

# East Rochester Union Free School District

# 2020-21 REOPENING PLAN \*UPDATED 3/18/2021

## TOPICS ADDRESSED:

- Communication/Family & Community Engagement
- Health & Safety
- Facilities
- Food Services
- Transportation
- Social Emotional Well-Being
- School Schedules
- School Activities
- Attendance & Chronic Absenteeism
- Technology & Connectivity
- Teaching & Learning
- Special Education
- Bilingual Education & World Languages
- Staff



## Introduction

On Monday, July 13, Gov. Andrew Cuomo announced that school districts in New York could follow plans to reopen for in-person schooling in September if COVID-19 infection rates stayed at 5% or lower in a given region.

Determinations were made by the region about opening and closing schools as the COVID-19 pandemic continues. If a region was in Phase 4 and has a daily infection rate of 5% or lower over a 14-day average, schools in that region are able to hold in-person instruction. If daily infection rates exceeded 9% over a seven-day average, however, schools in that region would not reopen. Similarly, should a region see such an average after reopening, schools in that region would also be directed to close.

While districts were instructed to prioritize efforts to return all students to in-person instruction, the East Rochester Union Free School District also planned for remote/distance learning as well as for a hybrid model that combines in-person instruction and remote learning. Parents have the choice to remain in the remote learning model, if they are uncomfortable sending their student for in-person learning. Teachers provide instruction for students who opt-in for remote learning. It should be noted that remote learning, in its nature, can never be to the same quality of in-person instruction. Students who begin the school year by learning remotely have an option to later opt-in to the in-person instruction hybrid model.

A letter was sent to families, asking what their plans for instruction were for the fall. Families needed to make the district aware if students would be opting for the remote learning model by completing the online survey posted on the East Rochester Union Free School District website and sent to a family's primary email contact. If families were unable to access online, they were directed to contact Elementary School Principal Marisa Philp at [marisa.philp@erschools.org](mailto:marisa.philp@erschools.org) or by calling (585)248-6311 or the Jr./Sr. High School Principal Casey van Harssel at [casey.vanharssel@erschools.org](mailto:casey.vanharssel@erschools.org) or by calling (585) 248-6350.

If a family chose to homeschool students, the district did not provide a curriculum. Additionally, the student is not able to opt into the remote or in-person hybrid models now that the academic year has begun. If families chose to homeschool a student, they were asked to reach out to [sarah.callahan@erschools.org](mailto:sarah.callahan@erschools.org).

The plan outlined here is for the reopening of schools in the East Rochester Union Free School District for the 2020-21 school year, following the building closure related to the COVID-19 pandemic.

This plan includes procedures that will be followed in the following schools:

- East Rochester Elementary School <http://elementary.erschools.org/> 400 Woodbine Avenue, East Rochester, NY 14445 Phone (585) 248-6302

- East Rochester Junior/Senior High School <http://juniorseniorhs.erschools.org/> 200 Woodbine Avenue, East Rochester, NY 14445 Phone (585) 248-6302

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to our school campus. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies and stay-at-home orders from the Governor. The level of infection, the spread of the virus and response to the disease in our community will be at the forefront of our decision making as we navigate the school year.

Mr. Jeffrey Onze is the district's COVID-19 Coordinator. Mr. Onze works closely with our local health department. He serves as a central contact for schools and stakeholders, families, staff and other school community members and ensures the district is in compliance and following the best practices per state and federal guidelines. To contact Mr. Onze, please email [ercovid19director@erschools.org](mailto:ercovid19director@erschools.org) or call (585) 248-6370.

Unfortunately, the pandemic prevented us from realizing all of our expectations for a typical school opening. The safety of our students, staff, families and community is our top priority. Collectively, we have done (and will continue to do) our best to create plans that are as close to a typical school year, with safety as the top priority. Teams within the district worked throughout the summer to develop this plan, taking into consideration the feedback received from parents and community members.

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## Communication/Family and Community Engagement

To help inform our reopening plan, the district sought feedback and input from stakeholders, including administrators, faculty, staff, students, parents/guardians of students, local health department officials and health care providers, employee unions and community groups. Engagement efforts included online surveys, virtual forums/meetings and one-on-one conversations. A committee from both the Elementary School and the Jr./Sr. High School also met in July to determine the best course of action as students returned in September. The district remains committed to communicating all elements of this reopening plan to students,

parents and guardians, staff and visitors. The plan is available to all stakeholders via the district website at [erschools.org](http://erschools.org), and will be updated throughout the school year, as necessary, to respond to local circumstances. The link to the plan appears on the district website, Elementary School website and Jr./Sr. High School website homepages. The plan is broken down under the “Reopening Plan” tab on each homepage. Every effort has been made to ensure that the plan is accessible to all individuals in accordance with the Web Content Accessibility Guidelines (WCAG) 2.0 Level A/AA. The plan can also be translated into other languages, via the G-Translate feature available on the district website. Schools will mail information to select families who have been identified to not engage in online learning or communication.

As part of its planning for the reopening of schools and the new academic year, the district developed a plan for communicating all necessary information to district staff, students, parents/guardians, visitors and education partners and vendors. The district uses its existing communication channels – including robocalls to students and staff, emails to students and staff and the East Rochester Union Free social media accounts ([Twitter](#) and [Facebook](#)) – as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic. The East Rochester Union Free School District also relies on Monroe One BOCES to assist with translation services.

The district is committed to establishing and maintaining regular channels of communication and has reviewed and determined which methods have proven to be the most effective in communications with our school community. The district relies on the district website and social media pages to communicate news, requirements and updates related to reopening and in-person instruction, including social distancing requirements, proper wearing of face coverings and proper hand and respiratory hygiene. The information that we share will be based on state guidance and both the CDC and the American Academy of Pediatrics recommendations.

In support of remote learning, the district has made computer devices available to students and teachers who need them. The district provided students and their families with multiple ways to contact schools and teachers during remote learning, including email, phone directories and Google Team pages.

The district uses existing internal and external communications channels to notify staff, students and families/caregivers about in-person, remote and hybrid school schedules with as much advance notice as possible. Schedules were sent to staff and families through email in mid-August, with a robocall reminder to check for that information. A link to schedules is also available on the East Rochester Free Union website under the [“Reopening Plan 2020” section](#).

The district continues to follow its existing engagement and communication protocols with parents regarding the provision of special education services for their child. Calls and emails were sent to families with students who require special education services, as needed. A letter to families was also sent at the beginning of the school year, with details specific to special



education services.

In addition, the district makes every effort to ensure that communication to parents/legal guardians is in their preferred language and mode of communication. The East Rochester Union Free School District website offers translation for families of English language learners. All updates will be communicated via the district website, as well as through letters emailed to families. The district also uses Google Translate and services from Monroe One BOCES for materials sent directly to families with English language learners.

The district is committed to ensuring that all of its students and their families are taught and re-taught new expectations related to all public health policies and protocols. As part of this continuous training, the district assessed the best approach to communicating the information for each students' age group and provides frequent opportunities for students to review these policies and protocols. This targeted education helps ensure that all students and their families know what is expected of them as they successfully returned to the school setting. These trainings covered:

- Hand hygiene: Signs are placed throughout the building, reminding students and staff of the importance of washing their hands. Teachers regularly encourage students to wash hands. Hand sanitation stations have also been placed throughout the building, including in every classroom.
- Proper face covering procedures (how to wear and remove): Per a Board of Education policy that was approved before the start of school, all students, staff and visitors are required to wear masks while on district transportation or the campus whenever social distancing is not possible. Masks with vents are NOT permitted. An email sent to families explains the policy. Teachers reviewed protocols with students at the beginning of the school year. Signs are also placed throughout the building.
- Social distancing: Students remain in cohorts to cut down on interaction. Desks are placed 6 feet apart within classrooms. The district also purchased personal protective equipment for teachers who requested it. Students are required to wear masks when social distancing is not possible. East Rochester staff will monitor the enforcement of masks. Social distancing guidelines will be shared with parents through an email to families and will be available on the district website.
- Respiratory hygiene: Signs are placed throughout the building, informing students and staff of the importance of wearing masks, covering coughs and sneezes and refraining from touching their face. Reminders are also posted on the district's social media accounts.
- Identifying symptoms: Families received a letter explaining the symptoms of COVID-19 and how to perform a health screening each morning. If a student presents symptoms during a screening, they will not be admitted onto campus. If a student begins to develop symptoms while outside of school, parents/guardians should contact the district's COVID-19 Coordinator by emailing [ercovid19director@erschools.org](mailto:ercovid19director@erschools.org) or calling (585)248-6370. There

Are signs throughout campus, depicting the symptoms of COVID-19. If a student or staff member begins showing symptoms while on campus, they will notify their teacher/administrator and be moved to an isolation room until they are able to leave. Teachers addressed these protocols with families during the opening week of school.

The district created and deployed signage throughout the district to address public health protections surrounding COVID-19. Signage addresses protocols and recommendations in the following areas:

- Proper use of personal protective equipment (PPE)
- Acceptable face coverings and requirements related to their wear
- Hand washing
- Adherence to social distancing instructions
- Symptoms/prevention of COVID-19

In addition to signage, the district encourages all students, faculty, staff and visitors through verbal and written communication to adhere to Centers for Disease Control and Prevention (CDC) and DOH guidance regarding the use of PPE through additional means such as letters emailed home to families, social media posts, website articles and robocalls to family homes and cell phones.

The district is committed to creating a learning environment that protects student and staff health, safety and privacy. Our district operates under a standard procedure for addressing situations in which an individual has tested positive for COVID-19 or appears symptomatic. These procedures are outlined in the [Health & Safety section](#) of our reopening plan on our website.

The district will share information regarding containment with all stakeholders through letters sent via email and robocalls to both family homes and cell phones. In the event that a student or staff member is sick or symptomatic, notification to exposed individuals will occur pursuant to the state's contact tracing protocols as implemented by the local health department.

## School Closures

The district continues to prepare for situations in which one or more school buildings need to close due to a significant number of students or staff testing positive for COVID-19 or a considerable regional increase in COVID-19 cases.

East Rochester school personnel meet regularly with the Monroe County Department of Health, who reviews county health data and provides guidance on how best to manage COVID-19. The district may choose to modify operations in one or more schools prior to closing, to help mitigate a rise in cases. The district will consult the Monroe County Department of Health Director, Dr. Mendoza, when making such decisions.

The Superintendent of Schools will communicate with school administrators regularly and, if needed, will consider closing school if absentee rates impact the ability of the school to operate safely. The determination on when to cease operations is made in collaboration with the Monroe County Department of Health. The East Rochester Union Free School District is following a blended model of learning so, in the event of a school closure, a transition to remote learning should be seamless.

In the event that the East Rochester Union Free School District will close, the Superintendent of Schools will meet with school administrators to discuss the logistics of how best to close the building and make a determination on when online learning will begin.

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## Health & Safety

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe at school. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

The following protocols and procedures are in place in all district schools for the 2020-21 school year. Anyone with questions or concerns should contact our COVID-19 safety coordinator at [ercovid19director@erschools.org](mailto:ercovid19director@erschools.org).

For more information about how health and safety protocols and training will be communicated to students, families and staff members, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

### Health checks

The East Rochester Union Free School District has developed resources in relationship to guidance from the State and County Departments of Health to educate parents/guardians and staff members regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school. The resources include the requirement for any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection to not come to school. The Centers for Disease Control and Prevention (CDC) [list of Coronavirus symptoms](#) was used to develop these resources.

Resources include:

- [COVID-19 Screening](#)
- [Stop the Spread](#)
- [Mask Safety](#)

Daily temperature checks and completion of the screening questionnaire provided in the [New York Forward Pre-K to Grade 12 School Guidelines](#) are required for staff, contractors, vendors, and visitors prior to arrival.

The East Rochester Union Free School District has implemented the following practices to conduct mandated health screening:

- Families are expected to do a screening and temperature check of their student in the morning, prior to the days in which they are physically attending school. East Rochester Union Free School District is using Qualtrics to complete daily screenings. Parents will be expected to complete the screening no less than 30 minutes prior to the start of the day.
- If a parent or guardian does not have the technological capabilities or skills to complete this through their phone or email, they will be required to take a daily screening and will hand (or have their student hand) the paper screening to the teacher when met at the door to enter the building each day.
- Any students who have not been screened will be sent directly to the COVID 19 Health Office for a temperature check and screening. That will occur in the high school foyer Room 515 and by the Elementary School's green door adjacent to the elementary nurse's office. The nurse will be able to see one student at a time. All other students will be lined up along the hallway, with proper distancing markers labeled on the floor and monitored by a building level TA until all students have been screened.
- The COVID-19 nurse, as an LPN or RN, is properly trained in performing temperature checks and screenings. The COVID-19 nurse is required to wear the proper PPE at all times while working with individuals in need of screenings in the COVID-19 office.
- If an individual has a temperature of 100°F or greater or has a positive response to a screening question, that individual will be isolated from others and immediately dismissed from school.
- Regular reminders were sent via email and calls from both the building principals and the Superintendent's office, reminding families to complete their daily screenings prior to arriving on school property.

If there are any further questions or needs for clarity regarding COVID-19 protocols, communication should be sent to [ercovid19director@erschools.org](mailto:ercovid19director@erschools.org). Questions posed will be addressed directly by the director or sent to the proper health care providers or administrators to address the questions as needed.



All information from both versions of screening will be kept on record for a minimum of one calendar year.

If any answers to health screenings change outside of school hours or their symptoms change when they are not in attendance at school, UPK-12 grade students need to email [ercovid19director@erschools.org](mailto:ercovid19director@erschools.org) immediately. That information will be sent directly to the COVID-19 nurse and the appropriate building level nurse. All reports will be reviewed by our COVID-19 nurse, Krisitne McCarthy (who can be reached at [kristine.mccarthy@erschools.org](mailto:kristine.mccarthy@erschools.org) or by calling 248-6302) under the review of our East Rochester COVID-19 Director, Jeffrey Onze.

## Social distancing, face coverings & PPE

The district is mindful of the evolving need for emergency measures to respond to the COVID-19 pandemic. In accordance with the guidance issued by the Department of Health (DOH) and New York State Education Department (NYSED) for In-Person Instruction During the COVID-19 Public Health Emergency, and pursuant to a board policy developed by the Board of Education and district administrators, the district implements the following protocols for all students, employees and visitors of the East Rochester Union Free School District.

### Students

All students in Pre-Kindergarten through the 12th grade are required to wear a mask or face covering:

- during the first 45 minutes of the school day, without a break;
- when at school or a school function in any school building, facility or other area of a school campus including while traveling in hallways;
- while waiting outside school buildings before and after school;
- while waiting at bus stops; and
- when riding in District-provided transportation.

Additionally, athletes must follow guidance from the New York State Public High School Athletics Association and Section V Athletics.

All masks and face coverings must cover the nose and mouth of the student. Masks with valves will NOT be permitted. Students may remove masks and face coverings:

- when eating or drinking during assigned breakfast/lunch/snack periods;
- during instruction or other times when appropriate social distancing measures are in

place as determined by a teacher or school administrator; and

- during “mask breaks” as directed by a teacher or school administrator.

Students who refuse, or repeatedly fail, to wear a mask or face covering as set forth above shall be subject to disciplinary consequences under the District’s Code of Conduct. Repeated failure to comply with these protocols could lead to suspension of the student from school and/or from District transportation.

A student may only be exempted from these protocols if an appropriate healthcare provider certifies in writing that the student is not medically able to tolerate wearing a mask or face covering. The District will provide a mask or face covering to a student in the case that a student forgets their own.

## Employees

All employees are required to wear a mask or face covering:

- during the first 45 minutes of the school day, without a break;
- while working or attending a school function in any school building, facility or other area of a school campus including while walking in hallways and traveling in elevators; and
- in District-owned vehicles if more than one individual is in the vehicle.

All masks and face coverings must cover the nose and mouth of the employee. Masks with valves will NOT be permitted. Employees may remove masks and face coverings:

- if working in an individual office and/or other workspace (including outdoor areas) where appropriate social distancing can be maintained (this does not apply to common areas such as school offices);
- in conference rooms if appropriate social distancing can be maintained; and
- instructional employees may remove masks and face coverings on a case-by-case basis for instructional needs and other activities, as determined by the employee in accordance with District protocols, in which case the instructional employee must ensure that appropriate social distancing measures are followed.

Employees who violate these protocols may be subject to disciplinary consequences under applicable New York law and/or collective bargaining agreements.

An employee may only be exempted from these protocols if an appropriate healthcare provider certifies in writing that the employee is not medically able to tolerate wearing a mask or face

covering. While the District provides masks or face covering for employee use, employees may also choose to use their own.

## Visitors (Volunteers, Vendors, Parents)

All visitors are required to wear a mask or face covering:

- while working or attending a school function in any school building, facility or other area of a school campus including while walking in hallways and traveling in elevators; and
- in District-owned vehicles if more than one individual is in the vehicle.

All masks and face coverings must cover the nose and mouth of the visitor. Masks with valves will NOT be permitted. Visitors may remove masks and face coverings:

- if working in an individual office and/or other workspace (including outdoor areas) where appropriate social distancing can be maintained (this does not apply to common areas such as school offices);
- in conference rooms if appropriate social distancing can be maintained; and
- as directed by a District administrator or other employee.

Visitors who violate these protocols will be required to leave school grounds and may be refused reentry.

## Infection control strategies

Signs are placed throughout the building, reminding students and staff of the importance of social distancing, wearing masks, washing/sanitizing hands, etc. There are also hand sanitizing stations throughout the district. Additionally, disposable face masks are available to students and staff who do not have one.

Students remain socially distanced while in classrooms, with desks being appropriately spaced. In a situation when social distancing does not occur, students must continue mask use. This has required class sizes to be adjusted. Class size now ranges in size as the social distancing mandate allows. Classes will remain in a single room as a cohort to prevent traffic in the hallways.

Due to space restrictions with the revised class sizes, elementary classes now overflow into the Junior/Senior High School with students attending four days a week. The remaining portion of the Junior/Senior High School is utilized by secondary students. Grades 6-8 attend in-school classes four days a week, while students in grades 9-12 attend in-school classes twice a week.

## Management of ill persons, contact tracing and monitoring

The district requires students, faculty, or staff members who develop COVID-19 symptoms during the school day to report to the nurse's office. If there are several students waiting to see the school nurse, students must wait at least 6 feet apart. The district has a designated area to separate individuals with symptoms of COVID-19 from others until they can go home or to a healthcare facility, depending on severity of illness. One area is used to treat injuries, provide medications or nursing treatments, and the other area is used for assessing and caring for ill students and staff. These areas are inside Room 515. Both areas are supervised by an adult and have easy access to a bathroom and sink with hand hygiene supplies.

In the Elementary School, the isolation room is the family restroom adjacent to the green door and the nurse's office. In the Jr./Sr. High School, the isolation is Room 515.

PPE requirements for school health office staff caring for sick individuals includes both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (e.g., goggles or face shield) should be added. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, eye protection, and a fit-tested N-95 respirator will be used, if available. If an N-95 respirator is not available, a surgical face mask and face shield will be used.

School health office cleaning will occur after each use of cots, bathrooms, and health office equipment (e.g., blood pressure cuffs, otoscopes, stethoscopes). Health office equipment will be cleaned following manufacturer's directions.

Disposable items will be used as much as possible (e.g., disposable pillow protectors, disposable thermometers, disposable thermometer sheaths or probes, disposable otoscope specula). Areas used by a sick person will be closed off and will not be used until after cleaning and disinfection has occurred.

## Aerosol Generating Procedures

Respiratory treatments administered by nurses generally result in aerosolization of respiratory secretions. These aerosol generating procedures (AGPs) potentially put healthcare personnel and others at an increased risk for pathogen exposure and infection. The district requires the following PPE to be worn during AGPs: gloves, N-95 or a surgical mask with face shield, eye protection and a gown. PPE will be used when: suctioning, administering nebulizer treatments, or using peak flow meters with students who have respiratory conditions.

Treatments such as nebulized medication treatments and oral or tracheostomy suctioning will be conducted in a room separate from others with nursing personnel wearing appropriate PPE. For

nebulizer treatments, if developmentally appropriate, the nurse will leave the room and return when the nebulizer treatment is finished.

Cleaning of the room occurs between use and cleaning of the equipment is done following manufacturer's instructions after each use.

### If Students or Staff become Ill with Symptoms of COVID-19 at School

When a student presents with symptoms requiring a visit to the school nurse, the school district follows the recommendation from the Monroe County Department of Health, which includes immediate isolation and sending the student home as soon as possible.

The district requires students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. Students will be supervised in the isolation area while awaiting transport home and will be separated by at least 6 feet. Students will be escorted from the isolation area to their parent/guardian.

Individuals with signs of illness will be directed to contact their medical provider, who will determine if and when a test is warranted. Testing will take place at the provider's office or at a testing location provided by the provider. If the individual can not access a medical provider, the school district will reach out to WorkFit to access a medical provider for the student or staff member.

### Transporting Home:

- Students will be escorted from the isolation area to the parent/guardian.
- Staff will provide the parent/guardian with a student assessment checklist and COVID-19 parent letter.
- Symptomatic students or staff members must follow [CDC's Stay Home When You Are Sick guidance](#) unless otherwise directed by a healthcare provider or the Monroe County Department of Health.
- If the student or staff member has emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to arouse, bluish lips or face, the district will call 911 and notify the operator that the person may have COVID-19.

### Return to School after Illness

The district has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students,



who screened positive for COVID-19 symptoms can return to the in-person learning environment at school.

When an individual exhibits symptoms consistent with COVID-19 during a screening, that individual must immediately be separated from others and sent home. The individual cannot return to school without, at minimum:

- documentation from a health care provider,
- a negative COVID-19 test and
- symptom resolution.

If an individual receives a positive COVID-19 diagnosis, the individual must wait to be released from isolation before returning.

Schools should follow NYS DOH's "[PreK- Grade 12 COVID-19 Toolkit](#)" for faculty or staff members who are seeking to return to work after a suspected or confirmed case of COVID-19 or after close contact with a person with COVID-19.

## COVID-19 Testing

For a COVID-19 confirmed case, the Monroe County Department of Health takes the lead on decisions regarding isolation/quarantine and release.

In the event that a large-scale testing will need to be conducted at the school, the district administration will work with the following providers:

- Dr. Michael Mendoza with the Monroe County Department of Health- [\(585\) 753-6000](tel:5857536000) ● Dr. Jay Ellie with WorkFit- [\(585\)426-4990](tel:5854264990)
- Director of Occupational and Comprehensive School Health Heather Hosking with WorkFit- [\(585\)426-4990](tel:5854264990)

## Contact Tracing

The district notifies the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of the district. The district cooperates with the Monroe County Department of Health with contact tracing, isolation and quarantine efforts.

To assist the local health department with tracing the transmission of COVID-19, the district has developed and maintained a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program.

Districts may assist with contact tracing by:

1. Keeping accurate attendance records of students and staff members
2. Ensuring student schedules are up to date
3. Keeping a log of any visitor which includes date and time, and where in the school they visited
4. Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

The Monroe County Department of Health responds and performs a thorough investigation, including contact tracing with cooperation from the school and provides recommendations to the school regarding action plans in response to a COVID- 19 positive case.

The Monroe County Department of Health does not disclose personal information for those testing positive for COVID-19. All relevant parties will be notified appropriately by the school or through contact tracing by the health department. The health department notifies the community of a positive student case by identifying the name of the school building impacted. The Monroe County Department of Health notifies the community of a positive faculty/staff case by identifying the name of the school district.

The health department also notifies the superintendent and school nurse of all mandatory quarantines for students, staff and faculty after notifying the individual and/or family.

Local health departments do not automatically consider teachers and school staff to be essential workers. A determination needs to be made on a case-by-case basis with the Monroe County Department of Health and the East Rochester Union Free School District, pending guidance from NYSDOH.

For more information about how COVID-19 containment efforts will be communicated to students, families and staff members, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

## School Closures

A closure refers to contingency plans, protocols, and procedures for decreasing the scale or scope of in- person education and/or closing the school. The district collaborates with the Monroe County Department of Health to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in-school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

At a minimum, the plan will incorporate the following:  
Some conditions may warrant the district, in consultation with state and local health departments,

to reduce in-person education or closing the school and plan for an orderly closure; such conditions may include:

- Schools in New York will close if the regional infection rate rises over 9%. Schools will close if the 7-day rolling average of the infection rate is above 9%.
- School districts in our region of New York district can reopen if the daily infection rate remains below 5%, using a 14-day average, unless otherwise directed from the Monroe County Department of Health.
- If the infection rate rises about 9%, the district must wait until the 14-day average is below 5%
- Once schools open at Phase 4 with below 5% for a 14-day rolling average, schools can remain open even if the rate continues to rise until it reaches 9% for a 7-day average.
- The district will be notified by the Monroe County Department of Health on the situation.
- Administrators will consider closing school if absentee rates impact the ability of the school to operate safely.
- The district may choose to modify operations prior to closing to help mitigate a rise in cases. If infection rates are rising above 5%; consider modifying school operations for medically vulnerable students and staff if they are participating in in-person activities. We will consult with our medical director and the Monroe County Department of Health when making such decisions.
- The district will determine which operations will be decreased or ceased and which operations will be conducted remotely; include a process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel.

For more information about how school closure information will be communicated to students, families and staff members, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

## Health hygiene

The district will emphasize healthy hygiene practices for students and staff by providing initial and refresher education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs will be posted throughout the school (e.g., entrances, restrooms, cafeteria, classrooms, administrative offices, auditorium, custodial staff areas) and regular messaging will be shared with the school community. Signage will be used to remind individuals to:

1. Stay home if they feel sick.
2. Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.

3. Properly store and, when necessary, discard PPE.
4. Adhere to social distancing instructions.
5. Report symptoms of, or exposure to, COVID-19.
6. Follow hand hygiene, and cleaning and disinfection guidelines.
7. Follow respiratory hygiene and cough etiquette.

## Hand Hygiene

Students and staff must carry out the following hand hygiene practices.

- Wash hands routinely with soap (any kind) and water for at least 20 seconds.
- Dry hands completely after washing. Use paper towels to dry hands if available instead of a hand dryer if they are available.
- If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol. Hand sanitizer should be rubbed on the hands until it is completely absorbed. DO NOT dry hands if sanitizer is used.

Hand washing should occur:

- Before and after eating (e.g. snacks and lunch).
- After going to the restroom or after assisting a student with toileting.
- After using a tissue.
- Before and after using shared materials.
- Before and after putting on or taking off face masks.
- After coming in from the outdoors.
- Anytime hands are visibly soiled.

## Respiratory Hygiene

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, the district emphasizes the importance of respiratory hygiene. Students and staff must carry out the following respiratory hygiene practices.

- Cover a cough or sneeze using a tissue. If a tissue is used, it should be thrown away immediately.
- If you don't have a tissue when sneezing or coughing, sneeze into your elbow. ● Wash your hands after sneezing or coughing.
- Face coverings are protective. Wearing a face covering will keep the respiratory droplets and aerosols from being widely dispersed into the air.

For more information about how hygiene information will be communicated to students, families

and staff members, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

## Cleaning and disinfecting

The district ensures adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “[Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19.](#)” and the “STOP THE SPREAD” poster, as applicable. Cleaning and disinfection logs are maintained that include the date, time, and scope of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include

- Bathrooms
- Athletic training rooms, locker rooms
- Health offices, isolation rooms
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Breakrooms
- Cafeterias/Kitchens
- Computer labs
- Science labs
- Classrooms
- Maintenance offices and work areas
- Maintenance Barn
- Buses, school vehicles
- Libraries
- Large meeting areas (auditoriums, gymnasiums, music rooms)
- Playgrounds (cleaning only)
- Outdoor seating areas (plastic or metal)

Students, faculty, and staff have been trained on proper hand and respiratory hygiene, and such information has been provided to parents and/or legal guardians on ways to reinforce this at home.

The district provides and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for



areas where handwashing facilities may not be available or practical.

- Accommodations for students who cannot use hand sanitizer will be made.

Regular cleaning and disinfection of the facilities regularly occurs including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each individual's use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The district will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.

For more information about how cleaning and disinfection information is communicated to students, families and staff members, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

## Vulnerable populations/accommodations

We recognize that some students and staff members are at an increased risk for severe COVID-19 illness, live with a person who is at an increased risk, or simply do not feel comfortable returning to an in-person educational environment. It is our goal that these individuals are able to safely participate in educational activities. Students and staff within the same cohort as an individual in this situation would be required to wear masks throughout the duration of the day. Staff members will also be provided face shields, upon request.

## Visitors on campus

In the event a visitor needs to be inside the school building during the day all safety protocols must be followed. Parents/guardians will report to the single-point-of-entry and not go beyond unless it is for the safety or well-being of their child. Essential visitors to facilities will be required to wear face coverings and will be restricted in their access to our school buildings.

Visitors must follow all safety protocols and health screening requirements.

## School safety drills

The district will conduct fire (evacuation) drills and lockdown drills as required by education law and regulation and the fire code without exceptions. Schools must continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. Drills have been and will continue to be conducted in a manner that maintains social distancing at exits and gathering points outside the building, while still preparing students to respond in emergencies.

Education Law §807 requires that schools conduct 8 evacuation and 4 lockdown drills each school year.

East Rochester UFSD has made modifications to protocol for evacuation and lockdown drills to slow the spread of COVID-19. Regardless of the modification used when conducting a drill, students have been instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

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

- Conducting drills on a “staggered” schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. Staggering by classroom minimizes contact of students in hallways, stairwells, and at the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all students in the school building on that school day, it may be necessary to do so during a class period that is extended for this purpose; and
- The District has ensured that all students are receiving instruction in emergency procedures, and participating in drills while they are in attendance in-person.

Modifications to Lockdown Drills include, but are not limited to:

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

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## Facilities

In order to prevent the spread of COVID-19 infection in the district, facilities operations are geared toward meeting social distancing requirements and cleaning frequently touched spaces regularly. In carrying out projects or tasks supporting infection control, requirements for changes associated with building spaces are met regularly. Additional plans for changes or additions to facilities that require review by the Office of Facilities Planning (OFP), will be submitted to comply

with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code.

The East Rochester Union Free School District (East Rochester UFSD) recognizes that as students and adults return to their school buildings for in-person instruction, it is vitally important that the physical spaces they occupy are configured and maintained in a way that provides the maximum possible protection from spreading the coronavirus.

East Rochester UFSD has followed health guidance related to social distancing and other safety measures to maximize the health and safety of our students and staff. To meet the requirements of that guidance, East Rochester UFSD needed to rearrange and re-purpose physical space within the building, needing to make changes in programming or operation.

The District does not foresee the need to expand the building or the district's footprint, or alter existing space through construction or add any temporary exterior space. This is not to say such changes will never occur, but at present the District does not think this will be necessary for the foreseeable future.

Any future changes of a more substantive nature (such as construction) would naturally be subject to fire code compliance and review by the New York State Education Department's (NYSED's) Office of Facilities Planning.

Questions will arise as we strive to balance fire safety and building security needs with our efforts to prevent the spread of COVID-19. Our district administrative team is in consultation with other school districts, and local and state agencies to ensure that all factors are fully considered, and that the risks to building occupants are minimized across the full range of potential concerns.

## General Health and Safety Assurances

East Rochester UFSD has and will continue to follow all guidance related to health and safety. This includes meeting social distancing requirements and cleaning frequently touched spaces regularly to prevent spread of infection. These requirements are addressed in more detail in other parts of the District Reopening Plan. The reopening plan meets all requirements associated with building space related changes that may be made.

## Fire Code Compliance

Any changes or additions to our facility requires a review by the Office of Facilities Planning (OFP), since all spaces to be occupied by public school students and staff must meet the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code. Should the District decide that alterations to the building

are necessary, such proposed changes shall be submitted to the OFP for review and approval - just as with any other project.

## Doorways

Many stairs and corridor doors have closers with automatic hold-opens. These doors are normally held in the open position and are automatically released by the fire alarm system. The function, position, and operation of those doors shall remain unchanged. They need not be touched during normal use.

## Emergency Drills

East Rochester UFSD conducts standard operations and procedures to the best of its ability without deviating from current requirements. Fire (evacuation) Drills and Lockdown Drills are required by Education Law and regulation and the Fire Code and they will be conducted without exception. Fire Code Section 404 requires that schools maintain Fire Safety, Evacuation, and Lockdown Plans and these plans include how lockdown and evacuation drills are conducted. Methods to promote and provide for social distancing during evacuation drills are included in the District Fire Safety plan.

## Inspections

Since the statute has not been changed to provide an extension to the submission deadline for the Building Condition Survey or Visual Inspections, the deadlines for these inspections will be met.

## Lead Testing due in 2020

At present, the statutory requirement that lead testing occur in 2020 continues. NYS DOH regulation 67-4, Lead-In-Water Testing, DOH requires lead-in-water testing to be conducted when the building is “normally occupied.” Sampling will not be conducted when the building is vacant or has been vacant for an extended period due to COVID-19 closure. Moreover, simulation of “normally occupied operation” for the purpose of lead-in-water testing is not permitted. The District will follow NYS DOH guidance, to the fullest extent possible, on recommended procedures to provide clean and safe drinking water upon reopening.

## Means to Control Infection

The following arrangements have been made to reduce transmission of infection:

**Time Management:** One of the goals of the District Administrative Team was to examine student and class schedules to reduce student use of the corridors. The traditional practice of changing classes between periods has been minimized to reduce hallway congestion and

promote social distancing.

**Leave Doors Open:** To reduce the spread of the virus from touching door levers and knobs, doors may be fixed in the open position. This is only permitted at doors without door closers and doors which are not fire rated.

**Plastic Separators:** The use of clear light-transmitting plastic barriers is utilized in locations where social distance or mask requirements cannot be complied with or easily regulated. (Example: separating individual lavatory sinks from each other.) Light-transmitting plastics comply with 2020 BCNYS Section 2606 to mitigate the negative impact of life and safety features of a school.

**Alcohol-based Hand Rub Dispensers:** East Rochester UFSD has adequate hand-washing facilities, as mandated by Code, and has supplemented hand-washing with alcohol-based hand rub dispensers in most rooms. Alcohol-based hand-rub dispensers are permitted to be installed in rooms and corridors in limited quantities in accordance with FCNYS 2020 Section 5705.

**Dividers at doors and other points of congregation:** East Rochester UFSD may decide to use dividers, if necessary, at queue lines and other areas subject to overcrowding. Such dividers, if used, will be OFP-approved so as not to interfere with safety.

## Required Square Footage

While recommendations on social distancing suggest that maintaining a six-foot distance from others is optimal, the building code itself does not mandate a minimum square footage per person on which districts must base the number of students and staff in a building. Code sets standards for individual rooms and it varies on room function. East Rochester UFSD uses 20 square feet (SF) per person for a classroom, 15 SF per person for cafeterias, 50 SF Vocational, Tech and Special Ed., 150 SF for offices and 5-15 SF for gymnasiums.

The District shall contact and consult with an architect at the OFP if a change in room use results in a change in occupant load, or if a change in occupancy of a space results in an occupant count greater than 49. A higher than expected number of occupants may change the requirements for exits.

## Facility Alterations and Acquisition

Districts may choose to ease social distancing by changing the way they use space in their existing buildings or by acquiring additional space. All spaces to be occupied by school students and staff must meet the requirements of the 2020 New York State Uniform Fire Prevention and



Building Code and the State Energy Conservation Code. At present, East Rochester UFSD does not anticipate a need to acquire additional space.

### Changes to Space Utilization and/or Alterations

Should East Rochester UFSD decide to make space alterations to the physical space or the building, these items will be required:

- If alterations to the configuration of existing classrooms or spaces are made, or if temporary and/or movable partitions are introduced, such changes shall be submitted to OFP, the local municipality and/or code enforcement officials for review.
- If the means of egress, fire alarm system, ventilation, and lighting are affected, such changes must be indicated on all submitted plans.
- Any alterations to the building will be performed in consultation with the District's architect, with all floor plans submitted to OFP for approval.
- Any alterations proposed due to COVID-19 shall be indicated as "COVID-19 Reopening" when submitted to the OFP. This will allow NYSED to expedite those reviews.
- If the District proposes installation of movable partitions (gym, cafeteria, Library classroom dividers) and queue barricades an abbreviated submission consistent with the Form FP-AU Request for Approval of Use of a Facility shall be provided.
- Use of Cafeterias, Libraries, Auditoriums and Gymnasiums: A floor plan of the entire room showing the furniture layout with egress aisles shall be submitted to OFP for approval. Lighting, ventilation, means of egress, and fire alarm coverage must be indicated.

East Rochester UFSD may utilize available space in the cafeteria, gyms, auditorium and libraries (or sections thereof) as classroom space. Minor alterations and the use of space dividers may be utilized in existing classrooms. The need for social distancing may be enhanced by alterations to a lobby or corridor and /or interior spaces/rooms.

### Space Expansion

**East Rochester UFSD does not anticipate the need to expand square footage** (e.g. building additions, lease space, transportable classroom units or spaces such as tents) in order to enable improved social distancing. Should such need arise in the future, the District will comply with the following requirements as they apply to all spaces to be occupied by school district staff and students:

- Code Review: Per statute, NYSED's Office of Facilities Planning must review and approve the above types of projects to ensure that the proposed spaces meet the fire code.
- Off-Site Lease Requirements: For offsite facilities, the district must contact their project

manager at NYSED Office of Facilities Planning (OFP) and submit a Temporary Quarters (TQ) Project submission.

To ensure that these sites meet all requirements, TQ submissions require submission of:

- OFP Form FP\_AU-Request for Approval of Use of a Facility;
- Architectural quality floor plan;
- Site plan;
- AHERA Plan;
- Fire Safety Report;
- Confirmation of Americans with Disabilities Act compliance;
- Local Code Authority Certificate of Occupancy; and
- Approval of use of space.

Please note – if a Change of Occupancy in the Existing Building Code applies (e.g. office or B-occupancy to E-occupancy) code requirements such as rescue windows; accessibility; fire protection systems such as sprinkler or emergency voice alarm communication systems; ventilation – may make it infeasible.

Districts or other applicable schools should identify COVID-19 Projects as “COVID-19 Reopening” when required materials are submitted to OFP for review and consult with OFP for a preliminary evaluation of all facilities under consideration for leasing. All leased facilities must be submitted to OFP for review and approval.

Any space expansion request/proposal will be made in consultation with the District’s architect/engineer of record.

## Tents for Additional Space

If the district needs to utilize tents as alternate spaces, the following requirements apply:

- Tents, both temporary and permanent are regulated by code and must be submitted for a building permit.
- Temporary structures and tents are those erected for 180 days or less. The Building Code Section 3103.1 indicates, “tents and membrane structures erected for a period of less than 180 days shall comply with the Fire Code of NYS”.
- The Fire Code (FC) Chapter 31 contains extensive requirements for Tents and Other Membrane Structures. FC Section 3103.2 indicates that a permit and approval of temporary tents is required. FC Section 3103 contains requirements for temporary tents and Section 3104 has requirements for permanent tents. They include requirements for construction documents, access roads, location, seating plans, means of egress, illumination, exit signs,

construction, use.

- Permanent tents are considered a membrane structure and are regulated by Building Code Section 3102 and other applicable sections.
- Districts or other applicable schools must consult their design professional to prepare submission drawings for approval by OFP.
- The following information must be shown on the drawings: Dimensions, Minimum separation distance to other structures, Tent sides (yes) (no), Duration of use, Type of use/activity, Anchorage, Number of Exits, Width of each exit, Table/Chair/Contents, layout, Fire extinguisher Location, Occupant load, Heating or Cooking equipment, Utilities, Exit signs, NFPA 701 testing/label/certification.
- If the tent is used for E-occupancy, consult with local municipalities and/or code enforcers to provide code-compliant design for mechanical heat and ventilation; lighting; emergency lighting; power; fire alarm; plumbing; etc. as required.
- Districts or other applicable schools must consult their architect and submit to OFP for approval. The district, or other applicable school, must provide an architectural quality floor plan, which clearly indicates existing and proposed use of space showing the furniture layout with egress aisles. Lighting, ventilation, means of egress, and fire alarm coverage must be indicated.

## Plumbing Facilities and Fixtures

**Toilet and Sink Fixtures:** East Rochester UFSD may consider reducing the number of available toilet fixtures in the building in order to facilitate frequent cleaning. However, any reduction in available toilet fixtures will not fall below the minimum number of toilet fixtures that must be available for use as established in the building code. Any changes made will be in consultation with the District's architect/engineer of record.

Since frequent handwashing is a key component to avoiding the spread of COVID-19, sinks and soap are available to building occupants at all times.

**Drinking Water Facilities:** Drinking fountains are a code required plumbing fixture in schools. Currently, the District has no plans to reduce the number of available drinking fountains but have modified them in accordance with safety guidelines. Students and staff are encouraged to bring their own water bottles.

**Ventilation:** East Rochester UFSD maintains adequate, code required ventilation (natural or mechanical) as designed.

Any proposed air cleaning equipment was submitted to OFP for review and approval. Schools are encouraged to increase the fresh air ventilation rate to the extent possible to aid in

maintaining a healthy indoor air quality. The district has installed a higher efficiency filter in all air handlers and univents, increasing filter quality from a MERV-8 to a MERV-13 rating (MERV = Minimum Efficiency Reporting Value. MERV is an industry-standard scale to measure the effectiveness of air filters). MERV-13 shall be the new District standard.

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## Child Nutrition

School meals will continue to be available to all students, including those attending school in-person and those learning remotely, while also complying with national, state and local health and safety guidelines.

For information about how meal information will be communicated, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

### Meal Options

#### 1. Students Eating On-Site (In-Person Learning)

#### 2. Students Eating Off-Site (Remote Learning)

- Breakfast: Breakfast is available each morning using a Grab-in-Go from the cafeteria format or on a table outside the classroom format. Students are given time to properly wash or sanitize their hands prior to the breakfast period. Students use social distancing cues on the walls/floor and masks when entering the cafeteria. Breakfast is pre-packaged to meet federal nutrition guidelines and is accounted for in the point-of-sale system to ensure student allergies have been considered and meal counts are properly recorded.

- Lunch: Classrooms in Grades K-5 will use an online ordering process each morning to order lunch for that day. Menu choices are limited. Students are given time to properly wash their hands prior to the lunch period. By cohort, students report to the cafeteria to pick up the lunch they ordered. Students use social distancing cues on the walls/floor and masks when entering the cafeteria. Lunch is prepackaged with a choice of milk available. For safety, hot/cold serving stations are not available. A la carte options are also limited.

#### 2. Students Eating Off-Site (Virtual Learners)

- The Food Service department offers breakfast and lunch for family pick-up between 11 a.m. and 1 p.m. each day.

## Food Allergies

- Food allergies are noted in a section of the point-of-sale system.
- Food allergies are part of the Google doc ordering process.
- Desks are spaced 6 feet apart. This level of distancing mitigates the risk of cross contamination for allergies. Once the student is finished eating, their area is cleaned.

## Hygiene & Food Sharing

- Hand washing/sanitizing occurs before arriving at the cafeteria to pick up meals.
- Food Sharing of any kind is prohibited.
- Food and beverages are prohibited in the hallways.

## Cleaning & Disinfection of the Serving, Kitchen, & Seating Areas

- Classroom desks are wiped down after each student meal.
- The kitchen is cleaned every evening after the last set of meals have been prepared.
- The serving lines/cashier station are wiped down between cohorts.
- Deep cleaning occurs on Wednesdays when the entire student body is off-site.

## Free & Reduced Application Process for 2020-2021

The USDA has extended free meals for all program through June 30, 2021. This means that meals will continue to be free for all students through the end of the school year. The standard food service program that runs during the school year will be in effect beginning on the first day of school in September, 2020.

Full-pay prices for meals for the 2020-2021 school year are as follows:

- Breakfast = \$1.30/meal
- Lunch = \$2.60/meal

Free & Reduced Meal Applications are available for the 2020-2021 school year and should be completed if you feel your child(ren) may qualify. It is important to fill out an application, even though meals are currently free for all students, because the eligibility can be used for other benefits relating to student services This application can be completed anytime during the school year.



2020-2021 Free & Reduced Meal Applications are available in the following ways:

- New applications are available on our website at [www.erschools.org](http://www.erschools.org)
- New applications can be emailed to you at the email address we currently have in our student management system. Once you receive your application, please print it and fully complete the application.
- New applications can be mailed to you upon request by calling (585) 248-6307

Please fully complete and mail the application to: Attn: Michele Griffith, East Rochester Schools, 222 Woodbine Avenue, East Rochester, NY 14445.

You may also drop off your completed application at any time in front of the District Office in the black mailbox.

## Payment Options

In order to reduce the spread of COVID-19 and meet health & safety guidelines, we are urging families to sign up for a free account with MySchoolBucks as a way to prepay for student meals without the use of cash at the point of sale. Please visit the school website for more information or visit [www.MySchoolBucks.com](http://www.MySchoolBucks.com)

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## Transportation

The school bus is an extension of the classroom; therefore, many of the recommendations that apply to school buildings (like social distancing and frequent cleaning) are applied to the school bus, as well. Pupil transportation also presents certain unique challenges, especially with regard to the transportation of homeless students, students in foster care, students in nonpublic and charter schools and students with disabilities. So, it is critical that schools and school districts are sure to include Transportation Department staff in all school re-opening planning.

## School District Policies/Practices

East Rochester UFSD will continue to fulfill existing mandates regarding the safe and effective transportation of students who are homeless (McKinney-Vento), in foster care, have disabilities and attend non-public schools and charter schools.

## The School Bus

East Rochester UFSD and its transportation providers follow School Bus Mandatory Requirements and makes the following assurances:

- Students who are able are required to wear masks and social distance on the bus. Buses have a supply of masks available for student use, in the event a student forgets to board with a mask.
- All buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by districts and contract carriers are cleaned/ disinfected once a day. High contact spots are wiped down after the a.m. and p.m. run, depending upon the disinfection schedule. (For example, some buses are cleaned between the a.m. and p.m. runs while other buses are cleaned/disinfected after the p.m. run);
- School buses are not equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses;
- For wheelchair school buses, wheelchair placement has been configured to ensure social distancing.

The East Rochester UFSD follows the school bus best practice considerations implemented by its principal transportation provider, East Irondequoit Central School District. These include opening roof hatches and windows when temperatures are above 45 degrees Fahrenheit.

Note: The NYS Department of Education recommends installing sneeze guards on buses as a best practice. However, the NYS Department of Transportation has not approved mounting sneeze guards on buses. Therefore, no sneeze guards have been installed on buses transporting East Rochester students.

## School Bus Staff

East Rochester UFSD and its transportation providers follow School Bus Staff Mandatory Requirements and makes the following assurances:

- School bus drivers, monitors, attendants and mechanics must perform a self-health assessment for symptoms of COVID-19 before arriving to work. If personnel are experiencing any of the symptoms of COVID-19 they shall notify their employer and seek medical attention;
- School bus drivers, monitors, attendants and mechanics must wear a face covering along with an optional face shield;

- Transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19;
- Transportation departments/carriers will provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses as well as hand sanitizer for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.
- Drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.

The East Rochester UFSD follows the reopening plan best practice transportation considerations implemented by its principal transportation provider, East Irondequoit Central School District.

These practices include:

- The driver, monitor, and attendant may wear gloves and gowns if they choose to do so but are not required unless they must be in physical contact with students;
- Transportation staff are encouraged to wash their hands with soap and water before and after a.m. and p.m. runs to keep healthy and prevent the spread of respiratory and diarrheal infection from one person to the next. Germs can spread from other people or surfaces when you:
  - touch your eyes, nose, and mouth with unwashed hands
  - touch a contaminated surface or objects
  - blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

## Students on Transportation

- As was outlined in the Health and Safety section of this plan, all parents/guardians will be required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation to school;
- Students must wear a mask on a school bus if they are physically able. Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering;
- Students must social distance on the bus;
- Students who do not have a mask can NOT be denied transportation;
- Students who do not have masks must be provide one by the district;
- Students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.

The East Rochester UFSD will follow the best practice “Students on Transportation Considerations” implemented by its principal transportation provider, East Irondequoit Central School District. These practices include:

- Siblings or children who reside in the same household are encouraged to sit together.
- Students are assigned where to sit on the bus, rear to front, based on morning routes.
- A student without a mask will be provided a mask by the driver/monitor/attendant.
- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering. In such a situation the seating has been rearranged so the student without a mask is socially distanced from other students.
- Students who are transported in a mobility device are distanced from other students to provide social distancing.
- Students have been reminded of the bus rules, including reminders to not eat or drink on the school bus, which would require them to remove their mask.

### Protocols Once Students Disembark from Transportation:

The East Rochester UFSD will follow the following protocols implemented by its principal transportation provider, East Irondequoit Central School District. These protocols include:

- Students have been instructed to exit the bus one seat at a time, while maintaining social distancing.
- When students embark and disembark the bus, they are expected to follow social distancing protocols. This may increase the time required to load and unload buses at schools in the morning and afternoon.
- Since hand sanitizer is not permitted on school buses, hand sanitizer in dispensers are available at school entrances when students enter the building or classroom.

### Pupil Transportation Routing

- When East Rochester UFSD is in session, remotely or otherwise, pupil transportation will continue to be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them out of district whose schools are meeting in in-person sessions when/ if the district is not;
- All students are entitled to transportation by East Rochester UFSD to the extent required by law. Transportation departments do not have the ability or the right to deny transportation for children who are in foster care, homeless or attend private or charter schools. Parents who may have missed the due date to request out-of-district transportation due to a

reasonable excuse may file a 310 appeal with the Commissioner of Education.

East Rochester UFSD will continue to utilize the following best practices in its reopening plan, and has added those below that are specific to reducing the spread of COVID-19:

- The District's principal transportation provider, East Irondequoit Central School District, allows a capacity of one (1) student per seat on buses. The District concurs with this standard.
- East Rochester UFSD utilizes contract transportation. The District will continue to work with its contractors to make adjustments to contracts as they are impacted by COVID-19. All contracts contain a per-pupil rate, based upon monthly utilization, which covers most increases and decreases to service.
- East Rochester UFSD will continue to pursue every avenue to provide transportation for its student population, using creative means of district routing to include: municipal contracts, piggybacking contracts, parent contracts or public transportation.
- East Rochester UFSD does have students who use public mass transit. The District encourages students on these vehicles to wear masks and practice social distancing. If a mass transit vehicle is used solely for pupil transportation routes, all the applicable mandatory requirements and considerations must be applied.

For more information about training protocol for students and staff and how transportation information will be communicated, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

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## Social Emotional Well-Being

Research shows that there is a clear connection between social-emotional learning and academic success. Therefore, the East Rochester Union Free School District continues to prioritize the social-emotional well-being of our students and staff during transitions back to school and for as long as necessary to appropriately support student needs. We are committed to creating a systemic approach that integrates social-emotional learning into all aspects of instruction in an effort to create safe and supportive learning environments.

All students are provided with regular, age-appropriate social-emotional learning opportunities using various resources including but not limited to Second Step. The purpose of this instruction is to assist in students' development of the five core competencies as identified by the Collaborative for Academic, Social and Emotional Learning (CASEL): self-awareness, self-management, social awareness, relationship skills, responsible decision making.

The Student Support Services team, made up of school counselors, psychologists, a social worker, school administration and the school nurse, meet regularly to discuss resources and referrals to address mental health, behavioral, and emotional support services and programs for students. In addition, this group along with other school and community stakeholders will continue to review, inform and adjust the comprehensive developmental school counseling program plan to support all students and serve as a roadmap for our staff and families.

The East Rochester Union Free School District has expanded its partnership with Rochester Regional Health and the Genesee Mental Health Center to address and support student mental health needs throughout the school year. Genesee Mental Health Center continues to operate its district based satellite mental health clinic, staffed by certified clinicians, five days per week. In addition to providing support to our students, the RRH Program Coordinator and District staff members meet monthly to assure compliance/satisfaction, monitor referrals/caseloads and maintain open communication; and will even provide ongoing professional learning opportunities for faculty and staff.

The administrative cabinet along with the mental health team and administrators use regular staff communications to model and reinforce SEL as students have transitioned back and plans for implementing SEL throughout the year.

Finally, the district recognizes the need to prioritize the social-emotional needs of our faculty and staff so that they may in turn support our students and families. We have focused on cultivating educator resilience through development of daily habits and dispositions that will help educators thrive. The district provides regular, ongoing professional learning opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide support for developing coping and resilience skills for students, faculty and staff.

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## School Schedules

**Elementary School Schedules:** Below is the PK-5 Elementary School schedule for the 2020-21 school year. This plan was developed to maximize student in-person learning.

- **Elementary School Hybrid Learning Schedule:**

- **In-Person Learning:** PK-5 Elementary Students attend in-person instruction four days per week - Monday, Tuesday, Thursday, Friday.

- Each grade level has been split into cohorts (ranging in size as the social

distancing mandate allows).

- Cohorts were organized based on a variety of criteria and in collaboration with teaching staff.

- Wednesday reading and math "boot camps" began in March. Students are able to come for additional practice in these subject areas.

Tutoring is also available to students who have returned from remote learning with learning gaps.

- **Remote Learning:** PK-5 Elementary Students attend remote instruction one day per week on Wednesdays.

- **Arrival:**

- **Pre-K:** Arrival times remain the same - 8:30 a.m. for a.m. students and 12:00 p.m. for p.m. students.

- **K-5:** Arrival time remains the same - 8:10 a.m. for ALL students. ALL students will enter the building at 8:10 a.m.

- For information regarding breakfast, visit the [Food Services section](#) of the reopening plan.

- **Dismissal:**

- **Pre-K:** Dismissal times remain the same - 11:00 a.m. for a.m. students and 2:30 p.m. for p.m. students.

- **K-5:** Dismissal takes longer due to social distancing guidelines. Therefore, we start dismissal at 2:10 p.m. Students begin exiting the building at 2:10 p.m. in an organized fashion with teachers leading. Dismissal is expected to end by 2:20 p.m., with the exception of students receiving tutoring.

For information about how school schedule information will be communicated to students, families and staff members, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

**Middle Level Academy (MLA) School Schedule:** Below is the 6-8th Grade (MLA) schedule for the 2020-21 school year. This plan was developed to maximize student in-person learning.

- **MLA Hybrid Learning Schedule:**

- **In-Person Learning:** MLA students attend in-person instruction four days per week - Monday, Tuesday, Thursday, Friday.

- Each grade level has been split into six cohorts (ranging in size as social distancing allows).

- Cohorts were being organized based on a variety of criteria and in



collaboration with teaching staff.

- Each day consists of seven 40-minute periods (six academic periods and one lunch period).

- Students remain in their assigned classrooms except for science, physical education and lunch. The teachers travel to the cohort room to provide instruction.

- **Remote Learning:** MLA hybrid students attend remote instruction one full day per week on Wednesdays and engage in one hour of remote learning every other weekday.

- **Wednesday Academic Support Lab:** For students in need of additional academic support, based on teacher recommendations.

- **Grade 6** 10:00am-12:00pm

- **Grade 7** 10:00am-12:00pm

- **Grade 8** 9:00am-11:00am

- **MLA Arrival:**

- In-person instruction begins at 9:00 a.m.

- **MLA Dismissal:**

- The last period of the day ends at 2:10 p.m.

- Students are required to leave the building by 2:25 p.m. unless they are receiving academic support from a teacher.

For information about how school schedule information will be communicated to students, families and staff members, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

**High School School Schedule:** Below is the 9-12 grade (High School) schedule for the 2020-21 school year. This plan was developed to maximize student in-person learning.

- **High School Hybrid Learning Schedule:**

- **In-Person Learning:** HS students attend in-person instruction two days per week on either **Monday and Thursday** (Group A) or **Tuesday and Friday** (Group B).

- Each grade level has been split into six cohorts (ranging in size of 11-13 students).

- Cohorts were being organized based on a variety of criteria, including student course requests, and in collaboration with teaching staff.

- Each day consists of six 55-minute periods and one 35 minute lunch session.

- Students remain in their assigned classrooms except for science,

physical education and lunch. The teachers travel to the cohort room to provide instruction.

■ Each student will be able to earn up to six HS credits, including 0.5 physical education.

○ **Remote Learning:** HS students participate in virtual learning three days per week (the three days they are not assigned for in-person learning).

● **High School Arrival:**

○ Classes begin at 8:00 a.m..

● **High School Dismissal:**

○ The last period of the day ends at 2:30 p.m.

○ Students are required to leave the building by 2:45 p.m. unless they are receiving academic support from a teacher.

For information about how school schedule information will be communicated to students, families and staff members, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

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## School Activities

### Extracurriculars (not including athletics)

The district referred to the DOH's "[Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#)" and, at the present time, are currently reviewing our extracurricular offerings to determine how to safely offer as many opportunities for students as possible while adhering to these guidelines.

Large spaces including gymnasiums, auditorium, LGI's and outdoor spaces are used to allow for students and adults to be spaced apart by at least 12 feet (e.g., chorus, band) or 6 feet and masked (e.g., chess club).

### Childcare

The district worked with the YMCA to continue the afterschool program that has been offered in the past.

Policies regarding before and aftercare programs include social distancing, PPE usage, cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Protocols in how to maintain cohorts, if applicable, or group members of the same household have been considered.

## Athletics

The East Rochester Union Free School District would like to present our plan for the reopening of facilities, the availability of large spaces for academics and athletics, and a current offering of athletic opportunities. This plan comes directly from NYSPHSAA and the National Federation of High School Sports (NFHS) [NYSPHSAA Return to Interscholastic Athletics](#).

The following continues to be both a gradual reopening plan as well as key areas that must be addressed both prior to and during the reopening phases. Other key resources contributing to this general outline include the CDC Interim Guidance Document, in addition to the American Academy of Pediatrics. Links for all resources are listed directly below. While there continue to be pressing academic matters associated with schools opened during a pandemic, the reality that must not be forgotten is the overall mental and physical well being that comes with being active and the participation in practices and events associated with interscholastic athletics while a student at ER. Athletics provides both the physical and mental support that so many students throughout NYS and within East Rochester need in order to be successful both personally and academically.

[NYSPHSAA NFHS Guidance](#) [CDC Covid-19](#) [American Academy of Pediatrics](#)

## Return To Play

The school will continue to monitor the policies and recommendations that have been established to return students to physical education, athletics and recess for students that have been confirmed with a positive covid case that is either moderate or severe in symptoms.

## Facilities

- The facility both indoors and outside is open for East Rochester athletics in accordance with the guidelines that have been put forth by NYSPHSAA and NYSED.
- Any high risk sports that wish to practice must get clearance from the athletic director's office and abide by the modified guidelines that have been put in place.

## Non ER Organizations

- Once outside groups are permitted they must follow the same stage guidelines that school teams are expected to follow and file a daily report with ER athletics to [jeffrey.onze@erschools.org](mailto:jeffrey.onze@erschools.org) which involves daily health screenings and temperature checks.
- At this time, club, travel and recreation groups are not permitted to use indoor facilities. These activities will be governed by the COVID re-entry guidance from NYS and district decisions. (Groups include Sea Dragon's Swim Club, Sing Out, Jets and ER Travel Soccer,

APEX and ER Youth Wrestling, PAC/Diamond Pro Baseball, etc.)

- At this time the wellness center is closed to community members. When the weather is conducive the outdoor track and tennis courts are allowed to be used by community members as long as school related classes and practices are not in session. 12 students and one adult can use the wellness center at one time. Free weight areas can be used with one spotter and lifter. Up to six people are permitted in the free weight room at a given time. This guidance is based on stages from NYSPHSAA and NFHS guidelines.

### Large Spaces/Facilities

- It is the recommendation that PE and Athletics should continue with proper guidelines in place to minimize the risks of exposure and infection. That being said, in more optimal weather conditions (ie. September - Mid November and in the spring) the PE department must look at maximizing the health and wellness activities to occur outside.

### Physical Education

- Maximizing use of tennis courts, the track and the turf field. Grass fields can be used later in the morning and afternoon to avoid getting pants and sneakers wet during the day.
- PE should focus on activities and fitness, there can't be a team sport focus until there is a return to normal related activities.
- Changing should not occur for PE and sneakers should be worn to school on days of PE.

### Out of Season OTA's

- Varsity sports that are out of season ranging from low risk to high risk following the guidelines set forth by NYSPHSAA can offer OTA's, as long as the guidelines previously stated by NYSPHSAA and NFHS are being followed.

### Wellness Center

- The wellness center is currently open to student athletes and organized team functions. The scheduling of the wellness center runs directly through PJ Hermance, [paul.hermance@erschools.org](mailto:paul.hermance@erschools.org). There is a maximum of 16 participants, 12 in the cardio room and 4 in the free weight room, with proper cleansing and guidelines posted in multiple locations throughout both areas.
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## Attendance and Chronic Absenteeism

**Elementary Attendance and Chronic Absenteeism:** *The mechanism to collect and report daily teacher-student engagement or attendance while in a remote or hybrid schedule is outlined below. It is expected that families call in student absences so that the District knows the reason for absence.*

- **Attendance:**

- **In-Person Attendance:** Cohort leaders take student attendance using Schooltool.
- **Remote Learning Attendance:** Teachers perform remote check-ins daily for elementary students.

- **Chronic Absenteeism:**

- Daily attendance phone calls are made to determine the reason of absence.
- The elementary school continues to issue attendance letters at 10% absenteeism.
- 15% absenteeism results in a parent phone call from either Administration.
- 20% absenteeism results in a parent meeting arranged by the Administration.
- If intervention is not successful, the following may be applied to students with chronic unexcused absences:
  - Referral to the Student Support Team
  - Referral to Child Protective Services for educational neglect and/or a law enforcement referral

**Junior/Senior High School (MLA and HS) Attendance and Chronic Absenteeism:** *The mechanism to collect and report daily teacher-student engagement or attendance while in a remote or hybrid schedule is outlined below. It is expected that families call in student absences so that the District knows the reason for absence.*

- **Attendance:**

- **In-Person Attendance:** First period attendance is used to determine student attendance using Schooltool.
- **Remote Learning Attendance:** Parents of 6-12 students are required to select the option of their child working remotely in Qualtrics daily.

- **Chronic Absenteeism:**

- Daily attendance phone calls are made to determine the reason for absence.
- As an intervention, the Student Support Team monitors attendance concerns and communicates with families. If needed, the following may be applied to students with chronic unexcused absences:
  - Referral to Child Protective Services for educational neglect and/or a law enforcement referral

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## Technology and Connectivity

East Rochester Union Free School District has provided a Chromebook for every student in grades K-12. At this time, students are **not** permitted to bring their personal laptops/tablets to school. Students are able to access the internet through the guest wifi network while on campus.

Families who do not have accessibility to the internet for remote learning will reach out to their building principals and will be addressed on a case by case basis.

Devices are used to access Google Classroom, where assignments are administered and monitored by teachers. Google Classroom is used by teachers throughout the district for remote learning and blended/hybrid models. Google Meet and Zoom are available for teachers and students to use.

Accommodations have been made for students with special needs. Supportive resources are available, to the best of the district's ability, whether the student is learning in-person or remotely.

In the classroom, teachers have access to Smartboards, Dell desktop computers, speakers and projectors. Teachers have also been provided with Chromebook devices to assist them with the delivery of instruction. Chromebooks help teachers prepare for and participate in remote learning or a hybrid learning model. New teachers were provided a Chromebook as necessary.

Appropriate professional development for teachers has been made and will continue to be made available.

Kajeet HotSpots were acquired by the district and have been distributed to families in need as approved by administration.

Various document cameras, web cameras, microphones, tablets and other peripherals have been provided to teachers to support their classroom instructional activities.

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## Teaching and Learning

### Introduction and Guiding Principles

The following section describes the plan for the East Rochester Union Free School District to provide continuity of learning throughout the 2020-21 school year. This learning plan includes scenarios for in-person, remote and hybrid models of teaching and learning.

In response to the New York State Guidance regarding continuity of learning, the district developed a plan while considering the varying student needs and strived to ensure that our plans are equitable and available to all students.

As we continue to develop this plan, we are guided by the following principles:

- **Health and Safety.** The district will focus on safeguarding the physical and emotional health and safety of students and staff throughout the year. This includes monitoring school populations and, when necessary, potentially shifting between learning scenarios to appropriately mitigate/contain COVID-19 virus transmission.
- **Responsiveness to Needs.** The District will prioritize the physical safety and social-emotional well-being of our students, staff and community and provide appropriate support in a culturally responsive manner.
- **Continuous High-Quality Instruction.** The District will allow equal access for all students to a guaranteed and viable curriculum and fully engage in high-quality, standards-based instruction across in-person and digital platforms to support student growth and achievement.
- **Educational Equity.** The District recognizes the historic institutional inequities that exist and emphasize equity, access and support to the students and communities by embracing differences as strengths to build learning partnerships focused on student success. This includes embracing diverse cultural backgrounds, home languages, differing needs and socio-economic status.
- **Communication.** The district will foster regular and frequent two-way communication with partners, such as families, educators and staff, that promotes parental involvement and family engagement in a culturally competent manner. The district commits to ongoing assessment of familial needs and will make all attempts possible to support those needs.
- **Flexibility.** The District will remain fluid in its approach in order to adjust or modify plans based on the needs of stakeholders and/or guidance from the Center for Disease Control, Department of Health, or the New York State Education Department.



## Curriculum and Instruction

Teaching and learning are the heart of a school's work. At East Rochester Union Free School District we will continue to focus on supporting our district vision of providing the highest quality instruction to recognize the strengths of our students and meet the needs of all learners. We do this by providing equal access to a guaranteed and viable curriculum that is aligned with the New York State Learning Standards and offer students individualized, explicit, strong and relevant learning experiences meant to prepare them for life beyond school as productive citizens of a global community.

Faculty and staff are encouraged to spend time establishing relationships with students and building classroom communities that are safe, supportive and routine in order to effectively assist students with the transition back to school. Faculty and staff also engage in explicit teaching of new safety and social distancing protocols at developmentally appropriate levels for students.

As we continue to navigate the demands of the 2020-21 school year, it remains a critical priority to provide clear communication to students and families regarding our plan for continuity of instruction. For details, visit the ["Communication/Family and Community Engagement"](#) section of the reopening plan. The district commits to communicating early, often and consistently regarding shifts with the instructional model and any adjustments to curriculum or instructional practices through the school year. Faculty and staff will remain available during normal school hours for planning and attending to student needs with a focus on health, well-being and ability to access materials.

## Preparing Staff and Sustaining Support

The district continues to provide professional development in the the following areas:

- social-emotional wellness
- culturally responsive teaching and learning practices
- prioritization of instructional standards
- technology integration and blended learning

In addition, internal structures are utilized to provide ongoing, differentiated professional learning and support to faculty and staff throughout the school year. The focus of this work will remain consistent with the aforementioned areas of professional learning. Finally, staff has access to professional learning offered by external providers given that the opportunities are aligned with the district focus areas for the year.

## Instructional Delivery Continuum

There are two primary instructional delivery scenarios:

1. Hybrid Instruction
2. Remote Instruction

It is likely that we may be required to shift between instructional models at any given time during the school year, in response to additional guidance from the state. We will be prepared to make these shifts in a way that is least disruptive to students. The District will remain flexible in its approach and will adjust or modify plans based on the needs of stakeholders and the demands of the guidance. Regardless of delivery model, the expectation is that students will be provided with the same content knowledge and skills from all the teachers of a given course/grade level.

When a remote or hybrid learning model is necessary, it is important to note that certain groups of students will be prioritized for in-person learning to every extent possible. This includes, but is not limited to, special education students and English Language Learners.

For students in need of extra support, structured study hall support has been scheduled on their remote learning days to enable them to come into school, removed from the majority of the student body, to provide the structure needed to work through their assigned asynchronous learning. This model has 4-12 students in the HS Cafeteria, either in the morning or afternoon for 2 hours per day. Attendance is taken daily and teachers/TA's regularly check in with students to offer academic support and guidance.

Families have the option to opt in to hybrid instruction three times during the school year. Communication will be sent to families in advance of these yet to be determined dates. Specific dates will be determined through analysis of the COVID-19 infections in the region, with consideration given to where the district is in a given marking period. Questions can be sent to the East Rochester Elementary Principal, Marisa Philp at [marisa.philp@erschools.org](mailto:marisa.philp@erschools.org) and/or the East Rochester Jr./Sr. High School Principal Casey van Harsseel at [casey.vanharssel@erschools.org](mailto:casey.vanharssel@erschools.org).

### Hybrid Instruction

*Hybrid learning* is a combination of in-person and remote learning that provides flexibility to adapt to social distancing guidelines and shut down quickly if necessary. This learning scenario allows us to prioritize in-person instruction for those students who need it most.

In this model, teaching and learning occurs in a synchronous and/or asynchronous format facilitated by a certified teacher both in person, as well as remotely.

- *Synchronous Learning*: online or distance learning experiences and instruction that involve live, real-time interaction with a teacher. Groups of students engage in learning at the same time but not necessarily in the same place.
- *Asynchronous Learning*: online or distance learning experiences that do not involve a live, real-time interaction with a teacher. Groups of students are learning the same material but at different times and in different locations.
- A *cohort of students* is defined as a pre-assigned group of students of limited size. In response to CDC guidelines regarding proper social distancing of six feet, the schools established student cohorts to prevent intermingling of students between cohorts to the extent possible. Students in cohort groups wear face coverings and maintain social distancing. To the extent possible, students remain in small cohorts if/when leaving the classroom, such as for recess or any necessary transition, so as to reduce their exposure to additional students.
- We have minimized the movement of students by eliminating assemblies, field trips and other large-group activities. Special-area subjects (e.g., art, music, physical education) may push into the cohort classroom. Whenever possible, students utilize outdoor space for physical education instruction. We also adhere to 12 feet between students when engaging in physical activity.

This is the most feasible model and the model that has been prioritized by the school district for the 2020-21 school year. Please refer to the [School Schedules](#) section of the reopening plan for specific scheduling for students.

## Remote Learning

In a *remote learning model*, students do not attend school in the physical building but engage in an online remote learning environment. In this model, teaching and learning occurs in a synchronous and/or asynchronous format facilitated by a certified teacher. Students and teachers have opportunities for substantive interaction online.

## Systems Management

A *Learning Management System (LMS)* is a platform that helps teachers manage and organize learning materials related to the planning and delivery of instruction. Content is created, uploaded and organized within the LMS and is accessible to students and teachers. Learning materials may include but are not limited to documents, videos, syllabi and assessments.

The East Rochester Union Free School District has selected Google Classroom as the K-12 LMS to be utilized throughout the school year. Google Classroom is used as a mechanism to create and post assignments, communicate with students, share digital content and allow for facilitation of feedback between students and teachers.

The district works collaboratively with faculty and staff to establish a minimum, common, coordinated set of guidelines and expectations for teachers to follow when utilizing this platform in an effort to streamline the experience for students and families.

The district works collaboratively to develop a shared set of expectations that outline the roles and responsibilities of all stakeholders in a hybrid/remote learning environment.

## Assessment, Grading and Feedback to Students

Assessment is a critical part of the teaching and learning process. It is through assessment that we are able to collect evidence of student learning which assists teachers in understanding where students are on their learning path with regards to mastery of outcomes.

The District recognizes and acknowledges that students may have experienced a learning loss due to the school closure. Therefore, it is essential that we identify the gaps in student learning and use this information to help drive instructional decisions. To that end, the district is committed to pre-assessing students prior to units of instruction to determine student understanding of pre-requisite skills and knowledge. In addition, the district uses a variety of diagnostic assessment tools and progress monitoring to identify and support learning gaps over time. It is important to note that information from both formative and summative assessments will be used to adjust instruction and provide tiered support to students.

Grading practices will be performance based and similar to standards that were in place prior to the school closure in March, 2020. Grading practices are being continuously reviewed to ensure consistency between remote and hybrid learning models while also reflecting the challenges that come from both models as compared to the grading process prior to March, 2020. Grades provide an evaluative measure of individual student learning and performance with regard to learning standards. Finally, feedback is provided to students on an ongoing basis through in-person discussions and online platforms utilized for instruction.

For information about how remote/hybrid instruction information will be communicated to students and families, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

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## Special Education

### Free Appropriate Public Education

Students with disabilities are entitled to receive a free appropriate public education within their least restrictive environment. With both in-person and remote instruction, students with disabilities receive their special education and related services as documented within their Individualized Education Programs. Students receive accommodations, modifications and supplementary aids and services including assistive technology as documented in their IEP for both in-person and remote instruction.

In-district students with disabilities in grades K-8 whose families elect in-person instruction have special education and related services delivered using a four day model. Students receive all special education services, related services, accommodations and modifications within in-person and remote instruction.

In-district students with disabilities in grades 9-12 who receive consultant teacher services, resource room and/or related services receive a hybrid model of instruction with two days of in-person instruction and three days of remote instruction. Students receive all special education services, related services, accommodations and modifications within in-person and remote instruction.

In addition to specially designing instruction as indicated on students' IEPs, special education teachers provide targeted executive functioning skills and support to students during the in-person and remote days so that students can more effectively access remote instruction, which can require increased autonomy and organizational skills. Additionally, based on individual schedules, students have the opportunity to work with their special education teacher and/or teaching assistant with in-person learning the two days per week that are designated their remote days and remote Wednesdays in order to support students who prefer and thrive with in-person instruction.

In-district students with disabilities in grades 9-12 who require special class and whose families elected hybrid instruction have all special education and related services delivered using a four day in-person and one day remote model. Providing students in special classes with increased time for in-person learning, for families who select this model, provides students with the increased in-person learning experiences. Students receive all special education services, related services, accommodations and modifications within in-person and virtual instruction.

Remote learning Wednesdays provide instructional time for students and also provide time for collaboration and co-planning between special education teachers, English as New Language teachers, related service providers and general education teachers in order to maximize learning for all students and to individualize learning for students who are receiving hybrid or remote instruction. This focused time allows teachers to prepare for instruction to both move students forward and to fill any gaps that may have resulted from emergency school closure in March 2020. Additionally, teachers develop individualized instruction to meet students' academic, social, emotional and physical needs that honors possible increased difficulties after the interrupted instruction from the 2019-2020 school year. Based on schedules and need, selected students receive in-person support on Wednesdays in addition to their remote learning.

All students are provided with a Chromebook to support remote and hybrid instruction. Additionally, devices are formatted with any needed assistive technology in order to allow all learners to access instruction. Support has been provided and will continue to be provided to families who need support accessing wifi.

Students in out of district placements continue to receive instruction in the setting that was determined to be the least restrictive setting by the Committee on Special Education/Committee on Preschool Special Education for each child. Regular communication with families, providers, agencies and the school district occurs to ensure a common understanding of each child's strengths, needs and response to the instructional format the provider is able to provide within the family's selection. For students who require special transportation, regular communication occurs with the Director of Pupil Personnel Services and East Irondequoit School District's Transportation Director to ensure that students' needs are met and that state guidance is followed.

## Health and Safety

Safety of students with disabilities and the staff who work with them is paramount. For in-district students, there are not currently any students with disabilities enrolled who require supports which require a high degree of physical contact (feeding, feeding tubes, etc.). Should a student enroll, an individual plan will be developed to ensure student and staff safety. Additionally, no in-district students have physical restraint as a component of their IEP so social distancing measures and PPE, which is available to all students and staff on a daily basis, will ensure safety. Should a student move into the district with a physical restraint as part of the educational program and deemed that the least restrictive environment is the home school district, the student's Individual Care Management Plan will be updated to reflect additional safety measures for students and staff based on expected student behavior.

## Committee on Special Education and Committee on Preschool Special Education/Family Communication

Meaningful family partnership and collaboration is an essential element of developing a child's Individualized Education Program. Therefore, Committee on Special Education and Committee on Preschool Education meetings will continue to function in the family's preferred format of phone or video-conferences, or through in-person meetings with social/physical distancing measures intact.

For students in out of district programs, ongoing communication with providers, programs and families will continue to occur in order to determine the appropriate level of service for each individual student aligned with the family's preference for in-person, remote, or hybrid instruction.

For preschoolers with disabilities, ongoing communication with agencies, providers and families will continue to occur in order to determine the appropriate level of service for each individual student aligned with what the provider can safely provide in conjunction with the family's preference for in-person, remote or hybrid instruction.

CSE and CPSE continue to convene, as needed, to determine compensatory services based on student need.

In addition to teacher and related service provider communication with families, measurable annual goals are updated and mailed home at the same regular interval as report cards. If a student is not making expected progress, CSE or CPSE will reconvene to determine appropriate adjustments to special education programming, related services, supplementary aids and services, program modifications, accommodations, assistive technology, supports for school personnel on behalf of the student, test accommodations, etc. needed in order to provide the student with a free appropriate public education. Consideration will be given to adjust plans if unanticipated needs arise due to the student's disability and format of learning instruction elected by the family.

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## Bilingual Education and World Languages

East Rochester is committed to ensuring English Language Learners attain academic success and language proficiency. The identification of English Language Learners (ELLs) has been and will be completed within ten days after initial enrollment. Instructional units of study are provided based on students' qualifying levels on the NYSITELL or NYSESLAT.

A portion of the day on Wednesday is dedicated to students who remain solely on virtual instruction, in order for teachers to connect directly with students. Wednesdays also provide additional time for ENL teachers to co-plan and coordinate learning efforts with other general education teachers, special education teachers and related service providers to deliver quality in-person, hybrid, and remote instruction.



All students are provided with a Chromebook to support in person, hybrid, and remote instruction. Support has been provided and will continue to be provided to families who need support accessing wifi. In addition to language acquisition, scaffolds, vocabulary development and content instruction, students who are in person, virtual or using a hybrid model have continued instruction in how to access technology tools so that students become more independent and autonomous in their use of technology. Additionally instruction has continued to focus on the development of language skills and content coursework through with a significant emphasis on scaffolding vocabulary and language concepts.

East Rochester will continue to collaborate with families to support meaningful engagement. Documents, meetings, and phone conferences will continue to be interpreted in each family's preferred language and mode of communication.

East Rochester currently does not have students identified with Interrupted/Inconsistent Formal Education. However, if a SIFE student enrolls, individual plans would be developed to meet each student's unique needs in collaboration with their family. SIFE students have already experienced significant interruption to formalized education and each may require different instructional and social emotional resources in order to engage in a hybrid or remote learning model.

For information about regular communication and engagement with parents/guardians of English-language learners, visit the [Communication/Family and Community Engagement section](#) of our reopening plan.

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## Staff

Teaching and school leadership are among the two greatest influences on student learning and achievement. Therefore, the East Rochester Union Free School District is committed to ensuring all students have access to appropriately certified teachers who are committed to facilitating the highest quality instructional programming.

### Teacher and Principal Evaluation System (Education Law 3012-D/APPR)

Pursuant to Education Law 3012-d, each school district and BOCES must fully implement its currently approved APPR plans in each school year.

Research shows that one of the most important factors in student achievement is the quality of the teachers in the classroom. It is the shared responsibility of building and district leaders to encourage continuous improvement of school staff. Teachers need opportunities for continued

professional learning and practice in areas that require growth. Hence, we engage in the process of Annual Professional Performance Reviews which allow for teachers and administrators to work collectively toward improving teaching and learning through observation and effective feedback.

The East Rochester Union Free School District is committed to providing feedback and support to educators through the evaluation process. All teachers and principals will continue to be evaluated pursuant to the district's approved APPR plan. The District will review the current APPR plan and determine if adjustments are necessary to meet the new complexities of the current learning environment. This will include reviewing: current systems for developing and implementing student performance measures and assessments that were chosen as evidence of student growth. Finally, a collaborative decision will be made with regard to the need to adapt current observation procedures depending on whether instruction happens in-person, remotely, or in a hybrid model.

## Certification, incidental teaching and substitute teaching

Pursuant to Education Law 3001, individuals employed to teach in New York State public schools must hold a valid certificate.

The East Rochester Union Free School District will review the SIRS 329 Staff Certifications report available in Cognos, to ensure that teachers hold the appropriate certificates for their teaching assignments. All teachers will hold valid and appropriate certificates for teaching assignments, except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or education law.

The District will not assign persons who do not have a teacher certification in any area as substitutes unless it has first exhausted the list of certified substitutes who are certified in the area for which the substitute is required.

## Student Teachers

Commissioner's Regulations Section 52.21(b)(1) (xvi) defines student teaching as follows:

Student teaching means a structured, college-supervised learning experience for a student in a teacher education program in which the student teacher practices the skills being learned in the teacher education program and gradually assumes increased responsibility for instruction, classroom management, and other related duties for a class of students in the area of the certificate sought. These skills are practiced under the direct supervision of the certified teacher who has official responsibility for the class.

The East Rochester Union Free School District will continue partnering with local College/University Educator Preparation Programs to welcome student teachers into our schools and classrooms whether we return in-person, remotely or in a hybrid model.

We partner with local colleges/universities including but not limited to:

- St. John Fisher College
- SUNY Geneseo
- SUNY Cortland
- Monroe Community College
- Eastman School of Music

It is our goal to match students with an appropriate coordinating teacher and find creative ways to immerse them into our school community so that they may learn the essential skills and critical knowledge necessary to effectively support classroom instruction and student social-emotional well-being.

All student teachers will be approved to serve in such capacity by the East Rochester Union Free School District Board of Education. Student teachers will also follow health and safety guidelines as outlined by the school district, in the NYSED guidance and required by the NYS Department of Health.

## Key References

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

## Additional References

- [Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#) (June 26, 2020)
- [Interim Guidance for Food Services during the COVID-19 Public Health Emergency](#). (June 26, 2020)
- [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency](#). (June 26, 2020)

- [Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency. \(June 26, 2020\)](#)
- [New York State Department of Health Novel Coronavirus \(COVID-19\)](#)
- [New York State Education Department Coronavirus \(COVID-19\)](#)
- [Centers for Disease Control and Prevention Coronavirus \(COVID-19\)](#)
- [Occupational Safety and Health Administration COVID-19 Website](#)