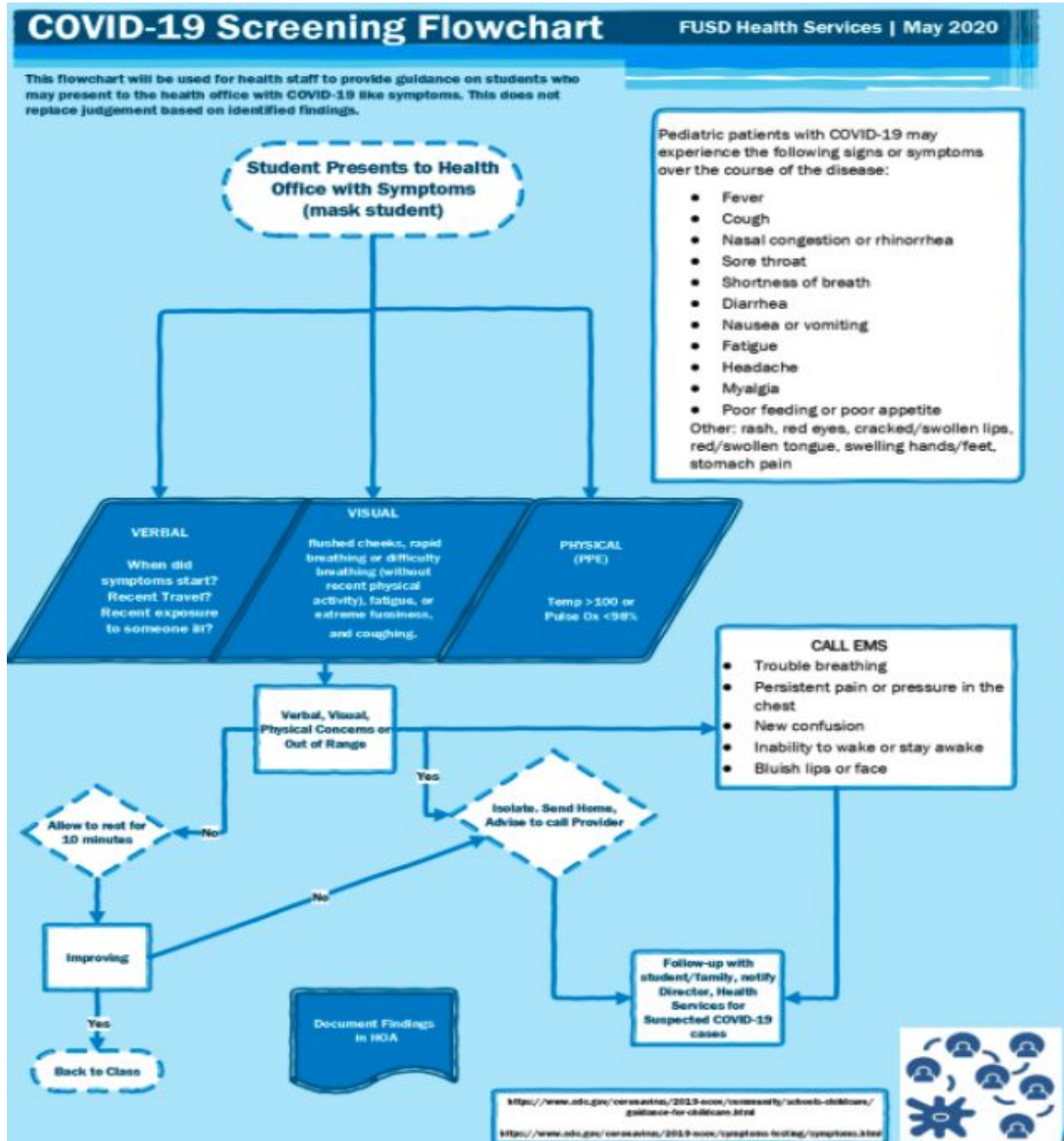
If a person has symptoms and DOES NOT get tested for COVID-19, it is assumed that the person has the virus and may not return to work/school until the four criteria listed above have been met.

## Local Hospital Capacity

Our school nurse is a Registered Nurse and Certified Nurse Practitioner. She is in communication with our local health department. There are three area hospitals within our jurisdiction: Peconic Bay Hospital, Southampton Hospital and Long Island Community Hospital. Stony Brook University Hospital is located 37 miles away from the school, as well. The capacity at these facilities has fluctuated throughout the pandemic. As of this writing, Suffolk County has a positive COVID rate of less than 5% of the population and is monitored daily.

# Appendix A (Screening Flowchart)

Figure 1





## Appendix B (Signage)

Figure 2

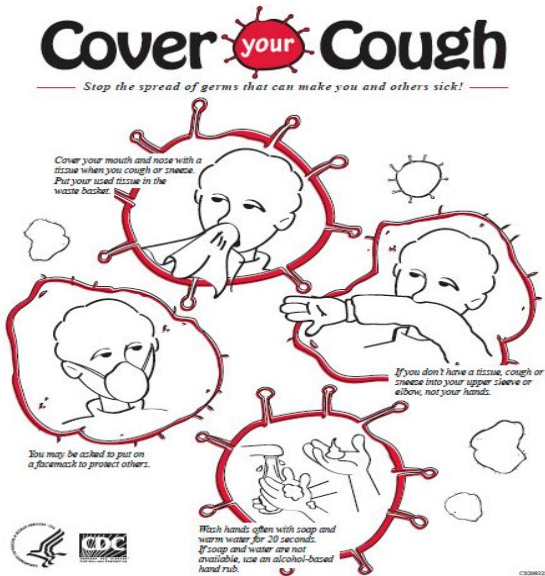


Figure 3



### Take Off Your Cloth Face Covering Carefully, When You're Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine (learn more about [how to wash cloth face coverings](#))
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

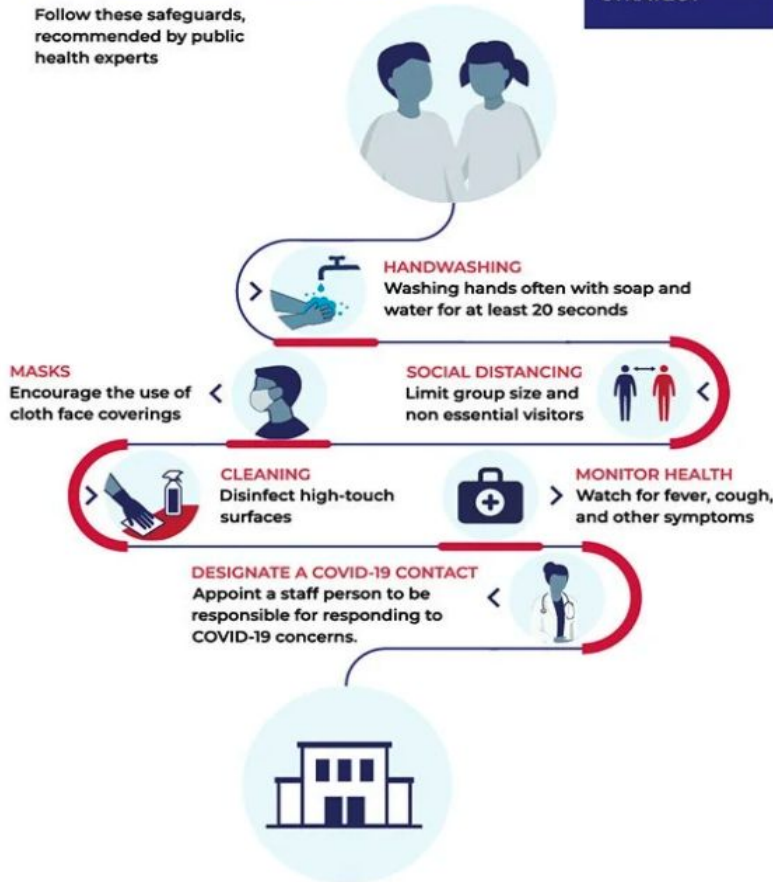
Figure 4



Figure 5

# How to Protect Students and Staff

Follow these safeguards, recommended by public health experts



SOURCE: U.S. Centers for Disease Control and Prevention, Education Week reporting

Figure 6

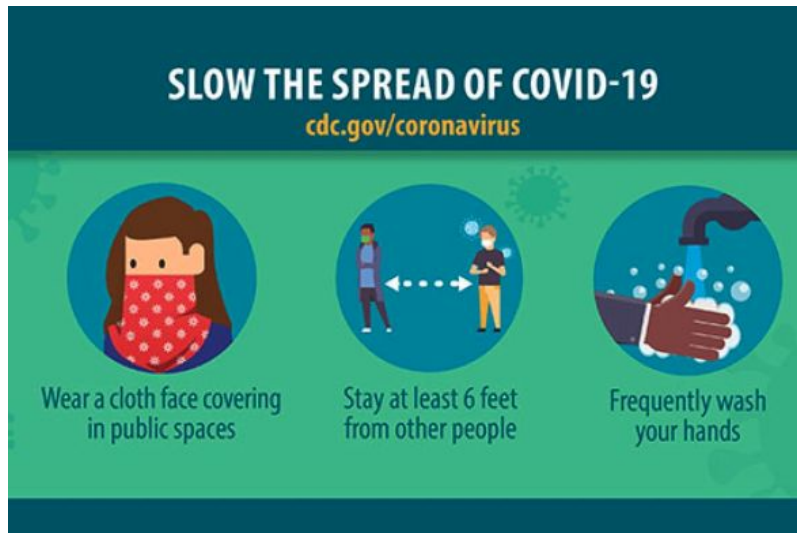
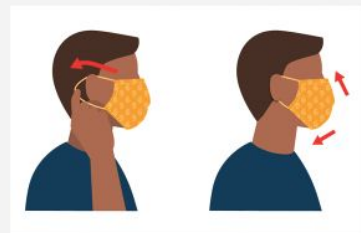


Figure 7

## Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily




## Wear a Face Covering to Protect Others

- Wear a face covering that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms
- Wear a face covering in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart
- Wear a face covering correctly for maximum protection
- **Don't** put the face covering around your neck or up on your forehead
- **Don't** touch the face covering, and, if you do, wash your hands or use hand sanitizer to disinfect

## Appendix C (Surveys, Checklists, Protocols)

Figure 8

**Coronavirus Disease (COVID-19)**



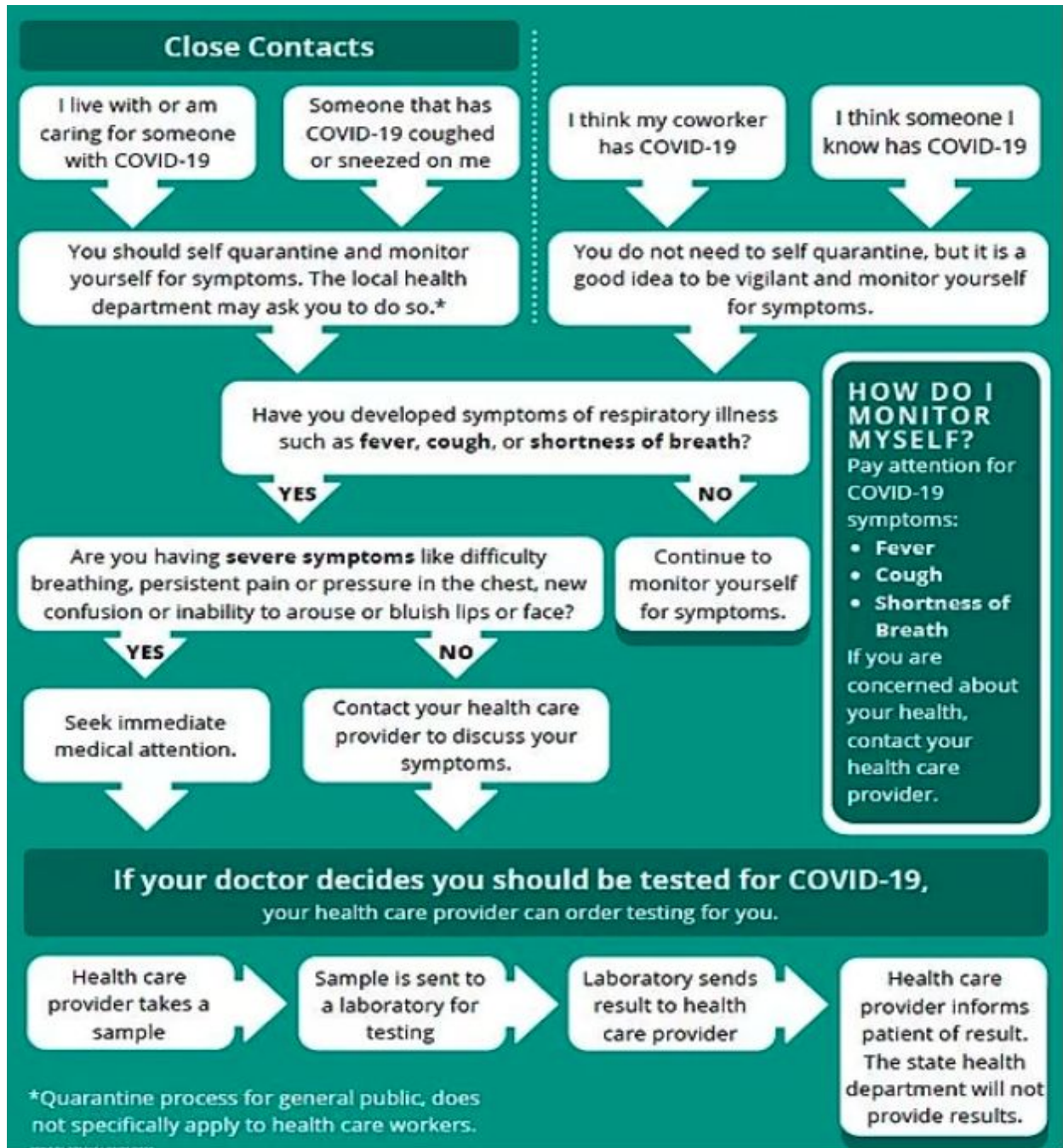
**1.** A staff member or student comes into direct contact (within six feet) with a person with COVID-19, they must report such to the school District.

- This is immediately reported to the Department of Health.
- They are then disallowed from entering school property and would likely be self-quarantined by the Department of Health for 14 days.
- Subsequently, if they had entered a school or building, said building would be thoroughly cleaned and disinfected before students and staff would be permitted to return. This may call for the facility to be closed for a period of time.

**2.** A staff member or student with COVID-19 enters a school facility.

- This is immediately reported to the Department of Health and the school closed until the DOH assesses the situation and makes the appropriate recommendations regarding cleaning, disinfecting and possible self-quarantine of others and/or possible closing of the facility.

Figure 9



**Figure 10**

### **Staff Health Screening Survey**

Is your temperature above 99.99 °F?	YES	NO
Have you been exposed to COVID-19 in the last 14 days?	YES	NO
Have you traveled internationally or from a state with a widespread community transmission of COVID-19 per the NYS Travel Advisory, in the past 14 days?	YES	NO
Do you have any of the following UNEXPLAINED symptoms:		
Cough	YES	NO
Shortness of breath	YES	NO
Chills	YES	NO
Fatigue	YES	NO
Muscle aches	YES	NO
Congestion or runny nose	YES	NO
Sore Throat	YES	NO
Headache	YES	NO
New loss of taste or smell	YES	NO
Nausea	YES	NO
Vomiting (unidentified cause, unrelated to anxiety or eating)	YES	NO
Diarrhea	YES	NO

**Figure 11**

**Student Health Screening Survey**

Is your child’s temperature above 99.99 °F?	YES	NO
Has your child been exposed to COVID-19 in the last 14 days?	YES	NO
Has your child traveled internationally or from a state with a widespread community transmission of COVID-19 per the NYS Travel Advisory, in the past 14 days?	YES	NO
Does your child have any of the following UNEXPLAINED symptoms:		
Cough	YES	NO
Shortness of breath	YES	NO
Chills	YES	NO
Fatigue	YES	NO
Muscle aches	YES	NO
Congestion or runny nose	YES	NO
Sore Throat	YES	NO
Headache	YES	NO
New loss of taste or smell	YES	NO
Nausea	YES	NO
Vomiting (unidentified cause, unrelated to anxiety or eating)	YES	NO
Diarrhea	YES	NO



**Figure 12**

Staff members will utilize the following protocol for taking temperatures :

**Required PPE:**

Box of Gloves	Thermometer
Partition or Face Shield	Alcohol Wipes
Hand Sanitizer	

- Utilize a physical barrier, such as a glass or plastic window or partition or face shield, that can serve to protect your face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.
- Wash your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
- Check the child’s temperature, reaching around the partition or through the window.
- Make sure your face stays behind a barrier at all times during the screening.
- If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child.
- Clean the thermometer thoroughly between each check with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each student. You can reuse the same wipe if it remains wet.

Figure 13

CLEANING AND DISINFECTING LOG SHEET		
Room: _____	Date: _____	
AREA	Time	Initials
Light switches		
Door handles		
Tables / desks		
Closet hooks/handles		
Chairs		
Garbage bin		
White boards		
Smart boards / Keyboards		
Phone		
Towel Dispensers		

Figure 14

<b>General Disinfection Measures</b>		
<b>Category</b>	<b>Area</b>	<b>Frequency</b>
<b>Workspaces</b>	Classrooms and offices	<ul style="list-style-type: none"> <li>• After each use</li> <li>• At the end of each day</li> </ul>
<b>Appliances</b>	Refrigerators, microwaves, coffee machines, water stations	<ul style="list-style-type: none"> <li>• Throughout the day</li> </ul>
<b>Electronic Equipment</b>	Copy machine, shared computers, telephones, keyboards	<ul style="list-style-type: none"> <li>• At the end of each use</li> <li>• At the end of the school day</li> </ul>
<b>General use items</b>	Handles, light switches, sinks, restrooms	<ul style="list-style-type: none"> <li>• At least 4 times throughout the day</li> <li>• At the end of the school day</li> </ul>
<b>Common Areas</b>	Hallways, Planning Room, Business Office, Bathrooms	<ul style="list-style-type: none"> <li>• At least 4 times throughout the day</li> <li>• At the end of the school day</li> </ul>

**Figure 15**

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