

Updated August 7, 2020

Safe & Smart
RESTART
EXPANDING OPPORTUNITIES

**WESTERN
SUFFOLK
BOCES ADULT
FULL-TIME PROGRAM**

*Re-Opening of
Schools Plan*





Table of Contents

Introduction	1
Communication.....	2
Health and Safety	3
Facilities	13
Technology and Connectivity	14
Teaching and Learning	15
Key References.....	16

WESTERN SUFFOLK BOCES SAFE AND SMART RESTART FOR ADULT FT PROGRAMS 2020/2021

Introduction

In Western Suffolk BOCES Adult Programs, our primary commitment is to the students we serve. Our priority is keeping them safe. When the 2020-2021 school year begins, on-campus school will look much different than previous years due to COVID-19 and the health and safety measures that continue to evolve. This school reopening plan will define clear guidance for the reopening of our adult full-time programs and aligns with the regulations developed in collaboration with New York State Department of Health and New York State Department of Education.

The areas outlined in this plan represent the many considerations that Western Suffolk BOCES will address to reopen schools safely and to sustain their safe operation. This plan includes procedures that will be followed in the following adult full-time program locations:

Wilson Tech Northport

Wilson Tech Republic

Western Suffolk BOCES has developed a Safe & Smart Restart Plan for Adult Full-time Programs that aims to ensure that students and employees feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#) , [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. The level of infection, spread of the virus and response to the disease in our community will be at the forefront of decision making as we move to open our schools.

Dr. Hugh Gigante; Executive Director of Personnel, will serve as the agency's COVID-19 Coordinator. He will serve as a central contact and will ensure that the agency is in compliance and following the best practices per state and federal guidelines.

This document is fluid and will change as necessary based on guidance from the CDC, NYSDOH, NYSED and other governing agencies and in consideration of our students and our staff. We strongly believe the services described throughout this plan are in the best interests of our students, staff, and community.

Guiding Principles

The development of this plan was guided by and grounded in the following principles:

1. Safeguarding the health and safety of students and staff;
2. Providing the opportunity for all students to access education throughout the school year;

WESTERN SUFFOLK BOCES SAFE AND SMART RESTART FOR ADULT FT PROGRAMS 2020/2021

3. Monitoring schools, students, and staff. When necessary, modifying schedules to appropriately contain COVID-19 spread;
4. Emphasizing equity, access, and support to the students and communities that are emerging from this historic disruption;
5. Fostering strong two-way communication with stakeholders, such as students, educators, and staff;
6. Factoring into decision making the challenges to the physical safety, social emotional well-being, and the mental health needs of our students caused by school closure; and
7. Considering and supporting diversity in our schools as we provide education is essential.

Communication

To help inform our reopening plan for adult full-time programs, Western Suffolk BOCES has sought feedback and input from stakeholders, including administrators, faculty, staff, students, accrediting agencies, work-site partners, local health department officials and health care providers, employee unions and community groups.

The agency remains committed to communicating all elements of this reopening plan to students, staff and visitors. The plan is available to all stakeholders via the website www.wsboces.org/restart, and will be updated throughout the school year, as necessary, to respond to local circumstances.

As part of its planning for the reopening of schools, Western Suffolk BOCES has developed a plan for communicating necessary information to staff, students, visitors, education partners and vendors. The agency will use its existing communication modes – including standard mailings, email, phone calls, postings to the web site and text messages– as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic.

Western Suffolk BOCES Communication Goals:

- To require all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and NYSDOH guidance regarding the use of acceptable face coverings - a face mask covering the nose and mouth.
- To provide regular updates about health and safety, scheduling, and other information faculty and staff should be aware of.
- To provide information through a wide array of platforms including mail, email, telephone calls, text messaging, social media and website postings.

WESTERN SUFFOLK BOCES SAFE AND SMART RESTART FOR ADULT FT PROGRAMS 2020/2021

Western Suffolk BOCES will develop communication materials accordingly, including the creation of sample messages/letters for COVID-19 cases or potential cases for various school audiences. We will utilize communication methods used by the Agency to inform the school community. Information will be dispersed in a variety of platforms that may include:

- Western Suffolk BOCES website
- Robocall
- Email blast
- Online training
- Correspondence (letters) to homes
- Agency social media accounts
- Virtual Meetings (Zoom, WebEx, Google Classroom, etc.)

Health and Safety

The health and safety of our students, our staff and their families are our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#) and [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#)

The following protocols and procedures will be in place in all adult full-time programs for the 2020-21 school year when in-person schooling resumes. Staff and students who may be seeking alternative learning arrangements or accommodations will be reviewed following established protocols. Anyone with questions or concerns should contact our COVID-19 Coordinator at restart@wsboces.org or 631-549-4900.

Information about health and safety protocols and trainings will be available at www.wsboces.org/restart.

- Maintain a continuous log of every person, including staff, workers, and visitors, who may have close contact with other individuals at the work site, school, or area; excluding deliveries that are performed with appropriate PPE or through contactless means.
- If we are advised that a student, staff, visitor or contractor has tested positive, Western Suffolk BOCES will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

WESTERN SUFFOLK BOCES SAFE AND SMART RESTART FOR ADULT FT PROGRAMS 2020/2021

Facility Entry

To ensure faculty, staff, students, and visitors comply with physical distancing requirements, anyone within Western Suffolk BOCES facilities will practice social distancing expectations:

- Where feasible, entry and egress in and out of all buildings will be limited to a single location. If applicable, a single point entry and single point egress will be identified to minimize cross traffic.
- Face coverings must be worn to gain entry into the school by all students, staff, and visitors in shared or public spaces on Western Suffolk BOCES property, except those unable to medically tolerate a face covering.
- Proper face covering includes, a disposable or cloth mask and must completely cover the individual's mouth and nose.
- A plastic face shield alone is not an acceptable face covering. Face shields must be used in conjunction with a facial covering.
- All individuals may choose to utilize their own face covering, however face coverings can be provided by Western Suffolk BOCES.

Daily Health Screening

- **Staff**
 - Prior to arriving at work each day staff will complete an electronic COVID-19 health screening questionnaire. Any staff member who presents with any COVID-19 symptoms after answering the questionnaire, are to remain at home and notify their school administrator.
 - Although filing of the COVID-19 health screening questionnaire is required to be performed, paper copies of the COVID-19 health screening questionnaire will be available at security stations and must be completed by the staff member before entering the school. Copies of the COVID-19 Screening can be found at www.wsboces.org/restart.
 - Staff must also complete a temperature check at home prior to arrival on campus.
 - Staff will be required to monitor their own health while at work. Anyone who presents with symptoms during the day must contact their supervisor immediately and await further instruction.
- **Students**
 - Students are to monitor themselves for temperatures and COVID-19 symptoms prior to arriving on campus. Western Suffolk BOCES will provide the adult students with the COVID-19 health screening questionnaire form so that they can monitor their own daily health. Copies of the COVID-19 Screening will be found at www.wsboces.org/restart. Students may be requested to submit the daily COVID-19 Screening form.
 - Students in clinical placements must complete and submit the “Weekly COVID-19 Screening Form for Students in Clinical Placements”.
 - Students will be screened upon their arrival for temperatures. Students with a temperature at or greater than 100.0 degrees Fahrenheit, showing signs of illness

WESTERN SUFFOLK BOCES SAFE AND SMART RESTART FOR ADULT FT PROGRAMS 2020/2021

and/or a positive response to the COVID-19 Screening will be sent directly home or to a dedicated and supervised isolation area prior to being picked up.

- **Visitors**

- All visitors will have their temperature taken and be required to complete a COVID-19 Screening prior to being permitted in the building.
- Any visitor who presents with a temperature at or greater than 100.0 degrees Fahrenheit and/or indicates other symptoms of COVID-19 will not be permitted to enter the building.

Social Distancing

- All individuals on Western Suffolk BOCES property must maintain social distancing and wear an acceptable face covering in shared and public spaces, except those unable to medically tolerate a face covering.
- Proper social distancing is defined as a six (6) foot separation between individuals unless otherwise directed by State or Federal guidance.
- Social distance reminders may be indicated by tape or signs.
- In-person gatherings will be limited as much as possible and we will use tele- or video-conferencing whenever possible. Essential in-person gatherings, such as meetings, will be held in open, well-ventilated spaces with appropriate social distancing between participants.
- Designated areas for pick-ups and deliveries will be established, limiting contact to the extent possible.

Personal Hygiene

Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. Extra time is planned in the school day schedule to allow for hand hygiene.

- Promotion of good hand hygiene includes:
 - Signage encouraging correct techniques for handwashing;
 - Encouraging traditional handwashing, which is the preferred method, with soap and warm water, lathering for a minimum of 20 seconds, generally the time it takes to sing or hum the happy birthday song twice;
 - Adequate facilities and supplies for handwashing including soap and water;
 - Use of paper towels or touch-free paper towel dispensers where feasible
 - Extra time in the schedule to encourage frequent handwashing.
- It is expected that students and staff will wash hands or use hand sanitizer as follows:
 - Upon entering the building and classrooms;
 - After sharing objects or surfaces;
 - Before and after snacks and lunch;
 - After using the restroom;
 - After sneezing, wiping, or blowing nose or coughing into hands;
 - Anytime hands are visibly soiled.
- Placement of Sanitizer Dispensers will be near entrances and throughout common areas.

WESTERN SUFFOLK BOCES SAFE AND SMART RESTART FOR ADULT FT PROGRAMS 2020/2021

The agency will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

Visitor Practices

Western Suffolk BOCES will strictly limit and monitor visitors. Visitors include, but are not limited to, non-registered students, parents/guardians, advocates, vendors, consultants, component district personnel.

- Visitors must wear proper face covering prior to entering any Western Suffolk BOCES building and face covering must be worn at all times.
- Visitors must check in with Security and will undergo COVID-19 screening.
- Visitors must sign in with their identification and follow standard security protocols.
- Visitors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing.
- To limit visitors in buildings, meetings should be held off-campus or virtually when possible.
- Should a visitor become ill while on campus, they must alert a staff member.
- Security will file the visitor sign-in log daily in the event that contact tracing must take place. The principal will maintain all visitor sign-in logs for any need for future contact tracing.

Training

Western Suffolk BOCES will train all students and staff on new protocols and frequently communicate safety guidelines. COVID-19 training on the precautions listed below will be conducted either remotely or in person. Social distancing and face coverings will be required for all participants when training is conducted in person. COVID-19 training material is designed to be easy to understand and available in the appropriate language and literacy level for all workers.

Students and Staff

Western Suffolk BOCES will ensure all students and staff are taught or trained how to follow COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering/mask application, social distancing, and respiratory hygiene. Additional training will be provided in:

- Preventing the spread of disease by staying home when they are sick.
- Proper respiratory etiquette, including covering coughs and sneezes.
- Avoiding the use of communal objects. If communal objects must be used, information will be provided on proper disinfection procedures between use. Examples of communal objects include, but are not limited to, other student personal belongings, desks, computers or other devices, other work tools and equipment.
- Provide students and staff with up-to-date education and training on COVID-19.

WESTERN SUFFOLK BOCES SAFE AND SMART RESTART FOR ADULT FT PROGRAMS 2020/2021

- Students and staff will be required to wear facial coverings while on school property. Students and staff will be permitted to take frequent facemask breaks provided they are maintaining six (6) feet of social distancing.
- All instructional staff must maintain a daily log of all staff, students and visitors who have entered their room/lab. This daily log is to be submitted to the program administrator at the end of the day.
- Proper handwashing/proper hand hygiene. Promote frequent and thorough handwashing by providing employees with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% ethanol or 70% isopropyl alcohol. Provide training on proper handwashing and hand sanitizer use <https://www.cdc.gov/handwashing/when-how-handwashing.html>
 - [Handwashing video](#)
- Proper cough and sneeze etiquette
- Social distancing
 - Provide training for faculty/staff on how to address close contact interactions with students as part of every day job tasks.<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- Operating procedures (varies by building)
 - Entrance into the building
 - Cleaning procedures
 - Staff who are sick or suspected to be sick<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Proper cleaning techniques
 - Cleaning and disinfecting<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf
- Hazard Communication – Right-To-Know
 - Proper use of chemicals and Safety Data sheets
 - <https://www.osha.gov/dsg/hazcom/>
 - No chemicals from home
 - Transfer of hand sanitizer in smaller containers
 - List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)
 - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- Personal Protective Equipment - PPE
 - Proper type, use, and size
 - Cleaning and sanitizing of the face covering (if applicable)
 - Provide training for staff and students on wearing, putting on, removing and discarding PPE, including in the context of their current and potential duties<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WESTERN SUFFOLK BOCES SAFE AND SMART RESTART FOR ADULT FT PROGRAMS 2020/2021

- Use of face coverings (donning/doffing) (cloth vs. surgical)
 - [Face coverings don/doff video](#)
 - <https://www.youtube.com/watch?v=PQxOc13DxvQ>
- Respirator Protection (N95 - required for identified employees per NYS)
<https://oshareview.com/2020/04/osha-requirements-for-occupational-use-of-n95-respirators-in-healthcare/>

Screeners

Western Suffolk BOCES will identify individuals familiar with CDC, OSHA protocols, and DOH guidelines in each building who will be trained screeners. Screeners will wear appropriate employer-provided PPE, including at a minimum a face covering, undergo temperature screenings and maintain social distancing. If social distancing or barrier/partition controls cannot be implemented during screening, PPE will be used when within six (6) feet of another person.

Space Design, Capacities, & Controls

General Office Area

- Workstations will be reconfigured so that employees do not face each other, or establish partitions if facing each other cannot be avoided.
- Face coverings will be worn in these multiple use office settings.
- Tasks requiring large amounts of people to be in one area will be reduced and/or distributed to a virtual work space if feasible.
- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings whenever possible.
- If in-person meetings are essential, limiting meetings to 10 people or less will be considered.

Conference Rooms

- In-person meetings (refer to NYS guidance) will be limited if virtual meetings are not feasible.
- If meetings are to occur in person, they will be conducted in a quick manner.
- Social distancing among participants will be required.
- Linger and socializing before and after meetings will be discouraged.

Break and Lunch Rooms

- Use will be discontinued if a minimum of 6 ft. separation cannot be maintained when consuming food or drink.
- When feasible, staff will be advised to take their lunch and breaks in their private offices or classrooms; in their vehicles or at designated outdoor locations throughout the campus.
- Shared meals will not be permitted.

Copier Rooms/Areas

- Appropriate social distancing must be maintained in copier rooms/areas.
- Cleaning supplies will be provided at copier stations.
- Staff are to wipe down touch surfaces post and prior use.

WESTERN SUFFOLK BOCES SAFE AND SMART RESTART FOR ADULT FT PROGRAMS 2020/2021

Restrooms

- Restrooms will be limited to one person at a time unless size requirements permit social distancing.
- Individuals must knock before entering a restroom to ensure there is no other occupant present.
- Signage will be posted on entry indicating occupancy.

Hallways/Stairwells

- Hallway traffic may be limited to single flow direction where appropriate.
- When single flow is not appropriate, bi-direction traffic will be permitted.
- Where appropriate, adequate distancing will be achieved between all individuals by taped off lanes on the corridor floors/stair treads.
- All individuals must also allow for adequate space between when traveling in the same direction.

Classrooms

- Occupancy in each classroom will be specific and determined by the overall square footage of the space.
- Each student will receive not less than six (6) feet of separation from others.
- Cleaning and disinfection of classrooms and equipment will be frequent: all will be wiped and disinfected before and after each use.
- Students and staff will be instructed to wash hands or use hand sanitizer prior to and after touching any frequently touched surfaces.
- Unnecessary furniture and soft furnishings/surfaces that are difficult to disinfect (i.e. area rugs, soft fabric chairs) will be removed.

Isolation Rooms

- Where applicable, separate, independent room/s with a door in close proximity to the exterior will be utilized for quarantining individuals who present with symptoms representative of COVID-19.
- These rooms will be identified in each building.

Computer Labs/Equipment

- The use of shared space and equipment use will be limited where feasible.
- Blocks of computers will be sectioned off to ensure social distancing is maintained.
- Tables of computers will be reconfigured so as to not face each other.
- Cleaning and disinfection of computer labs and equipment will be frequent: all will be wiped and disinfected before and after each use.
- Students and staff will be instructed to wash hands or use hand sanitizer prior to and after touching any frequently touched surfaces.

WESTERN SUFFOLK BOCES SAFE AND SMART RESTART FOR ADULT FT PROGRAMS 2020/2021

Floor Demarcations

- Where appropriate, floor signage will be installed allotting for a minimum of six (6) feet of separation between all individuals
- Where appropriate there will be indicators for corridor floors and stairway treading to indicate directional traffic flow and social distancing.

Ventilation

Western Suffolk BOCES will ensure sufficient ventilation and fresh air to all spaces of occupancy by means of:

- Modifications to the Building Management Systems to allow fresh air dampers to introduce more outside air.
- Air handling systems have been inspected for function with higher MERV rated filters.
 - Where applicable filters will be exchanged for MERV rating ranging from 11-13.
- In addition to mechanical systems, fresh air will be introduced through open windows and doors.
 - Options for replacement and modification to existing systems will be explored.
 - Engineers will design new systems capable of increased fresh air and filtration.
- Fan motors speeds will be increased where applicable to ensure volume and flow of 15cfm minimum.
- More frequent maintenance and inspection of the systems will occur to mitigate extra strain on systems.

Cleaning and Disinfection

Western Suffolk BOCES will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19." Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

Areas that will be frequently cleaned and disinfected include (but are not limited to):

- Restrooms
- Health offices
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Labs
- Classrooms
- Outdoor seating areas (plastic or metal)

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces.

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.

WESTERN SUFFOLK BOCES SAFE AND SMART RESTART FOR ADULT FT PROGRAMS 2020/2021

Management of Suspected and/or Confirmed COVID Cases

- *Emergency Response* - Students and staff with symptoms of illness will be sent to the nurses' office or designated location for immediate assessment. If a school nurse is not available, ill students or staff will be sent home for follow-up with a healthcare provider. Proper PPE will be required any time there is contact with an individual displaying potential COVID-19 symptoms.
- *Isolation* - Students suspected of displaying COVID-19 symptoms will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may also be in this isolation room if they can be separated by at least 6 feet. If they cannot be isolated in a separate room from others, facemasks (e.g., cloth or surgical mask) will be provided to the students who can tolerate wearing it and does not have difficulty breathing, to prevent the possible transmission of the virus to others. The adult student will be instructed to call a health care provider immediately.
- *Cleaning and Disinfecting* - Western Suffolk BOCES will adhere to the current CDC and NYSDOH recommendations including but not limited to:
 - Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred.
 - Opening outside doors and windows to increase air circulation in the area.
 - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, restrooms, etc., adhering to current CDC cleaning and disinfecting protocols.
 - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

In the event of a confirmed case of COVID-19, CDC protocols will be followed regarding cleaning and disinfecting the building or facility if someone is sick. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- *Notification* - the NYS and appropriate local health department(s) will be notified immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff and visitors.

WESTERN SUFFOLK BOCES SAFE AND SMART RESTART FOR ADULT FT PROGRAMS 2020/2021

Contact Tracing

To ensure Western Suffolk BOCES and its employees comply with contact tracing and disinfection requirements, Western Suffolk BOCES will notify the Department of Health in the event of a confirmed COVID-19 case.

We will assist the local county public health department in knowing who may have had contact in a Western Suffolk BOCES building with a confirmed case by:

- Keeping accurate attendance records of students and staff
- Ensuring student schedules are up to date
- Maintaining a log of students, staff and visitors for all instructional areas.

Return to School after COVID-19 Illness

Western Suffolk BOCES will follow current CDC/DOH guidance for allowing students or staff to return to school. Western Suffolk BOCES has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

1. Documentation from a health care provider following evaluation
2. Negative COVID-19 diagnostic test result
3. Symptom resolution, or if COVID-19 positive, release from isolation

Western Suffolk BOCES will refer to current NYS DOH guidance regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

School Closure Considerations

When a student, staff or visitor has been identified (confirmed) or suspected to be COVID-19 positive, the decision to close an area of school or the entire school for Western Suffolk BOCES will include:

- Consultation, collaboration and coordination with school administrators and local health officials.
- A plan for continuity of education, medical and social services, and meal programs and alternate mechanisms for these to continue.
- Short-term closure procedures regardless of community spread if an infected person has been in a school building, in accordance with guidance and directives from NYSDOH, NYSED and CDC.
- Closing of schools according to metrics established by NYS and/or regional agencies/government.

WESTERN SUFFOLK BOCES SAFE AND SMART RESTART FOR ADULT FT PROGRAMS 2020/2021

Facilities

In order to prevent the spread of COVID-19 infection in Western Suffolk BOCES, facilities operations will be geared toward meeting social distancing requirements and cleaning frequently touched spaces regularly. In carrying out projects or tasks supporting infection control, requirements will be met for changes associated with building spaces. Plans for changes or additions to facilities that require review by the Office of Facilities Planning (OFP), will be submitted to comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code.

Western Suffolk BOCES plans to meet the deadline for submission of Building Condition Survey or Visual Inspections on time. In addition, lead in water sampling will be carried out upon the reopening of school under conditions consistent with when the building is “normally occupied.”

Upon reopening, Western Suffolk BOCES plans to increase ventilation, to the greatest extent possible. Water systems will be flushed in buildings that have been unoccupied.

Emergency Response Protocols & Drills

All required emergency response drills will be held this year and include appropriate social distancing.

Emergency Response Protocols

- Shelter-In-Place
- Hold-In-Place
- Evacuation
- Lockout
- Lockdown

Shelter-In-Place

Areas will be identified in each school that will be used for the Shelter-in-Place along with areas that cannot be used for due to certain types of environmental hazards (i.e.: high winds, tornado, etc.).

Shelter-In-Place protocols will be the same with the following considerations:

- Provide 6 feet of space between students and staff during the Shelter-In-Place if appropriate.
- Use of face coverings.

Hold-In-Place

Hold-In-Place protocols will be the same with the following considerations:

- Provide 6 feet of space between students and staff during the Hold-In-Place if appropriate.
- Use of face coverings.

Evacuation

Evacuation protocols will be routinely the same with some minor adjustments:

- Identify areas outside of the building in advance that will allow 6 feet of separation of students and staff. Verify that students and staff will not impede emergency responders.
- In an effort to get all staff and students out of the building as quickly and efficiently as possible, face coverings should be worn at all times.

WESTERN SUFFOLK BOCES SAFE AND SMART RESTART FOR ADULT FT PROGRAMS 2020/2021

- Plan to have extra face coverings on hand in the event that a person does not have one.
- Identify, in advance, who will be holding the door to get out of the building, therefore reducing the amount of people touching the door hardware when leaving the building. Personnel who will be conducting this task may be assigned to holding the door for one or more classrooms or until confirmation that everyone has vacated the building.
- As written in the established protocols, bring all necessary items needed and consider adding the following items: extra face coverings, in the event a face covering becomes unusable, and hand sanitizer.

Lockout

Lockout protocols will be the same with a modification of maintaining six (6) feet of space between students and staff in the area.

Lockdown

During a Lockdown, the six (6) foot recommendation between people may not be feasible. In order to protect life safety, lockdown protocols will be the same process as they have been conducted in the past.

- Evaluate, in advance, if there is room to social distance without being in the line of sight.
- Face coverings should be worn during the event at all times.

Technology and Connectivity

Access to technology is essential for the successful roll-out of this plan. Western Suffolk BOCES has been committed to ongoing planning and implementation of technologies to ensure equitable access for staff and students. The team has initiated plans that are mindful of student and staff home access to reliable internet and computers. Each program will have a plan in the event that remote instruction is required due to a local elevated recurrence of COVID cases.

Western Suffolk BOCES will provide all students with access to learning materials and resources in multiple formats, wherever possible. Further, the agency will support teachers through professional development and coaching on pedagogical methods that enable students to participate in multiple ways, so that they can demonstrate mastery of Learning Standards in remote or blended models through the use of both synchronous (i.e. Google Meet or other web conferencing tool) and asynchronous technologies (i.e. Google Classroom or other LMS). In the event students do not have sufficient access to devices, Western Suffolk BOCES will assist or provide students with devices.

WESTERN SUFFOLK BOCES SAFE AND SMART RESTART FOR ADULT FT PROGRAMS 2020/2021

Teaching and Learning

In an effort to assure high-quality teaching and learning, a continuity of learning plan has been developed for the 2020-21 school year. Western Suffolk BOCES will be providing in-person instruction. This plan considers and plans for teaching and learning in-person, remotely, and through hybrid models of instruction. Each program's accrediting agency has been and will continue to provide academic guidance regarding operations during the COVID-19 Pandemic.

Instruction in Western Suffolk BOCES adult full-time programs will be designed so that whether it is delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear, comprehensive, and accessible learning opportunities for all students.

Student Schedules

Western Suffolk BOCES will be providing in-person instruction and will make every effort to maintain regular schedules.

In programs unable to maintain social distancing guidelines on a daily basis, a hybrid learning model will be implemented with theory/didactic instruction offered remotely and hands-on instruction offered in person on a rotating schedule.

Students participating in off-site activities, such as clinical rotations, will follow the established COVID-19 protocols as required by each site.

In-person Instruction

For in-person instruction, Western Suffolk BOCES will make every effort to maintain regular schedules. Upon reopening, the number of students in each of our classrooms may be reduced to adhere to NYS DOH and CDC guidance regarding proper social distancing. Class size will reflect the need to ensure that students' desks/seats are positioned no less than six feet apart. Accommodating a six-foot radius around students may necessitate the identification of additional rooms for specific programs and services.

Face coverings must be worn by all students and staff in shared and public spaces, except those unable to medically tolerate a face covering.

All instruction will continue to be aligned to meet the learning objectives set forth by each program's accrediting agency. Students participating in off-site activities, such as clinical rotations, will follow the established COVID-19 protocols as required by each site for participation. In the event of school full or partial closure, Western Suffolk BOCES, in conjunction with the off-site partner, will determine if participation in the off-site activity will continue.

To the extent possible, students will remain in small cohorts when leaving the classroom/lab, so as to reduce their exposure to additional students.

WESTERN SUFFOLK BOCES SAFE AND SMART RESTART FOR ADULT FT PROGRAMS 2020/2021

For information regarding cleaning and disinfecting in regard to in-person instruction, please see the Health and Safety section of this document.

Remote Instruction

Given the possibility that communities may experience spikes in COVID-19 cases at any point during the school year, which may prompt short- or long-term school closures, Western Suffolk BOCES adult full-time programs have developed remote learning models which meet the guidelines set forth by the applicable accrediting agency. Remote instruction will be aligned with the approved learning objectives set forth by each program's accrediting agency.

Remote learning opportunities for students will include a combination of synchronized and asynchronous learning opportunities to maintain community and teacher access. Teachers will ensure that their students are directly engaged with them and their class peers in experiential learning on a regular basis. Digital and non-digital options will be made available to students.

To ensure high-quality digital-remote learning experiences, Western Suffolk BOCES will standardize the use of a single online learning platform, to the extent possible, and develop a common, coordinated set of guidelines for teachers to follow when using the platform with students.

Hybrid Instruction

The hybrid model will combine the aforementioned in-person and remote models, with a flexible and fluid schedule. In programs unable to maintain social distancing guidelines on a daily basis, a hybrid learning model will be implemented with theory/didactic instruction offered remotely and hands-on instruction offered in person on a rotating schedule.

Lessons will be organized according to those which must be completed in person and those which can be completed remotely. Consideration will be given to prioritizing hands-on and lab-based activities while students are onsite in school buildings.

Key References

- [NYSDOH Higher Education Summary Guidelines \(June 2020\)](#)

Additional References

- [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency.](#)
- [\(June 26, 2020\)](#)
- [New York State Department of Health Novel Coronavirus \(COVID-19\)](#)
- [New York State Education Department Coronavirus \(COVID-19\)](#)
- [Centers for Disease Control and Prevention Coronavirus \(COVID-19\)](#)
- [Occupational Safety and Health Administration COVID-19 Website](#)