8160

CHAMPLAIN VALLEY EDUCATIONAL SERVICES

DISTRICT-WIDE SCHOOL SAFETY PLAN

Champlain Valley Educational Services
P.O. Box 455
Plattsburgh, New York 12901
(518) 561-0100

Adopted August 16, 2023

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CHAIN OF COMMAND

EMERGENCY COORDINATOR

1. DISTRICT SUPERINTENDENT   Office 518-561-0100

2. ASSISTANT SUPERINTENDENT OF MANAGEMENT   Office 518-561-0100
    SERVICES

3. ASSISTANT SUPERINTENDENT FOR EDUCATIONAL   Office 518-561-0100
    SERVICES

4. DIRECTOR CV-TEC   Office 518-561-0100

5. DIRECTOR Rise Center for Success   Office 518-561-0100

CV-TEC BUILDING ADMINISTRATOR - PLATTSBURGH

1. DIRECTOR CV-TEC   Office 518-561-0100

2. PRINCIPAL CV-TEC   Office 518-561-0100

3. PRINCIPAL,   Office 518-561-0100
    Learning HUB at CVES CAMPUS

Learning HUB CAMPUS BUILDING ADMINISTRATOR – PLATTSBURGH

1. DIRECTOR CV-TEC   Office 518-561-0100

2. PRINCIPAL,   Office 518-561-0100
   Learning HUB at CVES CAMPUS

Adopted August 16, 2023

CHAIN OF COMMAND (cont'd)

3. PRINCIPAL CV-TEC   Office 518-561-0100

RISE Center for Success ADMINISTRATOR - PLATTSBURGH

1. DIRECTOR RISE Center for Success   Office 518-561-0100

2. PRINCIPAL   Office 518-561-0100

3. PRINCIPAL   Office 518-561-0100

YANDON-DILLON EDUCATION CENTER — MINEVILLE CAMPUS

1. PRINCIPAL   Office 518-942-6691

2. SCHOOL NURSE   Office 518-942-6691

3. SECURITY AND LAW ENFORCEMENT TEACHER   Office 518-942-6691

Adopted August 16, 2023

CHAIN OF COMMAND (cont'd)

PUBLIC INFORMATION OFFICER

1. DISTRICT SUPERINTENDENT   Office 518-561-0100

2. ASSISTANT SUPERINTENDENT OF MANAGEMENT   Office 518-561-0100
   SERVICES

3. ASSISTANT SUPERINTENDENT FOR EDUCATIONAL   Office 518-561-0100
   SERVICES

4. DIRECTOR OF CV-TEC   Office 518-561-0100

CHIEF EMERGENCY OFFICER

1. DIRECTOR OF HEALTH, SAFETY, RISK MANAGEMENT   Office 518-561-0100

BUILDING AND GROUNDS

1. PLATTSBURGH, SUPERVISOR OF BLDGS. & GROUNDS   Office 518-561-0100

2. MINEVILLE, BUILDING MAINTENANCE WORKER   Office 518-942-6691

Adopted August 16, 2023

COOPERATING AGENCIES

EMERGENCY SHELTERS

RISE Center for Success

CV-TEC DIVISION

Learning HUB at CVES CAMPUS

Mineville Campus

EMERGENCY TRANSPORTATION

BEEKMANTOWN CENTRAL SCHOOL BUS GARAGE
Contact: Transportation Supervisor
164 Haynes Road, Plattsburgh, NY 12901
563-8257

PERU CENTRAL SCHOOL BUS GARAGE
Contact: Transportation Supervisor
P.O. Box 8, Peru, NY 12972
643-6061

PLATTSBURGH CITY SCHOOL DISTRICT
Contact: Transportation Supervisor
49 Broad Street, Plattsburgh, NY 12901
561-6840

MORIAH CENTRAL SCHOOL
Contact: Transportation Supervisor
39 Viking Lane
Port Henry, NY 12974
546-3301 Ext. 301

Adopted August 16, 2023

NOTIFICATION OF PARENTS, GUARDIANS AND PERSONS IN PARENTAL RELATION

In an effort to provide a safe, secure, and conducive learning environment, Champlain Valley Educational Services (CVES) has developed a District-Wide Safety Plan and Building-Level Response Plans to address issues that could adversely affect the employees, staff, students, and visitors of the District. These plans provide specific procedures as to the method and manner of notification of parents, guardians, and persons in parental relationship, regarding violent incidents, including threats of violence directed against themselves, that occur in or on district owned properties and during district sponsored events.

The District Superintendent, or his or her designee, shall ensure that timely and appropriate information about a violent incident is communicated to parents, guardians, and persons in parental relationship. The notification process may include, but will not be limited to: written, video, audio, or other electronic methods. The notifications will include information that is pertinent to the incident, but will not compromise an ongoing investigation, violate laws of privacy or civil rights, compromise sensitive or confidential information, or violate any other district policy, procedure, or legal statute.

DISTRICT-WIDE EMERGENCY NOTIFICATION

In the event of a violent incident, the immediate implementation of safety procedures is expected. Staff with information will notify office personnel by calling the CVES Emergency phone number, <u>711</u>, or their Division office. Office personnel will immediately contact a <u>Building Administrator</u> and/or the District Office and call <u>911</u> if a building administrator cannot be immediately reached.

If the main office is involved in the incident, the alternative site as designated within the appropriate Building-Level Response Plan will be utilized to call <u>911</u>.

EMERGENCIES AND STUDENTS WITH A DISABILITY

In order to ensure that students and staff with a disability are escorted to designated areas and/or evacuated from the building in an emergency, professional or para-professional staff member(s) will be assigned to all persons identified as requiring assistance. The names of each student or staff member, and their associated escort(s), can be found in their respective division office.

Adopted August 16, 2023

EMERGENCY ASSISTANCE FROM LOCAL GOVERNMENTS

The relationship between CVES and state and local governmental entities and emergency services providers is a dynamic one. Through our constant collaboration in regards to emergency planning, preparedness, and practice, solid relationships continue to evolve and strengthen.

The CVES Health, Safety, Risk Management Specialist is a member of the regional Multi-Agency Coordination Group. This group is activated to provide the sharing of information and resources, in response to local or regional emergencies. The resources of these agencies are readily available to our district if required.

Communication links, including direct phone and radio links, exist between every CVES facility and Clinton and Essex County 911, Clinton and Essex County Sheriff Departments, and the New York State Police. The radios, both base stations and handhelds, are owned by CVES and operated on our own Federal Communication Commission (FCC) licensed frequencies.

RESOURCES AVAILABLE FOR USE IN AN EMERGENCY

CVES has an inventory of district resources, which may be available for use during an emergency. The inventory is updated annually and includes facility, vehicle, and equipment information.

The actual inventory is kept in the CVES District-Wide School Safety Plan master folder that is located in the office of the District Superintendent.

EDUCATIONAL AGENCY INFORMATION

The plan includes information about each educational agency located within the CVES area, including information on school population, number of staff, transportation needs and the business and home telephone numbers of key officials of each such agency.

The agency information is located in a folder in the District Superintendent's Office.

<u>CVES SCHOOL WIDE SAFETY PLAN</u>

1. The District Superintendent of Schools is the Emergency Coordinator.

2. The chain of command will be found on page 4 of this document in the event that the District Superintendent is unable to perform the duties of the Emergency Coordinator.

3. The Clinton County and the Essex County Emergency Services Directors and the local volunteer fire departments have expressed their desire to be contacted whenever CVES is in need of emergency assistance or consultations.

4. CVES has a strong working relationship with the local State Police barracks and work closely with them throughout the school year.

5. The CVES Incident Command Center will be located at the Plattsburgh Campus unless the circumstances surrounding the emergency dictate that the buildings be completely evacuated.

6. The Emergency Coordinator (District Superintendent) or his/her designee will be responsible for coordinating the use of resources and manpower during emergencies.

7. The Assistant Superintendent, the Division Directors, the Building-Level Administrators, the office of the Director of Personnel, the office of the Business Manager, the office of the Supervisor of Buildings and Grounds, and the Health, Safety, Risk Management Training Specialist will work closely with the Emergency Coordinator during an emergency.

Adopted August 16, 2023

IMPLEMENTATION OF SCHOOL SECURITY

PLATTSBURGH CAMPUS

Each of the three divisions located within the Plattsburgh Campus follow the same policies and procedures relating to school building security.

All entrances to the Plattsburgh Campus shall be locked at all times.

All visitors must sign in and sign out at the designated entrance to the particular campus and must wear a visible visitor's identification pass. Prominent signs are posted at all school entrances instructing visitors where to sign in and out.

School personnel are encouraged to greet strangers on campus and direct them to sign in if they are not wearing a visitor's pass. School personnel are also instructed to report such visitors to the particular division office for further action.

MINEVILLE CAMPUS

The Yandon-Dillon Education Center located in Mineville, NY, follows the same policies and procedures relating to school building security.

With the exception of the designated main entrance, all entrances to the Yandon-Dillon center shall be locked at all times.

All visitors must sign in and sign out at the main entrance to the center and must wear a visible visitor's identification pass. Prominent signs are posted at all school entrances instructing visitors where to sign in and out.

School personnel are encouraged to greet strangers on campus and direct them to sign in if they are not wearing a visitor's pass. School personnel are also instructed to report such visitors to the particular building office for further action.

Adopted August 16, 2023

PLAN REVIEW AND PUBLIC COMMENT

Pursuant to Commissioner's Regulations, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before September 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the District Office.

Questions or comments about this plan may be directed to:

> Thomas R. Smith
> Health, Safety, Risk Management Specialist
> Champlain Valley Educational Services
> smith_tom@cves.org
> (518) 561-0100

DISTRICT-WIDE SCHOOL SAFETY TEAM

District-Wide School Safety Team means a district-wide team appointed by the Board of Education. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel. At the discretion of the board of education, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential Building-Level Emergency Response Plan shall be shared with such student nor shall such student be present where details of a confidential Building-Level Emergency Response Plan or confidential portions of a district-wide emergency response strategy are discussed.

The *District-Wide School Safety Team* shall develop and maintain the District-Wide School Safety Plan.

Adopted August 16, 2023

BUILDING-LEVEL EMERGENCY RESPONSE TEAM

Building-Level Emergency Response Team means a building-specific team appointed by the building principal, in accordance with regulations or guidelines prescribed by the board of education. The Building-Level Emergency Response Team is responsible for the designation of the Emergency Response Teams and the development of the Building-Level Emergency Response Plan and its required components. The Building-Level Emergency Response Team shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance, fire officials or other emergency response agencies, and any other representatives the school board, chancellor or other governing body deems appropriate.

The *Building-Level Emergency Response Team* shall develop and maintain the Building-Level Emergency Response Plan.

PREVENTION/INTERVENTION STRATEGIES

1. Each year, all students and staff members will be provided information and training relative to school safety. This will include review of expected behavior, in particular, codes of conduct, and drills for fire, sheltering, emergency evacuation (Go Home Drill), and bus emergencies, as well as drills on critical incidents.

2. New employees may be given the opportunity to participate in a 12-hour certification training program for non-violent conflict resolution. The training will be offered during the school year.

3. The CVES staff will be offered refresher training in violence prevention and mental health on an annual basis.

4. CVES will conduct annual training for Emergency Response Teams, Post-Incident Response Teams, and Bomb Sweep Teams.

5. Collaborative agreements have been established for training of CVES staff and students from the NYS Police Department, Non-Violent Crisis Intervention Trainers, Northern New York Centers for Conflict Resolution, and Behavioral Health Services North, Inc.

6. CVES uses Therapeutic Crisis Intervention model (TCI) for all students. This program helps students develop new responses to their environment that will enable them to achieve a higher level of social and emotional maturity to receive an education. The model prevents and/or de-escalates a potential crisis situation with a student, safely and therapeutically manages a crisis situation with a student, and allows staff to process with students to help improve their coping strategies. Students who exhibit behaviors that impede their learning or the learning of others have a Functional Behavior Assessment and Behavior Intervention Plan.

Adopted August 16, 2023

EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS

1. Champlain Valley Educational Services (CVES) will conduct semi-annual Superintendents' Days at which time teachers, administrators, and school personnel will receive the latest information and materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community, and environmental factors.

2. CVES is actively participating in two positive behavior and positive school climate initiatives, Positive Behavior Intervention and Supports and the locally based Youth Empowerment Program. Both of these programs seek to decrease negative behaviors, while at the same time identifying and increasing the frequency of positive behaviors at the school community, and regional levels.

3. Each year, informative materials regarding the early detection of potentially violent behaviors, including identification of family, community and environmental factors, are disseminated to all students and persons in parental relation to students of CVES.

Adopted August 16, 2023

TRAININGS, DRILLS AND EXERCISES

1. CVES faculty and staff will undergo annual training on the Building-Level Emergency Response Plans by September 15 of each school year, or within 30 days of hire, whichever is sooner.

2. Time is set aside during the day before school begins each year in order for each Division of CVES to review the School Safety Plans with their staff. Particular attention is given to the Evacuation, Lock-Down, and Lock-Out procedures that have been established for each Division.

3. On the first early release day in September the administration and staff review the duties and assignments of various staff during an evacuation or lock-down and walk through a simulated evacuation drill and a Lock-Down drill. The staff is then given the opportunity to ask questions and offer suggestions.

4. An evacuation drill is conducted during the month of October. The entire staff and student population will take part in the drill. Local and county emergency agencies will be included in the planning and execution of the drills. During the days immediately following the drill, all staff is given the opportunity to ask questions and offer suggestions based on their experiences during the drill.

5. Lock-Down drills are conducted during the months of October, December, March and June.

6. The District Wide School Safety Team and the Building-Level Emergency Response teams meet periodically to review the plans and discuss updates and modifications to the existing plans.

7. Tabletop Exercises and Functional Drills are conducted in association with local and county emergency services and preparedness officials to test the different components of the CVES Emergency Response Plans.

Adopted August 16, 2023

HAZARD IDENTIFICATION

Champlain Valley Educational Services is aware that areas of potential danger exist on and around district property, on CVES and component district buses, field trips, and in the community. Such locations are actively sought out and regularly updated in each building's building-level emergency response plan.

Potentially dangerous sites that are contained within school buildings and school property will be checked regularly and inspected by safety personnel on a regular basis. Non-district locations are likewise identified and listed in the building-level emergency response plan. All hazards identified are shared with county emergency services, New York State Police, local law enforcement and other agencies as required.

Potentially dangerous sites include but are not limited to:

- Electrical panels/shut-offs
- Gas lines/shut-off/appliances
- Sewage system
- HVAC
- Water supply/shut-off
- Chemical storage and cleaning supplies
- Industrial arts rooms
- Isolated areas near the school
- Nearby waterways, streams, ponds, rivers (flooding)
- Playground equipment
- Homes/businesses adjacent or near to the school buildings

- Roadways/highways/other areas of motorized vehicle traffic

Adopted August 16, 2023

SCHOOL SAFETY PERSONNEL

Champlain Valley Educational Services (CVES) recognizes its responsibility to promote and foster safety for the students it educates, its staff, and members of the public who visit and utilize its facilities, to ensure a safe learning and working environment. Relatedly, it is the District's obligation to ensure the physical safety of students, staff, and visitors to the District. In accordance with Article 265 of the New York State Penal Law, the Board of Education has the authority to approve the carrying of a duly registered and approved firearm by properly trained and certified individual(s) (hereinafter referred to as a School Safety Officer, or School Resource Officer "SSO or SRO" respectively and interchangeably) for purposes of protecting the health and safety of persons present on the school campus.

For an SSO/SRO approved for the carrying of a firearm on school property, an SSO/SRO may only engage in the use of force with such firearm where the defense of justification pursuant to New York Penal Law Article 35 applies to the use of such force. The defense of justification is defined in Section 35.05 et al of Article 35 of the New York Penal Law and shall govern the conduct of any SSO/SRO's carrying and/or use of a firearm on school property.

The SSO/SRO shall report all violations of law, school rules, regulations or policies to school administration and, where appropriate, to local law enforcement agencies. Notwithstanding the responsibility to report, the responsibility to discipline for violations of school rules, regulations or policies rests solely with the school administration.

CVES employs a Clinton County Sheriff as a SRO. The Clinton County Sheriff's School Resource Officer Program places experienced law enforcement professionals at the John W. Harold/William A. Fritz Education Center in Plattsburgh. The School Resource Officer Program reflects a community partnership between CVES and the Clinton County Sheriff's Department, to ensure that our schools are safe, secure, and orderly learning environments.

The SRO fulfills three roles by using a triad approach. The officer acts as law enforcement officer, a law-related counselor, and law-related presenter. As a law enforcement officer, the primary purpose is to "keep the peace." As a law-related counselor, the officer provides resource guidance to students, parents, teachers, and staff and acts as a link to support services both inside and outside the school. As a law-related presenter, the officer will share special law enforcement expertise by presentations in the classroom to promote a better understanding of our laws. The SRO also serves as a positive role model for CVES students on campus during school hours.

CVES does not employ any other school safety personnel at this time. This policy is subject to change and will be reviewed by CVES administration on a periodic basis.

Adopted August 16, 2023

EMERGENCY CANCELLATION PLAN

1. The Emergency Coordinator in consultation with the District Superintendent will decide if this "Emergency Cancellation Plan" should be implemented.

2. The Emergency Coordinator will notify the Superintendents of Schools of the local districts that Champlain Valley Educational Services is implementing the "Emergency Cancellation Plan."

3. The Emergency Coordinator will notify the Public Information Officer.

4. The Building Administrator will notify the building staff of the decision to implement the "Emergency Cancellation Plan."

5. The Building Administrator will notify the students, parents, guardians, and persons in parental relation, of the decision to implement the "Emergency Cancellation Plan."

6. The Public Information Officer will be the only staff member authorized to handle news media inquiries concerning the "Emergency Cancellation Plan."   All inquiries received by staff members concerning the emergency cancellation will be referred to the Public Information Officer.

EMERGENCY CLOSING/EARLY DISMISSAL PLAN

1. The <u>Emergency Coordinator</u> in consultation with the <u>Building Administrator</u> will decide if this "Emergency Closing/Early Dismissal Plan" should be implemented.

2. The <u>Emergency Coordinator</u> will notify the Superintendents of Schools of the local districts that Champlain Valley Educational Services is implementing the "Emergency Closing/Early Dismissal Plan" and coordinate plans as to time of arrival of buses or alternate plans if buses are not available.

3. The <u>Emergency</u> Coordinator will notify the <u>Superintendent of Buildings and Grounds, Building Administrator(s)</u> and the <u>Public Information Officer</u>.

4. The <u>Building Administrator</u> will notify the building staff of the decision to implement the "Emergency Closing/Early Dismissal Plan."

5. The <u>Public Information Officer</u> will be the only staff member authorized to handle news media inquiries concerning the "Emergency Closing/Early Dismissal."   All inquiries received by staff members concerning the Emergency Closing/Early Dismissal will be referred to the <u>Public Information Officer</u>.

6. Teachers and staff will prepare the students for early dismissal.

7. Students are to remain in their classrooms until called for bus loading.

8. Teachers and administrators are to assist in bus loading. Before any bus is permitted to leave, a check will be done to see that all students designated to ride the bus are aboard.

9. The <u>Building Administrator</u> will provide an area for parents or legal guardians of students wishing to pick up their children. Records will be kept of the departure times of the individual students.

10. Staff is to remain until dismissed by the <u>Building Administrator</u>.

Adopted August 16, 2023

Multi-Hazard Response

Champlain Valley Educational Services recognizes that that there are many hazard situations that can affect individual buildings or the district as a whole. Hazard can be naturally occurring phenomena or be man-made events. Such hazards may include, but are not limited to:

- Severe storms
- Flooding
- Snow/ice events
- Cyber security events
- Power outages
- Civil disturbance
- Weapon on campus
- Unauthorized person on campus
- Bus/motor vehicle accident
- Suicide threat or attempt
- Elopement
- Kidnapping
- Fire, etc.

Each building has specific plans for dealing with a wide range of hazards including those natural hazards, accidental events, and threats and acts of violence. Specific response procedures are sensitive in nature and therefore are contained within each confidential building-level emergency response plan. Each building will address specific hazards according to their own building-level emergency response plan and the resources available to them at that time.

EMERGENCY SERVICE DIRECTORY - PLATTSBURGH

Morrisonville Volunteer Fire Department	911
Morrisonville Rescue Squad	911
New York State Police - Plattsburgh Barracks	518-563-3761
Champlain Valley Physicians Hospital	518-561-2000
Ambulance	911
Emergency Department	518-562-7370

Clinton County Services
    Emergency Management `   518-565-4791
    Health Department   518-565-4840
    Information CCHD   518-565-4840 (565-3270 after 5:00 p.m.)
    Highway Department   518-565-4040
    Sheriff's Office   518-565-4371

Town of Plattsburgh
    Dog Control Officer   518-562-6831
    Highway Superintendent   518-562-6857
    Water & Sewer   518-562-6890

Radio Stations
    WCFE   518-563-9770
    WIRY   518-563-1340
    WEZF (STAR 92.9)   802-655-0093

Television Stations
    WPTZ-TV   518-561-5555

Newspaper
    Press-Republican   518-561-2300

American Red Cross – Clinton-Northern Essex Chapter   518-561-7280

Telephone Company
    Verizon – Business Repair   800-837-4966
    Twin State Telephone   518-563-7100
    PrimeLink   518-324-5465
New York State Electric & Gas   518-566-9846

Adopted August 16, 2023

EMERGENCY SERVICES DIRECTORY – MINEVILLE

Mineville Volunteer Fire Department	911
Rescue Squad (Ambulance)	911
New York State Police	911
Hudson Headwaters Health Center	518-942-7123
Elizabethtown Community Hospital	518-873-6377

Essex County Services
Emergency Services	518-873-3900
Health Department	518-873-3500
Highway Department	518-873-3666 or 3626
Sheriff's Department	518-873-6321

Town of Moriah
Highway Department	518-942-7155

Radio Stations
WEZF (STAR 92.9)	802-655-0093

Television Stations
WPTZ-TV	518-561-5555

Newspapers
Press Republican	518-546-7132
Times of Ti	518-585-9173

American Red Cross
Clinton-Northern Essex Chapter	518-561-7280

Telephone Company
Verizon	800-837-4966
Twin State	800-833-8000

Electric & Gas
National Grid	800-642-4272

Adopted August 16, 2023

Appendix A

CVES

Communicable Disease and Pandemic Plan

March 2021

Adopted August 16, 2023

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Adopted August 16, 2023

Communicable Disease - Pandemic Plan

This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be exercised routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building-Level Emergency Response Team.

Effective April 1, 2021, Labor Law §27-c amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Public employers shall prepare a plan for the continuation of operations if the Governor declares a state disaster involving a communicable disease. Education Law §2801-a requires CVES to develop plans consistent with the new Labor Law requirement. **Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a.**

This Plan addresses the required components in the sections as noted below:

Prevention/Mitigation
(1) A list and description of positions and titles considered essential with justification for that determination.
(2) The specific protocols that will be followed to enable non-essential employees to telecommute.
(3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees to reduce workplace and public transportation overcrowding.

Protection/Preparedness
(4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with two pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

Response
(5) Protocols to prevent spread in the workplace in the event an employee is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation, or quarantine.
(6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers to facilitate the provision of any benefits that may be available to them on that basis.
(7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

Adopted August 16, 2023

Prevention/Mitigation

- Champlain Valley Educational Services (CVES) will work closely with the Clinton and Essex County Departments of Health to determine the need for activation of our Plan. Suspected and confirmed cases of communicable disease will be reported to:
  - Clinton County Health Department - http://www.clintonhealth.org
    - o *Main Phone – (518) 565-4840*
    - o *Email - health@clintoncountygov.com*
    - o *Address – 133 Margaret Street, Plattsburgh, NY 12901*
    - o *Coronavirus Hotline: 1-888-364-3065*
    - o *Weekend/After-hours Consultation and Reporting: (518) 565-3270*
  - Essex County Public Health - Essex County Health Department
    - o *Main Phone – (518) 873-3500*
    - o *Email – Go to: Linda.Beers@essexcountyny.gov*
    - o *Address – 132 Water Street, Elizabethtown, NY 12932*
    - o *Coronavirus Hotline: 1-888-364-3065*

- The County Departments of Health will monitor County-wide cases of communicable disease and inform CVES as to appropriate actions.
- The Assistant Superintendents will help coordinate our pandemic planning and response effort. This person will work with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The School Nurse and the CVES Medical Director will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the CVES Network and Systems Coordinator will also be an important team member. The Assistant Superintendents, Division Directors, Principals, Administrators, Director of Facilities, and the Health, Safety, Risk Management Specialist will also be vital to the planning effort. Other individuals may be part of the Team as needed.
- The District-Wide School Safety Team will review and assess any obstacles to implementation of the plan. The Team will review the *CDC Pandemic Influenza Planning Checklist* (see appendix) to assist in this determination and has considered issues related to planning and coordination; continuity of student learning; core operations; infection control policies and procedures; and communication.
- CVES will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; ; which can all be accessed at http://www.cdc.gov/flu/school/.
- CVES will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings, and direct mailings for this purpose.

(1) Essential Positions/Titles

In the event of a government ordered shutdown most staff would be able to work remotely. However, some positions may be required to be on-site or in district for us to continue to function. The following information is addressed in the table below:

- **Title** – a list of positions/titles considered essential which could NOT work remotely in the event of a state-ordered reduction of in-person workforce.
- **Description** – brief description of job function.
- **Justification** - brief description of critical responsibilities that could not be provided remotely.
- **Work Shift** – brief description of how the work shifts of those essential employees will be staggered to reduce overcrowding at the worksite.

- **Tier** – tiered employee return to CVES facilities. Working remotely will be decided on a case by case basis and rely heavily on job function(s).

The worksheet below has been created in consultation with Central Administration, Human Resources, Facilities Services, Transportation, Food Service, Communications, Technology, Instructional Programs, Athletics, Special Education, Messenger/Mail Services, and Security.

Human Resources Essential Positions				
Title	Description	Justification	Work Shift	Protocol
Custodial	Cleaning/Disinfecting	NYSDOH Regulations	M-F Day	Tier 1
Maintenance	Maintain/Repair/Replace	NYS Regulations	M-F Day	Tier 1
Dir. of Facilities	Supervision/Management		N/A	Tier 1
Superintendents	District/Assistant	Leadership/Management	N/A	Tier 1
Division Directors	Supervision/Management	Leadership/Management	N/A	Tier 1
IT Department	Maintain/Repair/Replace	Infrastructure/COOP	M-F Day	Tier 2
Business Office	Finance/Accounting	District Operations	M-F Day	Tier 2
Human Resources	Employee Administration	District Operations	M-F Day	Tier 2
Principals	Supervision/Management	Leadership/Management	M-F Day	Tier 2
Print Shop	CVES/Component Operations	Educational/Communication	M-F Day	Tier 2
HSRM	Health, Safety, Risk Management	NYS Regulations	M-F Day	Tier 2
School Nurses	Health Coordination	NYSDOH Regulations	M-F Day	Tier 2
Coordinators	Supervision/Management	Educational Leadership	M-F Day	Tier 3
Training Specialists	Component Services	Educational Leadership	M-F Day	Tier 3
Teachers	Education	NYSED Requirements	M-F Day	Tier 3
Teaching Assistants	Education	NYSED Requirements	M-F Day	Tier 3
Teacher Aides	Education	NYSED Requirements	M-F Day	Tier 3
Lifeguards	Safety	NYSDOH Regulations	M-F Day	Tier 3
Related Providers	OT/PT/Speech/Counselors/Psych.	NYSED Regulations	M-F Day	Tier 3

(2) Protocols Allowing Non-Essential Employees to Telecommute

Ensure Digital Equity for Employees
- **Mobile Device Assessments:**

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- o Survey staff to determine who will need devices at home to maintain operational functions as well as instructional services.
    - o Conduct a cost analysis of technology device needs.
- **Internet Access Assessments:**
    - o Survey staff to determine the availability of viable existing at-home Internet service.
    - o Conduct a cost analysis of Internet access needs.
- **Providing Mobile Devices and Internet Access:**
    - o To the extent practicable, procure, configure, and distribute appropriate mobile devices to those in need as indicated by the survey results.
    - o To the extent practicable and technically possible, procure, and when available, provide appropriate Internet bandwidth to those in need as indicated by the survey results. Wi-Fi hotspots and residential commercial Internet options will be evaluated for effectiveness in particular situations.

Technology & Connectivity for Students - Mandatory Requirements:
- Survey the level of access to devices and high-speed broadband all students and teachers have in their places of residence.
- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.
- Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

Mobile Devices Delivery:

To increase options for continuing learning during extended closures technology will be leveraged in different ways to meet local needs, including but not limited to:

- Communication (e-mail, phone, online conferencing, social media)
- Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
- Learning Materials and Content (digital content, online learning activities)
- Additional Technology Devices Assessments**:**
    - o Identify students' technology needs to include adaptive technologies
    - o Use the Asset Tracking Management System procedures to check out all mobile devices
    - o If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
- Providing Multiple Ways for Students to Learn
    - o Support instructional programs as needed in preparation of hard-copy work for students to participate in remote or blended models where students do not yet have sufficient access to devices and/or high-speed internet.

(3) Staggering Work Shifts of Essential Employees – Reducing Overcrowding

Depending on the exact nature of the communicable disease and its impact, CVES is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements to minimize building occupancy. The following will be considered:

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- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Limit restroom capacity.
- Stagger arrival and dismissal times.
- Alternate workdays or work weeks.
- Implement a four-day work week.
- Limit or eliminate visitors to the building.

CVES will utilize these base strategies and expand upon them as necessary to address any public health emergency.

Protection (Preparedness)

We will collaborate with County and local partners to assure complementary efforts.

- The Health, Safety, Risk Management Specialist has been designated the communicable disease safety coordinator (COVID-19 Compliance Safety Officer), whose responsibilities include compliance with the school's reopening plan, and any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal levels. The coordinator shall be the main contact upon identification of positive cases and is responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding a public health emergency and plans implemented by the school.

School/Program	Safety Coordinator/Administrator	Contact #
Special Education-Plattsburgh	Building Principals	518.561.0100
CV-TEC-Plattsburgh	Building Principal	518.561.0100
Satellite Campus	Administrator of Instructional Services	518.561.0100
Yandon-Dillon	Building Principal	518.561.0100
One Work Source	Adult Services Administrator	518.561.0100

- Communication with component districts, students, staff, parents, and the school community will be important throughout a pandemic outbreak. Communication methods may include websites, school postings, general mailings, e-mail, special presentations, telephone, text message, reverse 911 systems and the public media. The District Superintendent has been designated District Public Information Officer (PIO) to coordinate this effort and act as the central point for all communication. The PIO will work with the CVES Communications Department for creation of appropriate messaging, and the Network and Systems Coordinator to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available.

- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:

  o Overall Operations – Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through e-mail followed by online meetings (Microsoft Teams, WebEx), text groups, the district automated phone notification system (One Note), and our normal phone system.

  o The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. Recognizing the need for job cross-training, we have trained individuals with the following job titles; Purchasing Assistant, Treasurer, Payroll Benefits Specialist, Accounts Payable Clerk and Claims Auditor. To maintain these essential functions off-site, business office staff will be provided computers, printers (also for printing checks), and Wi-Fi hotspots as needed to work remotely.

- o   Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will pool maintenance staff to assist in essential building functions.

- o   Human Resources will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by Human Resources with oversight by the District Superintendent. The Assistant Superintendent of Management Services has provided cross-training of the human resources staff to ensure continuation of essential functions. The District Superintendent and Assistant Superintendent of Management Services will help develop the plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal workday such as alternate or reduced work hours, working from home, etc.

- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented include:

  - o   Hard copy, self-directed lessons.
  - o   Use of mobile media storage devices for lessons (laptop computer, jump drive, tablet, etc.).
  - o   On-line instruction, on-line resources, on-line textbooks (Kahoot, Microsoft Teams, YouTube, etc.)
  - o   Web-based modalities for live lessons (Microsoft Teams)

(4) Obtaining and Storing Personal Protective Equipment (PPE)

PPE & Face Covering Availability

CVES will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected.
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Information will be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks are most essential in times when physical distancing is difficult.
- Procurement, other than basic preliminary purchases, will be done using cooperative purchasing whenever possible.
- Teach and reinforce use of face coverings among all staff and students.
- Staff are encouraged to utilize their own personal face coverings.
- Parents will also be encouraged to provide face coverings for students however, face coverings will be provided for any student that cannot provide their own.

Specialized PPE (N95s, KN95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. N95 respirators are recommended only if staff will be in contact with a suspected positive case of a contagious disease. Those employees required to wear N95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so.

PPE Supply Management

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As required by Labor Law §27-c, the District will procure appropriate personal protective equipment for essential employees, based upon the various tasks and needs of such employees in a quantity sufficient to provide each type of personal protective equipment to each essential employee during any given work shift.

This PPE will be stored and replaced as follows, unless manufacturer recommendations are different:

- Keep in a clean, secure, temperature-controlled environment to prevent damage or contamination.
- Avoid storage areas that are damp or have temperature extremes.
- Use the oldest supplies first and check facepiece, straps and seal material for signs of damage or deterioration.

Using the following charts for staff and students on site, the Facilities Department will work with programs to determine the overall PPE needs of the District:

Disposable Face Coverings Initial recommended quantities per 100 individuals					
Group	Quantity needed for 1 week	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance	Assumptions
100 Students	100	1200	600	300	1 Disposable Mask per Week per Student
100 Teachers and other staff	500	6,000	3,000	1,500	5 disposable masks per week per person
4 Nurses/Health Staff	40	480	240	120	10 Disposable masks per Week per School Nurse

PPE for Each Staff Having High Intensity Contact with Students			
Item	1 Week Supply per Staff	12 Week Supply per Staff	Assumptions
Disposable Nitrile Gloves	10	120	10 per Week per Staff
Disposable Gowns	10	120	10 per Week per Staff
Eye Protection	2	n/a	2 Re-usable per Staff
Face Shields	2	n/a	2 Re-usable per Staff
N-95 Respirators*	.5	6	10 per Week per Staff

PPE for CVES School Nurses			
Item	1 Week Supply per Staff	12 Week Supply per Staff	Assumptions
Disposable Nitrile Gloves	100	1200	100 per Week per Staff
Disposable Gowns	10	120	10 per Week per Staff
Eye Protection	2	n/a	2 Re-usable per Staff
Face Shields	5	60	5 per Week per Staff
N-95 Respirators*	1.5	18	1.5 per Week per Staff

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Response

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the County Department(s) of Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.

- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
- The PIO will work closely with the Network and Systems Coordinator to test all communication systems to assure proper function. The District-Wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Assistant Superintendent of Management Services will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Assistant Superintendent of Management Services will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Director of Facilities will meet with staff and monitor ability to maintain essential function. The Director of Facilities will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Director of Facilities will work closely with the Assistant Superintendent of Management Services or designee to implement different phases of the Plan as necessary.
- The Division Directors will meet with staff to review essential functions and responsibilities of back-up personnel. The Assistant Superintendent of Management Services will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- **Any decision to close school will be made in collaboration with the District Superintendent, Local Health Department and NYS Education Department.**
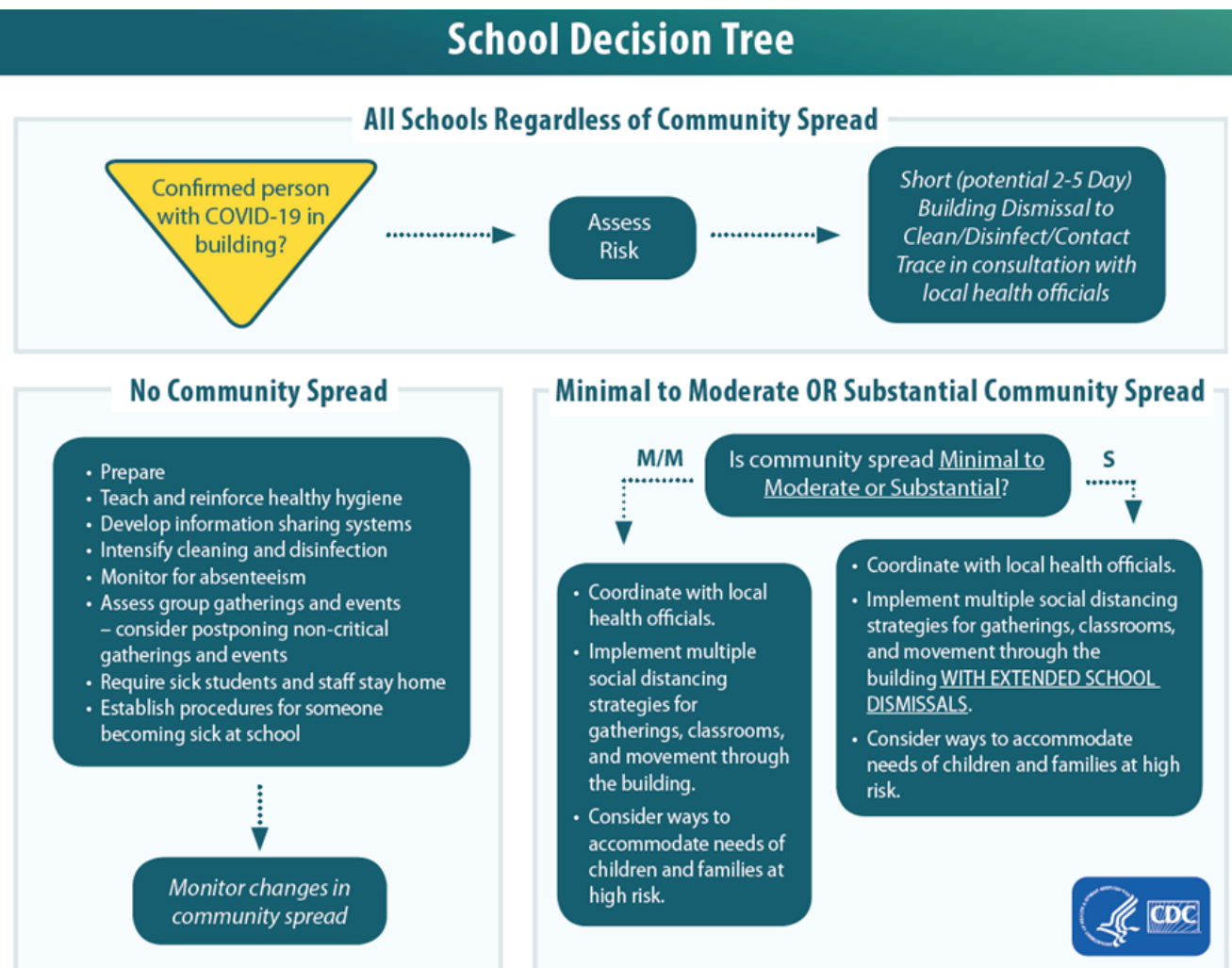
(5) Preventing Spread, Contact Tracing and Disinfection

Confirmed Case Requirements & Protocols

Instructional programs must be prepared for communicable disease outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. The following example is an COVID-19 decision tree to help schools determine which set

of mitigation strategies may be most appropriate for their current situation. This may need to be modified for different communicable disease outbreaks.

Center for Disease Control (CDC) and New York State Department of Health (NYSDOH)

School Decision Tree

All Schools Regardless of Community Spread

Confirmed person with COVID-19 in building? ·····> Assess Risk ·····> Short (potential 2-5 Day) Building Dismissal to Clean/Disinfect/Contact Trace in consultation with local health officials

No Community Spread

- Prepare
- Teach and reinforce healthy hygiene
- Develop information sharing systems
- Intensify cleaning and disinfection
- Monitor for absenteeism
- Assess group gatherings and events – consider postponing non-critical gatherings and events
- Require sick students and staff stay home
- Establish procedures for someone becoming sick at school

Monitor changes in community spread

Minimal to Moderate OR Substantial Community Spread

M/M ····· Is community spread Minimal to Moderate or Substantial? ····· S

- Coordinate with local health officials.
- Implement multiple social distancing strategies for gatherings, classrooms, and movement through the building.
- Consider ways to accommodate needs of children and families at high risk.

- Coordinate with local health officials.
- Implement multiple social distancing strategies for gatherings, classrooms, and movement through the building WITH EXTENDED SCHOOL DISMISSALS.
- Consider ways to accommodate needs of children and families at high risk.

CDC

Recommendations:

- Close off areas used by a sick person and do not use those areas until after cleaning and disinfection has occurred.
- If possible, open outside doors and windows to increase air circulation in the area.
- Wait at least 24 hours before cleaning and disinfecting a contaminated room. If waiting 24 hours is not feasible, then wait as long as possible.
- Clean and disinfect all areas used by the suspected or confirmed infected person, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the suspected or confirmed infected person can return to the area and resume school activities immediately after cleaning and disinfection.

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- Refer to NYSDOH guidance for current information on close and proximate contacts, and how staff can safely return to work.
- If more than seven days have passed since the suspected or confirmed infected person visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

Return to School After Illness:

CVES must follow CDC and NYSDOH guidance for allowing a student or staff member to return to school after exhibiting symptoms of a communicable disease. **Depending on the disease**, if a person is not diagnosed with the illness by a healthcare provider (physician, nurse practitioner, or physician assistant) they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours.
- If they have been diagnosed with another illness or condition and have a written note from a healthcare provider naming that illness or condition.

If a person is diagnosed with a communicable disease by a healthcare provider based on a test or whether they had or currently have symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms.
- It has been at least three days since the individual has had a fever (without using fever reducing medicine).
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

Refer to current CDC and NYSDOH guidance for individuals who are on home isolation regarding when the isolation may end*.

*CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 10-14 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.

Staff Absenteeism
- Instructional staff will call into the absence management system (ASOP) when they are absent due to illness. Substitutes will be provided as necessary and as requested.
- Non-instructional staff will follow their Division or Departmental procedures.
- Departments will monitor absenteeism of students and staff, cross train staff, and create a roster of trained back-up staff.

Employee Assistance Program (EAP)
- Human Resources Personnel will continue to disseminate information to employees about EAP resources. EAP is a voluntary, work-based program that offers free and confidential assessments,

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short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders.

Medical Accommodations
- Human Resources Personnel will handle medical and contagious disease accommodations, such as telework or shift modification. Requests for accommodations should be sent to the Assistant Superintendent of Management Services.

New York State Contact Tracing Program

If a student or staff member tests positive for a contagious disease the New York State Contact Tracing Program will be implemented. As such, it is important for everyone to understand how contact tracing works.

It is recommended that all District-wide School Safety Team members, administrators, principals, nurses and others take the free Johns Hopkins University COVID-19 Contact Tracing Course at https://www.coursera.org/learn/covid-19-contact-tracing.

New York State has partnered with Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health and Vital Strategies to create the NYS Contact Tracing Program, a nation-leading initiative to help slow the spread of COVID-19. Contact Tracers work with people who have tested positive for COVID-19 to identify people they have had contact with and let them know they may have been exposed to the disease.

If you get a call from the local Department of Health or "NYS Contact Tracing" (518-387-9993), PLEASE answer the phone. Answering the phone will keep your loved ones and community safe.

A contact tracer will:
- NEVER ask for your Social Security number
- NEVER ask for any private financial information
- NEVER ask for credit card information
- NEVER send you a link without proper authentication procedures

If you test positive, a Contact Tracer will connect you with the support and resources you may need through quarantine, such as help getting groceries or household supplies, child-care, medical care, or other supplies. The Tracer will work with you to identify and reach out to anyone you've been in contact with while you were infectious to trace and contain the spread of the virus.

People who have come in close contact with someone who is positive are asked to stay home and limit their contact with others. By staying home during this time, IF you become sick yourself, you have not infected many others along the way.

Testing, medical and quarantine support for yourself and your loved ones will be arranged. We will not release your name to anyone. Your information is strictly confidential and will be treated as a private medical record. This nation-leading program will place emphasis on areas with the highest rates of

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infection and on regions ready to open. The program will be implemented in coordination with New Jersey and Connecticut.

Your caller ID will say "NYS Contact Tracing" (518-387-9993).

Please answer the phone so we can keep NY moving forward and stop the spread of COVID-19.

Facilities: Cleaning and Disinfecting

Soiled surfaces and objects must be cleaned before being disinfected. Cleaning does not kill germs or viruses but rather removes many of them, along with dirt and other impurities, from surfaces or objects. Disinfecting then kills many of the remaining germs and viruses, lowering their number to a safe level, as judged by public health standards.

If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid contact with the fluid. Remove the spill, and then clean and disinfect the surface.

Routine cleaning of school settings includes:
- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails, and doorknobs/handles.
- Dust- and wet-mopping or auto-scrubbing floors.
- Vacuuming of carpets, entryways, and high traffic areas.
- Removing trash.
- Cleaning and disinfecting restrooms.
- Wiping heater and air conditioner vents.
- Spot cleaning walls.
- Spot cleaning carpets.
- Dusting horizontal surfaces and light fixtures.
- Cleaning spills.

Classroom/Therapy Rooms
CVES will provide Classroom Staff and related service providers with additional cleaning supplies to ensure continuous disinfecting of classrooms and the therapy rooms that service students with complex disabilities where multiple tools are used for communication, mobility, and instruction.

Common Areas
Smaller common areas, like kitchenettes and copy room areas, should have staggered use and reduced capacities. Face masks, or other identified PPE shall be worn in common areas, unless advised otherwise. Signage shall be posted in common areas to remind staff of health and safety etiquette.

Disinfecting
- Cleaning and disinfection requirements from the CDC and NYSDOH will be adhered to.
- Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned.
- Hand hygiene stations will be provided and maintained, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.
- Regular cleaning and disinfection of restrooms will be performed.
- Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed to be infected, with such cleaning and disinfection to include, at a minimum, all heavy transit areas, and high-touch surfaces.
- Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff as approved by central administration.
- Additional paper towel dispensers may be installed in other designated spaces.

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Upon request, facilities services will provide CDC approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between use as much as possible. Examples of frequently touched areas in schools may include:

- Bus seats and handrails.
- Buttons on vending machines.
- Changing tables.
- Classroom desks and chairs.
- Door handles and push plates.
- Handles on equipment (e.g., athletic equipment).
- Handrails.
- Kitchen and bathroom faucets.
- Light switches.
- Lunchroom tables and chairs.
- Student "Break: Rooms and "Wiggle" Rooms.
- Related Services Spaces.
- Shared computer or and mice.
- Shared desktops.
- Shared telephones.

Hand Sanitizing
- Hand sanitizer dispensers will be located and installed in approved locations.
- Hand sanitizer bottles will be distributed to staff as approved by central administration.
- The District ensures that all existing and new alcohol-based hand-rub dispensers, installed in any location, are in accordance with the Fire Code of New York State (FCNYS) 2020 Section 5705.5.

Trash removal
- Trash will be removed daily.
- Garbage cans or the process for collecting trash during lunch periods in classrooms will be increased where necessary.
- No-touch trash receptacles will be utilized, where possible.

(6) Documenting Precise Hours/Work Locations of Essential Workers

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off site or in numerous locations. Daily work logs may need to be maintained by each staff. Student and staff sign in/sign out sheets will be utilized for each building and may be used for areas within a building as needed. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis.

(7) Emergency Housing for Essential Employees

Emergency housing for essential workers is generally not required for school employees as opposed to healthcare workers and other critical care employees. However, the following local hotels/motels can be accessed if necessary:

Clinton County

1. Fairfield Inn & Suites by Marriott Plattsburgh - (518) 536-7600)
2. Hampton Inn & Suites Plattsburgh - (518) 324-1100)
3. Comfort Inn & Suites Plattsburgh - (518) 907-4562)
4. La Quinta Inn & Suites by Wyndham Plattsburgh - (518) 562-4000)
5. Best Western Plus Plattsburgh - (518) 561-7750)

Essex County

1. Edgemont B & B - (518) 524-5175

If necessary, CVES will work with the County Office of Emergency Management to determine housing options.

<u>Recovery</u>

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods and our PIO to keep the school community aware of the transition process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to debrief and determine lessons learned. Information from the District Superintendent, Assistant Superintendent(s), PIO, Division Directors, Network and Systems Coordinator, Health, Safety, Risk Management Specialist, and the Director of Facilities will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.

Appendix

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CVES Preliminary On-Site Investigation Form

YOUR SCHOOL NAME:		SCHOOL POINT of CONTACT (POC) NAME:		POC Number/E-mail:	
To be completed by the school				To be completed by County Health Department	

Student Name	DOB	Context of Contact (Classroom, bus, etc)	Parent/Guardian Name #1	Parent Phone #1	Parent/Guardian Name #2	Parent Phone #2	Health Dept. Staff	Start Q Date	End Q Date

ADULT CONTACTS

To be completed by the school   To be completed by County Health Department

Name	Context of Con	Phone # 1	Health Dept. Sta	Start Q Date	End Q Date

CHAMPLAIN VALLEY EDUCATIONAL SERVICES
DISTRICT-WIDE SCHOOL SAFETY PLAN

(Enter Building Name) Screening/Entry Log
Assessment responses must be reviewed every day and such review must be documented.

Screening conducted by: _____

Date	Name	All Screening Questions answered **No**	Any Screening Questions answered **Yes**	Time In	Time Out

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Date	Remote Work Log What actions were completed? **[activity/means]** What type of activity was it? (meeting, pd, instructional, etc.) **[type/method]**	How was this work completed? (e.g. zoom, call, text)	Duration* *(if applicable)	District* * (if applicable)

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SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST

Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities **http://www.ed.gov/admins/lead/safety/emergencyplan/ crisisplanning.pdf**).

Further information on pandemic influenza can be found at **www.pandemicflu.gov**.

1. Planning and Coordination:

Completed	In Progress	Not Started	
☐	☐	☐	Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.
☐	☐	☐	Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
☐	☐	☐	As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
☐	☐	☐	Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department's and state education department's ICS.
☐	☐	☐	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
☐	☐	☐	Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
☐	☐	☐	Test the linkages between the district's Incident Command System and the local/state health department's and state education department's Incident Command System.
☐	☐	☐	Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
☐	☐	☐	Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
☐	☐	☐	Participate in exercises of the community's pandemic plan.
☐	☐	☐	Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.

1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
☐	☐	☐	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
☐	☐	☐	Implement an exercise/drill to test your pandemic plan and revise it periodically.
☐	☐	☐	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
☐	☐	☐	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
☐	☐	☐	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
☐	☐	☐	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
☐	☐	☐	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
☐	☐	☐	Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
☐	☐	☐	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
☐	☐	☐	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
☐	☐	☐	Establish policies for transporting ill students.
☐	☐	☐	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
☐	☐	☐	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
☐	☐	☐	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
☐	☐	☐	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.

4. Communications Planning (cont.):

Completed	In Progress	Not Started	
☐	☐	☐	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
☐	☐	☐	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
☐	☐	☐	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
☐	☐	☐	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
☐	☐	☐	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
☐	☐	☐	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
☐	☐	☐	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.

Appendix B

CVES

Emergency Remote Instruction Plan

June 2023

Appendix B: Emergency Remote Instruction Plan (beginning 2023-2024)

This appendix addresses the 2022-2023 amendments of Sections 100.1, 155.17, and 175.5 of the Regulations of the Commissioner of Education Relating to Remote Instruction and its Delivery under Emergency Conditions, and the amendments of Sections 200.7, 200.16, and 200.20 of the Regulations of the Commissioner of Education Relating to Remote Instruction and its Delivery Under Emergency Conditions and Length of School Day for Approved School-Age and Preschool Programs Serving Students with Disabilities

INTRODUCTION

The Champlain Valley Educational Services (CVES) developed the following Emergency Remote Instruction Plan to address the instruction of students if extraordinary circumstances prevent students and staff from physically attending school. The Emergency Remote Instruction Plan meets the requirements of New York State Education Commissioner's Regulations for inclusion in the 2023-2024 District-Wide School Safety Plan. Additionally, the plan adheres to guidance set forth in the following Board of Education policies: #4890-Attendance; #9010-Acceptable Use Policy for Technology and Internet Protection Policy; #5300-Code of Conduct].

It is the goal of Champlain Valley Educational Services to provide our students with the high-quality education that they deserve in a safe manner, and in an environment that supports continued educational growth and the development of strong relationships with our students and their families.

BACKGROUND INFORMATION

The NYS Education Department (NYSED) authorized a "snow day pilot" program during the Covid-19 pandemic 2020-2021 and 2021-2022 school years. This program allowed school districts to deliver instruction remotely on days in which they would otherwise have closed due to an emergency.

To give districts greater predictability, in September 2022, the NYSED Board of Regents amended section 175.5(e) of the Commissioner's regulations to codify this flexibility. Districts that would otherwise close due to an emergency may, **but are not required to**, remain in session, and provide instruction through remote learning and count these instructional days towards the annual hours requirement for State Aid purposes. Instruction must be provided to all students and be consistent with the definition of remote instruction, as explained below. In addition, beginning with the 2023-2024 school year, such instruction must be consistent with the school district's Emergency Remote Instruction Plan.

NYSED also amended section 155.17 of the Commissioner's regulations to require public schools, BOCES, and county vocational education and extension boards amend their District-wide School Safety Plans to include plans for remote instruction beginning with the 2023-2024 school year. This gives the public an opportunity to provide feedback on such plans for remote instruction prior to their adoption. The Emergency Remote Instruction Plan must include the methods that the school district will ensure the availability of: devices; internet access; provision of special education and related services for students with disabilities; the expectations for time spent in different remote modalities.

Such plans also require that each chief executive officer of each educational agency located within a public school district report information on student access to computing devices and access to the internet each year.

NYSED additions to section 100.1 of the Commissioner's regulations define the term "remote instruction." This definition identifies various ways in which remote instruction may be delivered, but which must include, in all situations, regular and substantive teacher-student interaction with an appropriately certified teacher.

The NYS Board Regents adopted the amendments noted above that became effective as a permanent rule on September 28, 2022.

Sections 200.7, 200.16, and 200.20 of the Regulations of the Commissioner of Education were amended, and became effective September 13, 2022, and December 12, 2022, as an emergency action for the preservation of the general welfare to permit approved special education providers to provide remote instruction in the 2022-2023 school year on days they would otherwise close due to an emergency and to count such instructional days towards 14 minimum requirements and to identify the ways in which such remote instruction may be delivered. These amendments relate to remote instruction and its delivery under emergency conditions for students in approved private schools for the education of students with disabilities, state-supported schools, state-operated schools, and approved preschool special education programs. These updated regulations now provide the same flexibility for remote instruction under emergency conditions that was given to school districts. The effective date of the final rule was January 25, 2023.

REMOTE INSTRUCTION

The Commissioner's regulations define remote instruction as "instruction provided by an appropriately certified teacher, or in the case of a charter school an otherwise qualified teacher pursuant to Education Law §2854(3)(a-1), who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher." For the purpose of this plan, remote instruction means the instruction occurring when the student and the instructor are in different locations due to the closure of one or more of the district's school buildings due to emergency conditions as determined by the Superintendent of Schools. Emergency conditions include, but are not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficient water supply, prolonged disruption of electrical power, shortage of fuel, destruction of a school building, shortage of transportation vehicles, or a communicable disease outbreak, and the school district would otherwise close due to such an emergency.

UNSCHEDULED SCHOOL DELAYS AND EARLY RELEASES

Instructional hours that a school district scheduled but did not execute, either because of a delay to the start of a school day or an early release, due to emergency conditions, may still be considered as instructional hours for State aid purposes for up to two instructional hours per session day, provided the School Superintendent certifies such to NYSED, on the prescribed NYSED form, that an extraordinary condition existed on a previously scheduled session day and that school was in session on that day (NYSED Part 175.5).

The Emergency Remote Instruction Plan shall identify various ways in which instruction may be delivered, including synchronous and asynchronous instruction. In all situations, remote instruction requires regular and substantive teacher-student interaction with an appropriately certified teacher.

Synchronous instruction engages students in learning in the direct presence (remote or in-person) of a teacher in real time. During remote instruction, students and teachers attend together from different locations using technology. Asynchronous instruction is self-directed learning that students engage in learning without the direct presence (remote or in-person) of a teacher. Students access class materials during different hours and from different locations. During an emergency closing, synchronous instruction is the preferred method of instruction, whereas asynchronous instruction is considered supplementary instruction.

ENSURING ACCESSIBILITY AND AVAILABILITY (INTERNET, COMPUTERS/DEVICES)

The Champlain Valley Educational Services (CVES) shall survey families to find out who has a reliable high-speed internet connection. A survey conducted in 2020 identified families who live in the district that do not have access, therefore remote learning is a challenge, if not impossible, for these students. Since 2020, every student who enrolls in the district provides information on internet access and computer accessibility. All survey information is stored and available in the SchoolTool database. When students do not have internet access, the district works with the families to develop a plan to provide instructional materials for them as well as a process for recording attendance and grading. The district works with the community to provide locations where internet access could be used if they are able to use these locations.

Commissioner's regulation 115.17(f) outlines the annual data collection that districts must submit to SED every year by June 30. It requires the school district to survey families regarding internet and device access at the student's place(s) of residence. The chief executive officer (School Superintendent) shall survey students and parents and persons in parental relation to such students to obtain information on student access to computing devices and access to internet connectivity.

District policy and procedures are followed to ensure computing devices are made available to students or other means by which students will participate in synchronous instruction.

CVES EMERGENCY CLOSURE REMOTE LEARNING PLAN

POLICIES	The plan adheres to guidance set forth in the following Board of Education policies: #4890 Attendance; #5300 Code of Conduct; #9010 Acceptable Use Policy for Technology and Internet Protection Policy].
INTERNET AND DIGITAL DEVICE ACCESS	Students are typically assigned a computer from their home district. For those that are not assigned a laptop from their home district, CVES will provide all students in grades K-12 access to a personal computing device. Typically, this will be a Window's Laptop. In the event of an emergency, closing provisions will be made to the greatest extent possible to ensure that all students have their device at home for instruction.

The school district participates fully in the SED Digital Access Survey along with locally developed surveys to assess how many students have internet access at home. The district provides hotspots to any families that indicate a need for reliable internet to facilitate access to learning at home. |

	Students without access to technology or internet will be referred immediately to the building principal who will: - Engage with the CVES Technology Department and the home-school to assist with issuing a device. - Contact the family to offer support in working with outside agencies in securing internet connection. In cases where internet connection is not possible, instruction will be individualized to meet the family/student needs. All faculty should have an alternative general activity for students in the instance that widespread power outages or other disruptions to connectivity occur preventing synchronous connection. If students lose connectivity, then the expectation is they will complete the alternate assignment provided.
PEDAGOGY	All teachers in grades K-12 will use Microsoft Teams as their primary instructional platform. Several district provided instructional technology software programs are available to support instruction along with a wide array of other resources curated by faculty. Teachers will utilize these programs to differentiate instruction, accessing a variety of delivery methods that best suit their course, grade level, and teaching style. The instructional approach **may include a combination of:** **Synchronous "Live" Instruction** - Using Microsoft Teams along with other digital platforms, teachers will deliver real time instruction to a full group or subset of students. Teachers may incorporate asynchronous or project-based opportunities within this model. *Teachers will make personal connections with all students during scheduled class times via Microsoft Teams. These connections will allow teachers to take attendance, introduce new content or skills and will allow students to connect with their teachers and peers in order to be guided through lessons, ask questions, and maintain personal relationships. The duration of these synchronous connections depends on the grade level and daily instructional plan but should be the primary mode of instruction and substantial enough to guide learning.* **Asynchronous "Flipped" Instruction -** Using a variety of digital platforms, teachers will deliver captured or recorded lessons with associated expectations for students' participation and assignment completion Microsoft Teams. These activities may include teacher/student synchronous interactions for a portion of the lesson. **Authentic Independent Instruction** - Using a variety of methods, teachers will engage students in high quality learning activities. These activities must engage students in the learning process. Teachers will provide assistance to students in this mode of instruction through asynchronous and synchronous methods outlined above.
STUDENT EXPECTATIONS	All students will receive information on how to access course material and instruction from their teachers. Students are expected to follow all directions and requests to participate in instruction to the fullest extent possible. During synchronous instruction students are expected to be school ready. This includes being on time for class,

engaging fully through video and audio as directed by their teacher, and presenting themselves in a manner that is in accordance with school expectations.

- All students are expected to practice appropriate digital etiquette and responsible behavior during assigned Teams Meetings:

    o   Mute yourself on meets as directed by your teacher.

    o   **Cameras are to be kept on during classroom meets** unless directed specifically by your teacher to do otherwise.

- Students are expected to work in an appropriate setting when participating remotely / on-line. Work places include a desk, table, kitchen counter, etc... Other locations are not appropriate or acceptable.

- Student dress must be appropriate in all platforms - the Student Dress Code section of the Student Handbook / Code of Conduct applies to students in all platforms.

If there are any circumstances preventing full and appropriate participation the student should let the teacher know. As this is a required attendance day, students must fulfill expectations for satisfactory participation as determined by their teacher.

DAILY SCHEDULE	The virtual day will follow the same schedule framework as a typical day at CVES. As with all school schedules, appropriate breaks will be included in the daily schedule for students and faculty, including time for lunch. Students will attend all assigned classes at their scheduled time. The method of instructional delivery will vary to facilitate appropriate screen time per age level within these parameters. A typical schedule for remote instruction will look similar to the schedules below: RISE Center for Success (Special Education): <table><tr><th>Mo/Tu/We/Th/Fr</th></tr><tr><td>9 a.m. Morning Meeting via TEAMS Video (class)</td></tr><tr><td>10 a.m. Subject based Activity via TEAMS Video (1:1)</td></tr><tr><td>11 A.M. Classroom TEAMS Post - Movement Break</td></tr><tr><td>11:30 PT/Art/OT Session via TEAMS Video</td></tr><tr><td>1 P.M. Classroom TEAMS Post - Independent Activity/ELA Activity – small group/PE instruction Teams video- class activity/Class Teams post – independent activity</td></tr><tr><td>1:30 p.m. Speech via TEAMS Video (1:1)</td></tr><tr><td>2:15 p.m. Office Hours to Support Student Learning/ Communication via TEAMS</td></tr></table> CV-TEC: <table><tr><td></td><td>*Mo/Tu/We/Th/Fr*</td></tr></table>

	CV-TEC AM STUDENTS	8:30 –9:00	*Virtual Lesson*
		9:00 – 10:30	*Student Work* *Assessments* *Teacher Prep/Admin Check-In/ Teacher Collaboration*
		10:30 – 11:00	*BREAK*
		11:00 – 11:30	*Office Hours* *Student Work / Virtual Make-Up Class / Pull Out Classes*
		11:30 -12:00	**LUNCH**
	CV-TEC PM STUDENTS	12:00 -12:30	*Virtual Lesson*
		12:30 – 2:00	*Student Work* *Assessments* *Teacher Prep/Admin Check-In/ Teacher Collaboration*
		2:00 – 2:30	*BREAK*
		2:30 - 3:00	*Office Hours* *Student Work / Virtual Make-Up Class / Pull Out Classes*

COMMUNICATION PROTOCOL: INTERVENTION	Teachers will follow the same communication protocols that are established in school for addressing areas of academic or behavioral need. This includes a combination of email, phone calls, and academic/behavioral referrals to the administration. All effective strategies should be accessed to maintain effective communication. CVES is prepared to provide all communications in the home language(s) of all students and families in our service area. The CVES Communication Team will consider the school community (staff, students, families, etc.) and the needs of each when creating informational materials and will utilize communication methods generally used by CVES to inform the school community. Information will be dispersed in a variety of platforms that could include: CVES Website; Call list/ROBO call; email blast; letters to homes; CVES social media accounts; online townhall meetings (Zoom, Webex, Google Classroom, etc.)
SPECIAL SERVICES	School districts are required to implement supports, services, and accommodations, as indicated in students' IEPs or 504 Accommodation Plans, to the best of their ability. NYSED recognizes that there may be limitations to implementing certain services or accommodations through remote instruction and as a result, encourages districts to apply a "lens of reasonableness" to their approach. **SUPPORT FOR STUDENTS WITH DISABILITIES DURING EMERGENCY CLOSING VIRTUAL INSTRUCTION** School districts are required to implement supports, services, and accommodations, as indicated in students' IEPs or 504 Accommodation Plans, to the best of their ability, when providing virtual instruction.

The CVES Emergency Remote Instruction Plan addresses the provisions of a free appropriate public education (FAPE) consistent/with the need to protect the health and safety of students with disabilities and those providing special education services.

Students with disabilities will continue to have their Individual Education Plan (IEP) modifications and accommodations implemented, through virtual educational opportunities to the extent practicable. For families who are having difficulty accessing online programming, CVES will work with component districts and families to provide technical support, including devices to students who need them. Parents are encouraged to reach out to the building principal for potential options. Teachers will monitor students' accessibility and work with administration to assure that students are able to access all remote services. Students who are not able to benefit from video classroom sessions may receive educational services through phone calls, materials sent to the home, support to the parent through video conferencing, etc.

Special education teachers who teach resource room, self-contained special classes either content specific or specialized programs, should follow the same guidance and expectations as classroom teachers regarding pedagogy, content, class meetings, and flexibility.

Teaching assistants are available for instructional support by way of participating in class meetings, keeping up on classroom assignments and expectations, and serving as additional academic support.

Related service providers are to provide "tele-therapy" services, to the best of their ability. Related service providers are expected to adhere to similar guidelines as other professionals regarding student and teacher work at home, communication, and flexibility and they will use the students' IEPs to determine an appropriate/reasonable level of communication and support.

- RSPs will provide appropriate teletherapy in line with each student's IEP.

- RSPs will continue to provide teletherapy through established emails within calendar on Teams.

- We will follow the same teletherapy procedures established and outlined in our *School Closure OT/PT Related Service Provider Continuity of Service Plan.*

- RSPs will complete the *Student Plan for Delivery of Services-Remote* in partnership with parents and guardians for each student.

- Itinerant Service Providers will follow the safety plans for the districts they are working within.

	Documentation Requirements: Special education personnel are expected to document all supports and services provided to students during this time. Document the manner, means, duration of time, follow up efforts, etc. IEP progress monitoring is required to be collected and reported to parents following the schedule listed on students' IEPs. Medicaid session notes continue to be a requirement for eligible related service providers. Special education teachers/service providers are responsible to hold any virtual professional meetings already scheduled on a day that becomes a virtual instruction day.
NON- INSTRUCTIONAL SERVICES • **TRANSPORTATION** • **FOOD SERVICE** • **MAINTENANCE** • **CUSTODIAL** • **CLERICAL/ ADMINISTRATIVE SUPPORT**	When a school district is in remote session, non-instructional services may still be required to report to work to perform critical services related to their area of expertise. In the event that the change to remote instruction is due to a snow or other weather emergency, such change will likely impact transportation and other critical services. Decisions whether or not non-instructional employees should report to work will be made and communicated in real time by the appropriate supervisor or administrator based on whether services can be provided in a safe and efficient manner. **TRANSPORTATION** CVES does not provide AM and PM bus transportation to and from home and school. Home/school transportation is provided by the student's home districts. Contract carriers may be utilized in special situations. When appropriate, CVES will transport students to job, community worksites, and occasional field trips, via our own buses. **FOOD SERVICE** CVES understands the importance and significance in providing nutritious meals for our students. When appropriate, breakfast and lunch will be available for our Special Education Division students. We will comply with all Child Nutrition Plan Guidelines. For remote food services, CVES will collaborate with its component districts regarding the best method to achieve food service/meal delivery for their students.

INSTRUCTIONAL HOURS FOR STATE AID AND REPORTING REQUIREMENTS

Pursuant to Section 175.5 of Education Law the school district may decide to transition to remote instruction in the event emergency conditions dictate the closure of the PreK through Grade 12 facilities. Under the provisions of New York State Education Law and the District Emergency Remote Instruction Plan any instruction sessions provided during the closure of the school facilities are counted towards annual hour requirements for meeting 180 days required for State financial aid.

Annual Hourly Requirements for the purpose of apportionment of State Aid (for districts receiving foundation aid) are noted below:

- 450 instructional hours for pupils in half-day kindergarten

- 900 instructional hours for pupils in full-day kindergarten and grades one through six

- 990 instructional hours for pupils in grades seven through twelve

The district estimates the number of instructional hours it intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions from a minimum of 1 remote instruction day due to emergency conditions, up to the full year's annual hourly requirement. A district remote instructional day is the same number of hours as an in-person instructional day. The actual hours of the instructional day shall be discussed each spring during building council.

For example, if the school district has three (3) remote instructional days in a school year, then it will claim an estimated total hours for State Aid purposes due to emergency conditions as follows:

1. Grades K-5: 6 hours, 15 minutes X 3 days = 18 hours, 45 minutes

2. Grades 6-8: 6 hours, 36 minutes X 3 days = 19 hours, 48 minutes

3. Grades 9-12: 6 hours, 35 minutes X 3 days = 19 hours, 45 minutes

4. **For a district-wide estimated total of 58 hours, 18 minutes**

<u>REPORTING</u>

IMMEDIATELY

Whenever a school building must close to instruction due to the activation of its District-wide School Safety Plan or Building-level Emergency Response Plan, a *Report of School Closure* must be submitted to the Commissioner of Education by the School Superintendent as required under CR 155.17(f) via the NYSED Report of School Closure portal. Even when remote instruction is provided during an emergency closure, a *Report of School Closure* must be submitted. This also applies when instruction can be delivered in an interim location or via another instructional modality.

When it is determined that it is safe to re-open a school building after an emergency closure, the School Superintendent must notify the Commissioner by completing a corresponding *Report of School Re-Opening*, via the NYSED Report of School Re-Opening portal.

The *Report of School Closure* is intended to provide immediate notification to the Commissioner regarding an emergency closure. The *Report of School Re-Opening* notifies the Commissioner of the re-opening and also collects the actual duration of the closure, the location and modality of instruction, and detailed information that may not have been available at the time of the closure.

Reasons for building closures may include, but are not limited to, natural disasters, power outages, instances of infectious disease, extraordinary adverse weather conditions and threats of violence. It is no longer required to submit a *Report of School Closure* for routine snow days.

ANNUALLY BY JUNE 30ᵀᴴ

The School Superintendent shall notify the NYSED Commissioner the results of the survey on student access to computing devices and access to internet connectivity through the Student Information Repository System (SIRS) every year by June 30ᵗʰ.

END OF THE SCHOOL YEAR

The school district shall report Emergency Remote Instruction through the State Aid Management System at the end of the school year. After the close of the school year starting with the ending of 2023-2024, the School Superintendent reports remote instructional days under emergency conditions through the State Aid Management System and certifies this at the time NYSED's *Form A* is submitted as part of other required certifications. Using the NYSED prescribed form, the School Superintendent certifies to NYSED:

- That an emergency condition existed on a previously scheduled session day and that the school district was in session and provided remote instruction on that day.

- How many instructional hours were provided on such session day; and

- Beginning with the 2023- 2024 school year, that remote instruction was provided in accordance with the district's Emergency Remote Instruction Plan.

<u>BOARD OF EDUCATION APPROVAL</u>

As part of the district-wide School Safety Plan, the school district's Board of Education shall make the Emergency Remote Instruction Plan available for public comment and public hearing for no less than thirty days (30) prior to adoption. The plan must be adopted as part of the District Wide School Safety Plan annually prior to September 1st and posted on the district website in a conspicuous location.