

Southern Westchester BOCES Reopening Plan

2020-2021 school year



Last updated: Nov. 20, 2020

Schools & Locations

Administration Building, Rye Brook, NY

Program Offices, Adult Education and the Lower Hudson Regional Information Center at the 450 Mamaroneck Avenue, Harrison, NY location

Center for Special Services - K-12

Tappan Hill School, Tarrytown, NY
 Valhalla Center, Valhalla, NY
 Pocantico Hills School, Tarrytown, NY
 Rye Lake Campus, White Plains, NY
 St. Matthew's School, White Plains, NY
 Irvington High School, Irvington, NY

Career Services Campus, Valhalla, NY - K-12

Center for Adult & Community Services

Sprain Brook Academy, Westchester County Jail, Valhalla, NY - HS and Adult Education
 St. Gabriel's School, New Rochelle, NY - Adult Education

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Reopening plan development

In planning and implementing the reopening of instructional programs and continued operation of all SWBOCES administrative offices and services, Southern Westchester BOCES will continue to follow all directives of the New York State Education Department, the Commissioner of Education, the Board of Regents and the directives and Executive Orders of Gov. Cuomo, as well as guidance issued by the Centers for Disease Control and Prevention and the New York State Department of Health. The governor's New York Forward plan has outlined a four-phase plan to guide reopening with the understanding that any region can move backward and forward between phases based on current data. Instructional programs may be able to open in Phase IV if appropriate metrics are met. This document focuses on the Southern Westchester BOCES plan for operation during the New York Forward COVID-19 response period and will remain in effect until further notice. This plan will be considered a "living document" and updates to this plan will be made based on any changes in official guidance or through evaluation of implementation.

With almost 1,000 employees, Southern Westchester BOCES has 32 component districts and serves over 60 school districts through regional services. During our COVID-19 response period and in developing our reopening plan, we took the following steps to engage stakeholders.

- A COVID-19 Response Team was formed on March 2nd and has led the SWBOCES response since that time. This team is also serving as the steering committee for development of the re-entry plan. The team comprises members of the Executive Team and representatives from Human Resources, Technology, Public Relations, Facilities and School Safety. The members of the team collectively represent all departments and services.
- A model was developed to engage all stakeholders.
 - The SWBOCES Cabinet, composed of the Executive Team, Directors and Assistant Directors meets twice weekly. The extended leadership team meets weekly.
 - Staff communication continues to include both written communication and virtual meetings. Districtwide written communication is accompanied by automated calls to alert staff of incoming communication.
 - Surveys were given to stakeholder groups to assess readiness for remote learning and gather input on decision points that could be made at the local level.
 - The district problem solving protocol was used to capture the facts from guidance and identify key problems to be addressed. The DOH guidance was aligned to the NYSED guidance. Team members were asked to facilitate problem solving with stakeholder groups and develop responses to each decision point. The COVID Response Team reviewed the guidance,

consulted legal counsel when appropriate and crafted the decision points into a cohesive district-wide plan.

Stakeholders were engaged in the Reopening plan Development Process through meetings and/or surveys and/or written correspondence. The following groups have partnered in the SWBOCES COVID response and will remain partners throughout the implementation of this collaboratively developed plan.

SWBOCES Board of Education

Catherine Draper, Board of Education President
John Filiberti, Board of Education Vice President
Sheryl Brady
Lynn Frazer-McBride
Robert Johnson
Valarie D. Williams

SWBOCES Executive Team

Harold A. Coles, Psy.D., District Superintendent
Jacqueline O'Donnell, Deputy Superintendent/COO
Kathleen Conley, Executive Director of the Lower Hudson Regional
Information Center
James A. Gratto Jr., Assistant Superintendent of Educational Services
Stephen Tibbetts, Assistant Superintendent for Business

SWBOCES COVID Response Team:

Deputy Superintendent/COO Jacqueline O'Donnell
Assistant Superintendent for Business Stephen Tibbetts
Assistant Superintendent for Educational Services James A. Gratto
LHRIC Executive Director Kathy Conley
Senior Director of Adult, Community & Career Services Claudia Murphy
Director of Human Resources Suzanne Doherty
Director of Technology Victor Pineiro
Director of Operations & Maintenance Tom Briggs
Director of Communications Brian Howard
Supervisor of School Safety Brandon Cruz

Stakeholder and Resource partners

Westchester County Department of Health
Southern Westchester BOCES Component School Districts
Regional Pupil Personnel Directors
New York State BOCES Leaders
Southern Westchester BOCES Leadership Team
Southern Westchester BOCES staff

Southern Westchester BOCES students and parents
Southern Westchester BOCES community partners
Southern Westchester BOCES state partners

Our Process for Assessing a Model for Reopening for Staff and Students

In a commitment to social distancing, a variety of approaches will be used across the district to limit the number of individuals in a given space. Social distancing protocols will be observed in all settings.

In Instructional Programs:

- Recommended space calculations and review of specific student needs were used to assess sites for capacity for providing on site instruction. Current calculations indicate that most buildings have the capacity to offer on site instruction if it is allowed. Since enrollment at a BOCES program is always fluid, sites will continue to be assessed weekly and if the calculations indicate that space needs exceed the available space, a six day rotating schedule will be put in place. In the event that a six day schedule is needed, staff will report to location, providing some in-person instruction and some remote instruction as students move between the two settings.
- Recognizing that on site instruction decisions will be informed by county wide data and in collaboration with the Westchester County Department of Health, multiple models are being developed and include in person instruction, remote instruction or a combination of both.
- Models will be reviewed weekly based on current data with plan revisions as warranted.
- Professional development is being developed to support staff in leading instruction in all possible settings. Professional development will be offered prior to student start dates at the beginning of the 2020-2021 school year and be ongoing.
- CDC, NYSED and NYSDOH guidelines will be observed in buildings.
- Visitors will be limited during this period and virtual meetings will be encouraged.

In Non-instructional Programs:

- Space review of office areas and identification of essential on-site tasks was completed to determine steps forward. Ongoing assessment of program needs determined that a model on-site, remote or combined model to meet work-flow needs, and recommended social distancing practices will be in place. Regular reassessment of needs will call for flexible scheduling of on-site teams.”
- CDC, NYSED and NYSDOH guidelines will be observed in buildings.
- Visitors will be limited during this period and virtual meetings will be encouraged.

Protocols and Processes for Reopening

Communication/Family and Community Engagement

Southern Westchester BOCES uses the Blackboard Connect automated messaging system to communicate with staff members and students. Regular district-wide communications have been distributed during the COVID response period through this vehicle. Email communications are accompanied by an automated call asking recipients to check their email. Constant contact and online meetings were used to collaborate with component district partners who also communicate with the broader learning community.

Program specific communications were developed for each site. Staff has a plan for checking in with students regularly if they are not in attendance or working remotely. Principals and teachers have a plan to engage in daily communication with students. Websites will continue to be used to communicate with families.

In preparing for reopening, a broad series of surveys were shared with staff, families, students and community partners and their input was compiled and used to inform decision making. Continued surveying of stakeholder groups will be conducted throughout the life of the plan.

Effective Communications and Family Engagement

Throughout the reopening planning process and once the 2020-2021 school year commences, regular and routine communication with families and students will take place. These communications will include updates and information about:

- The instructional program and scheduling including any changes to the school calendar
- Health and safety including weekly health assessment questionnaires, student temperature checks, protocols in case of illness, and precautions in place including, but not limited to distancing, mask wearing, and limiting the use of shared objects – in accordance with DOH and NYSED guidelines
- Arrival, dismissal, and transportation protocols and changes
- Attendance
- Mealtime protocols
- Entry to campus for parents/guardians: signage and procedures
- Communication routines
- Opportunities for feedback
- Contingency planning
- Academic progress

Communications with parents/guardians/students will take the forms of:

- Surveys to parents/guardians
- Surveys to students

- Blackboard
- Newsletter
- Email correspondences
- Traditional mail
- Virtual platform use for individual and/or group tele-meetings (Zoom, Google Meet)
- Phone correspondence
- Pre-recorded videos
- SWBOCES and program specific websites
- Gradebook will be used in all state-assessed middle and high school programs to share information regarding students' academic progress

In late August, Back-to-School letters from principals will welcome families and students and share any additional new or clarifying information. This will be accompanied by any DOH and/or other guidance from the SWBOCES Health Services.

Periodic communication regarding family/student access to technology will serve to ensure that students attending in person programs would make a smooth transition if hybrid or remote learning became necessary.

For programs that begin in a hybrid or remote model, communication with regard to technology access and training needs will be ongoing.

SEPTA (Special Education Parent Teacher Association) will continue to be a resource for all SWBOCES families. Resources will be available on the SWBOCES website, and when possible, virtual meetings will bring our community of parents, guardians and family members together through this organization. This avenue will continue to be important between faculty and staff, administrators, and families on behalf of students. SEPTA remains committed at this time to supporting our community of families and will continue the mission of offering supports that pull together community resources to support the transitions and celebrations in students' lives.

Additionally, communication with families and students will include clinical faculty to support the social emotional needs of students. SWBOCES' Counseling Plan will address ways school counselors, psychologists, and social workers can support students and families during the transition back into the learning environment and to meet the challenging social emotional needs during this time. Communication to assess what supports may be needed and how best to provide these supports will be put in place.

Health & Safety

Physical Distancing

- A distance of at least 6 feet must be maintained among all individuals while in SWBOCES facilities or grounds, inclusive of students, faculty, and staff, unless safety or

the core activity (e.g., instruction, moving equipment, using an elevator, traveling in common areas) requires a shorter distance or individuals are of the same household.

Regardless of the ability of individuals to maintain adequate social distance, acceptable face coverings must be worn (ensuring that mouth and nose are covered) at all times and in all spaces, in accordance with [the Westchester County Executive's order of Oct. 28, 2020](#).

- In student programs, staff will develop activities that ensure that a distance of twelve feet in all directions is maintained between individuals while participating in activities requires projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity.
- Teleconferencing is strongly encouraged for meetings for both remote and onsite attendees. When in-person conversation is essential, the number of people in a room should be limited to the capacity of the room to provide a 6 foot distance between all attendees. For larger, essential meetings, meeting locations should be held in rooms that allow for a six foot distance between all participants.
- Social distancing markers or signs will be posted to denote 6 feet of spacing in commonly used areas such as copiers, mailroom and bathrooms.
- All seating will be arranged to ensure the 6 foot distance. In instructional programs, all desks, including the teacher's desk will face in the same direction with appropriate distance between them.
- Passage through hallways should be limited to essential movement. Signage will be used to indicate the flow of movement through hallways.
- Entry into building(s) should be through the designated entrance(s). In buildings with elevators, use of elevators is limited to those with a medical need unless elevator access is the only access to a designated area.
- Staff and students should use the bathroom designated for their work area, limiting the number of people in the restroom to 50% of maximum capacity (indicated on door).
- Decisions regarding opening of pantries and staff lounges will be made by building, based on square footage and room configuration and number of staff members on site. Refilling of privately owned containers at water coolers is prohibited. Disposable cups will be provided at water coolers and should be filled from the platform below the spigot to avoid contact with the spigot. Hand sanitizers should be used. Lunch should be eaten following social distancing guidelines.
- Face shields or desk shields will be available for those whose location or position requires additional protection or cannot allow 6 foot distance between individuals.

Screening and Testing of Adults

- All staff are required to do a daily self-screening before leaving for work to determine who may have COVID-19 or been exposed to the COVID-19 virus.
- Staff are required to take their temperature daily as part of the self-screening.

- Staff are required to attest to their health and quarantine status using a sign-in sheet or digital health screening tool.
- Any staff member who is not able to affirm all screening questions will be denied entry to SWBOCES buildings and should avoid coming in contact with other staff members.
- The health screening consists of four questions. If a staff member affirms that any of the following are true, he/she should contact the immediate supervisor and remain/return home.

1) Self Assessment Questions

- Have you tested positive through a diagnostic test for COVID-19 in the past 10 days, or are you presently waiting for results of a COVID-19 test?
- Have you been designated a close contact of someone who has tested positive through a diagnostic test for COVID-19 in the past 14 days?
- Are you experiencing, or have you experienced in the last 10 days, a temperature of 100.0 F or above or have **new or worsening COVID-related symptoms?**

2) In alignment with the NYS COVID-19 travel advisory, do you need to quarantine due to travel? (<https://coronavirus.health.ny.gov/covid-19-travel-advisory>)

In addition, all staff members will be asked to affirm that he/she has read the SWBOCES Guidelines for Reentry and agree to abide by all guidelines.

- Staff members who do not come to work should follow their normal procedure for notifying their supervisor of their absence.
- If they are not attending work because of COVID-related symptoms or because they were denied access due to answers on the screening app, they should email covidalerts@swboces.org.
- Information collected by the sign in sheets or digital health screening tool will be used to assess qualification to enter a SWBOCES building, to ensure maximum occupancy restrictions are maintained and to support tracing should it be needed.
- When using a sign in sheet or digital health screening tool, no health information such as temperatures will be collected or stored. The only information collected will be the identity of the person, the date and time of the health screening and whether or not the staff member was cleared for entry. Information will be kept until the school year ends.
- Once visitors, contractors and vendors are permitted back in the buildings, they will take their temperature on site and will attest to the same health questions via a sign-in sheet which will record their name, email and phone number as well as the date and time of entry and exit.
- The number of visitors, contractors and vendors will be monitored to ensure that maximum occupancy guidelines are not exceeded.

In-Person Screening of Adults

- Personnel performing in-person screening activities, including temperature checks, will be appropriately protected from exposure to potentially infectious students entering the facilities.
- Personnel performing screening activities will be trained by individuals who are familiar with CDC, DOH, and OSHA protocols.
- Screeners will be provided and will use PPE, which includes an acceptable face covering or mask, and may also include gloves, a gown, and/or a face shield as needed.

Screening and Testing of Students

- Prior to school opening, parents will be sent information based on CDC guidelines explaining the initial symptoms of COVID-19 in children since the manifestation is not always the same as that for adults.
- Prior to school opening, a one-time notice in both English and Spanish will be sent home to parents requiring a signature affirming that placing a student on the bus indicates that the child:
 1. has not had a daily temperature 100.0°F or more, in the past 10 days
 2. has not been designated a close contact of someone who has tested positive in the through a diagnostic test for COVID-19 in the past 14 days;
 3. has not tested positive through a diagnostic test for COVID-19 in the past 10 days;
 4. has not experienced [symptoms of COVID-19](#), including a temperature of 100.0°F or more, in the past 10 days;
 5. has not traveled in the past 14 days internationally or within a state (or country) that was on the travel advisory list during **any of the time you were at that location**
(If subsequent closings are mandated after Sept. 1, 2020, for Westchester County, additional notifications will be sent to parents, aligned to the most current guidance, in both English and Spanish.)
- As an added precaution, SWBOCES will take the temperature of students as they arrive at school each day. Weather permitting, the temperature checks will be done expeditiously before entering the building. **Student programs located in component school districts may add additional protocols in alignment with the host district's plan.**
- All students will be supervised, and social distancing will be enforced while students await their temperature check.
- Staff in contact with students will be trained to recognize the initial symptoms of COVID-19 in children since the manifestation is not always the same as that for adults.
- Parents will be asked to complete a health screening questionnaire on a weekly basis attesting to the fact that their child(ren):
 1. has not had a daily temperature 100.0°F or more, in the past 10 days
 2. has not been designated a close contact of someone who has tested positive in the through a diagnostic test for COVID-19 in the past 14 days;
 3. has not tested positive through a diagnostic test for COVID-19 in the past 10 days;
 4. has not experienced [symptoms of COVID-19](#), including a temperature of 100.0°F or more, in the past 10 days;

5. has not traveled in the past 14 days internationally or within a state (or country) that was on the travel advisory list during **any of the time you were at that location**

(If subsequent closings are mandated after Sept. 1, 2020, for Westchester County, additional notifications will be sent to parents, aligned to the most current guidance, in both English and Spanish.)

- Parents will be given the option to complete the weekly health screening questionnaire via digital tool, phone or paper (in English and Spanish).
- Each week, a form will be sent home with students providing the option for attestation by signature, the URL for the online tool and a phone number with designated times to call-in the screening information.
- Parents who do not respond in any way, will be called.
- No student will be excluded from school based on non-completion of the health screening questionnaire.
- No health information such as temperatures will be collected or stored. The only information collected will be the identity of the student, the date and time of the health screening and whether or not the student was cleared for entry.
- The information will be kept until the school year ends.
- Students with a temperature of 100.0°F or more upon arrival or during the school day, will discretely be sent to a dedicated area prior to being picked up or otherwise sent home. Students will be supervised, and social distancing norms will be followed.

In-Person Screening of Students

- Personnel performing in-person screening activities for students, including temperature checks, will be appropriately protected from exposure to potentially infectious students entering the facilities. Personnel performing screening activities will be trained by individuals who are familiar with CDC, DOH, and OSHA protocols.
- Screeners will be provided and will use PPE, which includes an acceptable face covering or mask, and may also include gloves, a gown, and/or a face shield as needed.

Positive Screen Protocol

Any staff member or student, who screens positive for COVID-19 exposure or symptoms, if screened at the school or other SWBOCES site, must be immediately sent home with instructions to contact their health care provider for assessment and testing.

Students who are being sent home because of a positive screen must be immediately isolated in the designated area for each site and separated from other employees and students. Safe transportation will be arranged as needed for symptomatic students, faculty, and staff. A staff member will supervise students until parent/legal guardian or emergency contact can retrieve them from school. Appropriate PPE for school health office staff caring for the symptomatic individuals will be provided, including an acceptable face covering or mask, gloves, gown and

face shield. SWBOCES will direct symptomatic individuals to contact either their health care provider or urgent care as soon as possible.

Students' parents/guardians must notify SWBOCES when they begin to experience symptoms or are exposed to COVID-19, including during or outside of school hours. They are directed to report this information by using the following designated email, healthupdates@swboces.org. An administrator will monitor this email and a response will be sent accordingly.

Employees must notify SWBOCES when their responses to any of the aforementioned questions changes, such as, if they begin to experience symptoms or are exposed to COVID-19, including during or outside of school hours. Staff are directed to report this information by using the following designated email, covidalerts@swboces.org. A member of the HR Department will monitor this email and respond accordingly.

Staff and students who were denied building entry due to health screening for symptoms can return to work or the in-person learning environment in consultation with their health care provider once they have felt well and have had no fever for 24 hours without the use of fever reducing medicines; **and**, either provide a negative COVID test result or if they have been diagnosed with another condition and provide a written note stating they are clear to return to school.

Staff and students who were denied building entry due to traveling internationally or from a state with widespread community transmission of COVID-19, per the NYS Travel Advisory (link: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>) must follow the guidelines provided by NYS.

If the staff or student tested positive for COVID-19 they need to have recovered and completed a minimum of 10 days of isolation before returning to work or the in-person learning environment. Discharge from isolation and return to work or school will be conducted in coordination with the local health department. SWBOCES will notify the state and local health department about any cases if diagnostic test results are positive for COVID-19.

For more information, please see the protocol for Return to Work/School.

Additional resources related to COVID-19 are available on the Human Resources Department website or by using the link below.

https://www.swboces.org/groups/49386/human_resources/draft_covid19_hr_resources.

Guidance for symptomatic individuals who do not have a COVID test

Individuals who report having COVID-like symptoms, but do not get a test within 48 hours must be considered COVID positive. The district is required to begin contact tracing, and work collaboratively with the Westchester County Department of Health. Per NYS DOH guidance,

these individuals must follow all quarantine guidelines and return to work protocols as they are deemed COVID positive in lieu of test results.

Protocol for Return to Work/School

SWBOCES' reopening plan has written protocols that comply with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of a confirmed case of COVID-19, or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the Westchester County Department of Health in alignment with CDC guidance, NYSED guidance and NYSDOH guidance. This guidance will be updated as needed.

- If employees/students have **exhibited symptoms but in consultation with a health care provider was not diagnosed** with COVID-19, they can return to work/school once they have felt well and have had no fever for 24 hours without the use of fever reducing medicines; **and**, if they have been diagnosed with another condition and provide a written note stating they are clear to return to school.
- If employees/students **test positive for COVID-19, regardless of whether they are symptomatic or asymptomatic**, they may return upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic. In addition, the individual must have been fever-free for at least 72 hours without using fever-reducing medicine and the individual's symptoms are improving, including cough and shortness of breath. SWBOCES will notify the Westchester Department of Health of any positive test results to determine what steps are needed for the school community.
- If an employee/student has been designated a close contact of someone who has tested positive through a diagnostic test for COVID-19, the employee/student may return to work/school upon completing at least 14 days of self-quarantine from the date of last exposure.
- NYS Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person isolated. A negative test result does not release you from the mandated quarantine.
- If employees/students **become sick with COVID-19 symptoms while at the workplace**, they must be sent home immediately and follow the guidance above.

- All staff and students must follow the guidelines provided in the NYS COVID-19 travel advisory when traveling internationally or to any states referenced in the travel advisory. <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

SWBOCES will refer to the DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19. In addition, we will also refer to the DOH's "Interim Guidance for Quarantine Restrictions on Travelers Arriving in New York State Following Out of State Travel." Please see the links below.

https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeeereturntowork_053120.pdf

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

Hygiene and Cleaning

- Non-contact devices will be used to take temperatures.
- Staff will be equipped with face shields and face masks to create a physical barrier to protect staff members.
- Staff will wash hands with soap and water or use hand sanitizer before putting on gloves.
- Thermometers will be cleaned with disinfectant wipes between uses.
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>
- A minimum of 10 pairs of gloves per week, per staff member is required for taking temperatures.
- Cleaning of occupied areas will be performed by the cleaning staff following established state and federal guidelines.

Hand Hygiene

- Wash hands often with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol when soap and water are not available.
- Key times to clean hands include:
 - Before and after the school/workday
 - Before and after work breaks or recess
 - After blowing nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After putting on, touching, or removing masks/face coverings

- Hand sanitizer that contains at least 60% alcohol will be provided in the wall dispensers and at the copiers and printers.
- Staff and students must sanitize their hands and copier/printer buttons before and after using the copier/printer. Sanitizing wipes will be provided.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a sanitizer that contains at least 60% alcohol.
- Avoid touching eyes, nose, and mouth with unwashed hands.
 - CDC Poster—Social Distancing & Face Coverings:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings.pdf>
 - CDC Poster—Stop the Spread of Germs:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

Space Considerations for Safety

- When social distancing in cafeteria space is not possible, meals will be served in classroom spaces.
- Health offices will be divided into an assessment/diagnosis area and a separate area for sick students.
- Areas used by a sick person will be closed off and not used until after cleaning and disinfection has occurred. At least 24 hours will elapse before cleaning and disinfection, when possible. All areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas will be cleaned and disinfected.
- Where social distancing is not possible, compliant partitions will be installed.

Classroom Capacity

- All instructional spaces will be at a capacity not to exceed recommended guidelines.
- All instructional spaces will be arranged to provide proper social distancing.

Medically Vulnerable High Risk Staff & Students

SWBOCES is committed to providing a safe work and learning environment for staff and students. SWBOCES recognizes that certain populations are considered at increased risk during the COVID-19 pandemic. The CDC has issued guidance on groups that are at increased risk and may require additional accommodations beyond the safety measures already put in place. Please refer to the following link for more information:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>

Any staff member with an underlying condition that puts them at increased risk may request a possible accommodation. The process is as follows:

- Employee will notify HR of their request for an accommodation.

- Employee will complete and return to HR an Accommodation Form, which includes information provided by their health care provider.
- HR will schedule a meeting with the employee to discuss work duties and possible reasonable accommodation.
- HR will schedule a meeting with the employee's supervisor to review essential functions of the job and possible reasonable accommodations.
- HR will meet with the employee to discuss reasonable accommodations and follow up with a final decision via letter.

Students with special needs, or who may be medically fragile or have underlying health conditions or concerns, may not be able to adhere to safety protocols requiring the use of face coverings, social distancing or hand hygiene. School Nurses will work directly with individual students and their families to identify how best to meet the child's needs at school, while continuing to protect their health and safety. Also included in the development of individual student plans will be the school principal, teachers, clinicians and related service providers and the child's health care provider, as appropriate.

Response to Positive COVID diagnosis or Potential Concern

COVID-19 is a health crisis that impacts all aspects of our society including schools. The partnership between state and local government, NYSED and schools in managing the crisis is ongoing and informed by guidance. Decisions regarding the response to positive COVID diagnosis or concerns will be informed by the guidance and made in collaboration with the Westchester County Department of Health.

Southern Westchester BOCES offers programming at numerous centers and within component districts, where component districts serve as hosts for our programming. Closure of programming will be taken very seriously, considering multiple factors that include: presence of or potential presence of COVID-19 within one of our programs, at or within one of our host districts, absentee rates of faculty, staff, and students, as well as determinations made by the NYS Department of Health, State Education Department, Westchester County Departments of Health and the COVID response team. Collaboration with the Westchester County Department of Health will be ongoing and data informed decision making will be used. Parameters allowing schools to continue in person instruction are clearly outlined and active cases are tracked daily. (<https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-DailyTracker?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>);

Southern Westchester BOCES will cooperate with state and local health department contact tracing, according to requirements of the New York State Education Department. The Director of Human Resources will serve as the COVID 19 Resource Contact Person and be the primary contact and assist the Westchester Department of Health in knowing who may have had contact at school with a confirmed case. The COVID response team will continue to serve as a resource and provide leadership throughout this period. A member of that team, the District Deputy Superintendent/ COO, will serve as COVID 19 Safety Coordinator. Because

SWBOCES has multiple divisions and almost 1,000 employees it is important that there is a resource person to support each division. Executive Team members will serve this role for their divisions, working closely with the Director of Human Resources who will remain the primary contact with the Westchester Department of Health. Each member of the SWBOCES Leadership team will be responsible for responding to daily concerns, assuring systems are working well to operationalize the processes and protocols in the SWBOCES Reopening Plan and assist members of their team in understanding guidance and the district plan.

Systems throughout the Southern Westchester district will be reviewed to assure that attendance records for both staff and students are up to date. Student schedules need to be updated regularly. Sign in sheets for visitors will include date, time and location of visit.

Southern Westchester BOCES will follow all requirements for assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.

Confidentiality will be maintained as required by federal and state laws and regulations. Our staff will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

Considerations for Closing

Any changes to the operational activities of our facilities and programs will be determined by the COVID-19 Safety Coordinator, district level staff, and the Westchester County Health Department in accordance with guidance. Decisions will be informed by metrics provided by the NYS and Westchester County Department of Health.

In the event of any multiple day program closure, the **Southern Westchester Plan for Remote Instruction** will be immediately implemented and all health and safety protocols will be in place.

SWBOCES School Health Office

Under the direction of the School Medical Director, and in collaboration with School Nurses, a District-Level reopening plan and protocols will be developed, to include, but not limited to:

- Management of individuals who are ill
- Procedures for the use of isolation rooms, in compliance with CDC and NYSDOH guidelines
- Communication with staff, students and families regarding safety protocols and procedures

- Providing students requiring special physical care from paraprofessionals or school nurses with adequate privacy and PPE for procedures and providing staff and students with appropriate PPE (masks, gloves, shields, gowns)
- Development of a training program for students on face coverings, hand washing, social distancing and respiratory hygiene
- Providing signage and periodic reminders on cough etiquette, mask use, hand hygiene and safe distancing
- Reporting procedures and requirements in the event of a positive case (notification to state and local health departments and cooperation with contact tracing efforts, while maintaining confidentiality)
- Documentation requirements for all Health Office visits
- Use of PPE when providing respiratory treatments (suctioning or using peak flow meters, administering nebulizer treatments)
- Required physical examinations, proof of health examinations

Under the direction of the School Medical Director, in collaboration with School Nurses and principals, needed trainings will be identified, planned and provided, to include:

- Nursing assessment of ill staff and students
- Training program for students and staff on reporting requirements
- Proper use of PPE
- COVID-19 prevention

Under the direction of the School Medical Director, in collaboration with School Nurses and Principals, within the guidelines of the District-Wide Health Office Reopening Plan, Building-Level Reopening plans will be developed, to include, but not be limited to, the following:

- Identification of isolation room locations, additional alternate locations and procedures for use
- Building level staff, student, parent and district communication
- Development of plans for families to pick up students or arrange for safe transportation home if they become ill at school
- Building level communication protocols regarding student temperature check.

Facilities

- Modifications to spaces or additional space may be required to comply with social distancing. All work will be done in compliance with all applicable codes, rules and regulations.
- All safety drills, including fire drills and lockdown drills will be conducted per NYSED requirements and will observe social distancing guidelines wherever possible.
- Annual Visual Inspection will be performed during the 2020-21 school year.
- Lead-in-water testing will be conducted during 2020-21 school year upon approval from NYSED.

- All spaces are being evaluated, and maximum capacity is being calculated to determine safe occupancy levels.
- Water dispensers with single-use cups will be available as required. Water fountains will be disabled to reduce cross contact.
- Restrooms will be available, but occupancy will be limited to comply with social distancing guidelines.
- Alcohol-based hand sanitizer dispensers are installed in multiple locations at all SWBOCES locations
- All ventilation systems will be assessed and will be operating as designed. Air filters will be upgraded to the highest practical MERV rating.
- All occupied spaces will be cleaned and disinfected between uses by different “pods” of students. All occupied spaces will be cleaned and disinfected daily or more frequently if required.
- All staff will be trained in cleaning methods that will ensure proper cleanliness and disinfection levels in all SWBOCES facilities.
- All facilities will use high-performance cleaning and disinfecting products (COVID-approved) and methods.
- All facilities will maintain cleaning logs indicating work date(s), areas cleaned, cleaning staff and any additional information to ensure proper procedures are followed.
- All applicable Operations and Maintenance staff and contractors will be fit-tested for N95-rated face masks.
- Cleaning products will be supplied to classrooms as requested. Staff-supplied cleaning products will not be allowed.

Child Nutrition

SWBOCES participates in the Community Eligibility Provision option of the National School Lunch Act, which provides free breakfast and lunch for all students in the Special Services programs. Additionally, students in the Career Services programs have the option of purchasing meals. Staff members also have the option of purchasing meals through the school cafeterias. In preparation for reopening, the SWBOCES Food Service Consultant, who is a Registered Dietician, will facilitate, in collaboration with the Cook Managers, the development of protocols and procedures for safe food preparation, serving and cleaning, including measures to protect students with food allergies.

Each school building team will identify procedures and locations for student and staff meals, which will be in compliance with all CDC and NYSDOH requirements, which will be communicated with staff, students and parents.

Transportation

SWBOCES transports students between the Career Services campus in Valhalla and multiple Special Services sites. In addition, students are transported between buildings on the Career Services Campus, as well as to various Work-Based Learning locations, when such placements

are available. We take seriously our responsibility for the safe transportation of our students. Safety is paramount, particularly in this time of COVID-19.

All SWBOCES buses will be cleaned and disinfected at least once per day, and more frequently as needed, upon request or report from the driver.

Transportation protocols

Bus Drivers:

- Will wear a mask while students are loading and unloading the bus and at all times that students are on the bus
- Will observe and enforce social distancing guidelines by assigning seats at safe distances to the extent possible
- Enforce all loading and unloading safety practices, including spacing
- Report to the school principal any student illnesses or need for additional cleaning/disinfecting
- Include in all pre-trip inspections that the bus has been sanitized
- Will have a supply of masks to provide to students if needed

Students:

- Will wear face coverings while entering, exiting and riding on a school bus
- To the extent possible, observe social distancing at the direction of the driver
- Report any illness to the driver

Students are not transported by SWBOCES between their homes or home district high schools and SWBOCES Special Services sites and the Career Services Campus. This is done by the students' home districts.

Social Emotional Well Being

SWBOCES is committed to enhancing our school community by acknowledging the necessity to take care of ourselves and each other, physically and emotionally. Activities and resources to do this are embedded throughout the organization.

Social Emotional Well Being of Staff

SWBOCES provides all staff members with access to professional learning opportunities, access to mental health resources and time to partake in team/group activities to share ideas in a supportive, encouraging environment.

Some of the ongoing avenues available to our employees include but are not limited to:

- SWBOCES participates in a 24/7 Employee Assistance Program (EAP). This provides confidential and experienced assistance to help an employee and their family resolve personal problems that affect their health, family, or job. In addition to assessment and referral services, the EAP provides information, education, and consultation both independently and in concert with other professional resources. EAP is designed specifically for educators. It offers a number of solutions for personal problems and a targeted menu of benefits and

resources addressing the unique professional issues in an educational community. EAP starts with all the traditional counseling services designed to address significant life problems, and they add Work/Life benefits to address the everyday problems involved in juggling work and family. The goal of the EAP is to help all employees achieve their peak performance best through training, coaching and wellness. They can be reached by phone at 1-800-666-5327, at <https://www.theeap.com/educators-eap> or through the SWBOCES website. In addition, monthly newsletters are shared via email with all staff members.

- To assist staff members during these unprecedented times, SWBOCES has set up a “Coronavirus Resources for Employees” page on our district website https://www.swboces.org/groups/49386/human_resources/draft_covid19_hr_resources. The page includes:
 - A Coronavirus Resource Flyer
 - Frequently asked HR Question section
 - Summary of Benefits Providers with contact information
 - Active links to the CDC, NYS Department of Health, the DOL, and local health departments.
 - Mental Health Service Providers
 - Tips for Coping while Social Distancing
 - Information flyers and forms for the Families First Coronavirus Response Act and NYS Paid Sick Leave Law
- SWBOCES runs a Center for Professional Development and Curriculum Support. This service includes ongoing training, guidance and webinars on topics that include school building and community safety and wellness; crisis prevention and intervention; race, equity and social justice; and various additional initiatives on all topics related to school and social environments. In addition, the Lower Hudson Regional Information Center (LHRIC) of SWBOCES offers training through NY Model Schools. This Core Service provides instructional technology, professional development and other optional services for staff members.
- To offer support and guidance specifically to new teachers, counselors, social workers, therapists and administrators SWBOCES has a Mentoring Program. Mentoring provides personalized and intensive support to new employees in the professions mentioned. To assist in transition, SWB acknowledges the importance of helping personnel, new to their professions, by offering an environment that facilitates growth and development through guidance and support. A catalogue of events are available on MyLearningPlan.
- Each year, SWBOCES provides all new and returning staff members online training in several mandated areas through the Global Compliance Network (GCN). These areas include: Prevention and Emergency Response in K-12 Schools; Mental Illness Awareness for Educators; FERPA; Digital Security Protection; NYS Ed. Law 2D; Bloodborne Pathogens; Child Abuse; Dignity for All

Students Act/Code of Conduct and Hazard Communications. In addition, GCN has a repository of over 100 optional training sessions on a variety of topics related to a school environment. These include six sections related to an understanding of COVID-19 and best practices that can be followed to help keep our staff and students as safe as possible.

- The Human Resource Department schedules monthly drop-in sessions at each site. HR staff will be available via virtual sessions to answer staff questions and share resources.
- SWBOCES has informed all staff to send any questions related to the COVID-19 district response to the Director of Communication, who in turn shares those questions with the District Response Team for review. Answers are shared either via email with all staff or with the leadership team.
- Superintendent conference days are held prior to the re-entry of students where staff will be provided with the opportunity to discuss preparedness for teaching and learning in the COVID-19 environment. Staff will also be given the opportunity to discuss related concerns. Opportunities are provided monthly for ongoing support to staff.

Social Emotional Well Being of Students

SWBOCES offers a variety of student programs, many of which have a therapeutic approach embedded within. Additionally, all student programs, including Special Education and Career Services students, incorporate *Therapeutic Crisis Intervention for Schools* (TCIS)-researched strategies into the classroom environment. Implementing a Connected Learning Environment in all classrooms is a district-wide goal, and all staff members have received annual TCIS training. Also, some staff members at each site have participated in additional TCIS training and are certified to serve as TCIS Response Team members.

SWBOCES will also be developing a district-wide and building-level comprehensive developmental school counseling plan to meet current needs, which will include the establishment of shared decision-making teams or advisory council. School Counselors, Social Workers and Psychologists will be invited to participate in the development of the comprehensive developmental school counseling plan. Strategies to provide resources and referrals to address mental health, behavioral and emotional support services and programs will be included in the plan, as will the identification of professional development opportunities for faculty and staff on how to support students during and after the current public health emergency.

Technology and Connectivity

Through thoughtfully constructed surveys, parents, students, and staff were contacted and asked to participate in gathering data related to their access to devices and high speed internet. Surveys were conducted in multiple languages. All constituents involved in the survey were asked if they have adequate access to a device should we need to return to a modality of remote teaching/learning. The survey also inquired about adequate internet access for engagement in remote activities as part of teaching and learning.

Based on the survey responses, a small population of students and teachers lack the adequate access to devices and internet needed for remote and/or distance learning. In order to address the needs of students and teachers the following actions will be taken:

Devices for staff members

All teachers in the K-12 space will be given a 1:1 device for use as part of their digital toolbox. All teachers will receive either a laptop, Chromebook or custom device based upon their teaching role. These tools will be issued for the life of the device while they are employed by the district.

Internet access for staff

A small percentage of teachers indicated they do not have adequate internet access at home for remote teaching. In order to address this need, teachers can consult with the technology department members on how to purchase additional Internet access for their home and/or what is needed to ensure adequate access. Teaching staff can work with the technology department to determine if there are any low-cost solutions available for state employees through local ISPs or cellular providers. If this is not financially possible, then the use of cellular hotspot devices can be employed as a short-term solution should remote teaching become necessary in the future. These devices can be used on short-term loan during remote instruction periods.

Devices for Students

As a BOCES, we do not have the ability to provide a 1:1 take-home initiative for our students. This is due to the financial cost and the fact that a BOCES is not a residential district and is not permitted to access state aid-eligible revenue streams or fund balances. However, in order to address the issue of device equity, BOCES can work with the home district of the student to ensure that a device can be procured and assigned to them. Since the students are residents of the district that sends them to our programs, it is the district's responsibility to provide a device for all students both in and out of the district placement. In extreme cases where the need is great, a temporary loan of a Chromebook or tablet can be a short-term solution until the home district provides the student with a permanent device assignment.

Internet Access for Students

As with devices, we as a BOCES, do not have the ability to provide internet access at home to our students. However, in order to address the issue of access equity, BOCES can work with a student's home district to see if the home district can procure or loan a wireless hotspot device. BOCES can also work with the home districts to see if they have partnered with their local municipalities and/or vendors (Kajeet, Verizon, Cablevision, public libraries) for discounted residential internet access or wireless internet access in their local community buildings. In extreme cases where the need is great, a temporary loan of a hotspot can be a short-term solution.

During remote learning periods, with the understanding that all students do not have sufficient access to devices/high speed internet, SWBOCES will bridge the gap to ensure that students are provided with multiple ways to participate in learning and can demonstrate mastery of Learning Standards in remote or blended models. Some of the modalities include the use of Zoom and Google Meet as communication tools that allows students and teachers to have face-to-face conversations along with the ability to share screens and display the work they are completing as part of their coursework. This also gives teachers a virtual blackboard from which to work with students. Teachers and students are able to collaborate using online virtual tools, such as Google Classroom. This provides teachers and students with a collaborative space where information can be exchanged and teachers and students can connect virtually to discuss topics of the day, submit assignments, and actively engage in the learning experience together.

For programs such as Career and Tech where access to unique software is necessary, a virtual desktop or VDI is used. This allows students to login from almost any device in the world and access the school network to login to a virtual computer. It affords our students the ability to complete assignments and career training that would not be possible without access to these applications. For our teachers, this provides an opportunity to continue teaching our students using Zoom or Google Meet while the students are able to access the resources they need to continue bridging connections from theory to practice.

In the special education arena, our Technology Facilitators will continue holding constant professional development training for our teachers and students, training them in the use of different software available to them during the remote learning period. Some of these apps include Google Apps for Education, Google Meet, BrainPop, and other such applications. As part of our curriculum design plan, we also include a Professional Development coach as a partner to our teachers and principals. This coach helps our instructional staff anchor their curriculum, both virtual and in-person, to the New York State Next Gen Standards. This partner helps to ground our curriculum work to where students need to grow and thrive as well to help

our teachers grow in their pedagogical understanding of how to meet our students where they need and want to learn.

Teaching and Learning

Southern Westchester BOCES offers K-12 special education programs as well as career and technical education programs for students in grades 11-12. Adult and Community Education programs include workforce development, practical nursing, adult literacy, high school equivalency and incarcerated youth.

A large portion of our population are students with disabilities. Please note that all instructional plans listed below are focused on meeting the needs of Students with Disabilities in alignment with their Individual Education Plans. Southern Westchester BOCES reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, will continue to provide free and appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education and services. In compliance with the requirements of IDEA, regular and meaningful parent communication, in the parents preferred language, will occur through multiple tools.

Southern Westchester BOCES does not operate a pre-kindergarten program nor a before or after school care program.

I. Center for Special Services

Instructional Model/Schedule

At most Special Services school programs, students will be participating in a full-day, in-person instructional program. If enrollment exceeds maximum capacity, remote learning options may be considered for the 2020-2021 school year. If a remote program needs to be considered due to student need, home circumstances or a change in the guidance, both synchronous and asynchronous instruction will be provided to meet student learning needs and goals. Related service provision, including counseling will be designed to deliver services in person in either a push-in or pull-out model depending upon the distancing options and need for confidentiality. Faculty and staff may be onsite while delivering remote instruction (if distance learning becomes necessary) to ensure the greatest access to instructional materials, technology, and the faculty at large.

For certain sites, if distancing is not possible, the following instructional model will be considered: Students will participate in a phased-in model. The student population will be split

into two groups (A group - 5 classes, B group - 5 classes). Each group will have 3 days in person learning and 3 days remote learning for the first marking period of the 2020-2021 school year. This will give our most vulnerable population of students the chance to re-acclimate to the school setting in a hybrid model. It will also enable us to work with families who have expressed concern regarding reopening. For the remote portion of the program, both synchronous and asynchronous instruction will be provided to meet student learning needs and goals. Related service schedules will be designed to deliver services in person to the greatest extent possible. Faculty and staff may be onsite while delivering remote instruction to ensure the greatest access to instructional materials, technology, and the professional school community.

- **Shifting Design of Class Schedules**
 - To accommodate social distancing guidelines, including cohorts, rather than changing classes to departmentalize, students will remain in their cohorts and teachers will rotate for instruction in different content areas and specials when possible.
 - Travel within the building will be limited to the greatest extent possible.
 - Some Special Area subjects and related services may be provided remotely.
- **Classroom Spaces**
 - Each classroom will be equipped with single desks or tables (as appropriate) that are spaced 6 feet apart facing in the same direction
- **Arrival and Dismissal** will be specific to individual campus facilities.
 - On all Special Services campuses, staff and students will follow all procedures established by the Center for arrival and dismissal. The students will be escorted to their classes by staff following social distancing and safety protocols. Dismissal will be by students on a designated bus exiting the classrooms through the use of walkie-talkies following all protocols.
 - Staff monitors will ensure distancing during transition times.
- **Storage of Student Items**
 - There will be sufficient storage in students' homeroom classes for personal belongings.
 - On some campuses, lockers, storage containers, and cubbies will be used with appropriate social distancing and scheduling.
- Classroom capacity varies by campus and program. Many classroom spaces can accommodate the approved ratio of student and staff members specified in each classroom program/CoSer.

Pocantico Hills and Irvington (in-district programs)

Arrival and Dismissal will follow all health and safety guidelines set forth in the Pocantico District and Irvington District plans and follow established protocols. Arrival and Dismissal will be staggered with the districts' schedules to allow for social distancing. Staff will monitor and ensure distancing during transition times.

Faculty and staff meetings

These will occur using video conferencing or tele-conference platforms for collaboration, instructional planning, and sharing of information. All on-site meetings will adhere to appropriate social distancing requirements.

Professional development opportunities, including work with consultants and professional learning communities will also take place through video conferencing and digital development and sharing of materials. This also applies to half and extended days for professional development until such time that distancing guidelines are more flexible.

- It is strongly recommended that all intake meetings and consulting opportunities continue to be in a remote environment utilizing a technological platform. Any on-site meetings (including student intakes and other meetings where in-person attendance is necessary—for example, campus tours—may be considered after student dismissal from the program) will adhere to appropriate social distancing and all in-person requirements in alignment with the DOH, NYSED and SWBOCES protocols to ensure safety.
- To avoid additional interaction with students enrolled in Special Services programs and faculty and staff, any student intake “trials” or visits must take place in a virtual environment with appropriate permissions until further notice.
- Staff meetings/trainings may take place on school grounds and may include faculty and staff participating from their classrooms or alternative spaces in the school.

Student Drop-Off and Pick-Up

Students and staff at all CSS locations will enter and exit through designated areas (with appropriate signage). Parents/guardians will be in communication with main office personnel if any pick-up or drop-off of students or belonging is required. When possible, parents/guardians will be met at the door to limit entrance to the school building. Protocols will be communicated in writing to parents/guardians at all CSS sites.

Faculty and staff will adhere to signage for entry and exits specific to program sites.

Shared Objects

All faculty and students will be in their respective classrooms/identified work spaces (unless performing push-in service provision, instruction, or other workplace responsibilities) to limit contact. All faculty and staff will adhere to social distance protocols when possible.

To ensure a safe learning environment, the following protocols will be implemented:

- Personal Protective Equipment/supplies will be available in classrooms and at entry points including:
 - hand sanitizing spray, or wipes
 - disposable gloves
 - masks
 - and other items
- Review of protocols as appropriate at the beginning of each class.
- Limit sharing of instructional tools and materials including developing mechanisms for individualizing stores of manipulatives, writing utensils, art supplies, some physical

education resources, technological devices, personal hygiene supplies, books, and therapeutic tools when possible.

- Reinforce proper hygiene including hand washing protocols when appropriate.
- When necessary or indicated, nursing staff may review hand washing and sanitizing protocols, post information and visual reminders, provide written instructions, and communicate with parents/guardians, students, and faculty and staff regarding hygiene and health and safety protocols.
- Faculty and staff will model behaviors (including distancing, hand hygiene, mask wearing, etc.) across classrooms for consistency and coherence and to raise awareness
- Faculty and staff may clean and/or sanitize in between students - areas and manipulatives, as needed.
- All teachers, related service providers, and clinicians will have laptops to limit sharing of classroom devices.
- When possible, assignments will be shared with students digitally and submitted digitally to teachers (through Google Classroom, or other platforms) to limit paper distribution.
- Information communicated to students and parents/guardians either via email, phone and/or in writing.

Meals

When possible, students will have meals in their classrooms and/or outdoor spaces to ensure social distancing, limit the mixing of cohorts, and prevent the sharing of food or beverages. Faculty and staff will deliver meals to classrooms. Vending machines will not be available.

Arrangements for faculty and staff mealtimes will be dependent upon building capacity for safe distancing.

The SWBOCES programs located at Pocantico Hills School District and Irvington School District will follow all procedures and schedules set forth in the districts' plans adhering to social distancing, health, and safety requirements.

Small Spaces

- All Center for Special Services programs will continue to follow bathroom usage maximum capacity (no more than a certain number of students at a time) except in an emergency. Signage indicating occupancy will be utilized.
- Use of non-contact greetings will be promoted.
- Socializing outdoors will follow the safe distancing practices
- Playground and outdoor spaces may be utilized with appropriate social distancing, hygiene protocols and staggered schedules as necessary.
- Copy rooms in small spaces will only accommodate one person at a time.
 - Remote printing from other spaces in the buildings will be set up where possible.
 - Schedules for utilization of instructional preparatory equipment will be considered, especially during "prime times."

- Maximum capacity will be considered in front offices. All others who require entry must safely distance in hallways or call in to identify needs.
- Other small spaces such as therapy/service provision rooms will observe maximum capacities and distancing to the extent possible. Providers may be provided with additional PPE such as face shields or partitions when distancing and/or student mask wearing is not possible.
- Physical education schedules, locations and activities may be modified (including use of virtual platforms) to ensure appropriate social distancing and safeguards can be implemented.
- Visitors to school buildings will be limited to essential personnel including emergency workers and parents/guardians when necessary.

In Person/Hybrid/Remote Instruction

Instructional Model: Students will be participating in a full day, in-person instructional program. If enrollment exceeds maximum capacity, remote learning options may be considered for the 2020-2021 school year. If a remote program needs to be considered due to student need, home circumstances or a change in the guidance, both synchronous and asynchronous instruction will be provided to meet student learning needs and goals. Related service provision, including counseling will be designed to deliver services in person in either a push-in or pull-out model depending upon the distancing options and need for confidentiality. Faculty and staff may be onsite while delivering remote instruction (if distance learning becomes necessary) to ensure the greatest access to instructional materials, technology, and the faculty at large.

Communication between students and teachers will occur regularly to provide substantive guidance and feedback. Both in-person and electronic communication will be available to students and their families/caregivers to contact the school and teachers with questions about their instruction and/or technology in the language spoken at home.

Depending upon enrollment of our vulnerable populations, for particular programs, the 2020-21 school year may begin with a staggered schedule, Cohort A and Cohort B, alternating 3 days each in-person and remote instruction. Remote or hybrid instruction will include teacher developed content area instructional materials aligned with student learning and developmental goals.

Access to the necessary accommodations, modifications, supplementary aids and services, and technology, including assistive technology, to meet the unique disability related needs of students will be provided.

Pocantico Hills and Irvington MS/HS programs

Instructional model is contingent upon school district plans. Irvington School District's plan includes a hybrid model.

In all Center for Special Services school programs:

- Students in classrooms will be assigned seating.
- Information regarding virtual platform and instructional practices will be shared. Each program's continuity of learning plan will be shared on SWBOCES district website and updated accordingly.
- Parent/guardian communication will be ongoing and documented through email, phone and contact logs. Parent guardian communication will utilize multiple modalities based on individual parent preference.
- Documentation of student progress and outcomes will be maintained for all students.
- Curriculum-based assessments and progress monitoring tools will be used with modifications as necessary to ensure procedural health and safety requirements.
- Remote programs to include a host of electronic options including synchronous, asynchronous, individualized preview and/or review sessions for differentiation, office hours for student Q&A, etc.
- All contracted service vendors that support instructional programs will engage remotely. While in-person or hybrid programming, related services and special subjects may be provided remotely where social distancing and health and safety guidance cannot be practiced.
- For state assessed programs, preparation for NYS exams will be ongoing as appropriate, and instruction will be aligned with associated learning standards and individual IEP goals. Progress monitoring will occur based on IEP goal criteria and as part of quarterly marking periods.

Safety drills

These will be conducted as usual with the exception of social distancing requirements being enforced during fire/evacuation/lockdown drills. This may include partial program drills staggered (same day). If any safety issue or concern is identified, facility, staff and students will follow all safety policies provided.

Irvington & Pocantico Hills

Safety drills will be conducted in alignment with safety procedures and safety plan of the districts.

Social Emotional Well-Being

The Center for Special Services will implement SWBOCES protocols and utilize the resources for social and emotional well-being. These will be integrated into the social emotional learning plans and curriculum in place at each program for students that are age and developmentally appropriate. Counseling plans will be consulted as well.

- The Wellness Committee already in place will work to review and support the implementation elements of a social emotional (SEL) wellness plan with input from Human Resources

- Consulting with Center for Professional Development for Wellness (SEL)/Mental Health Trainings for students/staff
- Instructors establishing strong classroom management, routines, structures, protocols
- Student monitors will routinely, consistently and proactively check all classrooms and student occupied areas to ensure a safe learning environment
- Communication between clinicians and with parents/guardians regarding the types of SEL supports will be made either in-person, by email or phone and/or in writing.

Using Data for Continuous Improvement

Southern Westchester BOCES services and programs in special education, including services provided, student attendance, and academic progress are documented in multiple modalities.

Whether in the remote or in-person environment, communication and feedback will be provided to students regarding their academic and social/emotional/behavioral progress. Formative and summative assessments will be administered that will assist in identifying student strengths and gaps, and will inform instruction.

- Survey staff/faculty to gather data to create reopening plans and ensure a safe learning environment
- Create a Data Inquiry/Assessment process to evaluate the efficacy of systems and protocols and make adjustments
- Conduct routine staff/faculty meetings to increase collaboration and communication
- Ensure communication via multiple methods including videoconferencing, email, phone and/or in writing

Attendance

Attendance is taken daily in eSchool, monitored and reviewed by each program on a regular basis. All attendance is combined cumulatively for each student. When concerns arise regarding absenteeism, parent/guardian and potentially district contact ensues to ensure student participation and well-being.

Gradebook will be used at state-assessed MS and HS programs, Rye Lake and Irvington, to document student academic progress and communicate with parents/guardians.

Technology and Connectivity

Faculty, staff, and administrators will continue to monitor and address all student (and parent/guardian) issues regarding internet, media sources, and ways to communicate in real time to assist the students in meeting their academic goals. Student(s) will be required to meet the technological needs of the CSS program and participate using a variety of tools and platforms.

- Student surveys will inform staff regarding their access to technology and next steps

- Technology department may be able to facilitate student access to technology connectivity and device deployment may take place for students in remote or hybrid learning environments with approval of the Director

Communication will be either by phone and/or in writing.

II. Center for Career Services

Schedule

Pending home school districts' creation of their instructional schedules, the Center will collaborate with the home districts' transportation departments to schedule student arrival and dismissal times and communicate with component districts and parents.

Student Drop-Off and Pick-Up

Once home school district schedules are confirmed the Center will identify dropoff and pickup areas to maintain social distancing. This information will be shared with the various transportation departments.

The Center will continue to utilize the pre-existing drop off and pick up areas. A schedule will be created that will stagger dismissal times to decrease student contact and maximize social distancing. Currently in the morning buses arrive at staggered times.

A protocol is in place where parents must drop off children who are late at Building D. When students are sick, parents meet and sign their children out from Building D, Main Office.

Meals

The Cook/Manager will be contracted for five days in the summer to plan in conjunction with the Career Services and Special Services administrative teams pertaining to meal patterns. Plans and procedures, in compliance with all CDC and DOH requirements, for student and staff meals, will be developed and communicated to staff, students and parents, including, but not limited to, the following:

- Snack time
- Lunch delivery options
- Staff use of cafeteria
- Cafeteria logistics

Small Spaces

Offices (staff)

- Limit the number of staff in these spaces.
- Use proper social distancing.
- Wear masks.

- Use proper sanitation.
- No socializing in these spaces.

Offices (students)

- Limit the number of students in these spaces.
- Use proper social distancing.
- Wear masks.
- Use proper sanitation.
- Teachers must notify office staff of student arrival.
- Students must sign login book to record visits. Sanitizer will be provided for use before and after sign-in.

Photocopy rooms

- Limit the number of staff in these spaces.
- Use proper social distancing.
- Wear masks.
- Use proper sanitation.

Bathrooms (staff)

- Limit the number of staff in these spaces.
- Use proper social distancing.
- Wear masks.
- Use proper sanitation (before and after bathroom use).
- Handwashing signage will be posted for staff to review.

Bathrooms (students)

- Limit the number of students to one at a time.
- Use proper social distancing.
- Wear masks.
- Use proper sanitation (before and after bathroom use).
- Use bathroom logs to record visits.
- Handwashing signage will be posted for students to review.

Faculty and Staff Meetings

- Continue to utilize teleconferencing for large staff meetings.
- Adhere to appropriate social distancing guidelines for small staff and/or professional development activities that are held onsite.

Shared Objects

- Practice proper sanitization guidelines when staff and/or students use tools and equipment.
- Ensure that sanitizer stations are available to staff and students in designated areas.
- Teachers will review proper protocol with students at the beginning of instruction for sharing objects safely in the classroom.
- Posters will be in classrooms to communicate the proper sanitization practices in the classroom when using shared objects.

- Teachers will create a classroom sanitization schedule to ensure that all shared objects are sanitized and stored correctly.
- Communicate with O&M on cleaning and sanitation needs between classroom sessions.

In-Person/Remote/Hybrid Instruction

- After reviewing NYSED Reopening Guidelines CCS Staff is preparing for a combination of in-person instruction and remote learning
- As per NYSED Guidelines the Center will provide in-person instruction for skills-based learning during on-site instruction periods.
- The Center will collaborate with the component districts upon review of their instructional schedules.
- The Center will continue to provide Chromebooks to students as needed.
- The Center will continue to provide differentiated instruction to meet the needs of diverse student learning styles.
- The Center will continue to have the ELL Consultant, Academic Integration Teachers and Special Education Consultant work with the CTE Teachers and student population.
- Center Teachers will create office hours for students to meet with them and to discuss instructional concerns and/or individualized instruction.
- Teachers will provide synchronous lessons when appropriate.
- All Teachers are highly qualified to teach their content areas.
- A plan has already been created from the previous school year and it will be modified as needed.
- All instruction is aligned to the NYS Learning Standards as well as the CDOS and CCTC.
- All communications with parents/guardians and students will be done through Parent Portal, eSchool, Blackboard Connect, internet and phone.
- The Center has surveyed Business Partners for available alternate spaces for potential classroom usage due to COVID-19 concerns.
- The Center's Administrative Team has been meeting to formulate various schedules that are based on component district needs.
- Staggered dismissal times to limit congestion in the hallways may be implemented.
- Signage may be used to direct student traffic in the hallways.
- Staff and visitors must sign in and out of the buildings. Only essential personnel will be allowed into the buildings.
- The district-level team is in the process of formulating a plan for closing a certain area of the school campus if a COVID-19 case is found. This will prevent the closure of the entire school campus.

Grading and Assessment

- Grading policy will be based on what was created for the previous remote learning period.
- Staff will differentiate assessment methods that are based on the type of instructional delivery that is being utilized (in-person, remote, hybrid).

- Staff will adhere to student IEP mandates as prescribed by the CSE.
- The Center will communicate student progress via Parent Portal, quarterly progress reports, report cards and direct parent/guardian contact.

Work-based Learning

- The WBL Coordinator has been reaching out to potential internship sites and has created a diverse venue of WBL opportunities that also include remote options.
- The WBL Department has sent out surveys to the internship site supervisor for feedback on having students this upcoming school year.
- The WBL Coordinator is ensuring that all DOH Safety Guidelines are being followed at student internship sites.
- The Center has surveyed business partners for available alternate spaces for potential classroom usage due to COVID-19 concerns

Progress Monitoring:

The Center will continue to monitor the ICTE and Secondary students in terms of their progress towards their IEP Goals. The following data points will be analyzed:

- Employability Profiles
- WBL Internship Feedback
- Teacher observation of student performance
- Summative and Formative Assessments

Faculty/Staff Entrances and Exits

Each building has its own entrance and exit, enabling staff to social distance.

Building D Special Services staff have their own entrance and exits, as do support staff there.

For any meetings on campus, guests will enter and exit through the main lobby.

All deliveries are dropped off at Building D and/or the Warehouse located there. This process has been created for all deliveries and pickups and is coordinated with the O&M Department.

III. Center for Adult & Community Services

Instructional Model/Schedule

Practical Nursing

The nursing program will continue to make use of electronic platforms (Moodle, Zoom, ATI software) for both synchronous and asynchronous instruction. Clinical instruction will take place in-person at SWBOCES labs and combine with Office of Professions-approved clinical online instruction.

Workforce Continuing Education

Trade Programs

- In-person classes offered to students with staggered schedules, alternating days (M/W and T/Th sessions) to maintain distancing requirements per space in vocational labs.

Healthcare Academy Programs

- In-person classes will be offered to students on staggered schedules (M/W and T/Th sessions) to maintain distancing requirements per space in classrooms.
- Asynchronous distance learning will be offered to enrolled students.

Sprain Brook Academy

In- person instruction is planned with teachers moving from classroom to classroom.

- Department of Correction (DOC) will transport students in accordance with DOC regulations. Teachers will provide individual work for each student as they arrive until all students arrive for classes.
- If needed (depending upon enrollment), students will attend school on an alternate day schedule: A/B day.
- Hybrid instruction could resume if necessary, using paper packets of academic materials and tele-visits.

Adult Literacy

- A combination of in-person and remote courses will be offered to adult literacy students as per guidance of the NYSED Adult Career and Continuing Education Services (ACCES) to meet the needs of students.
- Where in-person instruction occurs, single desks will be placed 6 feet apart and class sizes will be limited based on maximum capacity of classrooms in each of our locations.
- Program administrator works with the Regional Adult Education Network (RAEN) director and the NYSED ACCES Regional Directors to ensure compliance for in-person/remote learning.
- Where in-person instruction occurs, social distancing, hygiene, facial coverings will be reviewed with all students at the start of courses.

Meals

Meals are not provided to adult students, and breaks will be taken on site, in classrooms with students supplying their own refreshments or leaving premises to secure. Additional classrooms can be used for breaks to allow for social distancing based on availability and with advance scheduling. Information will be communicated to students either via email or in writing upon registration, based on their mode of registration.

Small Spaces

Practical Nursing, Trades and Adult Literacy

- Staff and students will follow bathroom usage limits - no more than 50% capacity.
- Non-contact greetings will be used.
- No hallway socializing.
- One person is allowed at a time in the copy room.

- No one is allowed in the front office when occupied by the two assigned office staff.
- Communication will be made to staff in orientation materials given to students at the start of classes.
- Offices at 450 Mamaroneck Avenue meet square footage requirements for a capacity of three - 2 office staff assigned on site. All other staff will have their own work space.

Sprain Brook Academy

- Non-contact greetings will be used
- No hallway socializing is allowed.
- Staff will utilize the locker room with no more than two people at a time occupying the space.
- There will be no shared electronics (varies from past practice).

Faculty and Staff Meetings

Faculty and staff meetings will occur using video conferencing (Zoom or Teams) or telephone conference to facilitate disseminating information to all. All on-site meetings will adhere to appropriate social distancing requirements.

In Person/Hybrid/Remote Instruction

Practical Nursing

All didactic lectures will be held synchronously through electronic platforms (Zoom, Moodle, ATI software) by licensed instructors. In-person clinical instruction is planned on-site at SWBOCES lab on alternating days delivered by licensed instructors. Clinical instruction will be limited to 4 people per lab, within the 50-square-foot requirement for vocational schools.

Workforce Continuing Education

Trade & and Healthcare Programs will return to in-person instruction for hands-on training.

- Class enrollment will be limited based on square footage of lab spaces. We will offer more sections of smaller groups where there is demand. No course enrollment will exceed square footage. Enrollment caps will be in the Student Management System, disallowing an over-enrollment of students.
- A number of health care courses will be offered in an online only platform for students who prefer and can access remote instruction.

Sprain Brook Academy

In- Person Instruction

- Each classroom will be equipped with single desks that are spaced 6 feet apart.
- If needed, students will attend school on an alternate day schedule: A/B day.
 - If the school utilizes an A/B day schedule, students will be scheduled according to their housing blocks where possible.
- Students will be assigned seating, where their materials will remain daily.

- Students will not be allowed to bring materials into the school wing.
- Students will not be allowed to leave the school wing with materials.
- Any shared books will be isolated for a period of 48 hours or based on the latest CDC guidelines.
- Remote or Hybrid Instruction will include teachers creating content area instructional packets for students and sending and receiving them via SWBOCES/WCDOC personnel. Televisits through secure portal scheduled for students with each content area teacher arranged.

Adult Literacy

A combination of in-person and remote courses will be offered to adult literacy students as per guidance of the NYSED Adult Career and Continuing Education Services (ACCES) to meet the needs of students. Some classes will be offered alternating in-person instructions with the option of remote instruction as long as NYSED guidelines support this model. Remote learning options in EPE programs include packet and workbook learning and WIOA programs, include a host of electronic options including synchronous, asynchronous and tutoring programs designed to meet the needs of students studying for their high school equivalency attainment or learning English and/or preparing for the U.S. citizenship exam.

Student Drop-Off and Pick-Up

Students at the 450 and St. Gabriel's location will enter and exit through BOCES operated areas to limit contact with commercial businesses/community partners. It will be communicated with them upon registration, either via phone and/or in writing that they are not to use the elevators unless medically necessitated, and to enter the building on the floor of their classroom location.

Students at the Career Services Campus will be informed of campus protocols upon course registration.

Deliveries

All deliveries are to be made to the office upon arrival.

Faculty/Staff Entrances and Exits

Staff at the 450 Mamaroneck Avenue and St. Gabriel's locations will enter and exit through BOCES-operated areas to limit contact with commercial businesses/community partners and it will be communicated with them upon registration, either via phone and/or in writing that they are not to use the elevators unless medically necessitated and to enter building on floor of their classroom location.

Staff at the Career Services Campus will be informed of campus protocols in writing via return receipt email and will follow all guidance.

Shared Objects

Practical Nursing and Workforce

- Instructors and students will be in their own respective classrooms/labs with no additional contact with each other without following the social distance policies in place.
- The use of disposable gloves will be implemented in the labs where avoidance of shared use is not possible (e.g. students in construction shop holding framing up for another person working on the project, demonstration of 2-person lift from hospital bed, etc).
- Staff will be instructed in professional development at the start of the school year on the proper use of hand sanitizing spray or gel before and after the use of any shared tools or materials. Staff will be required to review protocols with students at the beginning of each class.
- Textbooks and toolkits are not to be shared.
- Information will be communicated to students upon registration.

Sprain Brook Academy

Students will not share objects in the classroom and teachers will bring their own BOCES owned device to each classroom for use.

Adult Literacy

Students and teachers will not share materials and the Center will purchase individual supplies for students such as calculators, pens, pencils and pads of paper.

Bilingual Education and World Languages

ELL identification of students occurs within the home district of residence. Students identified as ELL receive required instructional units of study through communication with districts and the support of bi-lingual staff members. Regular communication with parents/guardians of ELL students, in their preferred language, through multiple modes of communication will ensure that they are engaged in their child's education during the reopening process.

Teacher and Principal Evaluation System

As required by the New York State Education Department, the SWBOCES APPR Plan will be fully implemented during the 2020-21 school year. The APPR committee will meet by September 15, 2020 to discuss possible variances to assure that the evaluation process in a fluctuating instructional environment continues to align with our commitment to using teacher and principal evaluation systems as a meaningful feedback cycle. A continued partnership with NYSED and collaboration with bargaining units will be leveraged to bring all parties together in this goal. Teacher and Principal rubrics will be used to inform discussions of equity and create a connected learning environment for all.

Certification, Incidental Teaching and Substitute Teaching

SWBOCES' Human Resources Department ensures that all certified staff hold a valid and appropriate certificate for their assignment except where otherwise allowable under the Commissioner's regulations (e.g. incidental teaching) or Education Law.

Prior to board appointment, the Human Resources Department verifies all new candidates' certification using the "TEACH" System. Once board-approved, certifications and their expiration dates are entered into Wincap for each new hire. Twice a year a report is generated from Wincap to identify staff members with certification that will expire over the next 12 months. Identified staff members are contacted by the Director of Human Resources and reminded to begin the application process and contact the Regional Certification Officer with any questions about the process. The Director of Human Resources works closely with the Regional Certification Officers to track staff applications and ensure that they are processed in a timely manner and all staff are properly certified for their assignment.

To assist SWBOCES with filling staff absences because of the COVID-19 crisis, SWBOCES will utilize the following strategies.

- SWBOCES will engage in posting and recruiting for additional certified substitute teachers to increase the pool of available substitutes.
- SWBOCES will also actively identify institutions of higher education where students pursuing a certification by attending at least 6 semester hours of classes may be employed as a substitute.
- SWBOCES may implement the flexibility provided by Commissioner's Regulation 80-5.3 regarding incidental teaching. The SWBOCES District Superintendent may assign a certified teacher to teach a subject not covered by his or her certificate (incidental teaching) for a period not to exceed 10 classroom hours a week during the 2020-2021 school year, when no certified or qualified teacher is available, after extensive and documented recruitment.
- Finally, if additional substitute coverage is necessary during the 2020-2021 school year, SWBOCES may employ substitute teachers who do not hold a valid teaching certificate and are not working toward certification, but who hold a high school diploma or equivalent. These substitutes may be employed by SWBOCES beyond the 40-day limit for up to an additional 50 days (90 days total in a school year). This applies if the district superintendent certifies that SWBOCES has conducted a good faith recruitment search for a properly certified candidate, and there are no available certified teachers that can perform the duties of such position. In rare circumstances, SWBOCES may hire a substitute teacher beyond the 90 days if the district superintendent attests that a good faith recruitment search has been conducted, there are still no available certified teachers who can perform the duties of such position, and that a particular substitute teacher is needed to work with a specific class or group of students until the end of the school year.

About COVID-19

[According to the CDC](http://www.cdc.org/coronavirus), the best way to prevent illness is to avoid exposure to the virus. (link: <http://www.cdc.org/coronavirus>)

How is COVID-19 mainly spread?

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- By touching surfaces and objects with the virus on it.

When are people most contagious?

People with COVID-19 spread the most when they are showing symptoms of COVID-19, but people who are infectious but asymptomatic for COVID-19 are able to spread the virus.

What are the symptoms of COVID-19?

These [symptoms may appear 2-14 days after exposure](#) to the virus: cough, shortness of breath or difficulty breathing, fatigue, chills, muscle or body aches, headache, sore throat, nasal congestion or runny nose, nausea or vomiting, diarrhea, new loss of taste or smell.

[Source: Westchester County Department of Health](#)

(<https://health.westchestergov.com/2019-novel-coronavirus>)

What If I Get Sick?

If you are sick with COVID-19 or think you might be, [the CDC advises](#) that you stay home except to seek medical care. If you become ill at work, return home and notify your supervisor as soon as you are able to do so after seeking medical care.

(link: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>)

Anyone who tests positive; who is symptomatic and has not been tested; or who has had close contact with a person with COVID-19 who is symptomatic must self-quarantine for 10 days before returning.

Most people with COVID-19 have mild illness and are able to recover at home without medical care. Take care of yourself. Get rest and stay hydrated. If you have trouble breathing or other concerning symptoms, call 911 for immediate help.

Follow care instructions from your healthcare provider and local health department. Your local health authorities will give instructions on checking your symptoms and reporting information.

The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. The decision to return to work should be made only after first consulting with your supervisor.

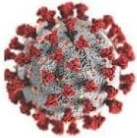
If you have been diagnosed with or exposed to someone who has had COVID-19, please refer to this guidance document from the New York State Department of Health: [Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeeereturntowork_053120.pdf).

Link:

https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeeereturntowork_053120.pdf

CDC guidance posters

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

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



Know how COVID-19 is spread

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



Protect yourself and others from COVID-19

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



Practice social distancing

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



Prevent the spread of COVID-19 if you are sick

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



Know your risk for severe illness

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



CS 314937A 06/01/2020

cdc.gov/coronavirus



How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

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



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS 316488A 05/27/2020

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

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Links to Posters

What You Should Know About COVID-19

<https://drive.google.com/file/d/1Y1YhXu7VQc-e8i3peSw8pg5deb083grU/view?usp=sharing>

How to Protect Yourself and Others from COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings.pdf>

How to Safely Wear and Take Off a Face Covering

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

Stop the Spread of Germs

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

Helpful Links

[**INTERIM GUIDANCE FOR IN-PERSON INSTRUCTION AT PRE-K TO GRADE 12 SCHOOLS DURING THE COVID-19 PUBLIC HEALTH EMERGENCY**](#)

[**Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools - Reopening Guidance**](#)

[**NY Forward Safety Plan Template**](#)

[**Reopening NY Office-based Work Guidelines for Employers and Employees**](#)

[**CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes**](#)

[**CDC COVID-19 Landing Page**](#)

[**CDC COVID-19 Symptoms**](#)

[**EPA Coronavirus Page**](#)

[**OSHA - COVID-19 Page**](#)

[**NYS Department of Health Novel Coronavirus webpage**](#)

[**NYSED COVID-19 Resource Page**](#)

[**Westchester County Department of Health**](#)

[**Johns Hopkins Coronavirus Resource Center**](#)

[**NYS DOH COVID-19 Tracker**](#)

[**WC DOH: Do I Need to Quarantine or Isolate?**](#)

[**DOH COVID-19 Testing**](#)

Video Resources

- [**Stop the Spread of Germs \(CDC\)**](#)



- [**What You Need to Know About Handwashing \(CDC\)**](#)



- [**Wear a Cloth Face Covering \(CDC\)**](#)



- [Managing Anxiety & Stress \(CDC\)](#)



Guide to Acronyms in this Document

ACCES	Adult Career and Continuing Education Services	HS	High School
APPR	Annual Performance Plan Review	IEP	Individualized Educational Plan
ATI	Assessment Technologies Institute	LHRIC	Lower Hudson Regional Information Center
BOCES	Board of Cooperative Educational Services	MS	Middle School
CACS	Center for Adult & Community Services	NYS	New York State
CDC	Centers for Disease Control and Prevention	NYSDOH	New York State Department of Health
COO	Chief Operating Officer	NYSED	New York State Education Department
CoSer	Cooperative Service	O&M	Operations and Maintenance
COVID-19	Coronavirus Disease 2019	PPE	Personal Protective Equipment
CSS	Center for Special Services	RAEN	Regional Adult Education Network
DOC	Department of Correction	SEL	Social Emotional Learning
CTE	Career and Technical Education	SEPTA	Special Education Teacher Association
DOH	Department of Health	SWBOCES	Southern Westchester Board of Cooperative Educational Services
DOL	Department of Labor	TCIS	Therapeutic Crisis Intervention for Schools
EAP	Employee Assistance Program	VDI	Virtual Desktop Infrastructure
ELL	English Language Learner	WBL	Work-based Learning
EPE	Employment Preparation Education	WIOA	Workforce Innovation and Opportunity Act
FERPA	Family Education Rights and Privacy Act		
GCN	Global Compliance Network		
HR	Human Resources		

Addendums

SWBOCES Plan for COVID-19 Contact Tracing

Daily attendance practices exist in each Southern Westchester BOCES site to identify staff and students who are on campuses each day. During the initial phase of our reopening, visitors will be restricted. Additionally, practices are in place in each location to limit movement in buildings. Southern Westchester BOCES has developed a mobile app and a supplemental paper tracking system to screen all members of the SWBOCES programs and services for symptoms, contact with persons with COVID-19 and recent travel to locations on the travel restriction list. The app does not replace normal attendance procedures.

Secure reporting systems have been created for individuals who do not meet the criteria to be on site. Designated phone lines are being established for those unable to report through email. Employees and parents/guardians who can report through email should send a blank email without personal or medical information.

- Parents and Guardians should send a blank email to healthupdates@swboces.org
- SWBOCES employees should send a blank email to covidalerts@swboces.org

The email will respond with a fillable form. That form should be filled out as soon as possible. After receiving the fillable form, SWBOCES leaders will then provide guidance for next steps until the employee or student is able to return to campuses. This form will be used to assist with required communication with the Westchester County Department of Health. Two administrators will monitor the email and communication for students. The Human Resources department will monitor the email and communication from staff. An additional administrator will help manage contact data.

The Westchester County Department of Health (WCDOH) will lead contact tracing efforts following a positive diagnosis of COVID-19 that may impact our SWBOCES community. SWBOCES will collaborate with the WCDOH by providing attendance records via sign-in sheets or the digital health screening tool, logs of employees and visitors and other information to support the WCDOH in tracing all contacts with the COVID-19 positive individual.

The WCDOH will be notified immediately once Southern Westchester BOCES is aware that a student or employee has a confirmed diagnosis of COVID-19. SWBOCES will work with the WCDOH to support contact tracing. Notification to exposed individuals will be done by the WCDOH pursuant to the contact tracing protocol established by the WCDOH. If an employee lives outside of Westchester County, SWBOCES will work with that county's Department of Health.

As part of the WCDOH tracing process, SWBOCES will provide required information for students or staff members who may have had direct contact with a COVID-19 case, including name, address, date of birth, phone number and email. That information will be sent to the WCDOH. The Director of Human Resources will serve as the primary contact for the WCDOH.

SWBOCES Plan for Testing of COVID-19

Southern Westchester BOCES employees are required to conduct an at-home daily screening using an SWBOCES app or supplemental sign-in sheet, which will signal whether or not they can work on site. Students will engage in a daily temperature check, and parents need to complete and submit a weekly screening. If a staff member affirms that any of the following are true, he/she must contact the immediate supervisor and remain/return home. If a student affirms that any of the following are true, they should remain home and contact the school.

The health screening consists of these questions:

1) Self Assessment Questions

- Have you tested positive through a diagnostic test for COVID-19 in the past 10 days, or are you presently waiting for results of a COVID-19 test?
- Have you been designated a close contact of someone who has tested positive through a diagnostic test for COVID-19 in the past 14 days?
- Are you experiencing, or have you experienced in the last 10 days, a temperature of 100.0 F or above or have **new or worsening COVID-related symptoms?**

2) In alignment with the NYS COVID-19 travel advisory, do you need to quarantine due to travel? <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

Any staff member or student, who is not cleared to enter a BOCES site due to COVID-19 exposure or active symptoms, may not enter a SWBOCES facility. If the exposure or symptoms occur while an individual is on site, he/she must immediately isolate and return home and contact their healthcare provider for assessment.

Students who are being sent home because of a temperature or other symptoms must be immediately isolated in the designated area for each site, separate from employees and students, and sent home. A staff member will supervise students until a parent/legal guardian or emergency contact can transport them from school. Appropriate PPE for school health office staff caring for the symptomatic individuals will be provided, including an acceptable face covering or mask, gloves, gown and face shield. SWBOCES will direct symptomatic individuals to contact either their healthcare provider or urgent care as soon as possible.

Students' parents/guardians must notify SWBOCES when the student begins to experience symptoms or are exposed to COVID-19, including during or outside of school/work hours. Secure reporting systems have been created for individuals who do not meet the criteria to be on site. Designated phone lines are being established for those unable to report through email. Employees and parent/guardians who can report through email should send a blank email without personal or medical information.

- Parents and Guardians should send a blank email to healthupdates@swboces.org
- SWBOCES employees should send a blank email to covidalerts@swboces.org

The email will respond with a fillable form. That form should be filled out as soon as possible. After receiving the fillable form, SWBOCES leaders will then provide guidance for next steps until the employee or student is able to return to campuses. This form will assist with required communication with the Westchester County Department of Health. Two administrators will monitor the email and communication for students. The Human Resources department will monitor the email and communication from staff. An additional administrator will help manage contact data. SWBOCES will work collaboratively with students and staff to discuss returning to the work or school environment based on current guidelines.

Click the following images to view larger versions:

COVID-19 Testing, Reporting, and Contact Tracing Plan - Employees

- 1 SWBOCES has established email contacts for staff who exhibit symptoms or have a known exposure to someone with a positive COVID-19 diagnosis. Staff members should email covidalerts@swbooces.org. The email will generate a fillable form to gather required information which will allow our Human Resources Department to support employees with next steps.
- 2 The SWBOCES Human Resources Department will contact the employee within one workday. The employee is advised to consult with his or her healthcare provider for medical assistance, diagnosis and testing and continue to communicate with the HR Department throughout the period that he or she is required to be out of work.
- 3 Following consultation with a healthcare provider and/or the WCDOH, the employee communicates healthcare professional diagnosis/concerns/recommendation to HR. All individuals must follow the CDC and DOH guidance on when to return after symptoms of COVID-19 or COVID-19 positive cases.
- 4 SWBOCES will collaborate with the WCDOH to share information required for contact tracing and will follow all recommendations of the WCDOH.
- 5 As part of the WCDOH tracing protocol, the WCDOH will notify employees directly to provide information and schedule testing of anyone deemed to have been exposed to COVID-19 under the criteria used by the WCDOH for time of exposure. SWBOCES will work collaboratively with the WCDOH and communicate pertinent information regarding exposure. Return to an onsite location will be determined by the WCDOH based on CDC guidelines. Information on testing sites can be found at <https://coronavirus.health.ny.gov/find-test-site-near-you>.
- 6 The WCDOH will notify SWBOCES and the effected individuals when there are positive or presumed-positive cases and provide information if they required to quarantine.
- 7 WCDOH will communicate with SWBOCES regarding partial closure or full school closure, depending upon the level of exposure to other students and staff members. SWBOCES may choose to close school and switch to remote learning prior to direction by the DOH for safety reasons. SWBOCES will communicate with all stakeholders in the event of a school closure. **Note:** SWBOCES is not permitted to answer specific questions about individuals in quarantine or those confirmed with COVID-19. The WCDOH will determine, through contact tracing, who may be at risk and contact them directly.

COVID-19 Testing, Reporting, and Contact Tracing Plan – Parents/Guardians and Their Students

- 1 The parent/guardian reports if their student has exhibited symptoms of COVID-19 or reports that their student has had any exposure to a known COVID-19 positive case to healthupdates@swbooces.org.
- 2 A SWBOCES nurse or administrator will contact the student's family within one school-day. The student is advised to consult with his or her healthcare provider for medical assistance, diagnosis, and testing and continue to communicate with the SWBOCES nurse or administrator throughout the period that he or she is required to be out of school.
- 3 Following consultation with a healthcare provider and/or the WCDOH, the student parent or guardian communicates healthcare professional diagnosis/concerns/recommendation to the SWBOCES nurse or administrator. All individuals must follow the CDC and WCDOH guidance on when to return after symptoms of COVID-19 or COVID-19 positive cases.
- 4 SWBOCES will collaborate with the WCDOH to share information required for contact tracing and will follow all recommendations of the WCDOH.
- 5 As part of the WCDOH tracing protocol, the WCDOH will notify parents and guardians directly to provide information and schedule testing of anyone deemed to have been exposed to COVID-19 under the criteria used by the WCDOH for time of exposure. SWBOCES will work collaboratively with the WCDOH and communicate pertinent information regarding exposure. Return to an onsite location will be determined by the WCDOH based on CDC guidelines. Information on testing sites can be found at <https://coronavirus.health.ny.gov/find-test-site-near-you>.
- 6 The WCDOH will notify SWBOCES and the effected individuals when there are positive or presumed-positive cases and provide information if they required to quarantine.
- 7 WCDOH will communicate with SWBOCES regarding partial-closure or full school closure, depending upon the level of exposure. SWBOCES may choose to close school and switch to remote learning prior to direction by the DOH for safety reasons. SWBOCES will communicate with all stakeholders in the event of a school closure. **Note,** SWBOCES is not permitted to answer specific questions about individuals in quarantine or those confirmed with COVID-19. The DOH will determine, through contact tracing, who may be at risk and contact them directly.

Southern Westchester BOCES Plan for Remote Learning

This plan is part of the SWBOCES reopening plan posted at www.swboces.org/reopening.

In the event of a single or multiple program closure, the SWBOCES Plan for Remote Instruction (Continuity of Learning Plan) will be implemented for impacted programs. This supplement will address how SWBOCES will implement remote instruction within a model of closure where all SWBOCES programs and locations are closed, or within a hybrid model where one or more programs or locations are closed due to COVID-19. The goal of SWBOCES is to allow for seamless transition between remote and on-site learning as necessitated by closures to provide continuity for students during this uncertain time. This supplemental plan is focused on transition during school closures. Please see the SWBOCES reopening plan continuity of learning plans for any information related to hybrid or remote instruction that is not due to closing. Please note that those plans are continuously updated and changed to address the changing needs of our students.

All SWBOCES student-based programs will ensure that applicable New York State Learning Standards will be met during implementation of both onsite and remote instruction. A staff professional development plan, including a coaching model, will be provided throughout the year to assure that teachers have the learning experiences that are important to providing this continuity of learning.

SWBOCES Remote Learning Supplemental plan is informed by parent and staff input and based on the guidance provided by the New York State Department of Health and The New York State Department of Education.

- [Interim Guidance for In-Person Instruction at Pre-K to Grade-12 Schools During the COVID-19 Public Health Emergency](#)
- [Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools - Reopening Guidance](#)

SWBOCES is committed to providing Free Appropriate Public Education (FAPE) in both our on-site and remote instruction plans. To the greatest extent possible, student IEP's will be implemented. If necessary, a request to convene a CSE meeting will be made to the student's home district. Parents/Guardians of students in Special Education programs will receive notification of the model being utilized to provide instruction. Parents/Guardians will be contacted regularly by classroom staff. Communication with parents will be in the parent's/guardian's preferred language and mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA. Students that require accommodations, modifications, supplementary aids, services and technology that is currently not on their IEP, will be referred back to the CSE. The Instructional Support Services (ISS) itinerant teaching and related service provision faculty will follow the guidelines and protocols of

those implemented by the host district where instruction is delivered. The host district will also determine whether related services and instruction will be delivered remotely or on site.

SWBOCES will work with families to identify student-specific needs for medically vulnerable/high risk groups and plan for appropriate instruction for those students. Parents should contact the building administrator to discuss specific concerns and the development of a learning plan for their child.

Technology and Connectivity

Parents, students, and staff were contacted through surveys and asked to provide input related to their access to devices and high speed internet. Surveys were conducted in multiple languages. All constituents receiving the survey were asked if they have adequate access to a device should we need to return or move to a modality of remote teaching/learning. The survey also inquired about adequate internet access for engagement in remote activities as part of teaching and learning.

Based on the survey responses, a small population of students and teachers lack the adequate access to devices and internet needed for remote and/or distance learning. In order to address the needs of students and teachers the following actions will be taken:

Devices for Staff Members

All teachers and related service providers in the K-12 space will be given a 1:1 device for use as part of their digital toolbox. All teachers and related service providers will receive either a laptop, Chromebook or custom device based upon their teaching role. These tools will be issued for the life of the device while the staff member is employed by the district.

Internet Access for Staff

A small percentage of teachers indicated they do not have adequate internet access at home for remote teaching. In order to address this need, teachers can consult with the technology department members on how to purchase additional Internet access for their home and/or what is needed to ensure adequate access. Teaching staff can work with the technology department to determine if there are any low-cost solutions available for state employees through local ISPs or cellular providers. If this is not financially possible, then the use of cellular hotspot devices can be employed as a short-term solution should remote teaching become necessary in the future. These devices can be used on short-term loan from SWBOCES during remote instruction periods.

Devices for Students

As a BOCES, we do not have the ability to provide a 1:1 take-home initiative for our students. This is due to the financial cost and the fact that a BOCES is not a residential district and is not permitted to access state aid-eligible revenue streams or fund balances. However, in order to

address the issue of device equity, SWBOCES will work with the home district of the student to ensure that a device can be procured and assigned to them. Since the students are residents of the district that sends them to our programs, it is the district's responsibility to provide a device for all students both in and out of the district placement. In extreme cases where the need is great, a temporary loan of a Chromebook or tablet can be a short-term solution until the home district provides the student with a permanent device assignment. Students enrolled in all Adult Education programs are expected to have their own devices for learning.

Internet Access for Students

As with devices, we as a BOCES, do not have the ability to provide internet access at home to our students. However, in order to address the issue of access equity, SWBOCES can work with a student's home district to see if the home district can procure or loan a wireless hotspot device. SWBOCES can also work with the home districts to see if they have partnered with their local municipalities and/or vendors (Kajeet, Verizon, Cablevision, public libraries) for discounted residential internet access or wireless internet access in their local community buildings. In extreme cases where the need is great, a temporary loan of a hotspot can be a short-term solution. Students enrolled in all Adult Education programs are expected to have their own access to the internet for learning.

During remote learning periods, with the understanding that all students do not have sufficient access to devices/high speed internet, SWBOCES will bridge the gap to ensure that students are provided with multiple ways to participate in learning and can demonstrate mastery of Learning Standards in remote or blended models. Some of the modalities include the use of Zoom and Google Meet as communication tools that allow students and teachers to have face-to-face conversations along with the ability to share screens and display the work they are completing as part of their coursework. Google Meet is an Ed. Law 2d approved platform. SWBOCES will also be moving to secure full Zoom accounts that are Ed. Law 2d approved for all teachers and related service providers in K-12 programs. These platforms give teachers and related service providers a virtual blackboard from which to work with students. Teachers and students are able to collaborate using online virtual tools such as Google Classroom. This provides teachers and students with a collaborative space where information can be exchanged and teachers and students can connect virtually to discuss topics of the day, submit assignments, and actively engage in the learning experience together.

For programs such as Career and Tech where access to unique software is necessary, a virtual desktop or VDI is used. This allows students to login from almost any device in the world and access the school network to login to a virtual computer. It affords our students the ability to complete assignments and career training that would not be possible without access to these applications. For our teachers, this provides an opportunity to continue teaching our students

using Zoom or Google Meet while the students are able to access the resources they need to continue bridging connections from theory to practice.

In special education programs, our Technology Facilitators will continue holding constant professional development sessions for our teachers and students, training them in the use of different software available to them during the remote learning period. Some of these apps include Google Apps for Education, Google Meet, BrainPop, Nearpod and other such applications. Teachers and related service providers for K-12 students will offer direct classroom instruction to students on the use of core digital tools. School programs will also provide access to static resources (i.e. training videos) and/or scheduled live opportunities for parents/guardians to develop a general overview of the use of these digital tools to instruct or function as repositories of student work.

As part of our curriculum design plan, Professional Development coaches will partner with our teachers and principals in our K-12 programs. The coaches support our instructional staff as they anchor their curriculum, both virtual and in-person, to the New York State Next Generation Standards.

Program Specific Guidance

Southern Westchester BOCES student programs include the Centers for Adult and Community Services, Special Services and Career Services. When school is allowed to be open based on county metrics, instruction will be provided in-person. Each learning site is continuously reviewed to assure available space meets the needs of the changing enrollment. Decisions will be made to offer some programs in a hybrid model when space requirements cannot be met and additional, appropriate space cannot be secured. Please see SWBOCES continuity of learning guidance within the [SWBOCES Reopening Plan](#) for specifics about programs.

Parents/Guardians will receive direct communication about delivery of remote instruction if their children will be participating in remote learning. Those plans continue to evolve as enrollment and student needs are assessed. Updates will be added to this document and to the SWBOCES reopening plan based on our continuous planning for individual student needs. Decisions on the type of instructional program in effect at any given time will be decided in alignment with component school district reopening plans when possible, as well as in consideration of specific student needs and individual circumstances.

Center for Career Services

All programs at the Center for Career Services for the start of the 2020-2021 school year will be in person and held on site as space allows according to NYSED guidance. The following guidelines will be in place in the event that remote instruction becomes necessary due to a COVID related concern.

Teaching and Learning

Instruction will be delivered through multiple digital platforms to include:

- Google Classroom
- Google Meet
- Zoom
- Digital Textbooks

Teachers will provide synchronous and asynchronous activities through the use of digital platforms.

Virtual office hours will be provided to students to help support the delivery of instruction. Consultant teachers will support the direct instruction of students, as well as assist in the differentiation of instruction, during these synchronous sessions and in individual and/or group sessions as needed.

The counseling department, trained in Social Emotional Learning (SEL), will meet with students virtually, either individually or in small groups, to support students as they access the curriculum.

Teaching Assistants will provide the following instructional supports to the classroom teachers:

- Assist in the preparation of daily lesson plans
- One-to-one instructional support to students as needed
- Daily attendance and follow-up
- Provide instruction in the absence of the teacher/support instruction
- Communicate with parents and/or students as needed

Transition Coordinator will:

- Work with students and their families through virtual meetings as required to continue to provide transitional services
- Act as a liaison between agency service providers and families
- Submit completed applications to agency providers

The Work Based Learning Department will provide activities for the students to help them accrue the required WBL hours, as well as to support them in exploring various careers utilizing the following platforms:

- Career One Stop

- Google Classroom
- Virtual Internships
- Industry Virtual Guest Speakers

The Work Based Learning Coordinator will schedule virtual office hours for students via Google Meet to discuss the following:

- Employment opportunities
- Career readiness activities
- Development of Career Plans

Center for Special Services:

Most programs will be held on site as space allows according to NYSED guidance. SWBOCES is in communication with our school district and parent partners and will continue to reassess needs for remote learning. Currently the following programs are scheduled for daily in-person instruction on site for the start of the 2020-2021 school year: Pocantico Hills, Valhalla, St. Matthew's, Rye Lake Lower Campus, Rye Lake Upper Campus.

Currently, Irvington MS/HS and Tappan Hill programs will open in September in a hybrid model, offering a combination of on-site and remote learning opportunities for students.

Parents/guardians of students in these programs will be contacted regarding their child's specific program and schedule.

Based on Westchester County metrics or district concerns about COVID-19 related issues, programs may migrate to remote learning for short or extended periods. The remote learning plan will be used for both scheduled sessions that are part of hybrid models and for closure periods necessitated by COVID-19 concerns. As noted, there are additional steps in place for those programs using remote learning in the hybrid model.

Remote Instruction:

Teaching and Learning:

- Standards-based instruction will continue. Research-informed practices in differentiated and specially designed instruction will be implemented to optimize student learning.
- Daily instructional schedules will be in place for all students in all programs. These schedules will reflect the required classes and academic content with the expectation that teachers will have direct daily contact with students.
- Vocational and community-based learning will continue to the extent possible in alignment with student IEP goals.
- Formative and summative assessments will continue to be administered to identify target areas for essential learning goals, inform instructional decisions and measure student achievement.
- Progress monitoring for academic, social, emotional, functional, and behavioral goals will be ongoing.

- Various digital programs and platforms will be used for both asynchronous and synchronous instruction. Google Classroom, Google Meet and Zoom will be utilized for daily instruction and related service provision.
- Instructional activities will reinforce student skills and introduce new student learning with the support of a variety of resources including video, audio, and other types of online content. Assignments and learning activities will be designed in accordance with student needs and levels of independence.
- Virtual office hours and opportunities for small group instruction will support student learning as teachers and support staff will be available to field student questions and to conduct “mini-lessons” as needed.
- Individual and group related service and counseling sessions will continue using a variety of tele-therapeutic methods depending upon access and student ability to participate. Headphones for student use are recommended.
- In the case that some families may not have access to digital tools, teachers and providers will contact families with regard to providing hard copy instructional materials via the U.S. Postal Service.

Special Education Processes and Supports:

- Annual Reviews and Re-Evaluation meetings will be conducted virtually with students and families or via phone as agreed upon.
- Teaching Assistants and Teacher Aides, both 1:1 and classroom supports, will be participating in all student learning and service provision sessions. They will also provide individualized sessions for clarification and individualized support.
- The intake process will continue in the remote environment. The building level intake team will review and then reach out to districts and parents/guardians to schedule virtual intake meetings. Some intake processes will come to conclusion through a virtual process, others may resume once school buildings reopen.

Communication:

- Various digital platforms and tools such as Google Classroom, Google Meet, and Zoom will be used to maintain communication with students, families, faculty and staff.
- If students have questions about assignments as provided in Google Classroom, they can also email their teachers or use the “comments” feature to communicate with their teachers regarding particular assignments. Parents/guardians may also be in direct contact with teachers, related service providers and clinicians to review assignments or discuss student progress and needs.

Additional Considerations for Remote Learning for Sites Scheduled for Hybrid Instruction

Programs in a hybrid model, offering a combination of on-site and remote learning, for the start of the 2020-2021 school year: Irvington MS/HS and Tappan Hill. Parents will be contacted regarding their child's specific learning schedule.

Teaching and Learning

Instruction will occur according to a cohort-based schedule, combining on-site and remote learning.

- On any given day, a portion of the student body in a building may meet for in-person instruction while the remaining students may participate in synchronous and asynchronous virtual learning.
- Daily instructional schedules will be in place for all students in all programs. These schedules will reflect the required classes and academic content with the expectation that teachers will have direct daily contact with students whether in person or remotely.

Center for Adult and Community Services

The Center for Adult and Community Services operates programs at the Westchester County Department of Correction, 450 Mamaroneck Avenue, the SWBOCES Career Valhalla Campus and at various sites throughout Westchester County. Most programs will be held on site as space allows according to NYSED guidance for the start of the 2020-2021 school year.

Decisions to open community based sites will be made by the host organization. When on-site learning is not possible at any SWBOCES or community site, remote instruction will be provided for those students when appropriate.

The following guidelines will be in place in the event that remote instruction becomes necessary due to a COVID-19 related concern.

Teaching and Learning

Remote instruction for the Adult Literacy Programs will include NYSED/Adult Career and Continuing Education Services (ACCES)-approved options to include instructional packets and digital platforms that are accessible to students and include but are not limited to:

- Google Classroom
- Google Meet
- Zoom
- WhatsApp
- Digital Textbooks
- Email

During remote instructional periods, teachers will provide synchronous and asynchronous activities through the use of digital platforms. Staff- and student-owned devices will be used to connect to the internet at home or other remote locations.

The Workforce Development Program has options for fully remote instruction in the Healthcare Programs offered entirely online. Theory for trades classes will transition to a remote model using Zoom, based on where courses are in session. In the Practical Nursing Program, instruction will move to Moodle, Zoom and ATI platforms. Staff and student-owned computers with cameras and microphones will be used to access the internet at home or in other remote locations.

The Incarcerated Youth Program at the Westchester County Department of Correction will provide instructional packets for academic instruction in content areas. Teachers and students will arrange tele-visits via the Westchester County Department of Correction secure system and from SWBOCES-owned devices via teachers' homes or other remote internet access.

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