



COMSEWOGUE SCHOOL DISTRICT COVID-19 REOPENING PLAN

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The mission of the Comsewogue School District is to empower our students to become lifelong learners through clearly defined goals and personal connections in a collaborative environment where all members of our community are partners in fostering well-rounded global citizens who are prepared to achieve their maximum potential.

All students will graduate from the Comsewogue School District with the opportunity to:

- Achieve his or her personal best
- Be a collaborative team player
- Belong to an interconnected community
- Exemplify responsible citizenship
- Engage in lifelong learning

The Brookhaven-Comsewogue School District (58020302000) developed a COVID-19 Reopening Plan based on the guidance of the NYS Department of Health and CDC guidelines. The plan was created between May-July 2020 with various stakeholders throughout the District. Board of Education members, administrators, faculty, staff, parents, students, and the local community participated in many virtual meetings over the last four months to develop a safe, educationally sound plan for the students of Comsewogue. Surveys regarding return to school plans were provided to families prior to the plan's creation (see Appendix A). The State will review the plan by August 7, 2020. At that time, Governor Cuomo will decide if or when schools reopen.

After review of the NYS Department of Health (NYSDOH), the Center for Disease Control (CDC) and Department of Education (NYSED) guidance, Comsewogue School District presents the plan for reopening schools for the 2020-2021 school year. The physical, social, emotional, and academic health of students and teachers were paramount in the development of the plan. Utilizing the above referenced guidance, the plan is divided into sections based on assurances made by the Comsewogue School District.

The plan includes various protocols to be followed regarding:

- Communication/Family and Community Engagement
- Health and Safety
- Facilities
- Child Nutrition
- Transportation
- Social-Emotional Well Being
- School Schedules/Attendance and Chronic Absenteeism
- Special Education, Bilingual and World Languages
- Teacher and Principal Evaluation, Teacher Certification and Substitute Teaching

Appendix B: Further specific and detailed information pertaining to the daily schedule for our students

Appendix C: Protocols and procedures

Appendix D: BOCES (Before and After care)

Appendix E: SCOPE (Pre-K)

COMMUNICATION

- Comsewogue engaged with school and community stakeholders including but not limited to BOE, administration, faculty, staff, parents, nurses, school health staff, students, community members via Zoom and Google Meet sessions from May-July 2020. Guidance from the Department of Health, the CDC, and State Education Department of Education was used in the development of the plan
- Comsewogue developed a communications plan for students, parents/guardians, faculty, staff, and visitors including applicable instructions, training, signage including information and procedures
- Comsewogue will train all faculty, staff, and students to follow COVID-19 protocols safely and correctly including but not limited to hand hygiene, proper face covering usage, social distancing, and respiratory hygiene
- Comsewogue will provide signage in classrooms, hallways, and throughout the building presenting CDC and DOH guidance regarding PPE, specifically acceptable face coverings, social distancing, hand hygiene, respiratory hygiene, and signs/symptoms of COVID-19
- Comsewogue will provide communications in the language(s) spoken at home and in the community; written plans will be in said languages and accessible to those with visual and/or hearing impairments



Comsewogue will continue to communicate with stakeholders via telephone, email, SchoolTool posts, Google Classroom (Grades 3-12), Seesaw (Grades K-2), Comsewogue Mobile App, Comsewogue Website, Zoom virtual meetings, mailed letters, parental training, and social media posts. Translation services will be provided for all families. All plans can be found on the [Reopening Schools Page](#) of our website.

HEALTH & SAFETY

- Comsewogue planned, reviewed, and considered the number of students and staff allowed to return in person including the ability to maintain appropriate social distancing, PPE and face coverings, availability of safe transportation, and local hospital capacity (Mather Hospital (Northwell)-Bed Capacity 248; St. Charles Hospital-Bed Capacity 243; Stony Brook Hospital-Bed Capacity 603). Acceptable face coverings include, but are not limited to, surgical mask, cloth mask, and bandanna and must completely cover the person's mouth and nose. A face shield alone is not acceptable as a face covering
- Comsewogue created a written protocol for daily temperature and COVID survey screenings to be conducted prior to bus pick-up or parent drop-off at schools for students. Faculty/staff will conduct temperature checks prior to attending school, contact their administrator if sick, and return upon sufficient evidence from a health care provider. Faculty/staff will participate in scheduled COVID Screening Surveys.
- Comsewogue will maintain a healthy nurse's office and an isolation room monitored by a nurse's aide. Nebulizer treatments should take place in a space with fresh air circulation. Comsewogue will utilize nurses to assess ill students and faculty/staff; ill students or faculty/staff will be placed in the Isolation Room until exiting the building (prior to being picked up) and will require follow-up documentation from a health care provider to return to school. Comsewogue will maintain a log of every person who may have had close contact with a COVID-19 positive person and cooperate with contact tracing efforts
- Comsewogue will adhere to the following protocols if a suspected or confirmed case of COVID-19 occurs: person



sent to health office, nurse would assess conditions of person using proper PPE. If COVID-19 symptoms are apparent, the person enters the Isolation Room, including siblings of students who display symptoms, awaiting transportation home or promptly exiting the building (if adult). The parent/guardian of a student or faculty/staff member will be instructed to contact their health care provider or local clinic/urgent care center. Local health agencies will be contacted for guidance regarding any positive COVID-19 case. Public health officials assume the task of contact tracing upon a report from the school. All areas will be disinfected at the recommended times from local health agencies. Some classes will be immediately cleaned and students returned; while others may require 24 hours before disinfecting occurs. The local health agencies handle this on a case-by-case basis. Persons in close proximity can move to a new learning station or return to the classroom once disinfected or may be required to learn virtually for one-two days.

- Comsewogue will provide procedures for returning to school after an illness including documentation from a health care provider indicating a negative COVID-19 diagnosis. Quarantine will be necessary for those COVID-19 positive or those exposed to a person with COVID-19 until documentation from a health care provider indicates COVID-19 is negative
- Comsewogue will utilize assigned entry/exits to limit cross traffic and unnecessary exposure
- Comsewogue will require visitors, guests, contractors, and vendors to complete a health screening prior to entering any building
- Comsewogue will instruct parents/guardians to observe signs of illness that require a child to remain home from school
- Comsewogue will utilize protocols to ensure all persons maintain social distance of at least 3 feet when possible
- As per DOH guidelines, students' desks are separated 3-6 feet apart measured student head to student head
- Comsewogue requires face coverings to be worn at all times. Face coverings must be worn in all common areas, including but not limited to, bus, hallways, bathrooms, etc. Once in the classroom, students at desks, 3-6 feet apart, mask breaks will be encouraged. It is strongly encouraged to keep a face mask on at a desk for as long as possible. Face mask breaks are allowed. Teachers will have access to masks and face shields and wear a mask or a mask and a face shield. When a teacher is working with a student, and cannot be socially distanced, all students will wear face masks. Students will have access to desk shields (must be used during lunch).
- Comsewogue will maintain a written plan regarding students or faculty/staff who are at high-risk or live with a person at high-risk
- Comsewogue will provide training regarding all procedures and protocols to all faculty, staff, and students. Parents can review training via video.
- Comsewogue will obtain and maintain adequate supplies of masks for faculty/staff and students that forget or break their face covering and PPE for use by school health professionals
- Comsewogue will limit usage of the Library-Media Center and/or computer labs.
- Comsewogue will have a written protocol for actions to be taken if there is a confirmed case of COVID-19 in any schools and follow DOH recommendations for each case
- Comsewogue will maintain a written protocol that complies with DOH and CDC guidance for the return of a student or faculty/staff following being quarantined after a positive COVID-19 case. Return to school will be coordinated with our local health department
- Comsewogue will consider the following protocols when a suspected or confirmed COVID-19 person is identified based on guidance and



collaboration with local health officials. Utilizing new space, disinfecting existing space, or closing the classroom or school may be necessary. Continuity of education would occur through use of the District's two LMS, Seesaw (K-2), and Google Classroom (3-12). Decisions will be made on a case-by-case basis using local health agency guidance.

- Comsewogue will conduct as many parental meetings virtually as possible. In-person meetings will take place in large, open spaces, requiring social distancing
- Comsewogue will conduct school safety drills with modifications to ensure social distancing between persons
- Comsewogue will provide instruction on hand and respiratory hygiene including but not limited to, signage, demonstrations, adequate facilities, touch-free dispensers, and additional time for protocols. It is recommended that faculty/staff wash hands after sharing objects or surfaces, before and after meals, after using the restroom, after sneezing, coughing, or blowing their nose, and any time hands become dirty. When washing stations are not available, hand sanitizer stations will be used. Students will be monitored when using the alcohol based hand sanitizers.

FACILITIES

- Comsewogue will run a before and after school day care program using BOCES (see Appendix C for plan)
- Comsewogue designated a safety coordinator, Mr. Joseph Coniglione (jconiglione@comsewogue.k12.ny.us) whose responsibilities include continued compliance with all aspects of the district's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to "normal" levels
- Comsewogue will follow all DOH and CDC guidelines for cleaning and disinfecting including, but not limited to, bathrooms, health offices, isolation rooms, frequently touched surfaces, break rooms, kitchens, labs, classrooms, offices, buses, and large meeting areas. Disinfectants will be products approved by the State and meet EPA criteria for use against SARS-COV-2
- Comsewogue hired additional custodial aides in each building to assist in more frequent cleaning
- Comsewogue complies with requirements of the 2020 NYS Uniform Fire Prevention and Building Code and the State Energy Conservation Code and submit changes to the OFP
- Comsewogue ensures compliance with the 2020 Building Condition Survey and Visual Inspection
- Comsewogue provides provisions to conduct the Lead-in-Water Testing as required by NYS DOH regulation 67-4
- Comsewogue ensures all alcohol-based hand sanitizer dispensers are installed in accordance with FCNYS 2020 Section 5705.5
- Comsewogue provided detailed floor plans to OFP for review if dividers in rooms are used
- Comsewogue ensures all new building construction and temporary quarter projects will be submitted to OFP for a full code review
- Comsewogue ensures all toilet and sink features meet the minimum standards of the BCNYS
- Comsewogue ensures that each building provide one bottle-filling station per one hundred occupants
- Comsewogue maintains adequate, code required ventilation (natural or mechanical) as designed



- Comsewogue ensures that all project submissions only dedicated to COVID-19 Reopening will be labeled as such
- Comsewogue ensures the use of plastic separators comply with the 2020 BCNYS Section 2606
- Comsewogue provided additional partitions or barriers in office spaces that do not allow for social distancing
- Visitors entering any building will follow this protocol: wear face covering, maintain social distance from others, sign in/out at security desk, and complete COVID-19 Screening. Visitors will be extremely limited to any building. Vendors must adhere to visitor protocols
- Comsewogue cleans offices and faculty/staff rooms between usages. Congregating will not be allowed and social distancing must be maintained in faculty/staff rooms
- Comsewogue periodically cleans high traffic area surfaces, including but not limited to, copy machines, office spaces, door knobs, water filling stations (traditional water fountains will not be used), and stairwells
- Comsewogue provides hallway/stairwell directionality when feasible to limit congestion and promote social distancing
- Comsewogue limits the amount of people per classroom to ensure social distancing by removing unnecessary furniture, rugs, chairs, etc.
- Comsewogue has updated all HVAC systems with the highest possible MERV rated recommended filters. Filter replacements and system maintenance will be scheduled more frequently throughout the year. Fresh air is encouraged.

CHILD NUTRITION

- Comsewogue provides meals to all students regardless of delivery of instruction method. Questions: Please contact dburke@comsewogue.k12.ny.us
- Comsewogue will address all applicable health and safety guidelines regarding Child Nutrition Guidelines
- Comsewogue will include measures to protect students with food allergies when providing meals outside the cafeteria
- Comsewogue will include protocols and procedures for hand hygiene before and after eating and will discouraged shared food/beverages
- Comsewogue will uphold protocols and procedures for required cleaning and disinfecting prior to the next group of students
- Comsewogue will ensure compliance with Children Nutrition Program requirements and clean all kitchen spaces in accordance with all Food and Nutrition Guidelines
- Comsewogue will provide individually packaged meals
- Comsewogue will provide protocols through multiple languages
- Comsewogue will require students to remain socially distanced when consuming meals
- Comsewogue will train faculty/staff on food safety and food allergies



TRANSPORTATION

- Comsewogue will ensure all bus are cleaned throughout the day
- Comsewogue will ensure high-contact spots will be wiped down routinely throughout the day
- Comsewogue will ensure buses are not equipped with hand sanitizer stations due to its combustible and potential liability, nor may transportation personnel carry hand sanitizers on buses
- All transportation personnel will wear a face covering, gloves, and be trained in



proper social distancing procedures, PPE and signs/symptoms of COVID-19

- Comsewogue will require all transportation personnel to perform a self-health assessment prior to arriving to work
- Comsewogue will require students to wear a face covering on the school bus
- Comsewogue will ensure students will not be denied transportation for not having a mask; one will be provided prior to entry to bus
- Comsewogue will provide masks to those that do not have masks
- Comsewogue will not deny any student, with a physical or mental health impairment holding medical documentation, transportation for not wearing a mask, must student must maintain 6 feet of social distance
- Comsewogue will require transportation for nonpublic, parochial, private, and charter school students

SOCIAL-EMOTIONAL WELL-BEING

- Comsewogue will ensure our comprehensive school counseling program, created by certified school counselors will be updated to meet current needs
- Comsewogue will use various stakeholders including but not limited to the BOE, administration, faculty, staff, parents, students, community providers, physical and mental health providers to inform the comprehensive developmental school counseling plan.
- Comsewogue will provide resources and referrals to address mental health, behavioral, and emotional support services and programs
- Comsewogue will provide professional development to faculty and staff regarding working with students on the COVID-19 health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff



SCHOOL SCHEDULES, ATTENDANCE & CHRONIC ABSENTEEISM

- Comsewogue will provide a sample school schedule planned for implementation at the beginning of the 2020-2021 school year (see Appendix B). Elementary students (K-6) will return every day in smaller groups or virtually. Secondary students (7-12) will participate in an A/B day model, five times a week or virtually. Parental choice will guide instructional methods.
- Comsewogue will follow District Board of Education Policies and use SchoolTool as a means to report student attendance for live, hybrid, and remote learning
- Comsewogue will have knowledge of the level of access to devices and high-speed Internet that all students and teachers have in their place of residence using data from a Google Form
- Comsewogue will provide 1:1 devices for all students and teachers and will address the need to provide Internet access to students and teachers who currently do not have sufficient access
- Comsewogue will provide a continuity of learning plan for the 2020-2021 school year if live in-person or hybrid sessions are changed to all virtual using the District's LMS (Seesaw or Google Classroom)



- Comsewogue will ensure all educational programs are aligned to the New York State Learning Standards regardless of delivery method
- Comsewogue will provide regular, substantive interactions between teachers and students regardless of delivery method
- Comsewogue will address chronic absenteeism by maintaining a clear policy, communicating with parents/ students through mental health providers and administrations, tracking daily attendance, and establishing intervention plans as needed
- Comsewogue will ensure equity regardless of delivery method and will include routine scheduled times for students to interact and seek feedback and support from their teachers
- Comsewogue will provide parents and students with contact information for the school and teachers regarding questions about instruction and technology; available in multiple languages
- Comsewogue will ensure that the SCOPE PRE-K program maintains health and safety guidelines outlined in NYSED guidance and required by the NYSDOH. SCOPE must maintain a continuity of learning plan (see Appendix E)

SPECIAL EDUCATION, BILINGUAL & WORLD LANGUAGE STUDENTS



- Comsewogue will provide a free appropriate public education consistent with the need to protect the health and safety of students with disabilities and those providing special education services
- Comsewogue will document the programs and services offered and provided to students with disabilities as well as communication with parents
- Comsewogue will follow all IEPs to the greatest extent possible in terms of mandates. All services will be provided either in-person or remotely.
- Comsewogue will ensure collaboration between CPSE, CSE, and program providers regarding IEPs and plans for monitoring and communicating students' progress, and commitment to sharing resources
- Comsewogue will ensure access to the necessary accommodations, modification, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related to the student
- Comsewogue will complete the ELL identification process within 30 school days of the start of the school year for all students enrolled during the COVID-19 closure, as well as any students enrolled in the summer of 2020 and during the first 20 school days. Education of ELL's will resume for all students within the required 10 school days of initial enrollment as required by the Commissioner's Regulations Part 154
- Comsewogue will provide instructional Units of Study to all ELL's based on their most recently measured NYSESLAT level
- Comsewogue will maintain regular communication with parents/guardians of ELL's to ensure they are engaged in their child's education during the reopening process, and provide all communication for parents/guardians of ELL's in their preferred language and mode of communication

TEACHER & PRINCIPAL EVALUATION; TEACHER CERTIFICATION

- Comsewogue will ensure all teachers and principals are evaluated pursuant to our [APPR Plan found here](#).
- Comsewogue will ensure all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commission's regulations or Educational Law. Comsewogue will continue to hire certified teachers and substitutes.



FLEXIBILITY OF PLAN

The plan detailed in this report is subject to change and shift between various learning methods based on a multitude of factors, including, but not limited to guidance from the local health agencies or a return to virtual learning/stay at home order from the State of New York. Due to recommendations from the DOH regarding specific cases of COVID-19 positive students or faculty/staff, a short-term change from in-person or hybrid learning may transition to virtual learning. Additionally, protocols may be modified based on the most up-to-date recommendations from the New York State Department of Health and the Center for Disease Control.

RESOURCES

[Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency, NYS Department of Health \(July 13, 2020\)](#)

[State Education Department Issues Guidance to Reopen New York State Schools \(July 16, 2020\)](#)

[State Education Department Presents Framework of Guidance to Reopen New York State Schools \(July 13, 2020\)](#)

[Interim Guidance for Food Services during the COVID-19 Public Health Emergency \(June 26, 2020\)](#)

[Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency. \(June 26, 2020\)](#)

[New York State Department of Health Novel Coronavirus \(COVID-19\)](#)

[New York State Education Department Coronavirus \(COVID-19\)](#)

[Centers for Disease Control and Prevention Coronavirus \(COVID-19\)](#)

[Occupational Safety and Health Administration COVID-19 Website](#)

APPENDIX A



Comsewogue School District Reopening Questionnaire

Although there is little to no guidance from state officials on the reopening of schools we are developing the best possible plans for the 2020-2021 school year.

Please complete the form below to assist us in developing a plan that best meets the needs of this community in returning to school for 2020-2021.

Para ver y completar esta encuesta en español, visite este enlace:

<https://forms.schoolsourcetek.com/comsewogue/reopeningsurveyenespanol/index.html>

Your Child(ren)'s Information

	Child's Name	School	Grade Level
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>

If school resumes in-person in September, will you feel comfortable with your child(ren) returning to school? *

- ☐ Yes
- ☐ No
- ☐ Undecided

APPENDIX A (CONTINUED)

What are some concerns that you have about your child(ren) returning to school? Check all that apply. *

- ☐ Ability to stay 6 feet apart
- ☐ Ability to wear protective gear
- ☐ Catching COVID-19 from others
- ☐ My child's emotional well-being
- ☐ Transportation concerns
- ☐ Cleanliness/Sanitation practices
- ☐ Access to soap or sanitizer throughout the day
- ☐ Other

If the District is unable to open the schools to full capacity and is required to utilize a flexible schedule, which of the options listed below would you prefer? *

- ☐ Morning / Afternoon Sessions
- ☐ A-Day / B-Day Schedule

If the District uses a flexible schedule, which of the following most accurately reflects your situation with your child(ren)? *

- ☐ No, we would NOT need child care
- ☐ Yes, we would need child care on days not attending in school

If you are eligible for transportation, would you use the service? *

- ☐ Yes, my child(ren) would continue to utilize the bus service wearing masks
- ☐ No, I plan to transport my child
- ☐ Undecided at this time

Submit

APPENDIX B

HEALTH & SAFETY

- CDC, DOH, and NYSED Guidelines followed
- Indoor Air Quality: HVAC Systems upgraded with recommended filters
- Additional Custodial Staff at each building
- Electrostatic sprayers used to disinfect areas quickly
- Hand Washing Protocol
- Hand Wipes in classrooms
- Hand Sanitizer Stations in buildings and classrooms
- Social Distancing: 3-6 Feet in Classrooms
- Students: Masks worn in common areas (hallways/buses), not necessary if socially distanced within classroom
- Posters providing educational information posted throughout all facilities
- Healthy Nurse Office & Isolation Room for sick
- Adults wear masks all day (unless socially distanced from others)

TRANSPORTATION

- Designated Entrances/Exits for Buses and Cars
- Parent Drop-Off/Pick-Up Encouraged - parents remain in cars - temperature scan/COVID Screening within car
- Bus Features:
 - Social distancing in seats
 - Boarding: Back to front of bus
 - Releasing: Front to back of bus
 - Disinfecting between school routes

ELEMENTARY PARENTAL CHOICE

LIVE, IN-PERSON INSTRUCTION (M-F)

- Before/After Care located at each elementary school
- Suggested Maximum Class Size - 14
- Special Education (OT, PT, Speech, Counseling, RR, SRI) will continue as a pull-out service
- Lunch - inside classroom; Recess - outside
- Student assigned classroom - teachers rotate to reduce contact (PE to be outside or in gym)
- 1:1 Chromebooks

VIRTUAL INSTRUCTION (M-F)

- Learning Management System (LMS)
 - K-2: Seesaw
 - 3-6 Google Classroom
- Live, interactive lessons daily with teacher for academic and socialization purposes
- Live, small group lessons with teacher
- Pre-recorded, teacher-created videos to support learning
- "Office Hours" - specific times students can go on Google Meet for assistance
- 1:1 Chromebooks

APPENDIX B (CONTINUED)

ELEMENTARY SAMPLE SCHEDULE

Rooms: Blue - 110 Gold - 111	Classroom Teacher: Mrs. Smith's 4th Grade Class									
	Monday		Tuesday		Wednesday		Thursday		Friday	
	Blue	Gold	Blue	Gold	Blue	Gold	Blue	Gold	Blue	Gold
Period 1	Mrs. Smith	Mrs. Evans	Mrs. Evans	Mrs. Smith	Mrs. Smith	Mrs. Evans	Mrs. Smith	Music	Mrs. Smith	P.E.
Period 2	Mrs. Evans	Mrs. Smith	Mrs. Evans	Mrs. Smith	SEL Lesson	Mrs. Smith	Music	Mrs. Smith	P.E.	Mrs. Smith
Period 3	P.E.	Mrs. Smith	Music	Mrs. Smith	Art	Mrs. Smith	Mr. Brasselo	Mrs. Smith	Library	Mrs. Smith
Period 4	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess
Period 5	Mrs. Smith	P.E.	Mrs. Smith	Music	Mrs. Smith	Art	Mrs. Smith	Mrs. Smith	Mrs. Smith	Library
Period 6	Mrs. Smith	Mrs. Evans	Mrs. Smith	Mrs. Evans	Mrs. Smith	SEL Lesson	Mrs. Smith	P.E.	Mrs. Smith	Mrs. Evans
Period 7	Mrs. Evans	Mrs. Smith	Mrs. Evans	Mrs. Smith	Mrs. Smith	Mrs. Evans	P.E.	Mr. Brasselo	Mrs. Evans	Mrs. Smith

- Each child assigned to Blue (12-15 students socially distanced) or Gold (12-15 students socially distanced)
- Teachers rotate between classroom; aides will monitor hallways/rooms during transitions
- Students receive ELA (English Language Arts) integrated with Science or Social Studies and Math lessons daily
- Students receive all Special Area Courses - Art, Music, Physical Education, Library
- Students receive weekly SEL (Social Emotional-Character Education) Lesson
- 1:1 Chromebooks for all K-12 students
- Outdoor Learning encouraged

SECONDARY PARENTAL CHOICE

LIVE, IN-PERSON INSTRUCTION (M-F)

- Live, In-Person on assigned days; Google Classroom on virtual days
- Extra Help (X-Time) available
- Special Education (OT, PT, Speech, Counseling, RR, SRI) will continue as a pull-out service
- Lunch in classroom, Recess outside (JFK)
- CHS - every effort to limit room changes
- JFK students will remain in classrooms
- No Locker Usage
- 1:1 Chromebooks

VIRTUAL INSTRUCTION (M-F)

- Learning Management System (LMS: Google Classroom)
- Live, interactive lessons daily with teacher for academic and socialization purposes
- Live, small group lessons with teacher
- Special Education (OT, PT, Counseling, RR, SRI, Inclusion) conducted virtually
- Self-Contained and ELL students will return daily
- Pre-recorded teacher created videos to support learning
- Extra Help - specific times students can go on Google Meet for assistance
- 1:1 Chromebook

APPENDIX B (CONTINUED)

MIDDLE SCHOOL SAMPLE SCHEDULE

JFK Sample Student Schedule (Last Names A-K)* (TBD)					
	Monday	Tuesday	Wednesday	Thursday	Friday
Period / Day	A1	B1	A2	B2	A1
1	English 7	Virtual	English 7	Virtual	English 7
2	Social Studies 7		Social Studies 7		Social Studies 7
3	Science 7		Science 7		Science 7
4	CTE/Art		P.E.		CTE/Art
5	Lunch		Lunch		Lunch
6	Math 7		Math 7		Math 7
7	LOTE		LOTE		LOTE
		Virtual X-Time		Virtual X-Time	

JFK Sample Student Schedule (Last Names A-K)* (TBD)					
	Monday	Tuesday	Wednesday	Thursday	Friday
Period / Day	A1	B1	A2	B2	A1
1	Virtual	English 7	Virtual	English 7	Virtual
2		Social Studies 7		Social Studies 7	
3		Science 7		Science 7	
4		CTE/Art		P.E.	
5		Lunch		Lunch	
6		Math 7		Math 7	
7		LOTE		LOTE	
	Virtual X-Time		Virtual X-Time		Virtual X-Time

HIGH SCHOOL SAMPLE SCHEDULE

CHS Sample Student Schedule (Last Names A-K)* (TBD)					
	Monday	Tuesday	Wednesday	Thursday	Friday
Period / Day	A1	B1	A2	B2	A1
1	English 10	Virtual	English 10	Virtual	English 10
2	Global History II		Global History II		Global History II
3	Earth Science		Earth Science		Earth Science
4	Earth Science Lab		P.E.		Earth Science Lab
5	Spanish III		Spanish III		Spanish III
6	Geometry		Geometry		Geometry
7	Health		Health		Health
		Virtual X-Time		Virtual X-Time	

CHS Sample Student Schedule (Last Names A-K)* (TBD)					
	Monday	Tuesday	Wednesday	Thursday	Friday
Period / Day	A1	B1	A2	B2	A1
1	Virtual	English 10	Virtual	English 10	Virtual
2		Global History II		Global History II	
3		Earth Science		Earth Science	
4		Earth Science Lab		P.E.	
5		Spanish III		Spanish III	
6		Geometry		Geometry	
7		Health		Health	
	Virtual X-Time		Virtual X-Time		Virtual X-Time

APPENDIX C



COMSEWOGUE SCHOOL DISTRICT COVID-19 PROTOCOLS

LAST UPDATED: SATURDAY, AUGUST 22, 2020

FACILITY MAINTENANCE

DISINFECTING & CLEANING

Buildings disinfected to be resistant to viruses and spreading germs. High-touch areas will be cleaned & disinfected frequently.

- Electrostatic sprayers to spray all common areas, high traffic areas and all classrooms
- Wipes to be provided for each classroom
- Increased custodial support
- Hand sanitizers and hand-washing protocols will be followed
- Logs will be maintained that include the date, time and scope of cleaning
- HVAC Systems have upgraded filters and air exchange to ensure air circulation
- Windows for Fresh Air
- Hand sanitizers installed throughout building hallways and classrooms
- Signs installed throughout all facilities reminding and teaching about hand-washing and social distancing protocols



TRANSPORTATION

BUS / VAN



- All students and staff will wear masks
- Students will sit in marked seats based only on the drivers' discretion and board the bus from back to front
- Students will exit the bus from front to rear
- The bus will be quickly sanitized before heading back out for a second pick-up
- Same rules apply to vans as the buses, including masks, temperature checks and disinfecting protocols

DROP-OFF

- Students will be dropped off at a designated entrance



APPENDIX C (CONTINUED)



COMSEWOGUE SCHOOL DISTRICT

COVID-19 PROTOCOLS

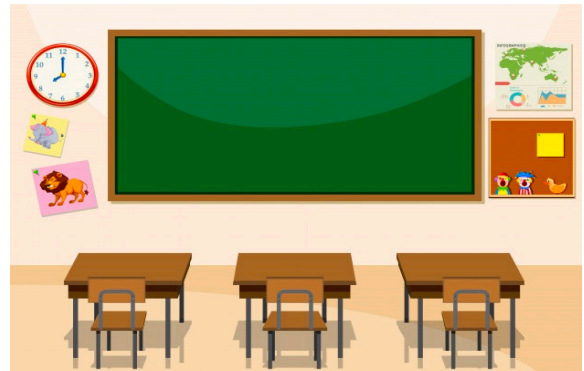
ARRIVAL AT SCHOOL



- Comsewogue will adjust its schedule as to have more staggered arrival times to avoid overcrowding in the parking lot
- All parents, students and staff members will be required to wear masks during arrivals and in the hallways
- Parents will not be allowed to walk their child(ren) into the building.
- If a student has a temperature exceeding 100.0F, or is showing any signs or symptoms of illness, that child will remain with their parent and go back home, as will siblings of the child
- If the child has no temperature or signs of illness, they will walk directly to their classroom, maintaining 3-6 feet of distance from any other child or staff member
- Students will keep their backpacks next to them at their desks at all times

CLASSROOMS

- Classrooms will be set up so that desks are 3-6 feet apart. As per DOH guidelines, students' desks are separated 3-6 feet apart measured student head to student head
- Students and teachers will be expected to wear masks at all times when they are unable to social distance in common areas
- Comsewogue requires face coverings to be worn at all times. Face coverings must be worn in all common areas, including but not limited to, bus, hallways, bathrooms, etc. Once in the classroom, students at desks, 6 feet apart, mask breaks will be allowed. It is strongly encouraged to keep a face mask on at a desk for as long as possible.
- Students will stay in their classrooms throughout the day and teachers will move from class to class as much as possible except at the high school level.
- Students will have access to hand sanitizer in each classroom and hallways
- Students will be encouraged to wash their hand frequently throughout the day as well as sanitize hands periodically
- Windows in classrooms should be open whenever possible to allow fresh air in
- Social-Emotional concerns regarding COVID-19 will be addressed



HALLWAYS

- 3-6 feet of separation between students should be maintained in the hallways whenever possible. Masks should be worn at all times in the hallway
- When leaving a classroom to use the bathroom or visit the nurse, students should be signing in and out of a log book
- We will not utilize lockers until further notice



APPENDIX C (CONTINUED)

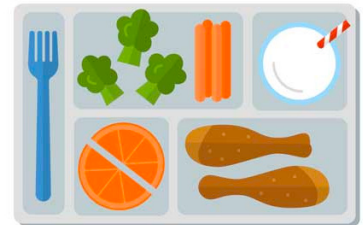


COMSEWOGUE SCHOOL DISTRICT

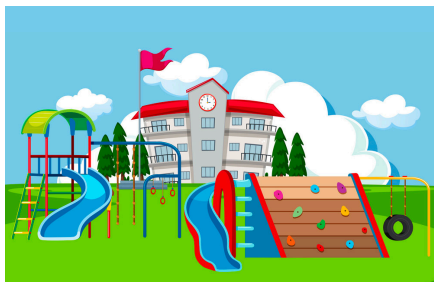
COVID-19 PROTOCOLS

LUNCH

- Lunch will be in classrooms
- Brown bag lunches from home will be encouraged
- Garbages should be emptied after lunch and cans disinfected
- No sharing or exchanging of food will be allowed



OUTDOOR RECESS



- Students will need fresh air and outdoor recess is encouraged
- Limited physical games or sports will be allowed
- All students in the fields or on the pavement should maintain 6 feet of separation.
- While outside, if students separated, masks may be removed
- All students will wear masks upon re-entering of any building

PHYSICAL EDUCATION CLASS

- Students must maintain 6 feet of separation at all times in physical education class
- Exercises, walking and running will be some of the main activities
- All equipment will be sanitized between periods



ISOLATION ROOM

- There is a planned isolation room in each building
- Anyone showing symptoms of COVID-19 during the school day will be placed in this room, not the nurse's office
- Any signs of illness and temperature of 100.0F or above, the student or teacher will be sent home immediately
- If there are concerns of COVID-19, the school nurse will inform the health department
- If someone in a classroom is tested and is COVID-19 positive, all parents of students in the classroom will be informed



APPENDIX C (CONTINUED)



COMSEWOGUE SCHOOL DISTRICT

COVID-19 PROTOCOLS

DISMISSAL

- Students will be lead outside by grade maintaining 3-6 feet of separation
- Parents are encouraged to drive up and pick up, not get out of their cars
- Masks will be worn at all times during dismissal
- Students remaining after the designated pickup time will be brought back inside for aftercare



BEFORE & AFTERCARE

- Will be in each building of attendance
- 3-6 feet of separation will continue in classrooms during aftercare
- If students go outside for recess, follow recess procedures listed above
- Any student who needs to use the bathroom must sign a log book when leaving/returning

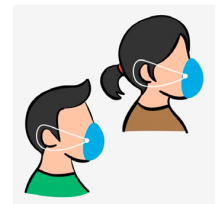


AFTERCARE PICKUP

- No parents will be allowed to enter the building
- All pickups will be done in designated areas
- Child will be called to the front for pickup

OUTSIDE VISITORS / MATERIAL DROP-OFF

- Visitors to our buildings will be suspended until further notice
- Any items dropped off for a student (lunch, books, etc.) will be left in the security vestibule and a staff member will bring the item(s) to the child



COMSEWOGUE SCHOOL DISTRICT

290 Norwood Avenue, Port Jefferson Station, NY 11776
Phone 631-474-8100 | Fax 631-474-8399
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APPENDIX D



Julie Davis Lutz, Ph.D.
Chief Operating Officer

Kate Davern
Director, Educational Support Services

Donna L. Guiffre
Divisional Administrator, Educational Support Services

Danielle M. Hudek
Administrative Coordinator, Curriculum and Assessment Services

July 30, 2020

Dear Ms. Casali,

As you are aware, Eastern Suffolk BOCES (ESBOCES) operates the Year-Round Extended Day Enrichment program in your school district. As we have discussed, we are preparing for the reopening of school in September and will be ready to continue to offer this service. ESBOCES will be complying with all guidelines of the New York State Department of Education (NYSED), The Centers for Disease Control and Prevention (CDC) and The Department of Health (DOH) in order to ensure a safe and healthy environment for the children and staff. In addition, enrichment programs will also be in compliance of following any and all Executive Order(s) as they pertain to school opening/closing or a combination thereof, that are produced by the Governor of New York. ESBOCES has also created their own reopening plan, which will need to be cross-referenced with our enrichment reopening plans once we have access to the approved version.

ESBOCES guidelines for the safe reopening of Year-Round Extended Day Enrichment will include:

- Health screening of all ESBOCES employees, visitors and children prior to entering the program.
- Social distancing of the children where practical and possible. Face coverings will be worn by children that cannot maintain appropriate social distancing (six feet of space in all directions between individuals).
- Limiting visitors to the program to only those that are essential. Parents will remain in cars for pick-up and drop-off unless there is an extenuating circumstance in which they need to go into the program to pick up their child. Parents will be asked to wear face coverings when interacting with program staff.
- Cohorts of students will be assigned with reasonable group size limits.
- Staff are required to wear face coverings at all times.
- Sanitation of all equipment and items handled by staff and children will be done on an ongoing basis.
- Students or staff with signs of illness will be sent to an isolated area where they are supervised prior to being picked up or sent home.

ESBOCES is committed to ensuring the health and safety of everyone in our programs while providing a quality educational experience. We are prepared to offer an enrichment program that includes in-person instruction, remote instruction or a hybrid of both in-person and remote. We look forward to the re-opening of schools and appreciate your continued support. Please utilize the attached document to be included in your submittal to the Department of Education for your district's reopening plans.

Sincerely,

Danielle M. Hudek, Administrative Coordinator for Curriculum and Assessment



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Instructional Support Center @ Sequoya • Curriculum and Assessment Services
750 Waverly Avenue • Holtsville, NY 11742
Phone: 631-244-4250 • Fax: 631-240-8952 • E-mail: dhudek@esboces.org

APPENDIX D (CONTINUED)



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Divisional Administrator, Educational Support Services

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Administrative Coordinator, Curriculum and Assessment Services

Eastern Suffolk BOCES Guidelines to Enrichment Reopening

Eastern Suffolk BOCES is prepared to provide a Year-Round Extended Day Enrichment program under the guidance of the participating school district, the New York State Education Department (NYSED), New York State Department of Health (DOH), the Centers for Disease Control and Prevention (CDC) and the Governor's Executive Orders for the opening/closing of schools as follows:

Health and Safety

- Health screening, including temperature checks of all children entering the morning program each day.
- Use of daily screening questionnaire for children/parents and staff:
 - I am/my child is feeling healthy and well today.
 - Within the last 14 days, I have/my child has not been in close contact with anyone who has been diagnosed with COVID-19.
 - Within the last 14 days, I have/my child has not tested positive for COVID-19 or been diagnosed as positive for COVID-19 by a healthcare provider.
 - I am/my child is not presently required to quarantine due to New York State travel advisories. We will utilize the following website for a list of the current restricted states, as per the New York State Department of Health:
<https://coronavirus.health.ny.gov/covid-19-travel-advisory>
 - *Staff/children unable to attest to the above statements will not be permitted into the program.*
- Children or staff with a temperature greater than 100.0 will not be permitted into the program.
- Students and staff with symptoms of illness during program time will be isolated and dismissed for follow-up to health care provider. Students and staff will be unable to re-enter the program for a minimum of 72 hours and must provide medical documentation clearing them to return.
- Children or staff who have tested positive for COVID-19 will only be permitted to return to the program based upon the guidelines set forth by NYSED, the DOH and the CDC.
- Only essential visitors will be permitted into the program.



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APPENDIX D (CONTINUED)



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Hygiene/Cleaning Disinfecting Requirements

- Adhere to hygiene, cleaning and disinfection requirements from the NYSED, CDC and DOH in partnership with the participating district. The district custodial staff will be required maintain logs that include date, time and scope of cleaning and disinfection of all program areas.
- Train all children and staff on proper hand washing and appropriate respiratory hygiene.
- Follow all guidelines on hand washing times and techniques.
- Staff will be expected to conduct regular cleaning and disinfection of materials and high-touch program surfaces.

PPE Usage

- ESBOCES will provide hand sanitizer, face coverings and gloves for staff. Families will provide face coverings for children to wear when necessary.
- Groups/cohorts of students will be determined by the number of students who can be in each district-provided program space while maintaining six feet social distancing. Face coverings will be worn when social distancing is unable to take place.
- Face coverings will be worn in all common areas.

Social Distancing

- Children will be in small consistent groups, paired with social distancing.
- Each small consistent group of children will be maintained during all program activities.
- Desks and furniture will be situated and turned to maintain social distancing.
- Students belongings will be separated and each student will have their own personal supplies.



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Instruction/Enrichment Activities

- ESBOCES is prepared to provide flexible instructional models in collaboration with each participating school district.
- All guidelines stated prior will be implemented for the in-person instructional homework period and STEM-based curriculum activities and projects.
- Virtual programming and curriculum can be developed by request.
- Remote and hybrid models of enrichment will be scheduled and offered for all Arts-in-Education program presentations, as well as interest-based clubs/activities, based on space and technology provided by district.



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APPENDIX E

SCOPE Education Services Guidelines to UPK/Pre-Kindergarten Reopening

SCOPE Education Services is prepared to provide a pre-kindergarten program under the guidance of the following: the cooperating school district, New York State Education Department, New York State Department of Health and The Office of Children and Family Services (where applicable).

Health and Safety

- Health screening, including temperature checks of all children and staff each day
- Use of daily screening questionnaire for children/parents and staff
- Children or staff with a temperature greater than 100.0 will not be permitted into the program
- Students and staff with symptoms of illness during program time will be isolated and dismissed for follow-up to health care provider. SCOPE will notify the school health office
- Children or staff who have tested positive for COVID-19 will only be permitted to return to the program based upon the guidelines set forth by the Department of Health (DOH), Center for Disease Control(CDC) and The Office of Children and Family Services (OCFS)
- Only essential visitors will be permitted into the program

Hygiene/Cleaning/Disinfecting Requirements

- Adhere to hygiene, cleaning and disinfection requirements from the CDC, DOH and OCFS. Will maintain logs that include date, time and scope of cleaning and disinfection
- Train all children and staff on proper hand washing and appropriate respiratory hygiene
- Follow all guidelines on hand washing times and techniques
- Conduct regular cleaning and disinfection of materials and surfaces

PPE Usage

- SCOPE will provide hand sanitizer, face coverings and gloves for staff. Families will provide face coverings for children to wear when necessary
- Groups/cohorts of students will be determined by the number of students who can be in each classroom while maintaining six feet social distancing. Face coverings will be worn when social distancing is not taking place
- Face coverings will be worn in common areas

Social Distancing

- Children will be in small consistent groups, paired with social distancing
- Each small consistent group of children will be maintained
- Desks and furniture will be situated and turned to maintain social distancing
- Class schedules will be modified to keep small groups together
- Students belongings will be separated and each student will have their own supplies
- Visual aids will be used to mark classroom traffic flow and spacing to support social distancing

Instruction

- SCOPE is prepared to provide flexible instructional scheduling models in collaboration with each school district. We have a Continuity of Learning Plan in place to address in person, remote and hybrid models of instruction