CA BOCES Plan for Reopening
Cattaraugus-Allegany-Erie-Wyoming BOCES (CA BOCES)
1825 Windfall Road; Olean, NY 14760
716-376-8200

Scott E. Payne; District Superintendent & CEO
Dean McKnight; District COVID-19 Safety Coordinator *(SED Assurance: Health and Safety 20)*
## Table of Contents

<table>
<thead>
<tr>
<th>Acknowledgements</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td><strong>CA BOCES Practices and Expectations of Faculty, Staff, Students, and Visitors</strong></td>
<td></td>
</tr>
<tr>
<td>Social Distancing</td>
<td>5</td>
</tr>
<tr>
<td>Personal Protective Equipment</td>
<td>6</td>
</tr>
<tr>
<td>Personal Hygiene and Cleaning</td>
<td>7</td>
</tr>
<tr>
<td>Daily Screenings</td>
<td>7</td>
</tr>
<tr>
<td><strong>Plan for In-Person Instruction</strong></td>
<td>9</td>
</tr>
<tr>
<td>Facility Capacity</td>
<td>11</td>
</tr>
<tr>
<td>Social Distancing</td>
<td>11</td>
</tr>
<tr>
<td>PPE and Face Coverings</td>
<td>12</td>
</tr>
<tr>
<td>Operational Activity</td>
<td>12</td>
</tr>
<tr>
<td>Facility Operations</td>
<td>12</td>
</tr>
<tr>
<td>Hygiene, Cleaning, and Disinfection</td>
<td>13</td>
</tr>
<tr>
<td>Extracurriculaires</td>
<td>14</td>
</tr>
<tr>
<td>Before and After Care Programs</td>
<td>15</td>
</tr>
<tr>
<td>Vulnerable Populations</td>
<td>15</td>
</tr>
<tr>
<td>Transportation</td>
<td>16</td>
</tr>
<tr>
<td>Food Services</td>
<td>17</td>
</tr>
<tr>
<td>Mental Health, Behavioral, and Emotional Support</td>
<td>18</td>
</tr>
<tr>
<td>Certification</td>
<td>18</td>
</tr>
<tr>
<td>APPR, Observations/School Visits, and SLOs</td>
<td>19</td>
</tr>
<tr>
<td>Communication</td>
<td>19</td>
</tr>
<tr>
<td><strong>Plan for Remote Instruction</strong></td>
<td>21</td>
</tr>
<tr>
<td>Operational Activity</td>
<td>21</td>
</tr>
<tr>
<td>Course Scheduling, Content Coverage, and Grading</td>
<td>22</td>
</tr>
<tr>
<td>Technology</td>
<td>23</td>
</tr>
<tr>
<td>Remote Attendance</td>
<td>24</td>
</tr>
<tr>
<td>Certification</td>
<td>24</td>
</tr>
<tr>
<td>APPR, Observations/School Visits, and SLOs</td>
<td>24</td>
</tr>
<tr>
<td><strong>Plan for Monitoring and Tracking Health Conditions &amp; Testing</strong></td>
<td>26</td>
</tr>
<tr>
<td>Screening</td>
<td>26</td>
</tr>
<tr>
<td>Testing Protocols</td>
<td>28</td>
</tr>
<tr>
<td>Testing Responsibility</td>
<td>28</td>
</tr>
<tr>
<td>Early Warning Signs</td>
<td>29</td>
</tr>
<tr>
<td><strong>Plan for Containment &amp; Contact Tracing</strong></td>
<td>30</td>
</tr>
<tr>
<td>School Health Offices</td>
<td>30</td>
</tr>
<tr>
<td>Isolation</td>
<td>31</td>
</tr>
<tr>
<td>Collection</td>
<td>32</td>
</tr>
<tr>
<td>Infected Individuals</td>
<td>32</td>
</tr>
<tr>
<td>Exposed Individuals</td>
<td>33</td>
</tr>
<tr>
<td>Hygiene, Cleaning, and Disinfection</td>
<td>33</td>
</tr>
<tr>
<td>Contact Tracing</td>
<td>34</td>
</tr>
<tr>
<td>Communication</td>
<td>34</td>
</tr>
<tr>
<td><strong>Plan for Closure</strong></td>
<td>35</td>
</tr>
<tr>
<td>Closing Triggers</td>
<td>35</td>
</tr>
<tr>
<td>Operational Activity</td>
<td>36</td>
</tr>
<tr>
<td>Communication</td>
<td>37</td>
</tr>
</tbody>
</table>
Acknowledgements

Dedicated members of the CA BOCES staff served as contributors to the CABOCES Reopening Plan (SED Assurance: Communication/Family and Community Engagement 1; Health and Safety 2; Social Emotional Well-Being 2). Many thanks for their expertise and dedication not only to the outstanding educational experience of our students, faculty, and staff, but also for making the health and safety of our education community their top priority during the COVID-19 global pandemic. The Reopening Planning Committee members represented the diversity of our large organization, including members from each of our collective bargaining units, parents, faculty, staff, and administration.

CA BOCES COVID-19 Reopening Planning Committee Members

Amy Windus; Program Manager for Learning Resources
Anne Raymond; Educational Material Aide
Aron Cole; Administrative Intern
Carol Fial; Assistant Superintendent for Exceptional Education
Catherine Dunkleman; Keyboard Specialist
Chris Gagliardo; Special Education Principal
Dean McKnight; Director of Facilities & District COVID-19 Safety Coordinator
Deanna Steffenhagen; BESPA President
Debbie Golley; Special Education Supervisor
Debbie Windnagle; Parent
Jessica Halftown; Marketing, Branding, and Communication Coordinator
Jill Bennett, School Counselor
Jim Schifley; Assistant Superintendent for Career and Technical Education
John Dedrick; UBTA President
Karen Insley; Distance Learning Coordinator
Kathleen Brisky; Belmont CTE Principal
Kathy Burns; Nurse
Dr. Kevin Watkins; Director, Cattaraugus County Department of Health

Kim Hoch; Keyboard Specialist
Laurie Zimmerman; Administrative Secretary
Lori Ballengee; Director, Allegany County Department of Health
Maggie Redmond; Keyboard Specialist
Mark Beckwith; Coordinator for Professional Development
Mary Gilbert; Confidential Secretary
Mary Morris; Program Manager for Student Programming
Matt Fanton; CTE/WFD Principal
Melanie Kerns; Special Education Supervisor
Noel Sheehy; Ellicottville CTE Principal
Peter Ebert; Special Education Supervisor
Scott Payne; District Superintendent & CEO
Sue McElheney; Special Education Teacher
Tim Clarke; Senior Program Manager for Professional Development
Tim Cox; Assistant Superintendent for Instructional Support Services
Tim Emley; Teacher-Parent
Todd McLaughlin; UBTA – Teacher
Trina VanSickle; Social Worker
Introduction

Schools and education organizations are faced with unprecedented challenges due to the global pandemic caused by COVID-19. In the midst of the pandemic, schools were forced to close their doors to students and transition to remote learning. Over the course of fourteen weeks school looked different than it ever had before and the last days of school culminated with teachers and students giving their summer farewells via video conference rather than waving to each other from buses.

As we look to enter the 2020-2021 school year, educators find themselves having to plan for the possibilities of face-to-face learning, remote learning, and blended learning all at the same time. The purpose of this plan is to offer some certainty during uncertainty. That is, when we return to school face-to-face, what will be the protocols we use to keep the children and adults in our schools safe? If we are to return to school remotely, how will we ensure all students receive the education they are each entitled to?

This plan was developed by engaging a cross-section of stakeholders from our various divisions and departments as well as from each of our employee groups. Subcommittees met to address all aspects of the New York State Education Department’s reopening guidance for Recovering, Rebuilding, and Renewing: The Spirit of New York’s Schools and the guidance provided by the New York State Department of Health: Interim Guidance for In-Person Instruction at the PreK to Grade 12 Schools During the COVID-19 Public Health Emergency.

As this plan evolved, we viewed ourselves as a school with students, teachers, support staff, classrooms, and offices. Additionally, we addressed our unique context as an essential partner to our twenty-two component school districts across Cattaraugus and Allegany counties. Like our schools, we have classrooms and students, but unlike our schools, our classrooms are composed of students from multiple school districts. Some of our classrooms exist in our own facilities, but many of them exist within the schools in our region. Like our schools, we offer services to students of all ability levels, but unlike our schools, we often specialize in educating students with learning needs requiring highly specialized equipment and techniques. Like our schools, we supply a wide range of educational opportunities, but unlike our schools many of our programs require hands-on learning with industry-specific equipment and materials.

The following plan is CA BOCES’s response to our employees, customers, and community to ensure the students and adults who are in our educational care are provided with the quality education and services they expect from us in an environment that is safe and remains flexible in our rapidly changing world context. Provided herein are CA BOCES protocols: Practices and Expectations for Faculty, Staff, Students, and Visitors; Plan for In-Person Instruction; Plan for Remote Instruction; Plan for Monitoring and Tracking Health Conditions, Plan for Containment, Plan for Closure, and Training for Our Staff along with Standard Recommended Procedures.
The health and safety of our faculty, staff, students, and visitors to CA BOCES locations is our top priority. We believe CA BOCES plays a key role in educating and communicating with our educational community about everyday actions that are best known to prevent the spread of COVID-19. While CA BOCES will perform daily screening, increased cleaning and disinfection, and management of persons that become ill in our care, there are three central activities all people entering our facilities and events will be expected to participate in order to keep everyone as safe as possible; social distancing, wearing personal protective equipment, and giving increased attention to personal hygiene practices. While these three practices are mentioned throughout our plan, they are mentioned here to give importance to their practice and guide everyone in setting these as our norms as we come together within our facilities.

These practices and expectations comply with guidance from:

- Department of Health Interim Guidance for In-person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency (https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf)

Practices and Expectations for Social Distancing for Faculty, Staff, Students, and Visitors
(SED Assurance: Health and Safety 11)

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

1. All faculty, staff, students, and visitors must follow all posted signage regarding social distancing practices and expectations.
2. All faculty, staff, students, and visitors will refrain from physical contact with one another to the greatest extent possible.
3. Ensure 6 ft. distance between any employee, student, or visitor, unless safety or core function of work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
4. Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If area is occupied by more than one person, keep occupancy under 50% of maximum capacity.
5. Social distancing markers are posted throughout our facilities.
6. Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.
7. All planned deliveries to our facilities will take plan through our Central Receiving Department at our Receiving Facility. All other deliveries will be received through our main entrances and follow screening and safety protocols of visitors.
Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors  
(SED Assurance: Health and Safety 13)

To ensure all faculty, staff, students, and visitors comply with protective equipment requirements, each agree that they will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage regarding PPE practices and expectations.
2. CA BOCES will provide employees and students with an acceptable face covering at no-cost and have an adequate supply of coverings in case of replacement.
3. 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.
4. Training will be provided to all staff members and students on the proper use of face coverings including:
   a. How to Wear Face Covering Appropriately
   b. How to Put on/Remove Face Covering
   c. How to Properly Remove a Face Covering
   d. Proper Care of Face Coverings
5. Face coverings must be worn at all times, especially when social distancing is difficult or impossible to practice.
   i. Students must wear face coverings at all times. Students may remove face covering during instruction if they are seated and while eating meals, or with the permission of their teacher. The only exception to the mask requirement is that students whose physical or mental health would be impaired by wearing a mask are not required to do so. This will be handled on a case-by-case basis or according to a student’s Individual Education Plan (IEP).
   ii. Faculty and staff wear face coverings at all times. Faculty and staff may remove face coverings when social distancing is being practiced. Frequently provide mask breaks to students, but only do so when social distancing practiced or when everyone in the classroom is seated or stationary.
   iii. Visitors are required to wear face coverings at all times, unless otherwise instructed by a CA BOCES district level staff member.
6. When in contact with shared objects or frequently touched areas, gloves will be provided; employees, students, and visitors are encouraged to wash hands before and after contact.
7. Touching of shared objects and surfaces is discouraged.
   a. Examples of some frequently touched areas in schools: Classroom desks and chairs, Lunchroom tables and chairs, Door handles and push plates, Handrails, Kitchen and bathroom faucets, Light switches, Handles on equipment (e.g., athletic equipment), Buttons on vending machines and elevators, Shared telephones, Shared desktops, Shared computer keyboards and mice, Bus seats and handrails, etc.
8. Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects
   a. First, clean the surface or object with soap and water
   b. Then, disinfect using an EPA-approved disinfectant
   c. If an EPA-approved disinfectant is unavailable, you can use or 70% isopropyl alcohol solutions to disinfect
Practices and Expectations for **Hygiene and Cleaning** for Faculty, Staff, Students, and Visitors

To ensure all faculty, staff, students, and visitors comply with hygiene and cleaning requirements, CA BOCES will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage hygiene and cleaning practices and expectations (*SED Assurance: Health and Safety* 10).
2. Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs onsite that document date, time, and scope of cleaning to be maintained by the Facilities and Maintenance Department.
3. Provide and maintain hand hygiene stations for personnel, including hand washing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% ethanol or 70% isopropyl alcohol for areas where hand washing is not feasible.
4. Provide teachers and therapists with student safe cleaning products to clean room surfaces throughout the day.
5. Staff Training will be provided to promote healthy hygiene practices. Training will include, but is not limited to:
   a. Proper hand washing techniques
   b. Use of hand sanitizer
   c. Respiratory etiquette, including covering coughs and sneezes
   d. Proper use of face coverings
   e. Encourage staff to stay home when sick
6. Post signs on how to stop the spread of COVID-19, proper hand washing technique, promote everyday protective measures, and the proper wearing of a face covering
7. Conduct regular cleaning and disinfection daily, or more frequently as needed, along with frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed
8. Require that hand washing take place before and after consuming food (*SED Assurance: Child Nutrition* 4).

---

Practices and Expectations for **Daily Screenings** for Faculty, Staff, Students, and Visitors

(*SED Assurance: Health and Safety* 5, 8)

To ensure all faculty, staff, and students comply with daily screening requirements, CA BOCES will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage regarding daily screening practices and expectations (*SED Assurance: Health and Safety* 10).
2. Implement a daily screening protocol, either electronically for faculty and staff, or on paper for students and visitors that document answers to the following questions:
   a. Have you experienced any COVID-19 symptoms in the past 14 days?
   b. Have you had a positive COVID-19 test in the past 14 days?
c. Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?
d. Have you travelled to and returned from a state with significant community transmission of COVID-19, as defined by NYS DOH, in the past 14 days?
e. Have you had your temperature taken today?
f. If you have taken your temperature today, was it over 100°F?

3. If any person answers “yes” to question a through e or “no” to question f, additional immediate screening will be required.

4. Immediate digital notification is sent to CA BOCES District Level Staff if any faculty and staff member answers “yes” to any question.

5. Thermometers will be available at CA BOCES locations for additional screening if required or if temperature readings were not able to be conducted before entering a CA BOCES facility.

6. It is important that parents, staff, and students know the symptoms of COVID-19 so you can monitor your own health and assist in monitoring the health of others around you; i.e., your family, your colleagues, students, visitors, etc. The Centers for Disease Control and Prevention keep an up-to-date list of symptoms of Coronavirus on its website. This list is not all-inclusive as some individuals may display symptoms or none at all. As of 7/13/2020, the following are listed as the most common symptoms of COVID-19: (SED Assurance: Health and Safety 9):

- Fever or chills (100°F or greater)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea.

Observe students, other staff members, and visitors for signs of any type of illness such as (SED Assurance: Health and Safety 9):

- Flushed cheeks
- Rapid or difficulty breathing (without recent physical activity)
- Fatigue, and/or irritability
- Frequent use of the bathroom
At the heart of the reopening of CA BOCES programs for in-person instruction are faculty, staff, and student safety while providing a quality learning experience for our students. All CA BOCES student-based programs will ensure that applicable New York State Learning Standards will be met when the Plan for In-Person Instruction is implemented. **CA BOCES anticipates the ability to deliver all approved programs when student return to in-person instruction:**

- **without the need for reductions of student or staff populations** *(SED Assurance: Health and Safety 1)*;
- **without significant modification to instruction, schedules, program offerings** *(SED Assurance: School Schedules 1; Special Education 2)*;
- **and without modification to permanent facilities** *(SED Assurance: Facilities 1, 2, 5-8, 10-12)*.

All instruction will be delivered in a manner that allows all faculty and students to strictly adhere to:

- CA BOCES Practices and Expectations of Faculty, Staff, Students, and Visitors;
- Practices and Expectations for **Personal Protective Equipment** (PPE) for Faculty, Staff, Students, and Visitors;
- and Practices and Expectations for **Hygiene and Cleaning** for Faculty, Staff, Students, and Visitors.

The in-person instruction plan complies with all guidance from:

- Department of Health Interim Guidance for In-person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency *(https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidence.pdf)*

CA BOCES Career and Technical Education programming will meet NYS Learning Standards as well as requirements for applicable industry certifications and other post-secondary credentialing. Additionally, CA BOCES will maintain requirements for those programs in fields such as health sciences where specific curricula and/or clinical hours are mandated. All CA BOCES CTE Programs will operate in a manner that meets all NYS Department of Health guidelines for health and safety and social distancing policies.

**Work-based Learning**

CA BOCES will collaborate with all business and industry partners to identify and ensure safe and healthy work-based learning opportunities if required within the approved curriculum. Students will be provided opportunities to participate in work-based learning, either in-person or remotely to the extent possible. Students will participant in work-based learning only when social distancing and wearing appropriate PPE can be firmly practiced, otherwise internships will be completed via video conference technology where practical.
All registered work-based learning programs will be supervised by an appropriately certified work-based learning coordinator. Our work-based learning coordinators will remain actively engaged with the needs of business and industry knowing they may change rapidly.

Priority for experiences will be given to those students who need work-based learning hours to meet graduation or CDOS exit credential requirements.

**Students with Disabilities Within the CTE Learning Environment**

The work-based learning coordinator, transition coordinator, and all other service providers will work collaboratively to design work-based learning experiences that are in line with students’ individualized education program (IEP) goals.

CA BOCES Special education programs and services provide equity and access for students with disabilities to be involved in and to participate and progress in the general education curriculum in our region. Our highly qualified faculty and staff will provide a framework to ensure that all students with disabilities continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living. CA BOCES considers in-person services a priority for high-needs students and preschool students with disabilities whenever possible. CA BOCES administration, faculty, and staff will implement all guidelines from SED stated in the *Recovering, Rebuilding, and Renewing: The Spirit of New York’s Schools* document.

**FAPE (SED Assurance: Special Education 1)**

Students programs will be individualized to meet their needs. To the greatest extent possible, student IEP’s will be implemented. If necessary, a request to convene a CSE meeting will be made to the student’s home district.

**Parent Engagement (SED Assurance: Special Education 3)**

Parents will receive notification of the model being utilized to provide instruction. Parents will be regularly contacted by classroom staff. If parent participation difficulties arise, school social workers will provide additional support. All communication with parents will be 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.

**Collaboration with CSE on IEP Implementation (SED Assurance: Special Education 4)**

Continued collaboration with district CSE and CPSE will occur. Cross service meetings will take place.

**Necessary Accommodations, Modifications, Supplementary Aids and Services, and Technology (SED Assurance: Special Education 5)**

Students that require accommodation, modifications, supplementary aides and services and technology that is currently not on their IEP, will be referred back the CSE. These services will be provided in general education or special education classes as indicated on a student’s IEP.

Instructional Support Services Itinerant Teaching Faculty will follow the guidelines and protocols of those implemented by the host district where instruction is delivered.
CA BOCES does provide itinerant teacher services to component districts for English Language Learners and does not anticipate any changes to the services provided as a result of the COVID-19 pandemic (SED Assurance: Bilingual Education and World Languages 1, 2).

All other non-teaching environments (Central Office; Business Office; Labor Relations Office; Human Resources Office; Technical Services; Instructional Support Services Offices; Facilities and Maintenance) are currently open with little to no accommodations needed. These offices are all operating with strict adherence to Phase 2 guidance for office spaces.

### Facility Capacity

All instruction within our programs will be delivered in a manner that is compliant with social distancing and PPE measures for all faculty, staff, and students. Close examination of physical space within our facilities has taken place to comply with guidelines from the State Education Department (SED Assurance: Health and Safety 1).

COVID Maximum Occupancy signage will be placed outside each room location using the above ratios.

Due to the changing and sometimes unpredictable nature of our enrollment, classroom capacities will be closely monitored by faculty, administration, and the COVID-19 Safety Coordinator to allow from social distancing at all times. If classrooms reach capacity, “spillover rooms” will be available to accommodate all students. These rooms will be connected to the main classroom via video conference equipment and students will be monitored within these spaces according to SED guidelines.

CA BOCES does not anticipate changes or additions to facilities but will comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code and the state Energy Conservation Code and will submit such changes to OFP if the need arises (SED Assurance: Health and Safety 1).

### Social Distancing

All faculty and staff will be directed to deliver instruction in a manner that allows all faculty and students to strictly adhere to Practices and Expectations for Social Distancing for Faculty, Staff, Students, and Visitors (SED Assurance: Health and Safety 11). Movement within classrooms will be limited as much as possible. To the extent possible, student cohort interactions with others will remain consistent as possible.

Teaching faculty and staff in host districts will follow these guidelines and protocols in addition to those implemented by the host district where instruction is delivered.

All faculty and staff should immediately communicate with their supervisor with questions or concerns.
PPE and Face Coverings

All faculty will be directed to deliver instruction in a manner that allows all faculty and students to strictly adhere to “Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors” (SED Assurance: Health and Safety 13, 14).

Face coverings/masks and other PPE can be obtained, at no cost, at any CA BOCES location.

As often as possible, faculty will provide mask breaks to students at times during instruction ONLY when ALL students are seated at least 6-feet apart. Any movement within the classroom during a mask break will result in the need for everyone in the class to replace their face covering/mask.

PPE will be available to all students and staff at ratios stated within Reopening Guidance from the State Education Department.

Operational Activity

Seating arrangements, and labs/shop spaces will be analyzed and adjusted to meet social distancing guidelines. When social distancing cannot be followed overflow spaces will be utilized. Remote learning will be implemented based on immediate response to COVID-19 polices issued by DOH, NYSED, and governor of NYS.

Teaching faculty and staff in host districts will follow these guidelines and protocols in addition to those implemented by the host district where instruction is delivered.

Facility Operations

Since the start of the pandemic, CA BOCES facilities have remained open to essential employees. Our buildings and grounds have continued operations with increased cleaning and disinfection in used office areas and have continued cleaning and maintenance procedures.

As we move forward, all CA BOCES facilities will continue to:

- be cleaned and disinfected following NYS Department of Health Guidelines;
- comply with the 2020 Building Condition Survey and Visual Inspection (SED Assurance: Health and Safety 2);
- and conduct required school safety drills so that social distancing is practiced: fire code compliance, doorways, emergency drills (SED Assurance: Health and Safety 18), inspections, and lead testing (SED Assurance: Facilities 1-3).

CA BOCES anticipates the ability to deliver all approved programs when student return to in-person instruction and without modification to permanent facilities (SED Assurance: Facilities 1, 2, 5-8, 10-12).
Hand sanitizer is in place throughout all our facilities and in compliance with FCNYS 2020 Section 5705.5 (SED Assurance: Facilities 4).

CA BOCES does not anticipate any new building construction and temporary quarter project due to the COVID-19 pandemic but will comply with SED Assurance: Facilities 6 if the need arises.

CA BOCES does not anticipate opening any new facilities for leasing due to the COVID-19 pandemic but will comply with SED Assurance: Facilities 7 if the need arises.

CA BOCES does not anticipate the need for temporary or permanent use of tents due to the COVID-19 pandemic but will comply with SED Assurance: Facilities 8 if the need arises.

All drinking fountain bubblers have been temporarily turned off to minimize viral spread, but all fountains have water bottle fillers that will remain active (SED Assurance: Facilities 9).

Some toilets and sinks in restrooms have been temporarily turned off to all for proper social distancing (SED Assurance: Facilities 10).

CA BOCES will maintain adequate, code required ventilation as designed within all our facilities (SED Assurance: Facilities 11).

CA BOCES does not anticipate any new building construction due to the COVID-19 pandemic but will comply with SED Assurance: Facilities 12 if the need arises.

Minimal use of portable plastic dividers will be used, as referenced within this plan and will comply with 2020 BCNYS Section 2606 (SED Assurance: Facilities 13).

Hygiene, Cleaning, and Disinfection

**Facilities Cleaned by CA BOCES Facilities and Maintenance Department** (SED Assurance: Health and Safety 17)
(Belmont/Ellicottville/Olean CTE Centers; The Barn; IJN/Rise Academy)

- See Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors.
- All facilities cleaned and maintained by the CA BOCES Facilities and Maintenance Department are cleaned daily according to guidance from the New York State Department of Health and the Centers for Disease Control.
- Daily facility cleaning includes classrooms, restrooms, offices, hallways, conference rooms, etc.
- Daily logs are maintained and posted that include the date, time, and scope of cleaning and disinfection in a facility or area.
- High touch surfaces should be cleaned and disinfected more frequently though each day.
• Required PPE is provided to all Facilities and Maintenance Department staff as they clean.
• Additional cleaning staff have been hired to accommodate additional cleaning requirements.
• Students should not be present when disinfectants are in use and should not participate in cleaning
• and/or disinfection activities.
• Routine scheduled maintenance and cleaning and/or changing heating/air conditioning system filters will be maintained throughout all facilities and at all times.

Facilities NOT Cleaned by CA BOCES Facilities and Maintenance Department *(SED Assurance: Health and Safety 17)*
(Leased Facilities: Print Services; Southern Tier West; Learning Resources and Host District Locations)

• See Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors.

• **Host Districts:**
  • All facilities cleaned and maintained by host districts are cleaned daily according to guidance from the New York State Department of Health and the Centers for Disease Control according to plans submitted by the host district to the New York State Department of Health and the New York State Education Department.

• **Leased Facilities not occupied by students:**
  • All facilities are cleaned daily according to guidance from the New York State Department of Health and the Centers for Disease Control.
  • Daily facility cleaning includes classrooms, restrooms, offices, hallways, conference rooms, etc.
  • Daily logs are maintained and posted that include the date, time, and scope of cleaning and disinfection in a facility or area.
  • High touch surfaces are cleaned and disinfected more frequently through each day.
  • Required PPE is provided to all staff as they clean.
  • Additional cleaning staff have been assigned from CA BOCES to accommodate additional cleaning requirements.
  • Routine scheduled maintenance and cleaning and/or changing heating/air conditioning system filters will be maintained throughout all facilities and at all times.

**Extracurriculars**

Assemblies and other congregate events will be suspended until future guidance is given or unless social distancing and PPE protocols can be firmly practiced. All student events hosted by our programs such as early childhood learning labs canceled during the upcoming school year for in-person attendance. Some events may take place online.

Instructional Support Services (ISS) provides five extracurricular events to our component districts during the traditional school year; VEX Robotics, First Lego League, Scholastic Challenge, Odyssey of the Mind, and eSports. ISS will work with participant component districts as each event approaches to
determine if it is healthfully responsible to offer these events to our region in their traditional format with appropriate PPE provided for all students/coaches, and CA BOCES staff. If possible, these events will be offered in a digital format.

If events are offered in conjunction with component districts, social distancing and PPE will be required. Events may be offered only to students and coaches to minimize the density of population at the event locations. CA BOCES will confer with the Cattaraugus County and Allegany County Health Departments for assistance and guidance as decisions are made.

**Before and Aftercare Programs**

CA BOCES does not provide before and after care programs for students. These valuable services are typically provided by component districts in our region. CA BOCES does not anticipate operating before and aftercare programs due to the COVID-19 pandemic but will comply with *SED Assurance: Health and Safety 19* if the need arises.

**Vulnerable Populations**

The unknown vulnerabilities of our faculty, staff, and students (*SED Assurance: Health and Safety 12*) will be handled on a case-by-case basis with support from our Human Resources and Labor Relations departments. Accommodations, where appropriate, will be provided when and where needed. Faculty and staff will be trained in vulnerabilities outlined in guidance provided by the State Education Department and are asked to notify their supervisor with questions and concerns, and/or to develop an accommodations plan.

CA BOCES acknowledges that the following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Students who have family members who are in high risk groups may also need to attend school remotely. Schools will need to make accommodations and be able to accommodate the needs of these students in the school community.

**Persons in these groups should consult with their healthcare provider regarding prevention:**

- Individuals age 65 or older;
- Pregnant individuals;
- Individuals with underlying health conditions including, but not limited to:
  - chronic lung disease or moderate to severe asthma
  - serious heart conditions
  - immunocompromised
  - severe obesity (body mass index [BMI] of 30 or higher)
  - diabetes
  - chronic kidney disease undergoing dialysis
  - liver disease
Students with Special Needs:
Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/guardians to work with their child’s healthcare providers so that an informed decision can be made on how best to meet the child’s needs at school while protecting their health and safety. As these students transition back to the school environment, our trained teaching staff will plan and coordinate with the following so that a healthy transition is made:

- school health services personnel
- special education personnel
- pupil personnel services and
- administration.

Additional PPE for staff caring for such students will be provided on a case-by-case basis. Staffing assignments will be examined to provide the lowest teacher-to-student ratios possible.

Portable plastic dividers may be used with this population, at the discretion of the teacher, so that the student can maintain visual contact with their teacher (SED Assurance: Facilities 13).

English Language Learners:
Instructional Support Services (ISS) provides ELL itinerant teachers to many component districts in the CA BOCES. ELL itinerant teachers will follow protocols and procedures of the home district of each student where services are provided. Special PPE (i.e., clear face coverings/masks so that mouth and face structures can be seen, clear dividers between teacher and students, etc.) will be provided as needed so that this population of students can receive an educational experience that aligns with the Blueprint for English Language Learners. Our itinerant staff will work with this small population to develop personal approaches to learning on a case-by-case basis. Portable plastic dividers may be used with this population, at the discretion of the teacher, so that the student can maintain visual contact with their teacher (SED Assurance: Facilities 13).

Transportation

Bus transportation to and from all CABOCES locations and programming is provided by and overseen by component school districts sending students to our locations. CA BOCES DO NOT own or operate any school bus or employ bus drivers (SED Assurance; Transportation 1-3, 9, 12-18) but will comply with all SED Assurances if the need arises.

CA BOCES does employ two bus monitors that assist on component district buses. These monitors will follow protocols of the operating district.

Bus monitors will:
- not carry personal bottles of hand sanitizers (SED Assurance; Transportation 4);
must wear a face covering along with optional face shield (*SED Assurance; Transportation 5*);
will follow all CA BOCES protocols, including training for COVID-19 symptoms, social distancing, and PPE (*SED Assurance; Transportation 6-8*);
must wear gloves (*SED Assurance; Transportation 10*);
must complete the digital sign-in before reporting to work each day (*SED Assurance; Transportation 11*).

Due to the nature of our programming, geography of our region, and differing bell-schedules at component districts, students already naturally arrive at all programs and locations at staggered times. This will assist in social distancing expectations during student drop-off and pickup at all programs and locations.

There are times when students may be transported (i.e., work-based learning opportunities, internships, etc.) by CA BOCES. Proper social distancing and PPE protocols will be practiced. Vehicles will be properly sanitized in between uses.

---

**Food Services**

In many cases, students within our facility do not eat meals at CA BOCES. In these cases, students will follow protocols of their home district.

Students enrolled in full day programs will have daily access to school meals provided by either the students home or host district. Communication between the BOCES and these districts will occur to ensure full access to meals that are fully compliant with Child Nutrition Program requirements (*SED Assurance: Child Nutrition 1, 2, 6*).

If lunches are consumed in locations other than cafeterias, classroom staff will be made aware of any food allergies a student may have.

Teaching faculty and staff in host districts will follow guidelines and protocols implemented by the host district where instruction is delivered.

In all situations, faculty, staff, and students will be expected to wash hands before and after each meal (*SED Assurance: Child Nutrition 4*).

**Elm Street Academy:** Students at this location will receive lunch at the cafeteria on a staggered schedule, to allow for social distancing, then take lunches to homerooms or other acceptable spaces for consumption. Students will properly social distance while consuming food (unless a physical barrier is provided). Food allergies will be carefully monitored by all faculty and staff (*SED Assurance: Child Nutrition 3, 8*). Staff will disinfect eating surfaces before and after consuming food. (*SED Assurance: Child Nutrition 5*).

**Rise Academy:** Students at this location will receive individual lunch packages at their homeroom or other acceptable spaces. Students will properly social distance while consuming food (unless a physical barrier is provided). Food allergies will be carefully monitored by all faculty and staff (*SED Assurance:*)
Child Nutrition 3). Staff will disinfect eating surfaces before and after consuming food. (SED Assurance: Child Nutrition 5).

### Mental Health, Behavioral, and Emotional Support Services and Programs

EAP (Employee Assistance Program) is available to all CA BOCES employees. The existence of this service is communicated to all faculty and staff often and is widely used (SED Assurance: Social Emotional Well-Being 3).

The use of Restorative Practices and Trauma Informed Care are very prevalent and always encouraged at CA BOCES. Many faculty and staff are training in these practices and implement them in classroom across our organization. It is through these practices that all voices in our educational community are heard. It is expected that these practices will continue (SED Assurance: Social Emotional Well-Being 4).

School counselors are employed at each of our CTE Centers to assist with social and emotional needs of students for both in school and remote instruction.

Social Workers and Counselors are available for all Exceptional Education students throughout the day. Staff are trained to deescalate students using a primarily hands-off approach. Physical restraints will continue to be utilized as a last resort. Staff will wear appropriate PPE whenever possible.

The Instructional Support Services (ISS) itinerant teaching faculty will follow the guidelines and protocols of those implemented by the host district where instruction is delivered.

All CA BOCES students have access to school counselors within our facilities, as well as those provided by their home district. As always, we will remain in high communication with home districts regarding student needs and will engage with the home district in implementation of their comprehensive developmental school counseling program plans when asked to do so (SED Assurance: Social Emotional Well-Being 1). School Counseling Plans are not currently required of BOOCES by SED regulation. CA BOCES will a collaborative working group comprised of families, students, BOE members, teachers, community members, certified school counselors and other PPS staff to develop a comprehensive developmental school counseling program if needed. (SED Assurance: Social Emotional Well-Being 1 & 2).

### Certification

All CA BOCES coursework will continue to be taught by appropriately certified teachers while the in-person instruction plan is implemented (SED Assurance: Certification 1).

Instructors who are required to hold a NYS professional license for a particular content area (i.e., health sciences, barbering, appearance enhancement) will maintain such license without lapse. All CTE laboratory/clinical instruction and supervision will be delivered by the appropriately certified CTE
teacher. Flexibility is allowed for other staff (under the guidance of the CTE teacher) to supervise student groups in a non-laboratory/clinical setting to better adhere to social distancing guidelines. All requirements will be met for those programs in fields such as health sciences where specific curricula and/or clinical hours are mandated by other state agencies.

**APPRE, Observation/School Visits, and SLOs**

As required by the New York State Education Department, the CA BOCES APPR Plan will be fully implemented during the 2020-21 school year while the in-person instruction plan is implemented (*SED Assurance: Teacher and Principal Evaluation System 1*). Each educator’s evaluation must include at least one required student performance measure (SLO for teachers; SLOs or an input model for principals). Observations/School Visits will be conducted within our remote instruction model, documented in My Learning Plan, and submitted to the State Education Department according to the CA BOCES APPR plan and Education Law 3012-d.

**Communication**

The CA BOCES Plan for In-Person Instruction will be posted on the organizational website.

Signage expressing expectations and practices have been posted throughout our facilities; including adherence to CDC and DOH guidance regarding the use of PPE (specifically acceptable face coverings) when social distancing cannot be maintained (See CA BOCES Plan for In-Person Instruction; See Training Outline for Our Staff (INTERNAL ONLY) and applicable Standard Recommended Procedures” (INTERNAL ONLY)).

All CA BOCES faculty and staff will receive training on expectations and practices before locations and programs reopen.

CA BOCES faculty and staff will communicate with students and families (in the language spoken in the home) about preparing for the upcoming year, which will include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene, as well as the following areas:

- programs and services offered to students with disabilities and the provision of services that meet the requirements of the IDEA;
- how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology;
- and maintenance of regular communication with parents/guardians of English Language Learners to ensure that they are engaged in their children’s education during the reopening process and provide all communications for parents/guardians of English Language Learners in their preferred language and mode of communication.
• (SED Assurance: Communication/Family and Community Engagement 2-5; Health and Safety 3; Child Nutrition 7; Special Education 3; Bilingual Education and World Languages 3; Teaching and Learning 5)

(SED Assurance: Communication/Family and Community Engagement 2-5; Health and Safety 3; Child Nutrition 7; Special Education 3; Bilingual Education and World Languages 3; Teaching and Learning 5)
CA BOCES Plan for Remote Instruction (Continuity of Learning Plan)

Operational Activity

In the event of a single or multiple program closure, the CA BOCES Plan for Remote Instruction (Continuity of Learning Plan) will be implemented for impacted programs (*SED Assurance: Teaching and Learning 1*). This plan will represent how CA BOCES will implement remote instruction within a model of closure where all CA BOCES programs and locations are closed, or within a hybrid model where one or more programs or locations are closed. Regardless of the number of programs or locations that are closed, the following plan will be implemented (*SED Assurance: Teaching and Learning 1*). Our organization learned in the Spring of 2020 that our faculty and staff must be prepared for closure at any moment. This plan will assist in preparing for closure well before actual closures take place and to deliver online remote instruction as soon as needed.

All CA BOCES student-based programs will ensure that applicable New York State Learning Standards will be met when the CA BOCES Plan for Remote Instruction is implemented (*SED Assurance: Teaching and Learning 2*) in a manner where regular substantive interaction occurs between students and their teachers (*SED Assurance: Teaching and Learning 3*).

The CA BOCES Remote Instruction Plan complies with all guidance from:

- Department of Health Interim Guidance for In-person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency ([https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidence.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidence.pdf))

Like in our in-person instruction plan, CA BOCES will perform the following within our remote instruction plan:

**FAPE** (*SED Assurance: Special Education 1*)

Students programs will be individualized to meet their needs. To the greatest extent possible, student IEP’s will be implemented. If necessary, a request to convene a CSE meeting will be made to the student’s home district.

**Parent Engagement** (*SED Assurance: Special Education 3*)

Parents will receive notification of the model being utilized to provide instruction. Parents will be regularly contacted by classroom staff. If parent participation difficulties arise, school social workers will provide additional support. All communication with parents will be 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.

**Collaboration with CSE on IEP Implementation** (*SED Assurance: Special Education 4*)

Continued collaboration with district CSE and CPSE will occur. Cross service meetings will take place.
Necessary Accommodations, Modifications, Supplementary Aids and Services, and Technology  
(SED Assurance: Special Education 5)  
Students that require accommodation, modifications, supplementary aides and services and technology that is currently not on their IEP, will be referred back the CSE. These services will be provided in general education or special education classes as indicated on a student’s IEP. A survey of internet access and availability of technology will be done. These things will be provided, to the extent possible, to students lacking them.

If possible, CA BOCES faculty and staff may be asked to deliver remote instruction from their physical classrooms if deemed safe by county health officials. This will allow our instructors access to all the teaching tools of their classroom; i.e., technical equipment, higher-end video conferencing equipment, classroom manipulatives, texts, records, etc.

The Instructional Support Services (ISS) itinerant teaching faculty will follow the guidelines and protocols of those implemented by the host district where instruction is delivered.

Course Scheduling, Content Coverage, Grading

In order to deliver instruction in a remote manner that adheres to New York State Learning Standards and where regular substantive interaction occurs between students and their teachers (SED Assurance: Teaching and Learning 3), course scheduling and content coverage will be highly coordinated and planned well before unanticipated closures take place.

If possible, CA BOCES faculty and staff may be asked to deliver remote instruction from their physical classrooms if deemed safe by county health officials. This will allow our instructors access to all the teaching tools of their classroom; i.e., technical equipment, higher-end video conferencing equipment, classroom manipulatives, texts, records, etc.

Career and Technical Education at Belmont, Ellicottville, and Olean

- **Scheduling** – Curriculum will be broken into weekly online modules with student submittal requirements using Office 365/Microsoft Teams. Work/activity lists will be provided for an “at a glance” visual aid for student organization of work (SED Assurance: School Schedules 1). Faculty will have regular substantive interaction with all their students; daily calls, online chats, video connections, feedback to student work, etc. (SED Assurance: Teaching and Learning 3, 4).

- **Content** – Curriculum content will be delivered within the curriculum scope and sequence, without interruption regarding closure.

- **Grading** – Standard grading processes will be practiced in remote instruction and recorded in PowerSchool/ClearTrack.

Exceptional Education

- **Scheduling** – Online instructional schedules will mirror the student’s in-person schedule. Faculty with host online sessions at times when in-person classes were held (SED Assurance: School Schedules 1). Faculty will have regular substantive interaction with their students; daily
calls, online chats, video connections, feedback to student work, etc. (*SED Assurance: Teaching and Learning* 3, 4).

- **Content** – Curriculum content will be delivered within the curriculum scope and sequence, without interruption regarding closure.
- **Grading** – Standard grading processes will be practiced in remote instruction and recorded in PowerSchool/ClearTrack.

### Instructional Support Services Itinerant Teaching Faculty
- The Instructional Support Services (ISS) itinerant teaching faculty will follow the guidelines and protocols of those implemented by the host district where instruction is delivered.

### Technology

Technology device needs and online access for all faculty, staff, and students has been, or is currently being, assessed. Both device and online access is at the heart of our remote instruction plan. CA BOCES is technology rich. Our faculty, staff, and students are well accustomed to online learning, technical tools, and numerous instructional platforms while they are in school and we will take every step necessary to transition those levels of technology access into the home, if needed.

#### Assessing Technology Need

- **CTE** – Student information sheets will be mailed to students with self-addressed stamped envelopes so that contact information can be collected, along with the student’s access to personal computing devices and home internet access (*SED Assurance: Technology and Connectivity* 1). This information will be confidentially shared within PowerSchool so that all faculty are knowledgeable of access. To the extent possible, Laptops and MiFi devices will be provided to faculty, staff, and students on a case-by-case basis (*SED Assurance: Technology and Connectivity* 2). For students that do not have the ability to access internet, alternative methods of instruction will be provided. This may include, work packets, flash drives with work and videotaped instruction, phone calls box deliveries of supplies as well as other alternatives as appropriate. (*SED Assurance: Technology and Connectivity* 3)

- **Exceptional Education** – A survey was conducted in the Spring of 2020 and will be updated in the fall to determine the level of access to devices and high-speed internet for all students and teachers at their residences (*SED Assurance: Technology and Connectivity* 1). To the extent possible, Laptops and MiFi devices will be provided to faculty and staff on a case-by-case basis (*SED Assurance: Technology and Connectivity* 2). For students that do not have the ability to access internet, alternative methods of instruction will be provided. This may include, work packets, flash drives with work and videotaped instruction, phone calls box deliveries of supplies as well as other alternatives as appropriate. (*SED Assurance: Technology and Connectivity* 3)

- **Instructional Support Services Itinerant Teaching Faculty** – The Instructional Support Services (ISS) itinerant teaching faculty will follow the guidelines and protocols of those implemented by the host district where instruction is delivered.
All three CTE centers have been outfitted with signal boosters to allow Internet access from the parking lots to allow for even greater community access to the internet at no cost. All faculty, staff, and students have unlimited access to tools and content referenced in the CA BOCES Online and Digital Solutions Guide (https://s1.caboces.org/iss/PUBLIC/20/03/23/10/23/CABOCES%20Online%20and%20Digital%20Resources%20REVISED.pdf).

**Remote Attendance**

Daily attendance will be recorded by all faculty and staff for each student and will be reported in SIRS via PowerSchool and/or ClearTrack even while receiving instruction in a remote learning environment, according to SED guidance (SED Assurance: Attendance and Chronic Absenteeism 1). All faculty and staff will ensure substantive daily interaction (daily remote instruction, online participation, phone calls, emails, or other activities) with students; and clearly communicating information about instructional plans with parents and guardians. All attendance policies will remain in place during remote learning.

Initiating an educational neglect or Person in Need of Supervision (PINS) proceeding should be a last resort.

The Instructional Support Services (ISS) itinerant teaching faculty will follow the guidelines and protocols of those implemented by the host district where instruction is delivered.

**Certification**

All CA BOCES coursework will continue to be taught by appropriately certified teachers while the remote instruction plan is implemented (SED Assurance: Certification 1).

Instructors who are required to hold a NYS professional license for a particular content area (i.e., health sciences, barbering, appearance enhancement) will maintain such license without lapse. All CTE laboratory/clinical instruction and supervision will be delivered by the appropriately certified CTE teacher. Flexibility is allowed for other staff (under the guidance of the CTE teacher) to supervise student groups in a non-laboratory/clinical setting to better adhere to social distancing guidelines. All requirements will be met for those programs in fields such as health sciences where specific curricula and/or clinical hours are mandated by other state agencies.

**APPR, Observation/School Visits, and SLOs**

As required by the New York State Education Department, the CA BOCES APPR Plan will be fully implemented during the 2020-21 school year while the remote instruction plan is implemented. (SED...
Assurance: Teacher and Principal Evaluation System 1). Each educator’s evaluation must include at least one required student performance measure (SLO for teachers; SLOs or an input model for principals). Observations/School Visits will be conducted within our remote instruction model, documented in My Learning Plan, and submitted to the State Education Department according to the CA BOCES APPR plan and Education Law 3012-d.
A continuum of mitigation efforts, including daily temperature checks, other screening measures and contact tracing, will be implemented by CA BOCES to help reduce the spread of the virus. CA BOCES will work directly with the departments of health from Allegany and Cattaraugus Counties in the event that screening procedures detect infection of our staff, students, or visitors to any of our locations or programs. CA BOCES will coordinate testing of individuals that display symptoms of or have been exposed to COVID-19 with the appropriate Departments of Health in Cattaraugus and/or Allegany Counties, local hospital systems, and/or primary care physicians.

### Allegany County

**Allegany County Department of Health**

Lori Ballengee; Public Health Director

County Office Building, Room 30

7 Court Street

Belmont, NY 14813

585-268-9250

### Cattaraugus County

**Cattaraugus County Department of Health**

Kevin D. Watkins, MD, MPH; Public Health Director

1 Leo Moss Drive

Olean, NY 14760

Primary: 716-373-8050

Secondary: 716-701-3398

Email: https://www.catco.org/health/contact

### Jones Memorial Hospital

191 North Main Street

PO Box 72

Wellsville, NY 14895

585-593-1100

https://www.urmc.rochester.edu/jones-memorial-hospital.aspx

### Olean General Hospital

515 Main Street

Olean, NY 14760

716-373-2600

https://www.ogh.org/

Access the New York State COVID-19 Test Site Finder

https://coronavirus.health.ny.gov/find-test-site-near-you?gclid=EAIaIQobChMI3q2Xv4CR6wIVg5-zCh0KIAckEAAAYASAAEgLcvPD_BwE

### Screening for Faculty and Staff

All faculty and staff will follow Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors.
All staff will participate in daily self-monitoring check for symptoms of COVID-19 by completing the digital sign-in and sign-out of work locations. Daily reminders to sign-in and out of CA BOCES facilities will be generated as employees log into the CA BOCES computer network (SED Assurance: Health and Safety 5).

All staff are expected to take their temperature on a daily basis at home before reporting to work locations (SED Assurance: Health and Safety 5).

Thermometers will be available at all CA BOCES work locations for those that are unable to do this at home.

All staff will be trained to know and recognize possible symptoms of COVID-19 and what to do when they believe someone (student or staff) is experiencing symptoms.

**Screening for Students**

All students will follow Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors.

For students that are transported to CA BOCES location by bus from their home district will follow the screening procedures of their home district. This expectation has been communicated to all component districts so that only screened students are transported to CA BOCES locations. These students will be allowed to enter CA BOCES facilities without further screening.

Students that self-transport to CA BOCES locations, rather than using component district provided buses, will enter buildings at Main Entrances and will be screened for entrance. Students will sign in, answer COVID-19 screening questions, and have their temperatures taken.

**Screening for Visitors**

All visitors will follow Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors (SED Assurance: Health and Safety 8).

Access to CA BOCES locations will be limited to only essential visitors. All visitors will participate in self-monitoring check for symptoms of COVID-19 by completing the sign-in and sign-out of CA BOCES locations. All visitors will be required to take their temperature before entering CA BOCES locations. Thermometers will be available at all CA BOCES locations for those that are unable to do this at home (SED Assurance: Health and Safety 5).
Testing Protocols

Faculty, staff, students, and visitors entering CA BOCES locations be screened using common questions *(SED Assurance: Health and Safety 5). Every person* will attest to the following questions:

1. Have you experienced any COVID-19 symptoms in the past 14 days?
2. Have you had a positive COVID-19 test in the past 14 days?
3. Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?
4. Have you travelled to and returned from a state with significant community transmission of COVID-19, as defined by NYS DOH, in the past 14 days?
5. Have you had your temperature taken today?
6. If you have taken your temperature today, was it over 100?

If any person answer “yes” to questions 1 through 5 or “no” to question 6, additional immediate screening is required. Immediate digital notification is sent to CA BOCES District Level Staff if any staff member answers “yes” to questions 1 through 5 or “no” to question 6 for immediate follow-up with said staff member to see if additional screening by the school nurse (and School Medical Director) is required or if an entry error was made.

CA BOCES will coordinate testing of individuals that display symptoms of or have been exposed to COVID-19 with the appropriate Departments of Health in Cattaraugus and/or Allegany Counties.

If additional screening is required, the school nurse (and School Medical Director) may implement the *CA BOCES Plan for Containment*, in coordination with the COVID-19 Safety Coordinator and county health officials.

Testing Responsibility

Per guidance from the State Education Department and the CDC (*Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools, p14*), CA BOCES will not seek to test anyone for COVID-19 or require testing or antibody testing of students or staff members. The Safety Coordinator, Director Level Staff, and/or supervisors may make general recommendations to parents and staff members to seek medical advice from their primary care physician, community health experts, and/or our local hospital system.

The CA BOCES COVID-19 Safety Coordinator, along with all Director Level Staff, receives electronic notification of digital screening results so that appropriate supervisors can be immediately contacted to determine if intervention is needed with any employee that fails screening procedures. Employees receive immediately on-screen instructions to contact their supervisor and, if possible, to NOT enter CA BOCES facilities.

Front desk receptionists will serve as frontline observers of screening of self-transporting students and visitors and will deny entry to any person that fails screening procedures or will be taken to an isolation area for parent pick-up.
The COVID-19 Safety Coordinator will be notified by Director Level Staff or front desk receptionists if any person fails screening procedures. The Safety Coordinator will work with the appropriate County Health Departments if COVID-19 is suspected. Those that fail screening procedures will not be allowed entry into CA BOCES facilities.

School Nurses in each CA BOCES facility will be key responders if any faculty, staff, students, or visitors are in need of medical care while in our facilities.

---

**Early Warning Signs**

The COVID-19 Safety Coordinator and School Nurses will regularly confer with County Health Departments for guidance on regional infection rates. CA BOCES will follow all state guidance if the Western New York region’s (Allegany, Cattaraugus, Chautauqua, Erie, and Niagara Counties) 7-day infection average meets the state determined threshold of 9%.

The COVID-19 Safety Coordinator and School Nurses will monitor daily the 7-day average infection rate for Western New York and for Cattaraugus and Allegany Counties ([https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCovid-19Tracker-Map?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n](https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCovid-19Tracker-Map?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n)). CA BOCES will follow guidance from our County Health Departments and New York State officials to determine if local practices, protocols, and procedures need to be adjusted based on local and regional infection rates.

Other internal early warning signs that will be closely monitored are faculty, staff, and student absences related to COVID-19, more local infection rate data, and other information from the Allegany and Cattaraugus Counties Departments of Health.

CA BOCES will collaborate with the local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

CA BOCES faculty and staff will be trained to instruct parents/guardians to observe signs of illness in their child that require staying home from school (*SED Assurance: Health and Safety 9*).
CA BOCES Plan for Containment & Contact Tracing

**School Health Offices (SED Assurance: Health and Safety 4)**

Students, staff, and visitors with symptoms of illness must be sent to the health office within CA BOCES facilities. Students and staff with symptoms of illness that are located in a Host District must follow protocols for that location. For staff located in leased facilities (office space) with symptoms of illness must communicate immediately with their supervisor and their health care provider.

Within CA BOCES owned and operated facilities, the school nurse (and School Medical Director) will assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat (SED Assurance: Health and Safety 4, 6). The school nurse (and School Medical Director) will immediately consult with county health officials if COVID-19 is suspected.

<table>
<thead>
<tr>
<th>Allegany County</th>
<th>Cattaraugus County</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Allegany County Department of Health</strong>&lt;br&gt;Lori Ballengee; Public Health Director&lt;br&gt;County Office Building, Room 30&lt;br&gt;7 Court Street&lt;br&gt;Belmont, NY 14813&lt;br&gt;585-268-9250</td>
<td><strong>Cattaraugus County Department of Health</strong>&lt;br&gt;Kevin D. Watkins, MD, MPH; Public Health Director&lt;br&gt;1 Leo Moss Drive&lt;br&gt;Olean, NY 14760&lt;br&gt;Primary: 716-373-8050&lt;br&gt;Secondary: 716-701-3398&lt;br&gt;Email: <a href="https://www.cattco.org/health/contact">https://www.cattco.org/health/contact</a></td>
</tr>
</tbody>
</table>

If the school nurse is not available, schools will isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider. Administrators will work collaboratively with school nurses to determine if additional staff is needed to assist with non-nursing tasks such as: student supervision; telephone calls, text, or emails to parent/guardians; and assistance with completing any required paperwork other than nursing documentation.

Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.
Isolation *(SED Assurance: Health and Safety 15)*

CA BOCES, at all locations, will follow Education Law § 906:

> Whenever a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law. The director of school health services, or other health professionals acting upon direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.

School staff must immediately report any illness of students or staff to the school nurse or administration or the COVID-19 Safety Coordinator. Such reports should be made in compliance with FERPA, and Education Law 2-d. If nurses choose to go to classrooms to make assessments of students, this also should be done in a manner that protects the student’s confidentiality.

If there are several students waiting to see the school nurse, arrangements should be made to have students wait at least 6 feet apart.

Where possible CA BOCES will have two rooms for school health personnel - one room for healthy students who have injuries or need their medications or nursing treatments, and another room for assessing and caring for ill students and staff. Both rooms require a supervising adult to be present and should have easy access to a bathroom and sink with hand hygiene supplies *(SED Assurance: Health and Safety 7)*.

School nurses and other school health professionals assessing or providing care to ill students and staff will follow transmission-based precautions which includes the use of appropriate PPE.

Students suspected of having COVID-19 awaiting transport home by the parent/guardian must 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 be in this isolation room if they can be separated by at least 6 feet.

Office staff located in a leased facility are directed to:

- contact their supervisor immediately by phone as soon as symptoms are suspected;
- minimize movement within the facility and exit the facility as soon as possible via a route that minimizes exposure to other office colleagues;
- and immediately contact your primary care physician.

Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.
Collection *(SED Assurance: Health and Safety 15)*

The CA BOCES COVID-19, Director Level Staff, and building administrators will coordinate efforts, in conjunction with county health officials, to communicate directly with student guardians and request they be seen by a health care provider. Collection locations will vary depending on location and will be determined to maintain confidentiality and minimize potential exposure to others.

Parents will be instructed to call the school upon arrival for student pick-up and will be instructed NOT to enter school facilities.

Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.

Infected Individuals *(SED Assurance: Health and Safety 15, 16)*

The school nurse (and School Medical Director) will immediately consult with county health officials and the COVID-19 Safety Coordinator if COVID-19 is suspected. Collaboratively, they will work together to limit viral spread and determine timely virus testing of the most appropriate measure and implement contract tracing in the event of a positive case.

CA BOCES will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19 or is diagnosed with COVID-19 by a health care provider.

Per guidance from the State Education Department, 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 has a healthcare provider 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 days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual’s symptoms improved, including cough and shortness of breath.

All discharges from isolation will be conducted by local departments of health. A return to the learning environment by students and staff must include documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution.
Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.

**Exposed Individuals**

The school nurse (and School Medical Director) will immediately consult with county health officials and the COVID-19 Safety Coordinator if exposure to a COVID-19 infected individual is suspected through contact tracing. Collaboratively, they will work together to limit viral spread and determine timely virus testing of the most appropriate measure and implement any additional contact tracing in the event of a positive case.

CA BOCES will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms 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 has a healthcare provider written note stating they are clear to return to school.

Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.

**Hygiene, Cleaning, and Disinfection (SED Assurance: Health and Safety 17)**

The CDC and NYSDOH recommends, and CA BOCES will implement the following:

- 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;
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
  - Once the area has been appropriately cleaned and disinfected it can be reopened for use.
  - 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.
Contact Tracing

Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus.

CA BOCES will cooperate with state and local health department in any contact tracing related to our locations, programming, staff, students, and/or visitors, according to requirements of the New York State Education Department. The CA BOCES COVID-19 Safety Coordinator will, solely, assist public health departments in knowing who may have had contact at school with a confirmed case by:

- keeping accurate attendance records of students and staff members (see Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors);
- ensuring student schedules are up to date;
- keeping a log of any visitors which includes date, time and where in the school they visited; and
- assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.

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

Communication

The CA BOCES Plan for Containment will be posted on the organizational website.

Containment communications will be coordinated by the COVID-19 Safety Coordinator and the CA BOCES Communications Department.

Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.
CA BOCES Plan for Closure

Closure triggers

CA BOCES offers programming at three owned and operated CTE centers and within almost every component district; where component districts serve as hosts for our programming. Closure of programming will be taken very seriously, considering multiple factors that include: presence of or potential presence of COVID-19 within one of our programs, at or within one of our host districts, absentee rates of faculty, staff, and students, as well as determinations made by the NYS Department of Health, State Education Department, Local departments of health, CA BOCES district level staff, and our COVID-19 Safety Coordinator.

All decisions for closure of any program will be made by the CA BOCES District Superintendent, in conjunction with local departments of health, CA BOCES district level staff, and the COVID-19 Safety Coordinator.

<table>
<thead>
<tr>
<th>Allegany County</th>
<th>Cattaraugus County</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Allegany County Department of Health</strong></td>
<td><strong>Cattaraugus County Department of Health</strong></td>
</tr>
<tr>
<td>Lori Ballengee; Public Health Director</td>
<td>Kevin D. Watkins, MD, MPH; Public Health Director</td>
</tr>
<tr>
<td>County Office Building, Room 30</td>
<td></td>
</tr>
<tr>
<td>7 Court Street</td>
<td>1 Leo Moss Drive</td>
</tr>
<tr>
<td>Belmont, NY 14813</td>
<td>Olean, NY 14760</td>
</tr>
<tr>
<td>585-268-9250</td>
<td>Primary: 716-373-8050</td>
</tr>
<tr>
<td></td>
<td>Secondary: 716-701-3398</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="https://www.cattco.org/health/contact">https://www.cattco.org/health/contact</a></td>
</tr>
</tbody>
</table>

Considerations for single or multiple program closures are:

- and levels of faculty, staff, and student absence due to COVID-19 infection or potential infection within one or more CA BOCES programs or within a host district.

The District Superintendent will use the CA BOCES Considerations for Closure chart as a guide when considering location and/or program closures. Any closures will be officially made by the District Superintendent.
Another consideration for program closures may include absentee rates of faculty, students, and staff. CA BOCES programs will remain open only if absentee rates are at acceptable levels to operate our programs safely and according to DOH and SED regulations.

The major consideration for program closure is the suspected presence of the COVID-19 virus within our facilities or programs, or within a facility where our programs are hosted. In this case, the CA BOCES COVID-19 Safety Coordinator will collaborate with district level staff, county health officials, and component district leadership to determine if a program location must close.

CA BOCES facilities and programs will close if the Western New York 7-day infection rate average is greater than 9%. This determination will be made by state officials.

Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.

**Closure Operational Activity Considerations**

Any changes to the operational activities of our facilities and programs will be determined by the COVID-19 Safety Coordinator, district level staff, county health officials, and component district leadership.

In the event of any program closure, the **CA BOCES Plan for Remote Instruction** and elements of the **CA BOCES Plan for Containment** will be immediately implemented.
Closure Communication:

CA BOCES has well established methods of closure that will be implemented in the event any one or multiple programs must close during the 2020-21 school year. Much like our closures for inclement weather and other emergencies, CA BOCES will inform faculty, staff, students, component districts, and community via mass communication methods; television, radio, phone, text, etc. Closure communications will be coordinated by the COVID-19 Safety Coordinator and the CA BOCES Communications Department.

The CA BOCES Plan for Closure will be posted on the organizational website.
NOTICE OF NON-DISCRIMINATION

The Cattaraugus-Allegany-Erie-Wyoming Board of Cooperative Educational Services does not discriminate on the basis of an individual’s actual or perceived race, color, religion, creed, ethnicity, national origin, citizenship status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, gender (sex), military status, veteran status, domestic violence victim status or political identity, gender expression, and religious practices or any other basis prohibited by New York State and/or federal non-discrimination laws in employment or its programs and activities. The District provides equal access to community and youth organizations. Inquiries regarding the District’s non-discrimination policies should be directed to:

Civil Rights Compliance Officer, Human Resources, Cattaraugus-Allegany BOCES, 1825 Windfall Road, Olean, NY 14760, 716-376-8237. Email: CivilRightsCompliance@caboces.org