Eastchester School District
Extended School Year (ESY) Opening

June 25, 2020
On June 5, 2020, Governor Cuomo issued Executive Order 202.37 allowing school districts the option to provide in person summer special education programs and services. The order requires that any districts that opt to open to follow all State and Federal guidance regarding the COVID-19 pandemic. A subsequent Interim Advisory was provided on June 8, 2020 by the NYS Department of Health to inform in person special education services and instruction while helping to protect against the spread of COVID-19 as in person education has been authorized for the specific purpose set forth in Executive Order 202.37.

This document is subject to change and will be updated as guidance evolves.
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What you should know about COVID-19 to protect yourself and others

Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.

Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.

Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.
ESY | Facilities

**Common Spaces**: Large common spaces such as the cafeteria, auditorium, and library should not be utilized to congregate large groups of students or adults. The use of common spaces can be utilized to provide the social distancing necessary for things such as related services, and isolation areas for sick staff or students. If utilized, the large common spaces should be divided to ensure social distancing and circulation patterns in and out of such areas should be planned and intentional to minimize contact.

- The use of a building elevator should be kept to one adult or one adult accompanying one student at a time and will require signage.
- Outdoor spaces will be scheduled and utilized by one class at a time. The playground will not be utilized during the ESY program.
- Students are expected to wash their hands before entering their assigned classrooms, and before and after snack.
- Hand Sanitizer and disinfecting wipes will be available for all common areas.

**Designated areas for sick students and staff**: A separate room (isolation room) will be utilized in the event a student or staff member becomes sick. Any sick student is not to be left unattended. Additional spaces will be designated as back-up isolation areas, such as conference rooms or other appropriate common spaces.

**Classrooms**: Each classroom space will be evaluated by the ESY administrator and the school nurse for compliance with social distancing guidance. All classrooms will be equipped with hand sanitizer, cleaning supplies, and the appropriate PPE including gloves and masks. The following criteria should be utilized for classroom setup:

- Student desks/tables will be placed 6 feet apart.
- Separate areas within the classroom will be designed for student breaks, one to one instruction, and eating of snacks.
- Related services will be provided in a separate classroom on a pull out basis or in a designated area in the classroom on a push in basis.
- Students will be escorted to the separate related service classroom by the classroom monitor.
- Each student will have a designated area to store their clothing, supplies, and materials.
- Each staff member will have a designated area to store their personal items.
- The use of room dividers may be used to provide additional social distancing.
**Arrival and Dismissal Single Points of Entry:** Staff and students will enter through the front entrance of Waverly or the back entrance of the Middle School. Staff will arrive PRIOR to the students and sign in for attendance and complete the [mandated health questionnaire](#) online prior to arriving at the ESY program.

**Staff**
- Staff must arrive prior to the students and are required to wear masks.
- Staff will be provided a separate work area to plan for Distance Learning after students leave the building.
- Staff are required to be in the building Monday through Thursday from 7:45 am to 1:15 pm.

**Students**
Students who ride the bus will stay seated until the school nurse or monitor in the nurse’s office takes the temperature of all the students. If a student has a temperature over 100.4, the other students will be removed from the bus and brought to their classrooms. Any student with a temperature over 100.4 will be taken to the school nurse’s office for evaluation and the parents/guardian will be called to pick the student up as soon as possible.

- One designated area will be established for arrival and dismissal at each building: Busses and car drop off.
- At car drop off, temperatures of the students will be taken by the school nurse or school monitor upon arrival to school prior to the student leaving the car. Any student with a temperature over 100.4 will not be permitted to attend school. Parents/Guardians are expected to remain in their cars and are not allowed to enter into the building.
- For any student arriving in school with a temperature over 100.4, the student will be taken to the school nurse’s office for evaluation and the parent/guardian will be asked to bring the student home as soon as possible.
- Dismissing students will occur from the classroom with students waiting in their classrooms until called. This will be facilitated by the building bus coordinator.
- Two busses at a time will be permitted in front of the school building in order to prevent the congestion of students and staff in front of the building.
- Only if a parent/guardian must pick a student up early and with prior approval will students be dismissed early.
- If early pick up is required, parent/guardian must call the entrance monitor to indicate they have arrived at school, students will be brought out to the car by a staff member and parent/guardian will have to sign the student out.
ESY | Instruction

Classroom: Classrooms will be limited to half the stated IEP student to teacher ratios. Students will attend for 3 hours per day on either Monday and Wednesday or Tuesday and Thursday. Students will be provided additional instruction using a combination of video modeling, Google classroom assignments, online reading and math programs, and language activities. Friday will be a virtual instruction day scheduled by the classroom teacher. The following considerations should be considered for safe instruction:

- Desks/tables will be at least 6 feet apart with additional areas identified for breaks, one to one instruction, and snack.
- Students will have their own supplies and materials.
- A schedule will be created that allows for limited student movement around the building.
- Space for movement breaks will be provided in the classroom.
- Students in the same classroom will have limited use of fields, and track, which will be scheduled throughout the day.
- Large group gatherings such as field trips, sprinklers, swimming, and assemblies will not take place.
- Schedules for handwashing will be upon arrival, before and after snack, after coming in from the outside or any type of play area, and any time the student uses the bathroom.
- Any time students line up they will be kept 6 feet apart and floors of the classroom/hallway will be marked for easy line-up.
- No cooking during ESY and no outside food other than snacks will be allowed.

Food Service: Lunchtime will not be included during the ESY program. Parents/Guardians should pack a snack each day that will be provided to the student in a designated area within the classroom.

Student groupings: Whole group instruction should only be attempted if the 6 feet social distancing guidelines can be maintained. The use of kidney-shaped tables with multiple students is not recommended unless students are 6 feet apart. Clear and consistent routines should be established with each student having their own schedule, picture cues, and deposit bins.

Instruction: The focus of instruction should be on targeted skills to prevent substantial regression, or appropriate reinforcement of skills as identified. Baseline data should be taken at the beginning of the ESY program. Progress monitoring should continue throughout the six weeks. Instruction will also include focusing on life skills that are necessary during a pandemic such as wearing a mask, hand washing, and social distancing.

Teachers should develop a clear schedule for working with students during ESY that outlines the asynchronous and synchronous instruction to be provided to students outside of the in person instruction. A clear remote learning schedule
for each student will need to be shared with parents/guardians. Teachers are expected to be prepared to provide a full day of synchronous or asynchronous instruction in the event ESY were to close for any reason.
Social Distancing: Six-foot distancing should always be maintained between individuals unless safety considerations or the core function of the activity (e.g., instruction) requires a shorter distance. Any time that staff or faculty are less than six feet from one another or students, they must wear a mask. Other times when distancing may not be possible include:

- Accommodating students with special health care needs or disabilities who may require direct contact (e.g. assisting with toileting or ambulation).
- Conducting health assessments or screenings (e.g. taking a temperature or listening to lung sounds by the school nurse).

In the event where distancing is not possible, appropriate masks and other protection (such as face shields, gloves, gowns) will be available. In these circumstances, appropriate masks, face shields, and/or other protection will be utilized by staff and/or faculty.

Distancing strategies: Appropriate social distancing strategies should be implemented allowing for at least six feet of physical distance between individuals. To ensure appropriate social distancing, schools should select strategies based on feasibility given the unique space and needs of the school as recommended by CDC’s Interim Guidance for Administrators of US K-12 Schools and Childcare Programs, (Interim Guidance for Child Care Programs and K-12 Schools), including:

- Increase the space between desks. Rearrange student desks to maximize the space between students. Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused by virus-containing droplets (e.g., from talking, coughing, sneezing).

Consistent Teams: If more than one adult is required in a classroom, encourage staff to work in consistent teams to minimize the cross-contamination of student groups. Prioritize keeping the same group of adults and students together each day when possible.

Material Sharing: Restrict the sharing of educational materials between individuals. These materials include, but are not limited to: books, computers, calculators, writing utensils, and art supplies.

- Each student will have their own materials including scissors, pens, pencils, etc.
- Bins should be clearly marked with student names and not shared among students.
- A student should be provided with an iPad/Chromebooks designated for their own use if such device(s) are utilized in the classroom.
- Individual student items such as, toys, folders, and clothing should not be coming back and forth between home and school. Prior to the opening of
the extended school year, a list of items the student needs in school (change of clothing) will be sent home.
- Remind parents/guardians that snacks should be packed each day.

**Storage:** Each student should be provided with a specific cubby or locker to store their personal belongings. If possible use every other cubby to minimize density and students should utilize the storage in a way that maintains social distancing.

**Facilities:** As much as possible, adjust facilities to minimize the risk of infection:
- Maximize ventilation with outdoor air unless otherwise indicated by health conditions.
- Provide sanitizer, wipes, gloves, and masks in each classroom.
**Bus Transportation**: Transportation to the extended school year is required as part of a student’s Individualized Education Plan. However, parents and guardians may elect to transport their child to the extended school year program. In these instances where students are participating in bus transportation the following bus protocols will be followed:

- A bus monitor will ride on the bus to monitor student safety density and support the use of face masks and social distancing.
- Student seating must allow for social distancing and adhere to the following restrictions: No more than one student seated per row, unless from the same household; Students seated no closer than every other row; Students seated in a diagonal formation, where if one student is seated on the right side of the bus, the next student is seated on the left side of the bus.
- Busses will be cleaned daily.
- Bus drivers and bus monitors must wear face masks. These must always be worn when children are on the bus.
- Students will be encouraged to wear face masks.
**Wearing face coverings or masks:** All school personnel must always use a face covering while on school property or a school bus. Face covering includes cloth face covering, or face masks. This requirement also applies to parents/guardians dropping off or picking up children. Students are expected to wear a face mask to the extent possible recognizing that sensory and behavioral issues may make this challenging. Any student who will not wear a face mask will have tolerance for face masks as part of their instruction.

**How to Safely Wear and Take Off a Cloth Face Covering**

1. **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.
   - Do not place a mask on a child younger than 2.

2. **USE THE FACE COVERING TO PROTECT OTHERS**
   - Wear a face covering to protect others in case you’re infected but don’t have symptoms.
   - Keep the covering on your face the entire time you’re in public.
   - Don’t put the covering around your neck or up on your forehead.
   - Don’t touch the covering, and if you do, clean your hands.

3. **FOLLOW EVERYDAY HEALTH HABITS**
   - Stay at least 6 feet away from others.
   - Avoid contact with people who are sick.
   - Wash your hands often, with soap and water, for at least 20 seconds each time.
   - Use hand sanitizer if soap and water are not available.

4. **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.
   - Wash your hands with soap and water.

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be used for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)
For the safety of themselves and others in the school community, students with special healthcare needs who may require suctioning, nebulizer treatments, high-flow oxygenation, or conditions that aerosolize secretions or conditions that create uncontrolled respiratory secretions, must provide medical and treatment authorizations from their healthcare provider on how to provide their safe and effective care while in school, including the PPE that must be used by school staff.

School personnel may use alternate face coverings (e.g., face shields or coverings that are transparent or around the mouth) for therapies or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate face coverings may also be used for certain students (e.g., hearing impaired) that benefit from being able to see more of the employee’s face.

Students are encouraged, but not required to wear acceptable face coverings. Face coverings are not required for anyone who is medically unable to tolerate such coverings, including students where such coverings would impair their health or mental health, or where such coverings would present a challenge, distraction, or obstruction to educational services and instruction program.

**Providing face covering:** Schools will provide face covering to any student or staff member who does not have one. Face covering includes cloth face covering, face masks, and/or face shields.

**Protecting high-risk educators:** In cases where close contact between educators and students is highly likely (such as when interacting with certain students with disabilities who cannot socially distance), schools must provide educators with face masks and face shields.

**Gloves:** Latex gloves may be utilized throughout the day. Please remember that gloves are no substitute for frequent handwashing.
Hand hygiene:
- Reinforce to staff and children, regular handwashing with soap and water for at least 20 seconds should be done.
- Alcohol-based hand sanitizers should be provided at every school entrance and in every classroom, kept secured in classrooms where children cannot safely use sanitizer without supervision.

Training: Training in the use of PPE will be provided at orientation. In addition, staff may refer to the links below for additional reminders on the use of face coverings and gloves:
- Handwashing: https://www.youtube.com/watch?v=d914EnpU4Fo
- Face Covering: https://www.youtube.com/watch?v=ML3n1c0FHDl
- Gloves: https://www.youtube.com/watch?v=pbnHlp5vesQ
- Donning and doffing PPE: https://www.youtube.com/watch?v=of73FN086E8
Promoting Health Hygiene Practices, and Cleaning & Disinfection: Cleaning and hygiene protocols recommended by the CDC will be followed and communicated to staff during orientation. Hand sanitizer, wipes, etc. will be provided in all classrooms. These protocols are expected to be adhered to by all summer school staff and participants.

- Signs on how to “Stop the Spread” should be posted in all school buildings in easily seen locations.
- Areas, where summer school operations are used, must be cleaned, disinfected, and/or sanitized, as per CDC guidelines. Door handles, desks, and other high contact areas should be given special attention.
- Surfaces such as desks should be wiped down between students.

Bathroom cleaning: Bathrooms should be cleaned throughout the day. Each class will have a designated bathroom per class.

Respiratory hygiene: Encourage all staff and children to cover coughs and sneezes with tissues or the corner of their bent arm inside their elbow. Dispose of soiled tissues immediately after use.

Training: An in-person or video training that covers social distancing, cleaning protocols, and hygiene practices will be provided to and attended by all staff.
Case Protocols and Notification: If a child or staff member who has been present in school has a confirmed diagnosis of COVID-19, documentation of such confirmed cases will be communicated to the Superintendent and ESY Administrator and the local health department must be notified immediately. In addition, the Superintendent or ESY Administrator in conjunction with the school nurse should establish specific notification procedures that must be taken if a staff member or student is suspected of being sick while maintaining confidentiality in accordance with FERPA, privacy expectations, and the Americans with Disabilities Act (ADA). You may click on the below hyperlinks for guidance from the CDC which explains as follows:

- When staff and students should stay home (such as if they have tested positive for or are showing COVID-19 symptoms); and
- Exclusion for staff and students who have recently had close contact with a person with COVID-19 and the duration for when they should stay home and monitor their health.

Specific notification procedures:
- If a staff or a student is exposed to a person sick with COVID-19, the building school nurse will take appropriate action to inform the administration, facilities, all affected staff, and the parents/guardians of the students. The school nurse will call the local Department of Health and follow their recommendations, including contact tracing.

School Closure and Reopening: The decision to suspend or close a classroom for some or all participants will be made by the Superintendent or ESY Administrator. Schools/classes should implement short-term closure procedures regardless of community spread if an infected person has been in a school building. The NYS Department of Health recommends dismissal of students and staff for 24 to 48 hours or until the school, classrooms, or areas are properly disinfected and sanitized. This allows the Superintendent or ESY Administrator, in consultation with the local health department, to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of COVID-19.

- Recommendations for the scope (e.g., a single class, multiple classes, the full program) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- Communicate dismissal decisions and possible COVID-19 exposure with staff, parents/guardians, students, and relevant stakeholders.
- If a person in a class is sent home sick for any reason, the remaining students and staff will be moved to a clean classroom for the duration of the day and until a
decision can be made by the Superintendent or the ESY Administrator. All students and staff should wash their hands prior to moving into the new space.

- Decisions on when students or staff should be allowed back into the classroom should be made in collaboration with the local Department of Health and the school medical director.

ESY Administrators in collaboration with the Superintendent will work with their local health department and school medical director following a temporary closure to determine when students and staff can safely return to schools.

When should a student or staff stay home: Staff or students with signs or symptoms of COVID-19 are recommended to be in contact with their medical practitioner and ESY Administration. If tested for COVID-19 the staff or student must remain home until they receive their results. If results are negative, entrance back to school will be permitted once they have been fever-free for 24 hours without the use of medication and their symptoms have improved. If results are positive for COVID-19, they will need to meet all three of the following criteria before returning to school: 1. Ten days have passed since the start of the illness. 2. They have been fever free for 24 hours without the use of fever reducing medications. 3. Their respiratory symptoms (cough, shortness of breath) have improved. A discussion with the school health office will be required to review these criteria prior to the return to school.
When will a class be asked to shift into remote learning: If someone in the class is infected with COVID-19 and the class was in close contact with the infected person, the class will shift to a full remote learning plan. Close contact includes being within 6 feet of the person with COVID-19 for 15 minutes or more. The ESY Administration in collaboration with the Superintendent will work with the school medical director to make the decision.

When will staff/student be allowed back to school: In a classroom with a diagnosed COVID-19 case, it is recommended that there be a quarantine period of 14 days from the last time the individual had contact with the sick person because, at this time, health care professionals are indicating that the incubation period for COVID-19 is 2-14 days. Individuals in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from the state and local health department.
ESY | Health Guidance for School Communities

**Health Screening:** Staff will be required to fill out a Health Questionnaire prior to the start of each ESY school day. Staff and students should also be encouraged to self-report symptoms or exposures. Students who are accessing district transportation will be screened by taking the student’s temperature upon arrival at school. Students who are driven to school will be screened by taking the student’s temperature upon arrival at school prior to leaving the vehicle. Students who have a temperature greater than 100.4 degrees are not permitted into the school and will be brought to the school nurse’s office for evaluation. Staff or students who have a temperature greater than 100.4 degrees must remain home and seek medical attention as appropriate. If tested for COVID-19 the staff or student must remain at home until they get their results. If results are negative, entrance back to school will be permitted once they have been fever-free for 24 hours without the use of medications and their symptoms have improved. If results are positive a note of clearance will be needed by their medical practitioner or the DOH.

When conducting the screening of students, the school should include the following in their protocols:

- Use of a touchless infrared forehead thermometer.
- The health screener (such as the school nurse) must wear a medical/surgical mask and face shield while performing screening for illnesses.
- Schools must identify a sick plan for students who develop an elevated temperature or who may become ill.
- In addition to the health office, schools must identify an isolation room where students who exhibit symptoms consistent with COVID-19, will wait for their parent/guardian to pick them up from school.
- Students must never be left unattended in an isolation room.
Physical distancing:
• Multi-stall bathrooms should only be used by those who feel well.
• A separate bathroom should be designated for any student that becomes ill.
• The number of students using the bathroom at any one time should be limited to ensure social distancing protocols of 6 ft apart.
• If possible classrooms should be assigned their own bathroom and at most two classes utilize a bathroom.
• Bathroom occupancy is determined by the number of persons who are able to use the facility while maintaining 6 feet social distance, therefore, it will vary based on the size and layout of each bathroom.
• No personal items should be stored within the bathroom (including staff bathrooms).
• Minimize time in the bathroom

Cleaning:
• Limit the number of surfaces touched.
• Wash hands for at least 20 seconds.
• Bathrooms should be fully cleaned and disinfected twice a day. Follow CDC disinfecting and cleaning protocols.
• In addition to full cleaning and disinfection twice daily, spot-disinfect high-touch surfaces throughout the day. These surfaces include soap and paper towel dispensers, doors within toilet stalls, and toilet handles.
• Place signs near sinks reminding students and staff to wash hands before and after using the restroom.
ESY| Resources

- Interim Advisory for In-Person Special Education Services and Instruction During the Covid 19 Public Health Emergency:

- Interim Guidance for Administrators of US K-12 Schools and Child Care Programs: