TICONDEROGA CENTRAL SCHOOL DISTRICT
5 CALKINS PLACE
TICONDEROGA, NY 12883

“SENTINELS FOR EXCELLENCE”

Reopening Plan for
Ticonderoga Central School District
July 31, 2020
Communication/Family and Community Engagement

The Ticonderoga Central School District engaged stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing reopening plans. The groups of people involved and engaged throughout the planning process are listed below:

**Health Care Providers:**
- Michael Celotti, MD, School Physician/ Medical Director; Linda Beers, Essex County Department of Health; Wendy Bush, RN, School Nurse

**Support Services:**
- Bobbie-Jean Fish, Cafeteria Manager; Michael Zent, Transportation; John Garcia, Director of Buildings and Grounds; Matt Cossey, Director of Technology; Ticonderoga Support Services Association

**Administration:**
- Laurie Cossey, Business Administrator; John Donohue, Junior-Senior High School Principal; Scott Nephew, Elementary Principal; Tracy Price, Director of Special Education; Cynthia Ford-Johnston, Interim Superintendent

**Instructional:**
- Robert Sutphen, Athletic Director; Kyle Lang, Teacher; Shari O’Bryan, Teacher; Samantha Wells, Guidance Counselor; Sarah Ellsworth, Guidance Counselor; Eric Heckman, Guidance Counselor; Ticonderoga Teachers’ Association

**Educational Partners:**
- Pam Arzberger, St. Mary’s School; Margi Carter, Children’s Development Group

**Parents:**
- Jody Belden; Kirana Lavallie; Chet Lastowski;

**Board of Education:**

The district developed a communication plan for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.

The district website will be used to provide updated information. A specific email address is posted to respond to questions regarding the District’s plan. A posting of Frequently Asked Questions will be posted and updated on the website. Surveys of families were done through a mailing, an online collection point and phone calls as needed, to secure important information from parents for planning purposes.

- Signs are posted on all entry points, at the main offices and in hallways throughout the buildings offering information on safety measures and personal responsibilities.

The district will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
• Training in the areas of hand and respiratory hygiene, proper face covering, wearing, and social distancing will be provided for all students, faculty and staff through in-person instruction when feasible and through on-line videos when necessary.

The district will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of personal protective equipment (PPE), specifically acceptable face coverings, when a social distance cannot be maintained.

• Proper use of personal protective equipment will be taught and reinforced through all communication with students, staff, faculty, community and parents/guardians. Signs will be conspiculatively posted throughout the building.

The district will provide communications in the language(s) spoken at home among families and throughout the school community. Written plans must be accessible to those with visual and/or hearing impairments.

• As needed, all communications may be translated.

**Health and Safety**

The district reopening plan must review and consider the number of students and staff allowed to return in person. These factors should be considered when determining resumption of in person instruction: (1) Ability to maintain appropriate social distancing or face coverings; (2) PPE and face covering availability; (3) Availability of safe transportation; and (4) Local hospital capacity through consultation with Essex County department of health.

• The district has examined the capacity of our transportation fleet, the classrooms in both buildings and has consulted with the County DOH to determine the ability to conduct in-person instruction and determine at what level that occupancy may allow.

The district reopening plan has written protocol to instruct staff to observe for signs of illness in students and staff, and requires symptomatic persons to be sent to the school nurse or other designated personnel.

• Training and reference sheets will be provided to all staff regarding identifying the signs of potential illness: fever, sore throat, shortness of breath, fatigue, gastrointestinal tract symptoms (primary young children)

The district reopening plan has written protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.

• Parents/guardians are being asked to monitor and assume that responsibility. Parents/guardians will conduct temperature checks daily for all individuals. If a child has a temperature 100°F or above, they must stay home from school and seek medical attention. By sending a child to school, the parent/guardian is affirming they have passed the mandatory screening. Faculty and staff will self screen daily and affirm they have passed the screening as they sign in each day to work. Random screening of temperatures and questions shall occur daily.

The district reopening plan requires that ill students and staff be assessed by the school nurse (registered professional nurse, RN) or medical director and that if a school nurse or medical director is not available, ill students and staff will be sent home for follow up with a healthcare provider.

• If a student or staff presents symptoms, they will be reported to the school nurse for evaluation.
The district reopening plan has written protocol requiring students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.

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Student/Staff
↓
Presents Symptoms
↓
School RN Evaluates

Confirmed Concern

Unconfirmed Symptoms

Supervised Isolation Until Able to Leave Building

Continue to Monitor

Return to Class
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The district reopening plan has written protocol to address visitors, guests, contractors, and vendors to the school which includes health screening.

- Visitors, contractors, and vendors will have limited access to the school buildings. If necessary for admittance, each will be screened by having their temperature taken and being asked a list of screening questions. If no concerns are identified, they may be admitted for a defined length of time to a defined location. No visitor shall be allowed to move about the building freely.

The district reopening plan has written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.

- Refer to Health and Safety Protocol

The district reopening plan has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.

- Refer to Health and Safety Protocol

The district reopening plan has written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible. Measured distances will be taped off in the hallways and at the entrances. Signs will be posted to indicate proper distancing.

- Refer to Health and Safety Protocol

The district reopening plan has written protocol detailing how the district will provide accommodations to all students and staff who are at high risk or live with a person at high risk.

- Individual plans will be developed to accommodate a student or staff member who indicates they are at risk.

The district reopening plan has written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.

- Refer to Health and Safety Protocol

The district reopening plan has written protocol for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals.
The district reopening plan has written protocol for actions to be taken if there is a confirmed case of COVID-19 in the school.

The district reopening plan has written protocol that complies 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 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 local health department.

The district reopening plan has written protocol to clean and disinfect schools following CDC guidance.

Teachers will maintain a routine of disinfecting high contact surfaces (desks, door knobs, sinks, counters) mid morning and after lunch each day in their own room. The custodial/cleaning staff will maintain a routine of disinfecting general use areas during the day. The custodial/cleaning staff will maintain a routine of disinfecting all areas in the evenings.

The district reopening plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons.

Areas adequate to provide social distancing will be designated for each building. Students and staff will receive specific instruction and practice in how drills will be conducted.

The district reopening plan has written protocol for district run before and aftercare programs.

At this time the district has no before or aftercare programs. The schools will suspend all facilities use by outside/groups until further notice.

The district reopening plan designates a COVID-19 Safety Compliance Officer and a Deputy COVID-19 Safety Compliance Officer (administrators) whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

Facilities

The district reopening plan which includes changes or additions to facilities must comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to the Office of Facilities Planning (OFP).

There are no changes or additions being made at this time.

The district reopening plan must ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.

Building Condition Survey and Visual Inspection will be conducted as required during the 2020-21 school year.

The district reopening plan must provide provisions to conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4.
● Testing will take place as required.

The district reopening plan must ensure all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any locations are in accordance with FCNYS 2020 Section 5705.5.

● The district is in accordance with FCNYS 2020 Section 5705.5

The district reopening plan which includes the installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation will ensure the submission of detailed floor plans to OFP for review.

● No modifications to dividers are planned at this time.

The district reopening plan must ensure that all new building construction and temporary quarter projects will be submitted to OFP for a full code review.

● No Construction or temporary quarters are planned at this time.

The district reopening plan which includes new facilities for leasing must provide a plan to consult with OFP for a preliminary evaluation.

● No leasing of new facilities are planned.

The district reopening plan which includes the temporary or permanent use of tents must provide plans adhering to the Building Codes of New York State (BCNYS).

● No tents are being proposed for outdoor classroom use.

The district reopening plan must ensure that the existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS.

● The district is in compliance.

The district reopening plan must ensure that each building provides one drinking fountain per one hundred occupants or provide a written plan for a reasonable alternate source of drinking water.

● The district is in compliance, the Elementary building has five units and the Junior/Senior building has seven units.

The district reopening plan must provide written plans on how to maintain adequate, code required ventilation (natural or mechanical) as designed.

● The district is operating all mechanicals as designed.

The district reopening plan must ensure that all project submissions only dedicated to "COVID-19 Reopening" will be labeled as such.

● No projects are planned

The district reopening plan which includes the use of plastic separators must comply with the 2020 BCNYS Section 2606.

● Polycarbonate dividers are being used in office areas and meet these standards.
Child Nutrition

The district reopening plan must provide all students enrolled in the SFA with access to school meals each school day. This must include students in attendance at school and students learning remotely.

- School meals (breakfast and lunch) will be available to all students while in school and during remote learning situations.

The district reopening plan must address all applicable health and safety guidelines.

- The District has outlined the Health and Safety procedures in compliance with DOH guidance.

The district reopening plan includes measures to protect students with food allergies if providing meals in spaces outside the cafeteria.

- The District enforces an anaphylactic shock policy, epi pen usage, training for ensuring understanding and identifying situations. “Nut Free” zones are established.

The district reopening plan must include protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.

- Refer to Health and Safety Protocol

The district reopening plan must include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.

- The cafeteria staff shall be offered 15 minutes between student groups to clean the tray slides, disinfect trays, etc.

The district reopening plan must ensure compliance with Child Nutrition Program (CNP) requirements.

- All requirements for the CNP shall be implemented throughout the school lunch program.

The district reopening plan must include protocols that describe communication with families through multiple means in the languages spoken by families.

- At this time the primary language for all of our families is English. Every effort will be made to translate protocols, news and updates for any new families speaking a different language.

The district reopening plan must require that students must social distance (six feet separation) while consuming meals in school unless a physical barrier is provided.

- Students will be eating meals in classrooms, at their seats/desks, which shall be six feet apart.

Transportation

The district reopening plan must ensure all buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by districts and contract carriers will be cleaned/disinfected once a day.

- Each vehicle will be cleaned and disinfected at the end of the day so as to be ready for the next day.

The district reopening plan ensures high contact spots must be wiped down after each a.m. and p.m. run...
depending upon the disinfection/cleaning schedule.

- A schedule and log of completion shall be maintained for each vehicle. The log will include the date, time and individual completing the task after each run.

The district reopening plan must ensure school buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district.

- No school vehicle will have any hand sanitizer on board.

The district reopening plan must ensure that school bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses.

- No driver will carry any personal hand sanitizer while operating a school vehicle.

The district reopening plan will require that school bus drivers, monitors, attendants and mechanics must wear a face covering along with optional face shield.

- All adults on the bus shall wear a face covering. In the event that an employee forgets to bring a face cover, they shall be available by the district for employee use.

The district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

- All employees, including drivers shall receive training.

The district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing.

- All employees, including drivers shall receive training.

The district reopening plan requires that transportation departments/carriers will need to provide personal protective equipment such as masks and gloves for drivers, monitors and attendants in buses.

- The district has acquired and will provide for all employees.

The district reopening plan ensures hand sanitizer will be provided for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.

- Hand washing facilities, as well as hand sanitizing stations, are available in the drivers areas, garage and break room.

The district reopening plan requires that drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.

- All staff have gloves and are trained in how and when to use.

The district reopening plan requires that school bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID 19 before arriving to work.

- All employees are required to self-monitor their health before and during each work day (COVID-19 Preparedness Protocol - B)
The district reopening plan requires that students must wear a mask on a school bus if they are physically able.

- Students and parents/guardians will be notified of this expectation. Drivers are expected to enforce and monitor compliance.

The district reopening plan ensures that students who do not have a mask will NOT be denied transportation.

- All students who reside within the transportation zone will be provided daily opportunities to ride.

The district reopening plan requires that students who do not have masks must be provided one by the district.

- Disposable masks will be provided on every district vehicle and dispersed in the event a child forgets or has lost their cloth face covering.

The district reopening plan ensures that students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.

- Provisions will be made based upon 504 and IEP determinations on a case by case basis.

The district reopening plan requires that students will be trained and provided periodic reminders on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

- A training and refresher schedule has been established to provide all students with up to date training for proper use.

The district reopening plan requires that students will be trained and provided periodic reminders on the proper use of social distancing.

- A training and refresher schedule has been established to provide all students with up to date training for proper use.

The district reopening plan requires that if the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Program have placed them out of district in schools which are meeting in or conducting in-person session education when the home district is not.

- Transportation will continue for St. Mary’s students, those attending CVTECH and CVES even if one or both of the TCSD buildings are temporarily closed and utilizing remote learning.

**Social Emotional Well-Being**

The district ensures that district-wide and building-level comprehensive developmental school counseling program plans, developed under the direction of certified school counselor(s), are reviewed and updated to meet current needs.

- The certified school counselors of each building have met and have updated the counseling program plans for K-12.

The district establishes an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, or school's board, school building and/or district/charter leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers including school social
workers and/or school psychologists, to inform the comprehensive developmental school counseling program plan.

- A team has been established to work on and to advise in the creation of the counseling program plan.
  - Team members include: Principals (Scott Nephew & John Donohue); Director of Special Services (Tracy Price), School Counselors (Sam Wells - K-6, Eric Heckman - 7-12 & Sarah Ellsworth - 7-12), School Social Workers (Phil Kneller & Amanda Bechtold), School Psychologist (Rebecca McNamara), Special Education Teacher (Jessica Graves), General Education Teacher (Jim Burgey), Families First (Community Agency), Jody Belden (Parent)

The district reopening plan addresses how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.

- Parents/guardians will receive a social/emotional questionnaire at the start of the school year for counselors to look and determine if services are needed or warranted and by whom.
- Parents/Families will receive a resource sheet with community-based services for them to contact should they need support. This will also be on the school website and placed in all offices.
- There will be a district wide referral sheet for teachers/staff to complete should they believe a student requires social/emotional/behavioral services. This referral will go to each building Child Study Team to meet on to determine the student’s needs.

The district reopening plan addresses professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide support for developing coping and resilience skills for students, faculty, and staff.

- At the start of the school year, staff will be provided with a day of social/emotional professional development which will include but is not limited to the following:
  - Speaking about COVID.
  - Understanding student and family responses to COVID.
  - Managing the social/emotional pieces while still teaching
  - Teaching coping skills and how to help students learn and use them.
  - Teaching resiliency skills and how to help students learn and use them.

School Schedules

The district reopening plan describes the school schedule planned for implementation at the beginning of the 2020-21 school year and to the extent practicable, any contingent scheduling models it may consider if the situation warrants.

- The district is exploring a hybrid model for the beginning of the 2020-21 school year. After exploring the physical footprint and current staffing, In-person instruction with daily full enrollment of the Jr. Sr. High Building is not possible while maintaining current social distancing requirements.

- The Hybrid model would allow flexibility of students to receive in-person learning in a safe environment, while preparing for the possibility of a sudden shift to remote learning.

- Students in grades UPK - 6 will attend in-person instruction four days a week (Tuesday - Friday) and remote on Mondays.
• The current draft schedule for grades 7-12, could include the students being separated into two cohorts. The cohorts will take in consideration households and transportation needs. The established cohort will attend for two consecutive days and then remote learn for two days. All students will have remote instruction on Mondays. The cohorts will alternate learning environments creating approximately half capacity at any one time. Cohorts will follow a five day schedule allowing equitable in person contact with their teachers and maintain their standard scheduled classes.

If restrictions are lifted, all students will be able to resume in-person instruction everyday without changing their class schedule.

For example:

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cohort 1</td>
<td>Remote</td>
<td>Odd Day</td>
<td>Even Day</td>
<td>Remote</td>
<td>Remote</td>
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<tr>
<td></td>
<td>Learning</td>
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<td>Learning</td>
<td>Learning</td>
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<tr>
<td>Cohort 2</td>
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<td>Remote</td>
<td>Remote</td>
<td>Odd Day</td>
<td>Even Day</td>
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<td></td>
<td>Learning</td>
<td>Learning</td>
<td>Learning</td>
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</table>

**Attendance and Chronic Absenteeism**

The district reopening plan must describe a mechanism to collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule.

• Students are expected to attend and engage daily. When students are assigned to attend in-person learning, attendance will be taken in the traditional manner using School Tool, our student information system (SIS). During days of remote learning attendance will be measured through participation and completion of assigned material. Teachers will record attendance in the district SIS.

**Technology and Connectivity**

The district reopening plan must include information on how the school/district will have knowledge of the level of access to devices and high-speed internet all students and teachers have in their places of residence.

• The district has surveyed students and staff for this information. The results of the survey are available in the District office.

The district reopening plan must include information on how the school or district, to the extent practicable, will address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.

• Students and teachers who have internet access, but need devices, will receive devices from the district as needed.

• Students and teachers who need internet access will be provided wifi access on district property and community partners of the district who have offered to provide this service. If the person needs a device, the district will provide one for access.

The district reopening plan must include information on how the school or district will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.
● Students will continue to receive high quality standard based instruction delivered by our staff through a variety of means. The staff will continue to deliver traditional instruction during the specified in-person learning days. Staff will provide instruction remotely using both digital learning and paper-based materials to extend classroom learning on the specified days. Teachers communicate directly with families through email, phone and online instruction tools to maintain academic progress. Students without sufficient access will have individualized plans to meet their needs.

Teaching and Learning

The district reopening plan includes a continuity of learning plan for the 2020-2021 school year. Such plan must prepare for in-person, remote, and hybrid models of instruction.

● The District has determined a continuum of learning that will accommodate and account for in-person, hybrid and remote learning to meet the demands of the situation.

The district reopening plan includes an educational program that is aligned to the New York State Learning Standards regardless if instruction is delivered in-person, remotely or in a hybrid model.

● Refer to the Continuum of Learning

The district reopening plan provides for a program that includes regular substantive interaction between teachers and students whether delivered in-person, remotely or through a hybrid model of instruction. Equity must be at the heart of all school instructional decisions. All instruction should be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear opportunities for instruction that are accessible to all students. Such opportunities must be aligned with State standards and include routine scheduled times for students to interact and seek feedback and support from their teachers.

● Students and teachers will begin the year with in-person instruction and will have a structured plan for daily contact as the instructional models may need to change.

The district must create a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information needs to be accessible to all, available in multiple languages based on district or charter school need, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone).

● Parents and students will be provided with a listing of contact information including phone numbers, email addresses and website links through which they may have access to assignments, expectations, grading policies, grades and other pertinent information.

Districts that contract with eligible agencies, including Community Based Organizations, to provide Prekindergarten programs must attest that they have measures in place to ensure eligible agencies with whom they contract will follow health and safety guidelines outlined in New York State Education Department (NYSED) guidance and required by the New York State Department of Health. The district must also ensure their eligible agencies have a Continuity of Learning plan that addresses in-person, remote, and hybrid models of instruction.

● Our District provides our own UPK program at this time.

Teaching and Learning Levels of Instruction

Instructional plans are being developed and refined to meet the health and safety needs of any situation.
Our goal is to continue with in-person teaching and learning to the fullest extent possible.

- Level I - Traditional model, in-person instruction and normal building use.
- Level II - Traditional model II, everyone is back in session, in-person instruction, mitigation in place (face masks, social distancing), restrictions in the building.
- Level III - Hybrid model I, students divided, split schedules (mix of digital and traditional instruction), students at risk for not being successful attend full-time, mitigation where needed, restrictions in building.
- Level IV - Remote Model I, all students learning from home, teacher instruct from school.
- Level V - Remote Model II, all students and teachers learning and teaching from home, no one on campus learning.

Split sessions might include:

- Alternating days
- K-6 fully in school, 7-12 alternating days
- K-3 alternating days, 4-12 once day in school, two days instruction at home or
- Other configuration needed to support capacity of the building, transportation and other mitigating factors

Special Education

The district reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, addresses the provision of free 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.

- Students and staff will be required to use PPE when social distancing cannot be kept. Should a student not be able to wear a mask due to that student's special needs, staff working with them must wear one.
- Students IEPs will be followed and programs will adhere to Individuals with Disabilities Education Act (IDEA) and NYS Part 200 Regulations.
- Should a student’s health not warrant them to attend school in-person, that student will receive all services and programs via distance learning.

The district reopening plan addresses how it will document the programs and services offered and provided to students with disabilities as well as communication with parents.

- Programming and services offered by the district are listed in the Special Education Plan submitted to the Board of Education (BOE) every two years. This plan will be on the district web site.
- Parents receive information about the various programs and services via conference, meetings and letters.

The district reopening plan addresses meaningful parent engagement in the parent’s preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.

- Documentation that is sent home to parents/families will be provided in the language or mode of communication of their choice.

The district reopening plan addresses collaboration between the committees on preschool special education (CPSE) and the committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provisions of
services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress and commitment to sharing resources.

- Children potentially moving from the CPSE to the CSE are reviewed with members of each committee to determine what services and programs would be best for each child.
- Each agency is made aware of programs and services offered for students that may become CSE.
- Progress monitoring is completed daily, weekly, bi-weekly or monthly depending on the goal.
- Progress is shared/communicated to parents/families quarterly through progress reports based on IEP goals. Progress may be shared weekly depending on the goal and/or services provided. Parent/teacher conferences are held at least 1x yearly (many times more than that) and annual reviews are held once in the spring.
- Parents/families are provided with various resources that can support them and their child in learning.

The district reopening plan must ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of the students.

- All students IEPs will be followed in accordance with IDEA and NYS Part 200 Regulations.
- Should students be distance learning, all necessary modifications, aids, services and technology will be provided.

**Bilingual Education and World Languages**

Each qualifying district reopening plan which reopens using in-person or hybrid instruction must complete the English Language Learners (ELL) identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20 day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

- Although there are no ELL identified students in the District at this time, accommodations will be made on a case by case basis.

The district reopening plan must provide required instructional Units of Study (or, for charter schools, the applicable program outlined in the school's charter) to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.

- All ELL students shall have an individualized plan for allowing them to meet the graduation requirements.

The district reopening plan must ensure the maintenance of regular communication with parents/guardians of ELLs to ensure that they are engaged in their children's education during the reopening process, and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication.

- The District will provide communication and documents to parents/guardians in their preferred language.

**Teacher and Principal Evaluation System**

The district reopening plan must ensure that all teachers and principals are evaluated pursuant to the
LEA’s currently approved APPR plan (or, for charter schools, the school’s charter), including any variance applications approved by the Department.

- The District has an approved plan and will continue to complete all requirements as outlined.

**Certification, Incidental Teaching, and Substitute Teaching**

The district reopening plan must ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner’s regulations (e.g., incidental teaching) or Education Law.

- The District will make every effort to hire certified teachers for all assignments. When it is not possible, the District shall abide by the Commissioner’s Regulations allowing for uncertified individuals to be hired.
Appendix I

Health and Safety Protocol

At home before school:
- Parents/guardians screen by taking child’s temperature and observing for related signs of illness.

<table>
<thead>
<tr>
<th>Temperature 100°F or higher and/or has signs of illness</th>
<th>Temperature below 100°F has no signs of illness</th>
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<tbody>
<tr>
<td>↓</td>
<td>↓</td>
</tr>
<tr>
<td>Child stays home seeks medical assessment, parent/guardian notifies school</td>
<td>Child may come to school</td>
</tr>
</tbody>
</table>

*Guidelines and reference materials will be made available to parents/guardians.

Daily temperature screening of all students:
- Parents will be asked to complete a daily check prior to their child boarding the bus or being dropped off at school;
- Complete a temperature check at home;
- Answer a few questions regarding COVID-19 (Parents will complete form daily):
  - Is your temperature greater than or equal to 100.0 degrees fahrenheit?
  - Have you come into contact with someone with COVID-19 in the last 14 days?
  - Are you experiencing any of the following symptoms: Cough, Troubled Breathing, Chills, Headache, Shortness of Breath.
- If your child exhibits COVID-19 symptoms, please do not send them to school and take them to your family doctor.
- If we have a positive case, we will follow the Department of Health directions. The DOH takes the lead on any such cases. The district will assist them as required.

Transportation:
- On buses, all students will sit in designated seats, must wear a mask and socially distance to the degree possible.

Upon entering school:
- Students will go directly to their classroom, maintaining the direction of traffic, and social distancing in the hallways. While in the hallways, bathrooms or while moving through their classroom, students must wear masks. Students will not be allowed to congregate in the hallways or classrooms.
- Health officials and their designee will conduct random screenings throughout the day. All measures possible will be taken to maintain confidentiality.

Signage:
- Age appropriate posters will be placed throughout the district that provide guidance regarding social distancing, hand and respiratory hygiene, proper mask wearing and identifying symptoms of illness.
Cloth face coverings:
- Students, staff and visitors will be required to wear cloth face coverings whenever social distancing cannot be maintained.
- PPE will be provided to school health professionals and anyone assisting these professionals.
- Masks will be made available for any student or staff who may have forgotten their mask.
- Students and staff will be trained as to how to wear their face covering to assure its effectiveness.

Hand washing:
- Students and staff will be trained in how to wash hands properly.
- Students will have a schedule and offered sufficient time to wash their hands upon arrival at school, mid-day, before and after lunch, after using the bathroom, upon returning from the playground, outdoors and other times when they may have had contact with surfaces beyond their personal learning space.

Food/Beverage:
- No food or beverage are to be shared between students or staff.
- Students may use a personal water bottle and refill from designated fountain dispensers.
- Water fountains are disabled until further notice.
Appendix II

Protocol detailing how TCSD will provide accommodations to all students and staff who are at high risk or live with a person at high risk:

Ticonderoga CSD strives to develop a plan for those students or staff who may be at high-risk or live with someone who is high-risk.

- The Building Principal(s) or Directors will engage in an interactive dialogue with individual employees who may have a reason for not returning to work in person, and notify the Superintendent of Schools of the need for dialogue.
- Medical documentation will likely be needed.
- By the first day of school, administration will consult with the District’s Medical Director to develop a list of “high-risk” situations that are applicable in this situation.
- The Building Principal or Director will keep detailed records of all requests for accommodations by employees.
- The applicable building administrators will keep detailed records of all requests for accommodations by students, and coordinate appropriate planning with the school nurse.
Appendix III

**Cohort-Contact Tracing**

Every effort will be made to contain cohorts/groups of students to limit their exposure by limiting those with whom they come in contact. At the Elementary level, classes will stay together. Special teachers will come to the students rather than the student going to several locations around the school.

A daily log of teachers and staff entering the classroom will be maintained. Student attendance will also be maintained.
Appendix IV

Protocol to instruct staff and students in correct hand and respiratory hygiene:

TCSD will instruct all staff and students to engage in correct hand and respiratory hygiene:

Hand hygiene protocols: Hand washing is one of the most effective ways to prevent the spread of germs.

- Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them.

Respiratory hygiene protocols:

- Cover your mouth and nose with a tissue when coughing or sneezing;
- Use the nearest waste receptacle to dispose of the tissue after use;
- Perform hand hygiene (e.g., hand washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic handwash) after having contact with respiratory secretions and contaminated objects/materials.
Appendix V

Protocols for social distancing:

Social distancing will be followed at Ticonderoga Central School and in all areas of our school campus.

Employees should ensure a distance of at least six (6) feet between personnel when practicable, unless safety or the core function of the work activity requires a shorter distance. Any time personnel are less than six (6) feet apart from one another, personnel must wear acceptable face coverings (see Masks section).

Additional social distancing protocols for the District include:

- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings (see Masks section).
- Employees are prohibited from gathering in groups, in confined areas, and from using other workers’ personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.
- In-person gatherings will be limited as much as possible and tele- or video-conferencing will be utilized whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- If necessary to ensure physical distancing in workspaces and locations throughout the buildings, the District reserves the right to stagger shifts and breaks, create additional shifts, relocate certain workspaces to less crowded areas, and/or increase physical space between employees.
- Partition barriers will also be installed between office workspaces that are in close proximity to each other. Partition barriers will be installed in office workspaces to insure safe interaction with other employees and visitors.
- At customary employee gathering locations (e.g. mail room, time clocks at start and end of shifts, break rooms for lunches and breaks, copiers, supply closets, restrooms), employees should not congregate. Employees are instructed to attend to the matter at hand and then proceed immediately to their work space. Break Rooms are limited to one person occupancy at a time.
- District vehicles will be limited to one occupant when practicable. If more than one occupant is necessary, all occupants are required to wear face coverings when in the vehicle (See Masks section).
Appendix VI

Protocols requiring all students, employees, and visitors to wear a face-covering or mask:

Pursuant to Executive Order 202.17, any individual who is over age two (2) and able to medically tolerate a face-covering shall be required to cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining, social distance.

The District will provide employees with an acceptable face covering at no-cost to the employee. The District encourages employees to use any fabric face coverings they may have in their possession, due to comfort and availability of disposable surgical masks at this time. However, masks will be provided by the District as needed.

Masks or cloth face-coverings must be worn when:

- Any time any individuals are less than six (6) feet apart from one another;
- Upon entry to the building until arriving in your workspace/learning space;
- While in any common spaces (for example, time clocks at start and end of shifts, break rooms for lunches and breaks, supply closets, restrooms, hallways, copiers);
- When in tightly confined spaces occupied by more than one individual at a time;
- When there is more than one occupant in a District vehicle.

Masks or cloth face-coverings do not need to be worn when:

- At least six (6) feet of social distance is able to be maintained;
- In-person gatherings when held in an open, well-ventilated space with appropriate social distancing among participants;
- Employees are in their normal workspace while observing social distancing, or working alone within a workspace.

All Ticonderoga CSD employees reserve the right to wear a mask in a situation when they are not required, whether this plan indicates (or doesn’t indicate) a mask needs to be worn in a given scenario.

Employees also have the right to request those adults they are interacting with to wear a mask along with them. All employees should be considerate of those who are wearing a mask and those who request that they put a mask on for their interaction. If another employee or visitor refuses to put a mask on when requested, whether it is a situation where a mask is required or not, the employee should immediately remove themselves from the area and report the incident to their supervisor. If an employee is uncomfortable, they must address the situation directly in that moment.

Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. Personal cloth face coverings should be washed frequently. Disposable
surgical masks should be discarded in the trash.

TCSD frequently monitors and plans for obtaining and maintaining adequate supplies of face coverings/masks for school staff, students who forget their masks, and PPE for use by school health professionals. The School Business Manager works with appropriate administrators and supervisors to assess inventory levels of on-hand PPE (inventory kept by the School Nurse and Buildings and Grounds Department) and facilitate ordering and procurement in conjunction with the Treasurer.
Appendix VII

Protocol for actions to be taken if there is a confirmed case of COVID-19 at Ticonderoga Central School:

- **Isolate and Transport Those Who are Sick**
  - Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
  - Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.
  - Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.
  - Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.

- **Clean and Disinfect**
  - Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting
  - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.

- **Notify Health Officials and Close Contacts**
  - In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA)
  - Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.
## Ticonderoga Central School District

**Proposed School Closure Rubric - Based upon Current Guidance 6/17/20**

### Ticonderoga Central Schools Closure Response Criteria (1-4)

<table>
<thead>
<tr>
<th>Level of Community Spread, based on State and Local Public Health L - M - S</th>
<th>Criteria 1</th>
<th>Criteria 2</th>
<th>Criteria 3</th>
<th>Criteria 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Low/No Spread</strong> (2 or less cases per 37,000)</td>
<td>L - 1</td>
<td>L - 2</td>
<td>L - 3</td>
<td>L - 4</td>
</tr>
<tr>
<td>Close school(s) for up to 24-hours</td>
<td>Close school(s) for 72-hours (minimum)</td>
<td>Close individual school or cluster for 14 days (minimum)</td>
<td>Close zone(s)/region/district for 14 days (minimum)</td>
<td></td>
</tr>
<tr>
<td><strong>Moderate</strong> (3 to 37 cases per 37,000)</td>
<td>M - 1</td>
<td>M - 2</td>
<td>M - 3</td>
<td>M - 4</td>
</tr>
<tr>
<td>Close school(s) for up to 24 hours</td>
<td>Close school(s) for 72-hours (minimum)</td>
<td>Close individual school(s) or cluster(s) for 14 days (minimum)</td>
<td>Close zone(s)/region/district for 14 days (minimum)</td>
<td></td>
</tr>
<tr>
<td><strong>Substantial</strong> (Greater than 37 cases per 37,000)</td>
<td>S - 1</td>
<td>S - 2</td>
<td>S - 3</td>
<td>S - 4</td>
</tr>
<tr>
<td>Close school(s) for up to 72-hours</td>
<td>Close school(s)/zone/region/district for 72-hours (minimum)</td>
<td>Close school(s)/zone/region/district for 14 days (minimum)</td>
<td>District Closed Until Further Notice</td>
<td></td>
</tr>
</tbody>
</table>
Appendix VIII

Protocol for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19:

If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19, they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and a healthcare provider has issued a written note stating they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten (10) days since the individual first had symptoms;
- It has been at least three (3) days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three (3) days since the individual’s symptoms improved, including cough and shortness of breath.

The CDC provides specific guidance for individuals who are on home isolation. The local DOH determines when the isolation may end.

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

When cleaning and disinfecting, employees should always wear Personal Protective Equipment (PPE) appropriate for the chemicals being used. Additional (PPE) may be needed based on an area of the building and the product used.

Cleaning and disinfecting recommendations from the CDC can be viewed at:

Disinfectants must be products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and be appropriate for the surface.

Ticonderoga CSD must identify cleaning and disinfection frequency for each facility and area type; and Ticonderoga CSD must maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area. Schedule cleaning and disinfecting of touched surfaces during the regular school day.

Cleaning and disinfecting should include frequently touched surfaces (PE equipment, door handles, sink handles, drinking fountains) and shared objects (toys, games, art supplies) between uses.

Protocols:

● Ensure safe and correct application of disinfectants ensuring adequate contact times.

● Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.

● Keep products away from children.

● Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, or other methods.

● Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) to children using the facility. Follow NYSDOH and/or local Public Health guidelines.

● Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water.

● Soft Surfaces - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.

Frequently touched surfaces in common areas shall be cleaned and disinfected at least daily. Examples include (but are not limited to):

● Door knobs
- Light switches
- Tables
- Countertops
- Desks
- Phones
- Restrooms
- Handrails
- Faucet handles
- Drinking fountains

For frequently touched electronic devices, it is recommended that hand sanitizing stations are provided with directions to sanitize hands before and after use of the device. Examples include (but are not limited to):
- Touch screens
- Copier controls
- Keyboard & mouse

Cleaning/Disinfecting Procedure:
Appropriate cleaners:
- Surface cleaner
  - Spray bottle
  - Bucket
- Soap & water
  - Spray bottle
  - Bucket

Step 1: Clean
- Wear disposable gloves or any other required PPE to clean and disinfect
- Clean surfaces using an appropriate cleaner making sure you produce friction on the surface
- Read all labels and follow instructions (PPE may be required)
- Cleaning reduces the number of germs, dirt and impurities on the surface. Friction action breaks biofilm on any virus allowing disinfectant to contact the area
- Consider changing out cleaning cloths (microfiber) often or use disposable products
- Clean surfaces prior to disinfecting
- Practice routine cleaning of frequently-touched surfaces. Be sure not to miss high touch surfaces (i.e. PE equipment, door handles, sink handles, drinking fountains) and shared objects (toys, games, art supplies)

Step 2. Disinfect
- Disinfecting kills germs on surfaces
● Ensure the area or item is cleaned with a cleaning agent before disinfecting
● Then disinfectant can be used
● Take all precautions on the label such as PPE, and safe handling procedures
● Consider changing out cleaning cloths (microfiber) often or use disposable products
● Use EPA-registered disinfectant. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
  o Keeping the surface wet for the entire contact/dwell time (see product label)
  o Precautions such as wearing gloves and making sure you have good ventilation during use of the product
● Diluted bleach solutions may also be used if appropriate for the surface
  o 1/3 cup bleach per gallon of water - highly concentrated solutions may result in adverse health effects, discoloration and residue
  o Bleach solutions should be made fresh and not kept for more than 24 hours
  o Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection
  o Unexpired bleach will be effective against coronaviruses when properly diluted. Follow manufacturer’s instructions for application and proper ventilation
  o Never mix bleach with ammonia or any other cleanser
  o Leave solution on the surface for at least 1 minute

**Laundering:** Launder items (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely or disinfect with an EPA-registered disinfectant

● Washing face coverings in a washing machine and drying in a dryer is recommended to properly clean a face covering
● If masks are hand washed, prepare a bleach solution of 4 teaspoons household bleach per quart of room temperature water. Soak the face covering for 5 minutes. Rinse the face covering thoroughly with cool water. Air dry, in direct sunlight, when possible. Wash hands for 30 seconds after washing the mask
● Face coverings must be completely dry before wearing
● Wear disposable gloves when handling dirty laundry from a person who is sick
● Dirty laundry from a person who is sick can be washed with other people’s items
● Do not shake dirty laundry
● Clean and disinfect clothes hampers according to guidance above for surfaces
● Remove gloves and wash hands right away

**Classrooms:**

● Teachers may be responsible for general cleaning within the classrooms and should be provided with appropriate cleaning supplies
● Keep cleaning supplies out of reach of children
● Schedule (at least daily) cleaning and disinfecting of touched surfaces during the regular school day.
Cleaning and disinfecting should include frequently touched surfaces (PE equipment, door handles, sink handles, drinking fountains) and shared objects (toys, games, art supplies) between uses. Consider scheduling this task late morning and early afternoon, ensuring adequate contact time for the disinfection.

- In order to facilitate cleaning and disinfection, classroom materials should be removed to the greatest extent possible.
- Trained Custodial staff should be responsible for heavier cleaning and disinfecting within classrooms.

Suggested Cleanliness and Disinfection Standards

Classroom

- Clean and disinfect high touch surfaces (but not limited to):
  - Classroom desks and chairs
  - Door handles and push plates
  - Bathroom faucets
  - Light switches
  - Shared telephones
  - Shared desktops
  - Shared computer keyboards and mice
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and countertops
- Window in the classroom door is cleaned at minimum once per week
- Walls are spot cleaned
- Carpets are spot cleaned
- Make sure all windows are locked
- Clean/Disinfect classroom sink and toilet area (if applicable)
- Vacuum carpet daily if applicable
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

Restrooms and Locker Rooms

- Clean and disinfect toilets, sinks and shower areas
- Clean and disinfect high touch surfaces (but not limited to):
  - Drinking Fountains
• Door handles and push plates
• Light switches
• Handrails

● All trash receptacles emptied and trash removed from the room
● Floors full mopped
● Clean Doors and Partitions in Restrooms and Locker Rooms
● Walls are spot cleaned
● Check that toilets, faucets, and drains are working
● Check Sanitary Napkin Boxes
● Clean Exterior of Dispensers
● Make sure all windows are locked
● Restock all toilet paper and soap products
● Clean Baseboards - Weekly
● Clean Light Fixtures - Weekly
● Replace Lights (Notify Custodian or Maintenance)

Common Areas (Hallways)
● Clean and disinfect high touch surfaces (but not limited to):
  ○ Drinking Fountains
  ○ Door handles and push plates
  ○ Bathroom faucets
  ○ Light switches
  ○ Handrails
  ○ Buttons on vending machines
● All trash receptacles emptied and trash removed
● Floors swept and dust mopped
● Floors spot mopped or full mopped
● Walls are spot cleaned, when soiled
● Carpets are spot cleaned
● Make sure all windows are locked
● Make sure all unoccupied classrooms are locked

Medical Office
● Clean and disinfect health cots regularly (after each student use)
● Discard or launder coverings after each use
● Cover treatment tables and use pillow protectors
● Clean and disinfect high touch surfaces (but not limited to):
  o Classroom desks and chairs
  o Door handles and push plates
  o Bathroom faucets
  o Light switches
  o Shared telephones
  o Shared desktops
  o Shared computer keyboards and mice
● All trash receptacles emptied and trash removed from the room
● Floors swept and dust mopped
● Floors full mopped
● Wipe clean: Tables, furniture and countertops
● Window in the door is cleaned at minimum once per week
● Walls are spot cleaned
● Carpets are spot cleaned
● Make sure all windows are locked
● Clean/Disinfect classroom sink and toilet area if applicable
● Vacuum carpet daily if applicable
● Re-stock all paper and soap products
● Clean Baseboards - Weekly
● Clean Light Fixtures – Weekly
● Replace Lights (Notify Custodian or Maintenance)

Clerical/Admin Offices
● Clean and disinfect high touch surfaces:
  o Door handles and push plates
  o Bathroom faucets
  o Light switches
  o Shared telephones
  o Shared desktops
  o Shared computer keyboards and mice
● All trash receptacles emptied and trash removed from the room
● Floors swept and dust mopped
● Floors spot mopped or full mopped
● Wipe clean: Tables, furniture and countertops
● Window in the door is cleaned at minimum once per week
● Walls are spot cleaned
● Carpets are spot cleaned
● Make sure all windows are locked
● Clean/Disinfect shared sink and toilet area if applicable
● Vacuum carpet daily if applicable
● Restock all paper and soap products
● Clean Baseboards - Weekly
● Clean Light Fixtures - Weekly
● Replace Lights (Notify Custodian or Maintenance)

Frequently touched surfaces in common areas shall be cleaned and disinfected at least daily. Examples include (but are not limited to):

● Door knobs
● Light switches
● Tables
● Countertops
● Desks
● Phones
● Restrooms
● Handrails
● Faucet handles
● Drinking fountains

For frequently touched electronic devices it is recommended that hand sanitizing stations are provided with directions to sanitize hands before and after use of the device. Examples include (but are not limited to):

● Touch screens
● Copier controls
● Keyboard & mouse

Playgrounds

● Playgrounds should be cleaned per CDC guidance:
  ○ outdoor areas, like playgrounds generally require normal routine cleaning, but do not require disinfection
  ○ do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public
  ○ high touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely
Appendix X

Protocol to conduct required school safety drills:

In the instance where TCSD is reopened for students and staff in any configuration, TCSD will conduct 8 evacuation and 4 lockdown drills each school year.

- Students should be instructed that if a drill was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.
- Once the evacuation signal is sounded, all students and staff should wear face coverings immediately.
- Students and staff should proceed to follow the standard evacuation procedures posted in each classroom.
- Once 100 foot clearance from the building has been achieved, staff should ensure that classes/groups/cohorts are six feet apart.