

**Wainscott Common School District**

**Reopening Plan  
2020-2021 School Year**

**(Please Note: Changes in the public health situation and guidance over the course of the school year may necessitate changes in this plan.)**

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## **1. The School House**

The Wainscott School is one of the smallest schools in the area as well as the State of New York. Although small, we offer a full and comprehensive instructional program for our students, K-3. Currently our enrollment projections indicate that we will have approximately 32 children attending the school house. After our students complete the third grade they are able to choose to continue their education with the Sag Harbor or East Hampton school districts.

The partnership and commitment that we have with our families, staff and community will be the foundation of the success of our plan. Although the future is uncertain and unknown, we have put your children first in the development of our plan.

The health and safety of our students, staff and families is our priority. We have developed a plan that intends to ensure that students, families and staff feel comfortable and safe returning to school. Our reopening plan incorporates the recommendations and guidance from the Center for Disease Control and Prevention (CDC), the New York State Department of Health (NYSDOH) and the New York State Education Department (NYSED).

## **2. Designated COVID-19 Coordinator**

**Superintendent/Principal:** The Superintendent/Principal of the Wainscott School will serve as the coordinator of the reopening plan with assistance from the Secretary to the Superintendent/District Clerk.

### **3. Communication Plan** (Information to be provided in other languages as needed).

- A. District Website:** This plan is posted on the district's website.
- B. School Messenger:** This service has been used to notify parents and staff of emergency school closings, as well as school events and other important information. We will continue to use School Messenger to disseminate information as needed.
- C. Email:** We will continue to use emails as a method to communicate with our parents.
- D. Building Signage:**  
Topics to include:
  - a. Hand hygiene
  - b. Social distancing
  - c. Wearing Proper face coverings/masks
  - d. Respiratory hygiene
  - e. Use of PPE(personal protective equipment)

### **4. Training for Staff and Students**

- A. Staff will participate in professional development that addresses the following topics:
  - 1. Hand Hygiene:** Provide instruction on handwashing for at least 20 seconds with soap and warm water to the tune of "Happy Birthday" twice. Reinforce handwashing and monitor as needed to ensure this practice among students and staff.
  - 2. Social Distancing:** Maintain at least six feet apart; wear a mask if less than six feet and as required by school staff.
  - 3. Wearing Proper Face Coverings/Masks:** Surgical style masks or cloth coverings are acceptable. These must cover both the nose and mouth. According to the Department of Health guidance, "Face coverings are strongly recommended at all times, except for meals and instruction with appropriate social distancing."

**4. Respiratory Hygiene:** Staff and students are encouraged to cover coughs and sneezes with tissues or the corner of an elbow. Used tissues should be immediately disposed of and hands should be immediately washed with soap and water for at least 20 seconds. If soap and water are not readily available, the use of hand sanitizer then contains at least 60% alcohol may be used.

**5. Signs of the Illness:** Symptoms associated with the COVID-19 virus are as follows:

Most Common:

Fever, dry cough, tiredness

Less Common:

Aches and pains, sore throat, diarrhea, conjunctivitis, headache, loss of taste and smell, rash on skin, or discoloration of fingers or toes

Serious:

Difficulty breathing or shortness of breath, chest pain or pressure, loss of speech or movement

**B.** Students will receive regular instruction in the above topics as well.

## **5. Building Capacity**

To maintain appropriate social distancing, six (6) feet between each other, we plan to reduce the amount of furniture and supplies in all of the spaces in the main building, as well as in the old building. We will utilize as many of these spaces as needed for instructional purposes.

## **6. Options for our Continuity of Learning Programs**

In all options, our teaching staff will continue to follow approved NYS Learning Standards for all curriculum areas.

**1. In Person Learning:** Students will return to the School House with strict social distancing and sanitizing protocols in place. Movement will be limited and these practices will be in place during transportation and in all

instructional and non-instructional areas of the buildings and grounds.

2. **Hybrid Learning:** We may have to decrease the number of students in the building at any one time to provide a safe environment. Students will be grouped to the extent practicable to limit potential exposure to the virus. Consideration will be given to keep siblings schedules aligned as much as possible. A hybrid plan would bring different grades in two to three designated days a week.
3. **Full Remote Learning:** The district will provide instruction through remote learning if the direction from the Governor's office is that schools must move to a full remote learning model. From the experience of remote learning during the last school year, and from the valuable feedback from families about that remote learning, our plan is to provide quality instruction and increased student-teacher interaction during remote learning.

## 7. Staffing and Human Resources

At this time we plan to add one staff member to assist with sanitizing and cleaning the buildings.

## 8. Transportation

- A. **Inter Municipal Agreement: Transportation for our students is provided through an Inter Municipal Agreement (IMA) with the Sag Harbor Union Free School District. They provide our in-district transportation, transportation to our receiving school districts and field trip transportation. The Wainscott School does not have before or after school co-curricular activities.**
- B. The following represents the protocols that the Sag Harbor UFSD transportation department will follow during the 2020-2021 school year, according to their Reopening Plan.
  1. **Routing to Ensure Social Distancing:** One of the primary areas of focus is ensuring students and staff can socially distance while on the bus. They may require re-routing the bus routes and adding additional stops.

2. **Personal Protective Equipment:** Drivers will wear face coverings while on duty.
3. **Sanitizing School Buses:** Disinfectant wipes will be provided to each bus so that they can be wiped down during and between bus runs. The buses will also be equipped with gloves, sanitation spray and towels for deep cleaning after each morning and afternoon run.
4. **Social Distancing and Personal Protective Equipment:** Students will be instructed and reminded of the proper use of face coverings and social distancing on school buses. Students will be encouraged to bring their own face covering. However, if they forget their face covering, the bus monitor will give the child(ren) a face covering. Students will be assigned seats in order to maintain social distancing. Assignments will be limited to one per seat unless a sibling is riding the bus to and from school.

## **9. Arrival Protocols for Staff**

- A. **Protocol:** Prior to leaving for school each morning, every staff member should take their own temperature. If their temperature is 100 degrees or higher, they should not come to school that day, monitor their health throughout the day, and consult their healthcare provider as necessary.
- B. If their temperature is below 100 degrees, the staff member, upon arrival at school, will complete the following health screening on a daily basis:
  1. Within the last 14 days, I have not been in close contact with anyone who has been diagnosed with COVID-19.
  2. Within the last 14 days, I have not tested positive for COVID-19, nor have I been diagnosed as COVID-19 positive by a healthcare professional.
  3. I am not presently required to quarantine due to New York State travel advisories.
- C. If a staff member cannot attest positively to **ALL** of these Statements, they should leave school, return home and consult with their healthcare provider.
- D. As an added step, each staff member will have their temperature scanned. If the temperature is 100 degrees or

above, the individual will be directed to a designated area Of the building, rest, and wait for a second temperature check to be administered within an hour. If the second temperature check is still at 100 degrees or above, the staff member will be directed to return home and consult with a healthcare provider as necessary.

- E. Each staff member will enter their information onto a weekly log. (The actual temperature will not be recorded.)

#### **10. Arrival Protocol for Parents/Visitors/Vendors/Guest**

All parents, visitors, vendors and guests will follow the same protocols as indicated in Section 9 upon arrival at the school house. Access to the school will be on a very limited basis. Deliveries should be dropped off in a receptacle outside of the entrance to the main building. A staff member will retrieve the item once the area is clear.

#### **11. Arrival and Dismissal Protocols for Students**

1. Prior to leaving for school each day, parents should conduct a temperature check of their child(ren). If the temperature is 100 degrees or above, the child should not come to school. If a child is not feeling well, parents should not send them to school and should consult with their healthcare provider as necessary.
2. As an added step, prior to exiting the school bus or their family vehicle each morning, students will participate in a temperature check procedure. If a temperature is 100 degrees or above, the child will be directed to a designated area of the building where they can rest and have a second temperature check administered within the hour. If the temperature remains at 100 degrees or above, the child's parents will be contacted and directed to take their child home and consult with their healthcare provider as necessary.
3. A daily log will be kept. (The actual temperature will not be recorded).
4. Once a student is cleared through the temperature check procedure, they will line up according to the lines/markings



on the concrete sidewalk into the school and on the school floor representing appropriate social distancing. Each student will then move one spot forward until they reach the area where their backpacks are individually stored, and then onto their respective classroom and desk.

5. At the beginning of each week, parents will receive an email from the school and they will be asked to attest to the following regarding their child(ren):
  - a. Within the last 14 days, your child(ren) has not been in close contact with anyone who has been diagnosed with COVID-19.
  - b. Within the last 14 days, your child(ren) has not tested positive for COVID-19 nor has he/she been diagnosed as COVID -19 positive by a healthcare provider.
  - c. Your child(ren) is not presently required to quarantine due to New York State travel advisories.
6. If a parent cannot positively attest to all of the above statements, their child(ren) should not attend school; should stay home and consult with their healthcare provider.

**B. Dismissal Protocols:** Staff will organize dismissal using social distancing lines/markings as students prepare to leave the school and get onto a bus or into their parents' vehicles. If circumstances indicate that staggered arrival and dismissal times are needed/recommended, we will explore options with our transportation provider.

## **14. Lunch and Snacks**

**A. Lunch Program:** The Wainscott School does not operate a lunch program, and therefore we do not have students who qualify for free and/or reduced price meals. Students bring their food from home for daily scheduled snack and lunch times. All snack and lunch times will take place at individual student desks or outside, weather permitting.

**B. Food Allergies:** We will accommodate students' needs when

we are informed of their respective allergies.

**C. Sharing of Food:** There will be no sharing of food and staff will provide regular reinforcement of this with our students.

**D. Hand- Washing Hygiene:** Staff and students will be Trained in proper hand-washing hygiene. At specified Times students will line up per social distancing Markings and take their turn to properly wash their hands. Emphasis will be placed on this activity as it has been identified as one of the most important ways to address the potential impact of COVID-19, along with Social distancing and facial coverings/masks.

## **15. Recess**

A. Recess will be scheduled during the school day.

Depending on weather conditions, recess will be held outside. Students will prepare for recess by lining up on the social Distancing markers on the floor. Students and staff will Wear their masks while on line and moving to the outside. A mask break will occur once the students are outside. Students will remain six (6) feet apart while engaging in outside activities.

B. During inclement weather staff will have activities for students inside the school buildings. Face coverings/masks and social distancing requirements will be followed.

## **16. Social-Emotional Well-Being**

**A. Part-Time School Psychologist:** The Wainscott School provides the services of a certified school psychologist to assist us in meeting the needs of students who are experiencing social-emotional issues.

**B. Professional Development:** Superintendent Conference Days are included in the 2020-2021 school year. The staff will review the implementation of our Reopening Plan on our first Conference Day. This is a fluid plan and adjustments may be made on an as needed basis.

**C. Social Skills:** Staff will continue to incorporate teaching social skills (e.g. respect, tolerance, coping methods) into their classroom schedules on a regular basis.

## **17. Attendance/Chronic Absenteeism**

**A. Expectations for Student Attendance:** Students are expected to be in attendance, following the instructional model option that is in place, just as they would in any school year. The importance of daily attendance is addressed with students and parents on a regular basis. We will continue to emphasize the importance of regular school attendance and its impact on student learning and their success.

**B. Monitoring Student Attendance:** If a student exhibits signs of chronic absenteeism, staff will contact the parents and collaborate with them to address the issue.

## **18. Accommodations for High Risk Students**

**A. Response to Intervention (RTI):** Our staff has developed and implemented a highly effective RTI process and program. Each student's academic, emotional and physical progress is reviewed and monitored regularly throughout the school year. Staff meets to discuss and make recommendations when a student exhibits the need to move to different Tiers of the RTI plan. Staff will continue to use our RTI program to identify and assist students who exhibit high risk behaviors and/or academic challenges.

## **19. Technology and Connectivity**

1. **Connectivity:** At the beginning of the school year, we will ascertain the level of connectivity available to our students and their families. We will assist families that lack internet access to the best of our ability.

2. **Ipads and Chromebooks:** The school district provides individual Ipads to our students in kindergarten and first grade. Chromebooks are provided for our students in grades two and three. Students use these devices on a routine basis as part of their daily learning activities. Teachers will provide direct instruction, on an ongoing basis, so

that students are familiar and comfortable with the applications that are used regularly. This will prepare students to be able to work from home should the need arise. It is our intention to prepare students to make as seamless a transition as possible in the event we have to implement a complete remote learning program.

## **20. Special Education**

- 1. Staffing:** Currently, we have two staff members who are dually certified in Special Education and another Subject and/or grade level. As a result, our students Receive individualized instruction that is designed for Their unique learning styles and academic needs.
- 2. Response to Intervention (RTI):** A school district must first demonstrate that a child has worked through the RTI process before classifying a student for special education services. As stated in Section 18, our staff Has developed and implemented this requirement in the classification process for special education services. Our staff will continue to use our RTI program to Identify and assist students who display high-risk Behaviors and/or academic challenges.

## **21. English Language Learners**

One of the Wainscott School staff members is a bilingual ENL teacher. This staff member administers the required testing to determine if a student qualifies for ENL/ESL services. Students who qualify receive services as required according to Part 154 of the Commissioner's Regulations.

## **22. Teacher and Principal Evaluation**

1. Annual Professional Performance Review (APPR)  
**Teachers:** Our current APPR plan uses the 22 essential components of the Danielson Model as a tool for teacher reflection and administrative feedback. We intend to use our current, approved APPR plan for the 2020-2021 school year.

- 2. Principal:** We contract with Eastern Suffolk BOCES to use a certified principal evaluator to work with our principal. They use the Multi-Dimensional leadership rubric. It is our intention to continue to contract with ES BOCES for this service.
- 3. Evaluation in a Fully Virtual Model:** Protocols for conducting formal observations and/or classroom visits of our teachers and principal will need to be discussed, developed and implemented should we be required to operate in a fully virtual classroom environment.

### **23. Teacher Certification**

The instructional staff of the Wainscott Common School District all have valid and appropriate New York State teaching certifications.

### **24. Covid-19 Health and Safety Items**

- A. Signs of the Illness:** The signs of the illness associated with the COVID-19 Corona Virus are as follows:

Most Common:

Fever, dry cough, tiredness

Less Common

Aches and pains, sore throat, diarrhea, conjunctivitis, headache, loss of taste and smell, rash on skin, or discoloration of fingers or toes

Serious

Difficulty breathing or shortness of breath, chest Pain or pressure, loss of speech or movement

- B. Quarantine, Isolation and Return to School:**

1. Any student or staff member who is presenting with COVID-19 exposure or symptoms will be sent home with instructions to contact their healthcare provider for assessment and testing. (A student will be placed in the isolation area and wait for a parent to pick them up. Parents will be advised to contact their healthcare provider for assessment and testing.)

2. The designated COVID-19 coordinator will contact the Suffolk County Department of Health (dial 311) to inform them of suspected and confirmed cases if diagnostic test results are positive for COVID-19.
3. A contact tracing log will be initiated as necessary.
4. According to CDC guidance, any staff member who is suspected to have close contact with someone who tests positive for COVID-19 should consider the following information:
  - a. Watch for fever of 100 degrees, cough, shortness of breath, or other symptoms of COVID-19.
  - b. If possible, stay away from others, especially people who are at higher risk for becoming very ill from COVID-19.
  - c. Consult your healthcare provider if these symptoms persist.
  - d. Parents of students should follow the same guidance if symptoms persist in their children.
5. What constitutes close contact?
  - a. You are within six (6) feet of someone who has COVID-19 for at least 15 minutes.
  - b. You provided care at home to someone who is sick with COVID-19.
  - c. You had direct physical contact with the person touched, hugged or kissed them.)
  - d. They sneezed, coughed, or somehow got respiratory Droplets on you.
6. If a staff member or student tests positive for COVID-19, regardless of whether they are symptomatic or asymptomatic, they may return to school upon completing at least ten (10) days of isolation from the onset of Symptoms or ten (10) days of isolation after the first positive test if they remain asymptomatic.
7. If a staff member or student has had close or proximate Contact with a person with COVID-19 for a prolonged Period of time AND is experiencing COVID-19 related Symptoms, the staff member or student may return to School upon completing at least ten (10) days of Isolation from the onset of the symptoms.

8. If a staff member or student has had close or proximate contact with a person with COVID-19 and is **not** experiencing COVID-19 related symptoms, the staff member or student may return to school upon completing fourteen (14) days of self-quarantine.

## **25. Personal Protection Equipment (PPE) and other Equipment**

1. **Masks:** We will encourage parents to send their children to school with their own mask, or face covering. We will maintain a supply of child sized masks so that they are available as needed.
2. **Barriers:** We plan to have available polycarbonate/acrylic dividers that will be positioned on individual student desks, staff desks and table tops.
3. **Temperature Check:** A scan thermometer will be used to assess individual temperatures of students and staff upon arrival at school. The person administering this test will stand behind a barrier made of polycarbonate/acrylic material and reach around it to scan each individual.
4. **Disposable Gloves:** A supply of disposable gloves will be available as needed.

## **26. Cleaning and Sanitizing**

1. **Cleaning of High Touch Areas:** Staff will be encouraged to wear disposable gloves at various times during the day in order to use disinfectant wipes on high-touch areas. These include but are not limited to door knobs, desk/table tops, door push bars, faucets, etc.
2. **Protocols for Cleaning and Disinfecting Schools:** Our staff (or cleaning service) will use cleaning/disinfectant products that are designed to be effective against the spread of COVID-19.

At the end of the school day our staff will conduct a cleaning protocol that will include all high-touch

areas/items as well as a thorough cleaning/disinfectant of restrooms. All floors will be either mopped with a cleaning/disinfectant product or vacuumed with a vacuum clear equipped with a HEPA filter.

- 3. Hand Sanitizers:** Research has concluded that washing hands with soap and water for 20 seconds is the best way to carry out the protocol for proper hand hygiene. When this is not feasible, hand sanitizer units will be available in the schools.
- 4. Playground Equipment:** The CDC recommends normal routine cleaning of playgrounds while disinfection is not required.
- 5. Physical Education Equipment:** Physical Education equipment will be cleaned in similar manner prior to use.