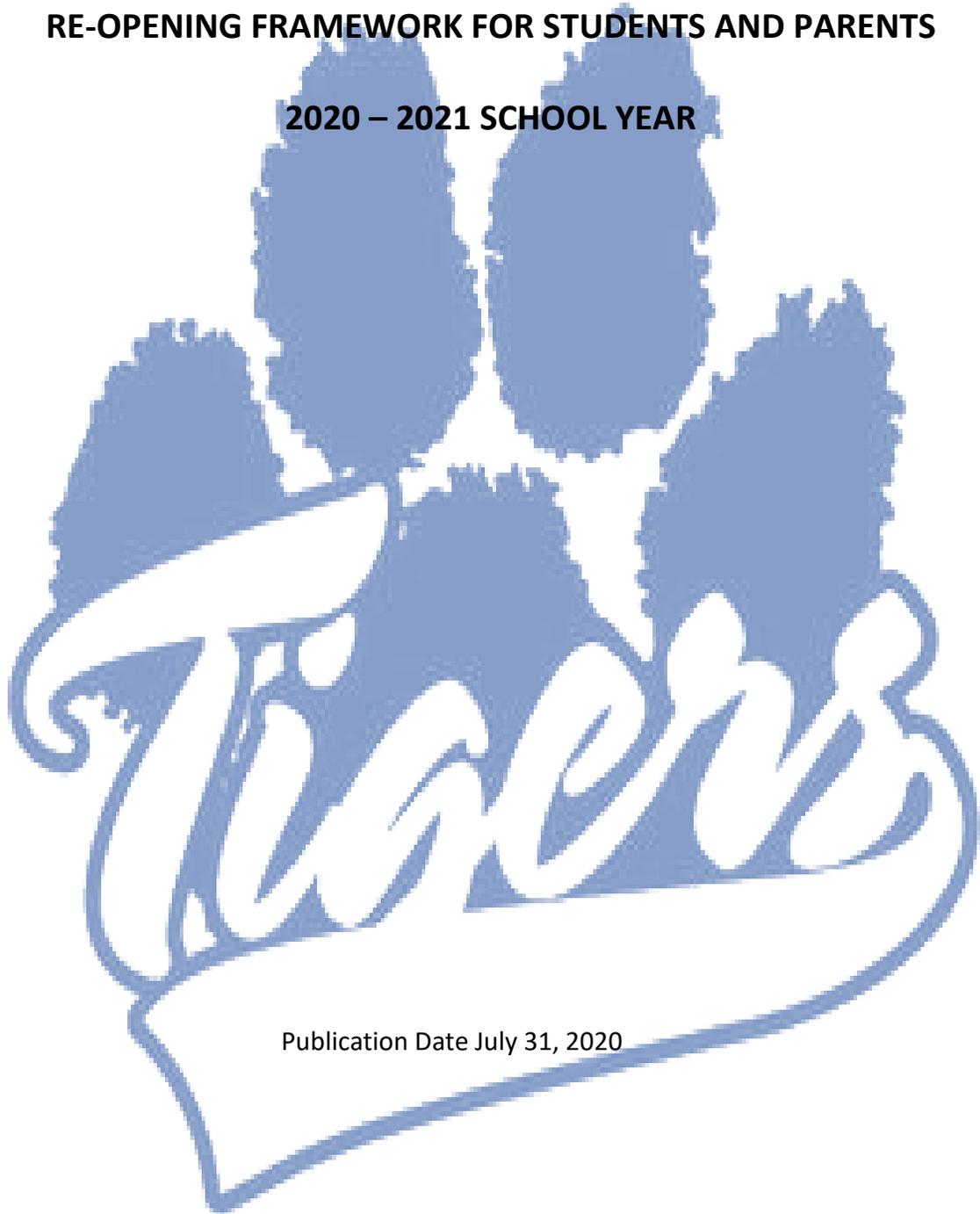


**HEMPSTEAD UNION FREE SCHOOL DISTRICT**

**RE-OPENING FRAMEWORK FOR STUDENTS AND PARENTS**

**2020 – 2021 SCHOOL YEAR**



Publication Date July 31, 2020

Ms. Regina Armstrong – Interim Superintendent of Schools  
Mr. LaMont E. Johnson – President of the Board of Education  
Mrs. Patricia Spleen – Vice President of Board of Education  
Trustees – Ms. Carmen Ayala, Mr. Victor Pratt, Ms. Patricia McNeill

## **Superintendent's Message**

Dear Hempstead Union Free School District (HUFSD) Families,

Hope all is well with you and your family! It is hard to believe we are a few weeks away from the beginning of the 2020-21 school year. The Administrative Team and other key stakeholders have been working diligently over the past two months to design a framework to safely return our students to the classroom. Among the many scenarios we explored, we have selected what we believe to be the safest and most educationally sound to open schools this fall. This framework includes all the key required areas by the Department of Health (DOH) and the New York State Education Department (SED) to decrease the spread of COVID-19, while making sure students could receive grade level standard-based instruction. It also allows for periodic remote learning to provide the opportunity for deep cleaning of all our schools and facilities. While we realize that we may need to adjust to address challenges that may arise from COVID-19, HUFSD is committed to providing engaging instruction to your child this school year, whether in-person, remote or a combination of the two (considered the Hybrid Model).

During the month of June, the District convened its Re-Opening Task Force. This team was composed of the Board of Education, administrators, teachers, custodians, teaching assistants, parents, and other community members. During these meetings, we gathered and shared feedback from State and local health departments, medical professionals, emergency management, key personnel in the special education department, parents, teacher organization leadership, business leaders, and other key staff members. In addition, parents had the opportunity to complete a survey to determine which option they most preferred for educating their child for the upcoming school year: remote, in-person, or a combination of the two (Hybrid Model). Although we had less than 1,000 parents respond to the survey, based on the data received thus far, it appears our parents have mixed feelings regarding the best way to open school in September 2020.

For the last couple of months, our team has been planning to create a safe environment for students and staff to return to a traditional school setting. We have been reviewing medical guidance from the health department, the Center for Disease Control (CDC), pediatrics doctor, medical director, policymakers, and elected officials. We have stocked required Personal Protective Equipment (PPE), such as hand sanitizer, masks, shields, disinfectants, etc. We have plans for mask wearing, monitoring students, social distancing, cleaning and disinfecting, and addressing sickness within our schools, and implementing contact tracing. Even though the District will implement the SED and DOH precautions for in-person learning, we cannot guarantee staff or students will not contract COVID-19. Unfortunately, there are risks of contracting COVID-19 in school, in the community and at home. We must accept this unfortunate reality as we reopen our community and schools and be diligent in mitigating the risks.

Being sensitive to the needs of all families, the HUFSD will open schools using a Hybrid Model for all students, except for our Special Education self-contained students. It is our goal that grades Pre-K through 12 students have daily in-person or remote instruction. Due to the size of our classrooms across the District, all students will be assigned a Cohort to guide them as to when they will receive in-person instruction. Due to the size of an average classroom in our schools and the mandate for social distancing (6 feet), it is not possible to return all students to school at the same time. Therefore, classes are being split to ensure the District can adhere to the guidelines outlined in both guidance documents from the SED and the DOH. Prior to this publication, their child's school that was to be returned by August 14, 2020 to select their

child's Cohort sent parents a survey. The selected Cohort determines the days/timeframe for in-person instruction. Parents who do not respond to the survey by August 14<sup>th</sup> will have their child's Cohort selected for them. If you have not received a copy of the survey, please visit the District's website at: [www.hempsteadschools.org](http://www.hempsteadschools.org) to download, complete, and return to your child's school, prior to the due date. Starting the week of August 17, 2020, staff from your child's school will be contacting you regarding the selected learning option for your child.

Please be mindful, if you choose the in-person option, parents will be required by DOH's guidance to complete a daily health screening prior to your child's arrival at school. This screening includes temperature checks, signs and symptoms of COVID-19. If your child has a fever higher than 100.0 or is experiencing any of the COVID-19 symptoms (click on link to review possible symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), they cannot attend school until they have no fever or symptoms for three (3) consecutive days, or perhaps as much as ten (10) days under certain circumstances. An in-person educational experience will also consist of random school temperature checks, social distancing where feasible, and cloth or disposable face coverings to be worn by students and staff as noted in this framework. HUSFD also understand, there are some students who are medically vulnerable to COVID-19 or have family members who are in a high-risk group for COVID-19 complications and may not be able to return to a traditional setting. If your child is not returning to school for either of these reasons, please supply a doctor's note to your child's school. Your child will be placed on full remote instruction for the school year. Just know, that no matter your Cohort option, our teachers and other support staff are prepared to deliver instruction to your child.

The contents of this framework are subject to change based on information and guidance received from the Governor, DOH, and/or SED. Any changes to this document will be posted on the District's webpage, as well as a robocall to all homes to inform you of the changes. Since the District is moving to a Hybrid Model (in-person and remote learning), the District will make every effort to ensure your child has a device to access online instruction from their teachers, as well as complete and submit their work through one of the District's online platforms.

Thank you for your continued support of the Hempstead Union Free School District and working collaboratively to ensure our students get the best education possible during these unprecedented times.

**Wear Your Mask! Social Distance! Stay Safe!**

Respectfully submitted,

Regina Armstrong  
Interim Superintendent of Schools

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## **GROUP ACKNOWLEDGEMENT**

The following groups, organizations, government agencies and others listed below provided guidance, resources, and/or input in preparing the HUFSD Re-Opening Framework:

- HUFSD Re-Opening Task Force
- HUFSD Central Office Staff
- Centers for Disease Control (CDC)
- New York Department of Health (DOH)
- Hempstead Board of Education
- HCTA, HTAA, HSAA, HSCSA, UPSEU
- Hempstead's Parent Teacher Organizations
- Health and Safety Teams (Schools and District)
- Parent Survey Responses, Emails, Phone Calls, and Other Communications
- New York State Education Department
- Hempstead Community Members
- Dr. Michele Reid and Dr. Suanne Kowal (District Doctors)
- Nassau BOCES
- Village of Hempstead Office of the Mayor
- Town of Hempstead
- Winthrop Clinic at Hempstead High School
- District Attorneys – Guercio & Guercio and Scher Law Firm
- NYSCOSS
- NYSSBA
- Senator Kevin Thomas
- Congresswoman Kathleen Rice
- District Appointed Monitor – Dr. William Johnson

## TERMS TO KNOW

The Reopening Framework contains the following terms that families should know:

**Clever** – Clever is the District’s Single Sign-On (SSO) Dashboard that is used by students and staff to access digital curriculum/resource sites. This eliminates the need for a user to remember multiple usernames and passwords.

**Cloth Face Covering:** Masks made from fabric, preferably tightly woven cotton. Cloth masks should include multiple layers of fabric.

**Device:** A computing device, such as a laptop, desktop, HP Pro Book, Chromebook, iPad, or full-size tablet. Phones and mini-tablets are not sufficient devices for learning purposes.

**Hand Hygiene:** Hand washing with soap and water or alcohol-based hand sanitizer. Recommended to wash hands with soap and water for at least 20 seconds.

**Hybrid (blended) model:** A combination of in person and remote learning. In-person instruction: Instruction that takes place with students in attendance at the school building. Remote learning is the instruction students receive while at home.

**Google Classroom** - Google Classroom is one of the digital platforms used to engage students at the middle and high schools.

**Learning Management System (LMS)** – Learning Management System is a software application that is designed specifically to create, distribute and manage the delivery of educational content. All students and teachers in the HUFSD will use Schoology.

**In-person School** – In-person refers to the traditional school schedule where classes are held each weekday on a school campus.

**Online Learning or Online Program** – Online refers to the HUFSD online program in place in HUFSD. Classes offered through this program are online only. Students do not attend class in-person. The HUFSD online program is being expanded to all grades this year due to COVID-19.

**Personal Protective Equipment (PPE):** Wearable equipment that is designed to protect from exposure to or contact with infectious agents. PPE that is appropriate for various types of patient interactions and effectively covers personal clothing and skin likely to be soiled with blood, saliva, or other potentially infectious materials (OPIM) should be available. These include gloves, face masks, protective eye wear, face shields, and protective clothing (e.g., reusable or disposable gown, jacket, laboratory coat).

**Platforms:** Software programs used to support learning and communication between students and staff.

**Pupil Personnel Services (PPS):** Staff that includes school counselors, school social workers, school psychologists, mental health counselors and school nurses.

**Remote learning:** Instruction that takes place outside of the school building while the students are not in attendance at the school. Students will use their assigned iPad (grades Pre K – 2) or laptop (grades 3 – 12) to engage with teachers and continue their learning until they can return to class in-person

**Respiratory Hygiene:** Cough etiquette infection prevention measures designed to limit the transmission of respiratory pathogens spread by droplet or airborne routes. Apply to anyone with signs of illness including cough, congestion, runny nose, or increased production of respiratory secretions.

**Schoology** – Schoology is the primary Learning Management System for all students.

**Social Emotional Learning (SEL):** SEL is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

**Unit of Credit:** The mastery of the learning outcomes set forth in a New York State-developed or locally developed syllabus for a given high school subject, after a student has had the opportunity to complete a unit of study in the given subject matter area.

## **HEMPSTEAD UNION FREE SCHOOL DISTRICT (HUFSD) COVID-19 PREPAREDNESS FRAMEWORK**

In consultation with stakeholders and organizations listed in the Group Acknowledgment, HUFSD has developed a framework that will be used to determine when students will receive in-person or remote instruction. This framework details when and how decisions will be made regarding each type of instruction based on discussions with the Department of Health and the percentages of COVID-19 in HUFSD using the county population of almost 60,000 residents. Our reopening plan also incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

July 13, 2020, Governor Andrew M. Cuomo announced new, data-driven guidance for reopening schools in New York State. He stated that schools in a region can reopen if that region is in Phase IV of reopening and if its daily infection rate remains 5 percent or lower using a 14-day average. Our Village currently falls within this category. If community spread reaches 5% and higher, HUFSD will consult with the Department of Health (DOH) and evaluate the need as to whether we will have to go to a fully remote schedule. Schools will close if the regional infection rate rises above 9 percent, using a 7-day average. New York State will make the final determination during the week of August 1st to 7th.

Additionally, HUFSD will also consider the presence of the virus in buildings, the impact of in-person school on the community spread, information available from contact tracing, and HUFSD student and staff attendance rates, as to whether remote learning plan will have to be invoked. This framework may be adjusted based on the direction or request of the New York Department of Health and/or Governor's Office, and a change from in-person instruction to remote instruction could occur for one or more schools while not including the entire district.

**HUFSD Re Opening plan will include a communication plan for students, parents or guardians, staff, and visitors that include applicable instructions, training, signage, and a consistent means to provide individuals with information.**

### **HUFSD will:**

- Conspicuously post completed reopening plans at the school and on the school website for faculty, staff, students, and parents/legal guardians to access in English and Spanish.
- Develop a communication plan for students, parents/ legal guardians, staff, and visitors in multi languages, via website, call out, email and/or mailout.
- Train all students, faculty, and staff how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
- Conduct at least two (2) Zoom meeting to apprise community of Re-Opening Plans and allow for public comment.

**SELF-SCREENING AND FACILITIES ENTRANCE**  
**Expectations and Information for Parents/Guardians at All Schools**

Parents/guardians should always follow the HUFSD Illness Guidelines, found on the HUFSD website, before sending their child to school. In addition, parents/guardians should take their child's temperature and ask the following questions of your child or on behalf of your child before leaving home each day:

- Have you been in close contact with a person with a confirmed diagnosis of COVID-19?
- Have you had unusual cough or shortness of breath?
- Have you had a sore throat or other flu-like symptoms?
- Have you had a fever of 100 degrees Fahrenheit (F) or greater in the past 72-hours?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24-hours?

*If your child's temperature is 100°F or above or if you/your child answer(s) yes to any of the questions, please keep your child at home.*

Parents/guardians should provide their child with a cloth or disposable face covering to wear at school. A cloth or disposable face covering must be worn before entering the building. When students arrive at school, an adult might take your child's temperature and ask your child the following screening questions:

- Have you been in close contact with a person with a confirmed diagnosis of COVID-19?
- Have you had unusual cough or shortness of breath?
- Have you had a sore throat or other flu-like symptoms?
- Have you had a fever of 100°F or greater in the past 72-hours?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24-hours?

*If your child's temperature is 100°F or above or if you/your child answer(s) yes to any of the questions, your child will not attend class and you will be called to pick up your child.*

## HEALTH AND SAFETY

### Healthy Hygiene Practices

HUFSD will practice healthy hygiene. Healthy practices will be taught and re-taught in school settings for both students and staff. Our schools will strongly encourage and provide instruction to the school community in hand and respiratory hygiene, along with providing adequate supplies and time to allow for frequent hand hygiene. Additionally, our schools will post signs throughout all our facilities to share messages within the school community. Signage will also be used to remind individuals to:

- Stay home if they feel sick.
- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.
- Report symptoms of, or exposure to, COVID-19.
- Follow hand hygiene, and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

Teaching healthy hygiene practices can be accomplished in person, by videos, announcements, and posters or signs.

Our schools/facilities will post signage in highly visible areas such as:

- Entrances
- Restrooms
- Hallways
- Cafeteria or other dining areas
- Classrooms
- Administrative offices
- Auditorium
- Custodial staff areas

### Facilities

HUFSD reopening plan will ensure all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any locations is in accordance with FCNYS 2020 Section 5705.5:

- Hand Sanitizer dispensers will be installed at various locations and at all points of entry/exit throughout the school building.

HUFSD will maintain adequate, code required ventilation (natural or mechanical) as designed:

- All heating/air conditioning and ventilation equipment is maintained and serviced for proper operation. Filters are changed a minimum of three times annually. Anti-microbial treated filters will be installed where manufacturer's specifications permit. HV/AC units with the capability will be adjusted to allow the maximum fresh air to be circulated into the return air system.
- Windows and doors should be opened to increase ventilation with outdoor air to the greatest extent possible while maintaining health and safety protocols.

HUFSD reopening plans will use plastic separators that will comply with the 2020 BCNYS Section 2606:

- All Materials used for partitions will meet and follow Uniform Fire Safety Codes and NYSED Manual of Planning Standards.

### **Cleaning and Disinfection**

Cleaning and disinfection are the primary responsibility of the school's custodial staff. However, the District will provide appropriate cleaning and disinfection supplies to faculty and staff for shared and frequently touched surfaces:

- The District will provide disposable wipes to faculty and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before and/or after use, followed by hand hygiene.
- To reduce high-touch surfaces, the District will install where feasible touch-free amenities, such as water-bottle refilling stations, trash receptacles and paper towel dispensers.
- If installing touch-free amenities is not feasible, the District will make hand sanitizer available near high-touch surfaces (e.g., trash receptacles, paper towel dispensers).
- Water drinking fountains will be closed (unless they are configured to be bottle refilling station). Encourage students, faculty, and staff to bring their own water bottles or use disposable cups.

Custodial staff will conduct regular cleaning and disinfection of the facilities and a more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables which should be cleaned and disinfected between each individual's use, if shared. If cohorts are used, cleaning and disinfection may take place between each cohort's use rather than everyone. Cleaning and disinfection will be rigorous and ongoing and occur at least daily, or more frequently as needed:

- Custodial staff will perform regular cleaning and disinfection of restrooms. Restrooms will be cleaned and disinfected more often depending on frequency of use.
- Materials and tools used by employees will be regularly cleaned and disinfected using registered disinfectants.

- If cleaning or disinfection products or the act of cleaning and disinfection causes safety hazards or degrades the material or machinery, the District will put in place hand hygiene stations between use and/or supply disposable gloves and/or limitations on the number of employees using such machinery.
- Best practices to implement in communal bathrooms include, but are not limited to:
  - Installation of physical barriers between toilets and sinks if six feet of separation is not feasible; and;
  - Use of touch-free paper towel dispensers in lieu of air dryers.
- The District will ensure distancing rules are adhered to by: using signage, occupied markers, or other methods to reduce restroom occupancy at any given time, where feasible.

### **Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case**

The District will provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces. The District will follow CDC guidelines on “Cleaning and Disinfecting Your Facility,” if someone is suspected or confirmed to have COVID-19:

- Areas used by the person who is suspected or confirmed to have COVID-19 will be closed off.
  - The District may not necessarily need to close operations, if the affected areas (e.g., classroom, restroom, hallway), can be closed off. The District will consult with local health departments in the event there is a confirmed case.
- Outside doors and windows will be opened to increase air circulation in the area.
- Wait 24 hours before you clean and disinfect, unless waiting 24 hours is not feasible, in which case, 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 will 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.
  - Refer to DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” for information on “close and proximate” contacts.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection will continue.
- Receptacles will be placed around the school for disposal of soiled items, including PPE.

## Hand Hygiene

Students and staff will practice good hand hygiene to help reduce the spread of COVID-19. Our schools will plan time throughout the school day to allow for hand hygiene. Hand hygiene includes:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method; and
- Use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available, and hands are not visibly dirty.

HUFSD will use the recommended hand washing and Alcohol-based Hand Sanitizer guidance provided by the New York State Education Department. Each school/facility will:

- Provide hand sanitizer throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers when able;
- Place signage near hand sanitizer stations indicating visibly soiled hands should be washed with soap and water; and
- Allow students or staff who are unable to use alcohol-based hand sanitizers to wash their hands with soap and water.

Additionally, the HUFSD will adhere to CDC guidance on when and how to wash your hands and when hand washing should occur, and how to correctly use alcohol-based hand sanitizers. Our schools/facilities will provide the following:

- Adequate facilities and supplies for hand washing including soap and water;
- Paper towels or touch free paper towel dispensers where feasible (hand dryers are not recommended as they can aerosolize germs);
- No-touch/foot pedal trash can;
- Alcohol based hand sanitizers with at least 60% alcohol or disinfectant hand wipes;
- Time in the schedule to allow for frequent hand washing; and
- Promotion of proper hand washing before meals, after recess or physical education, before and after removing PPE, and other times, as appropriate.

At a minimum, students and staff in the HUFSD will wash hands, as follows:

- Upon entering the building and each classroom;
- After using shared objects or surfaces (e.g. electronic devices, musical instruments, writing utensils, tools, toys, desks or tabletops);
- Before and after snacks and lunch;
- After using the bathroom;
- After helping a student with toileting;
- After sneezing, wiping or blowing nose, or coughing into hands;

- Upon coming in from outdoors; and
- Anytime hands are visibly soiled.

### **Respiratory Hygiene**

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, HUFSD will stress the importance for students and staff to cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. The District will supply tissues and no touch/floor pedal trash cans will be available in each room when feasible. If no tissue is available, using the inside of the elbow (or shirt sleeve) to cover the mouth or nose is preferable to using the hands. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

### **Social Distancing**

Social Distancing also called “physical distancing” means keeping a six-foot space between yourself and others. Our schools will implement and enforce social distancing in all school facilities and on school grounds, including transportation. Ensure that student groupings are as static as possible by having the same group/cohort of students stay together.

Additionally, HUFSD groups/cohorts of students will be determined by the number of students who can be in each classroom, while maintaining 6 feet social distancing. In order to accommodate Social Distancing, HUFSD will stagger arrival and/or dismissal times to allow increased social distancing on the playground, as well as in classrooms. We will divide up staff/student entry points rather than funneling all staff/students through the same entry space, to limit the amount of close contact between persons in high-traffic situations and times.

Our schools will follow all safety requirements when considering the use of other entrances and ensure that all entrances are monitored and are locked after use, by:

- Modifying arrival schedule changes for students who walk or are dropped off at school by a parent or caregiver.
- Establishing designated areas for student drop-off and pick-up, limiting contact and entry of parents/ guardians into the building, to the greatest extent possible.
- Reducing in-school movement by keeping students within a defined area or classroom and modifying class schedules or class transitions as much as possible, having the same cohort of students with the same teacher each day.
- Special area teachers (e.g., music, art, physical education) will go to individual classrooms instead of students traveling to a special classroom. The shared spaces do not provide enough time to properly clean and sanitize between usage.
- Whenever possible, hold physical education and music classes outside and encourage students to spread out.
- Staggering the use of restrooms, and monitoring by staff to ensure social distancing, cleanliness, and students are practicing proper hygiene.

- Turning desks (including teachers) to face in the same direction rather than facing each other to reduce transmission caused by virus-containing droplets (e.g., from talking, coughing, sneezing).
- Opening the windows to improve ventilation (when weather permits).
- Keeping individual student belongings separated and limiting use of shared supplies to one group of students, cleaning between use by cohorts of students.
- Using visual aids (e.g., painter's tape, stickers, posters, cones etc.) to illustrate traffic flow and appropriate spacing to support social distancing;
- Having most students eat in the classroom, however, there will be times other spaces will be used for eating, when social distancing guidelines cannot be adhered to. Cohorts will remain together, no co-mingling.
- Restricting the use of classrooms and other places where students, faculty, and staff gather (e.g., lockers, cubbies, entryways, hallways), so that individuals can be socially distanced. Assign lockers or other student storage areas by cohort or eliminate their use – however, students will not carry an unreasonable number of books or materials throughout the day.
- Limiting gathering in small spaces (e.g., elevators, faculty offices) by more than one individual at a time, unless all individuals in such space are wearing acceptable face coverings.
- Using playgrounds when proper safeguards are in place. In elementary settings, playground use may be staggered rather than allowing multiple classes to play together.
- Limiting other activities where multiple groups interact. Hands will be washed before and after touching play structures and keeping 6 feet of space from other children as much as possible. When possible, visual cues will be utilized to demonstrate physical spacing.
- Ensuring a distance of twelve feet in all directions is maintained between individuals while participating in activities requires projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity.
- Cancelling/limiting student assemblies, athletic events/practices, performances, school-wide parent meetings.
- Eliminating field trips and moving to free virtual opportunities.
- Implementing policy requiring visitors to school buildings by appointment only and health screening prior to entry.
- Conducting all parent meetings (inclusive of PTA and Parent/teacher conferences) online.
- Holding all faculty meetings and professional development virtually.

## **Personal Protective Equipment (PPE)**

HUFSD will follow the OSHA COVID-19 guidance for information on how to protect staff and students from potential exposures, according to their exposure risk pursuant to their Exposure Control Plan. The guidance also sets forth when PPE should be worn by staff pursuant to these standards. Obtaining PPE may be difficult due to high demand. The District has asked for assistance in this area from Nassau BOCES.

HUFSD will ensure we have adequate supplies of PPE for use by school health professionals to assess and care for ill students and staff members. This equipment is inclusive of, but is not limited to:

- face masks (disposable surgical masks)
- face shield
- respirators (N95) masks that are fit tested (if available)
- eye protection or face shields
- gloves
- disposable gowns

To ensure the safety of our health care workers, they will be expected to:

- Wear their face shield with a face mask.
- Wear their masks so that it extends below the chin anteriorly and the ears laterally, with no exposed gap between the forehead and the shield's headpiece; Not share shield and clean shield between use.
- Wash their hands after removing the shield and before putting it on.

## **Cloth Face Coverings**

Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment. All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance. All students and staff members must wear a face covering whenever they are within 6 feet of someone:

- In hallways;
- In restrooms; and
- In other congregate settings, including buses.

HUFSD will provide acceptable face covering to employees (and students if they forget their own) and have an adequate supply in case of need for replacement per Executive Order 202.16. Schools will allow an employee to wear their own acceptable face covering but may not require

they supply their own face coverings. Employees with healthcare provider documentation stating they are not medically able to tolerate face covering will not be required to do so.

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school, so the District will schedule mask breaks.

Face coverings should not be placed on:

- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction;
- Anyone who has trouble breathing or is unconscious; or
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

HUFSD will instruct students, parents/guardians and staff, contractors and vendors through video presentation, as to:

- the proper way to wear face coverings;
- how to wash hands before putting on and after removing their face covering; and
- the proper way to discard disposable face coverings.

All staff and students will be trained as to the importance of routine cleaning of reusable face coverings, and that face coverings are for individual use only and should not be shared.

HUFSD will use the Information and resources found on the CDC webpage to assist our schools in instructing on the proper use and cleaning of facemasks and cloth face coverings. Students and staff will be encouraged to use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy).

### **Safety Drills**

HUFSD has written protocol to conduct school safety drills with modifications ensuring social distancing between persons. Each school will include in their Building Safety Plan directions, instruction and training for evacuation during the COVID-19 pandemic emergency.

Education Law § 807 requires that schools conduct 8 evacuation and 4 lockdown drills each school year. Drills will be conducted monthly. Conducting drills is an important part of keeping students and staff safe in an emergency; however, steps will be taken to minimize the risk of spreading infection while conducting drills.

HUFSD will consider implementing the following modification to limit the possible of COVID19 spread during drills:

- Conduct drills on a “staggered” schedule, where classrooms evacuate separately rather than all at once.
- Maintain appropriate social distance and wearing of protective face coverings on all drills.
- Conduct lockdown drill in classroom setting while maintaining social distancing and using masks; and
- Model a lockdown drill in classroom without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.

## **MEDICALLY VULNERABLE/HIGH-RISK GROUPS**

HUFSD recognizes there are some staff and students who fall within the medically vulnerable/high risk group or might live in a house with a person who falls within the vulnerable category. If you or your child falls into this category, your child is eligible to attend school remotely. HUFSD will make accommodations for staff and students in our school community. Persons in these groups should consult with their healthcare provider regarding prevention and contact their child's school or Human Resource immediately to select a total remote option, if they are/have:

- 65 or older
- Pregnant
- Underlying health conditions including, but not limited to chronic lung disease or moderate to severe asthma
- serious heart conditions
- immune compromised
- severe obesity (body mass index [BMI] of 30 or higher)
- diabetes
- chronic kidney disease undergoing dialysis
- liver disease
- sickle cell anemia
- a child who is medically complex, who have neurologic, genetic, metabolic conditions, or
- person with congenital heart disease

HUFSD also recognizes that students with special needs or students who are medically fragile may not be able to: maintain social distancing, promote 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 you can make an informed decision how to best meet your child's needs at school while protecting their health and safety.

HUFSD will work in conjunction with our Special Education Department as best as possible, to transition students back to school. We recognize it must be a collaborative effort with the school nurse and administration to create alternate plans on how to meet the needs of the child while keeping social distancing in school. In some cases, students who fall within this category will be assigned a 1-to-1 adult assistance, have a slightly abbreviated schedule, or an individual related service. If parents/guardians choose not to send their child back to school, HUFSD will provide instruction remotely as outlined in the Remote Learning section of this document.

## **COVID-19 Accommodations Reopening Information**

As the District takes planned steps to safely return all staff to work, the Office of Human Resources has outlined guidance below for District employees who are high risk with underlying

health issues and/or may have a family member that is immune compromised. Please adhere to the information below, if applicable.

## **Families First Coronavirus Response Act**

### **The Families First Coronavirus Response Act (the “FFCRA”)**

Effective April 1, 2020, the FFCRA provides State employees with additional emergency paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions apply to leave taken between April 1, 2020 through December 31, 2020.

### **Emergency Paid Sick Leave**

Full time eligible employees in a 40 hour work week may discharge up to eighty (80) hours of emergency paid sick leave, at the employee’s regular rate of pay (part-time employees may discharge sick leave in an amount equal to the number of hours that he or she works, on average), over a two (2) week period-this includes employees who are scheduled to work 35 hours per week as they are considered to be part-time under the FFCRA, **if the employee is unable to work or telework** due to a reason listed below.

### **Emergency Family and Medical Leave Act Expansion**

Employees who have been employed for at least thirty (30) days prior to their leave request, may be eligible for up to two (2) weeks of unpaid and ten (10) weeks of partially paid expanded family and medical leave where an employee is unable to work or telework under the State’s Teleworking Policy due to a bona fide need for leave to care for the employee’s child if the child’s school or place of care has been closed, or the child care provider of such child is unavailable, due to a public health emergency declared by a Federal, State or local authority as a result of COVID-19.

### **Qualifying COVID-19 Reasons Leave**

- 1) I am subject to a Federal, State or local quarantine or isolation order related to
  - **Required Documentation:** Copy of the Quarantine or Isolation Order
- 2) COVID-19
  - **Required Documentation:** Copy of the Quarantine or Isolation Order
- 3) I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19
  - **Required Documentation:** Written documentation from the health care provider who advised you to self-quarantine for COVID-19 related reasons.
- 4) I am experiencing symptoms of COVID-19 and am seeking a medical diagnosis
  - **Required Documentation:** Written documentation from the health care provider that you are experiencing symptoms of COVID-19 and are seeking a medical diagnosis.
- 5) I am caring for an individual who (a) is subject to a Federal, State or local quarantine or isolation

order or (b) is subject to self-quarantine due to concerns related to COVID-19

- **Required Documentation:** (a) a copy of the quarantine or isolation order; or (b) written documentation from the health care provider who advised the individual being cared for to self-quarantine due to COVID-19 reasons.

6) I am caring for my son or daughter because the school or place of care has been closed or the childcare provider is unavailable, due to COVID-19 precautions

- **Required Documentation:** Notice of closure or unavailability from child(ren)'s school, place of care, or child care provider, including a notice that may have been posted on a government, school or day care website, published in a newspaper, or emailed to you from an employee or official of the school, place of care, or child care provider. You should also provide the name(s) of child(ren) being cared for.

7) Am I eligible for an accommodation if I have an underlying medical condition as set forth by the US Centers for Disease Control?

- **Required Documentation:** If applying based on your health, you must have the attached COVID-19 Reasonable Accommodation document completed, clearly stating a) what your underlying medical condition is, and b) How it places you at an increased risk for severe illness from COVID-19.

## **RESPONDING TO POSITIVE COVID19 CASES (Student/Staff Member)**

If students or staff become ill with symptoms of COVID-19 at school, schools should follow **Education Law § 906**, which provides [w]henver...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 will immediately notify a local public health agency of any disease reportable under the public health law 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 deem necessary to protect the health of the students and staff. Symptomatic students or staff members will be instructed to follow CDC's "Stay Home When You Are Sick" guidance unless otherwise directed by a healthcare provider or the local Department of Health.

### **HUFSD basic response to a reported, positive case:**

- School/district will request reporting party produce any available confirmation.
- A decision will be made regarding a school building closure to allow for sanitization, based on the information provided by the reporting party as to time, exposure to others, etc., applying those facts to Health Department guidance.
- If the building is closed, parents will be notified through the HUFSD phone/email notification system.
- If the building is closed, students will shift to remote instruction immediately.
- HUFSD will assist the New York State Health Department with contact tracing as requested and needed. Students and parents will be required to follow quarantine advice given by Health Department.
- After sanitization, students and staff not quarantined by a medical professional will be able to return to school.
- Students missing school for COVID-19 quarantine will be excused from school and provided instruction through the quarantine period remotely.
- Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or an area separate from others, with a supervising adult present using appropriate PPE. If multiple students are suspected of COVID-19, District will make certain they are separated by at least 6 feet.
- Students will be escorted from isolation area to the parent/guardian. The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center.
- If the student or staff member has emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to arouse, bluish lips or face, the school will call 911 and notify the operator that the person may have COVID-19.

In addition to school personnel understanding the signs and symptoms of COVID19, they will receive training in the awareness of the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19. MIS-C considered a serious condition associated with COVID-19 in children and youth. If a student is showing signs of MIS-C, the school will notify the parent/guardian. Parents/guardian will be instructed to consult a health care provider. The following are possible signs/symptoms of MIS-C: fever, abdominal pain, vomiting, diarrhea, neck pain, rash, bloodshot eyes and/or feeling extra tired

Your child's school will call for emergency transport (911) following district policies, for any student showing any of these emergency warning signs of MIS-C or other concerning signs, such as trouble breathing, pain or pressure in the chest that does not go away, new confusion, inability to wake or stay awake, bluish lips or face, and/or severe abdominal pain.

If a student or staff member reports having tested positive for COVID-19, the COVID19 Coordinator will notify the local health department to determine what steps are needed for the school community. Further, the District will adhere to the guidance from the CDC and NYSDOH that recommend:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- If a separate room is not available, at least a 6-foot distance between ill students and other persons will be maintained. The District will require everyone in the isolation room to wear a facemask (e.g., cloth or surgical mask) to prevent the possible transmission of the virus to others while waiting for transportation home.
- 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, the room will be reopened for use. Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 will be able to return to the area and resume school activities immediately after cleaning and disinfection.
- The District will follow the guidance in the DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" for information on "close and proximate" contacts.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used our facility, additional cleaning and disinfection will not be necessary, but routine cleaning and disinfection will continue.

HUFSD will consult with the Health Department and evaluate the need to close any school building or the school district due to an outbreak of COVID-19 or high rate of absentee rate amongst HUFSD student and staff.

## **Return to School After Illness**

HUFSD 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 as to having 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.

HUFSD will refer to the CDC specific guidance for individuals who are on home isolation regarding when the isolation may end. CDC recommends 14 days of quarantine after exposure based on the time it may take to develop illness if infected.

## **COVID-19 Testing**

HUFSD will comply with CDC guidance and not conduct COVID-19 testing or require testing or antibody testing of students or staff members. The decision of whether to test or not will be determined by a healthcare provider or the DOH.

## **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. HUFSD schools will cooperate with state and local health department contact tracing protocols and procedures. Our schools will 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;
- Ensuring student schedules are up to date;
- Maintaining 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 Education Department.

Contact tracing will be referred to the DOH by one of our COVID19 Coordinators. All pertinent information will be shared for the DOH to determine their next steps. Some HUFSD staff will go through contact tracing training. Confidentiality will be maintained as required by federal and state laws and regulations. School staff will not try to determine who is to be excluded from school based on contact without guidance and direction from our local department of health.

## TEACHING AND LEARNING

During the upcoming school year, the District recognizes the importance of meeting individual student needs and equity as part of the learning experience. Therefore, the District will implement a combination of in-person and remote learning (hybrid model) for all students, except for those who require a full remote setting. The District's calendar will provide 180 days of instruction for students. The District recognizes instructional days can be delivered in the form of in-person, remotely, or through a hybrid model.

Our plans ensure a continuity of learning for all students that will be delivered in a Hybrid Model. All instruction will be delivered based on New York State Learning Standards according to a students' grade or subject area and will be made accessible to all students. Our schedules for the 2020 – 2021 school year will provide time for student/teacher and student/student engagement, inclusive of specific times when teachers will be able to conference with students to provide feedback regarding their progress toward meeting learning standards.

Teaching and Learning will also include:

- Clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology in their language of choice.
- Instructional experiences that are inclusive, culturally responsive, and aligned to the specific needs of the students.
- Opportunities for students to participate in small group and AIS instruction to make up for learning loss due to the sudden closure of schools in March of 2020.
- Implementation of Social and Emotional Learning (SEL) strategies to allow ample time for students to re-adjust to the school setting.
- Utilization one of the District's assessment tools to assess and determined individual student needs and target extra help to ensure both academic and social-emotional needs are addressed.
- Opportunities for staff to meet prior to the start of school to discuss individual student needs and share best practices with in-person, remote, or hybrid models of learning.
- Identification of any additional professional development needs for administrators, teachers, and teaching assistants for the upcoming school year, particularly those needs related to teaching remotely and the use of technology.
- Training and support for students and families/caregivers to ensure comfort and ease with instructional programs and any technological platforms and devices used to deliver instruction.

### **Staffing**

Among school-based factors, teaching and school leadership are the two greatest influences on student learning. HUFSD will continue to ensure all teachers, school and district leaders hold a

valid and appropriate certificate for their assignment. In addition, the District will also use teachers from time to time teach courses outside of their certificated area. The District will also employ substitute teachers to address staffing needs for the allowable number of days, given their qualifications and teaching assignment. The District will continue its partnerships with local colleges to support educator preparation programs. This will benefit the District, enabling us to use student teachers to support classroom instruction, as we prepare them to become future educators.

### **Teacher/Principal Evaluation System**

EDUCATION LAW §3012-D/APPR, teacher and principal evaluations (Annual Professional Performance Review - APPR) are an important tool to help support educator growth and development. With this goal in mind, the measures that are used as part of an annual evaluation should provide useful information to district administrators and the educators who are being evaluated that helps support educators and leverage their expertise. Therefore, pursuant to Education Law 3012-d, HUFSD will fully implement its currently approved APPR plans in each school year, with possible adjustments as to the assessments being used to measure teacher and student performance outcomes, and length of the observation process due to remote learning and the hybrid model.

### **Attendance and Chronic Absenteeism**

Due to the unique nature of remote learning, the District will use a variety of strategies to reach out to families to ensure students are able to access online learning activities. The District recognizes it must adjust its remote learning schedule to ensure equity for all. To minimize learning loss, our families and students will be trained on the importance of online learning. Our attendance staff will be charged with reviewing its policy to emphasis the importance of staying engaged throughout remote learning. The Attendance policy will be updated to focus on academic consequences of lost instructional time and address absences before students fall behind in their learning.

Additionally, the District will:

- Develop mechanisms to capture daily teacher/student engagement in a remote setting by merging our Student Management System (SMS) with our Learning Management System (LMS).
- Monitor daily and record attendance for all school age students who attend our public schools. Communication with out of district schools will take place to ensure students are attending school on a regular basis.
- Attendance of students will be recorded in the Student Management System (SMS) and monitored by our Attendance Staff to collect patterns of absenteeism. Students who fall

within this category parents/guardian will be contacted. All findings will be maintained in the student's profile.

- Initiate an educational neglect or Person in Need of Supervision (PINS) proceeding as a last resort; the districts will work with our local Department of Social Services prior to bringing a legal action against students or their families.

## DIGITAL EQUITY AND CONNECTIVITY

The District's Re-opening Plan will include both in-person and remote learning. Therefore, the District will review its technology and connectivity abilities to ensure equity for all students, families, and staff. This will be a focus for the 2020- 2021 school year, ensuring all students and staff is provided with a device and connectivity to work remotely. All staff will be trained on how to effectively deliver remote instruction and understanding of the digital platforms the District has adopted as a part of its remote learning curriculum. Additionally, workshops will be held for parents for them to gain a better understand of how to use all digital platforms.

To ensure all students can participate in remote learning, we will:

- Survey parents and guardians to determine the level of access to computing devices and high-speed Internet to which students have access in their places of residence.
- Provide professional development for leaders and educators on designing effective remote/online learning experiences and best practices for instruction in remote/online settings.
- Provide instruction to students to build digital fluency.
- Designate a person per building to provide ongoing support with technology for staff and parents.
- Create a video library on tech tutorials for student, teacher, and family technology use. Videos will be placed on the District's website.
- Provide both support and flexibility to students when designing remote/blended/online learning experiences.

Lastly, the District will ensure student data privacy and security will be maintained and in compliance with Federal and State laws related to student technology use, including NY Education Law 2-d and Part 121 of the Commissioner's Regulations.

### **Remote Learning**

The district recognizes that students learn best when they are with their teachers, so it is the goal of Hempstead Union Free School District to have students in classrooms with teachers to the maximum extent possible given current CDC safety recommendations. However due to COVID-19, for the 2020-21 school year, students and families will have the choice to sign up for online learning.

***Once a commitment is made to online learning, the student must remain in the program for the semester for staffing purposes.***

## **Elementary**

During remote learning, HUFSD staff will follow our grade level content area scope and sequence guides. All guides have been aligned to NYS learning standards:

- Class size will mirror that of teachers in the traditional school building.
- School start and end times will follow the regular full-day schedule
- Your child will be taught all classes online from home with no face-to-face class meetings on our campuses for the full semester.
- The online programming will be a blend of direct and non-direct instruction with a HUFSD teacher (it might not be a teacher from your child's school).
- The student day will consist of real-time interaction with a HUFSD teacher and independent student academic time, as well.
- Student attendance will be required for all sessions.
- Students will earn grades that will become part of their permanent academic record and receive quarterly report cards.
- Please note that all students enrolled in the HUFSD Online Program are considered HUFSD students and will remain enrolled in their typically attended school with allowed participation in after school activities.

## **Secondary (Grades 6 through 12)**

During remote learning at the secondary level, HUFSD staff will follow content area/course specific scope and sequence guides. All guides have been aligned to NYS learning standards:

- School start and end times will follow the regular full-day schedule
- Class size will mirror that of teachers in the traditional school building.
- All classes will meet remotely throughout the semester.
- Your child would be taught all classes online from home with no face-to-face class meetings on our campuses for the full semester.
- The online program will be a blend of direct and non-direct instruction.
- Student attendance will be required for all sessions.
- Students will earn numeric and letter grades that will become part of their permanent academic record and official transcripts.
- Please note that all students enrolled in the HUFSD Online Program are considered HUFSD students and will remain enrolled in their typically attended school with allowed participation in after school activities and extra-curricular.

## **Schedules**

### **Elementary School (Pre-Kindergarten – 5; Elementary grade 6)**

All elementary students will receive two days a week of in-person instruction directed by their teacher(s) at every level of the HUFSD COVID-19 Community Spread Metric, unless the District

is ordered to go full remote. Student attendance will be required for in-person and remote learning sessions throughout all levels. Students will also earn grades which will become part of their permanent academic record and receive a report card quarterly. Students will engage in content through a variety of digital learning tools including Google Classroom, Zoom, TEAMS, and other resources made available through HUFSD Schoology platform.

**Below 5% (daily infection rate):**

- All students will be in school on-campus or online based on parent preference following the 2020-21 HUFSD school start and stop times.
- Pre-K through Grade 5 (and elementary grade 6) students will follow their Cohort daily schedule in the school building, adding strict social distancing and safety procedures. When students are not in-person they will receive interactive lessons from a special area teacher, small group support from a teaching assistant or support staff member, and will be expected to complete other given activities and/or assessments, work on an assigned individual project, printed work materials provided by their teacher(s).
- Special education teachers will provide students with disabilities access to instruction in a manner consistent with each student's individualized education plan (IEP), which may include socially distant, in person instruction as appropriate.

**9% and higher spread (daily infection rate), if implemented, the following will apply:**

- All students will attend school remotely, Monday through Friday.
- The school day will be a full day of instruction from 8:35am - 3:05pm with a blend of direct and non-direct instruction, recording of attendance, and additional grade level programming throughout the school day.
- The instructional school day may also include small support group instruction, teacher-assigned individual or group projects, the completion of other given activities, assignments, and/or assessments through a district selected platform.
- Individual access to school buildings for specific learning needs may be deemed necessary by the principal, provided all safety procedures are adhered to.

**Secondary Schedules (Grades 6 – 12)**

The secondary students will have daily scheduled instruction directed by their teacher(s) at every level of the HUFSD COVID-19 Community Spread Metric.

Student attendance will be required for in person and remote learning at all levels. Students will also earn grades which will become part of their permanent academic record. Additionally, they will receive quarterly report cards. Students will engage in content through a variety of digital learning tools including Schoology, Zoom, and other resources made available through the HUFSD Schoology platform.

**Below 5% (daily infection rate):**

- All students will be in school on-campus or online based on parent preference following the 2020-21 HUFSD school start and stop times. All students learning will occur in a hybrid model with groups of students on campus for individual or small group instruction as scheduled by the school.
- Grades 6 – 12 students will follow their Cohort daily schedule in the school building adding strict social distancing and safety procedures. When students are not in-person they will be expected to complete all assigned activities/assignments, take an assessment through a District selected platform, or work on an individual project.
- Special education teachers will provide students with disabilities access to instruction in a manner consistent with each student’s Individualized Education Plan (IEP), which may include socially distant, on-campus instruction as appropriate.

**9% and above (daily infection rate), if implemented, the following will apply:**

- Grades 6 - 12 will attend school, remotely, Monday through Friday.
- Students will follow their regular schedule for a full day of classes with a blend of direct and non-direct instruction.
- The day will include daily interactive lessons, recording of attendance, and any necessary additional programming throughout the school day.
- Each school day will include interactive lessons with the teacher, recording of attendance, and any necessary additional programming throughout the school day.
- The instructional school day may also include small support group instruction, teacher-assigned individual or group projects, the completion of other given activities, assignments, and/or assessments through a district selected platform.
- Individual access to school buildings for specific learning needs may occur as deemed necessary by the principal, provided all safety procedures are adhered to.

## SOCIAL AND EMOTIONAL LEARNING (SEL)

HUFSD will adopt a district-wide and building-level comprehensive developmental social emotional learning program implemented by certified counselors. The District has selected a SEL Coordinator that will be trained by Nassau BOCES on SEL Programs. The SEL Coordinator will provide turnkey training to all counselors.

Each school location will utilize their Student Support Team (SST) to review the emotional needs of all students utilizing a prescribed tool. A Three-Tiered Model will be used to address the social emotional and mental health of the students. The data will be used to identify SEL needs and incorporate strategies to meet those needs. The Tier level will determine the method of services that will be provided to the student and his/her family. Students falling within Tier III will require more intense therapy and may be referred to an outside agency/mental clinic. Students day will start with a social emotional wellness check provided by the classroom teacher.

The District will also adhere to the following recommendations from the State Education Department:

- Establish an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, school building and/or district/charter leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers including school social workers and/or school psychologists to inform the comprehensive developmental school counseling program plan.
- Determine how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.
- Support staff will adopt a screening tool, administered with parental consent and student assent, to assist the district or school with identifying the needs of returning students.
- Outline a plan for professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff.
- All staff will be required to deepen their understanding of mental health, well-being, trauma-responsive and restorative practices, and SEL through professional learning, and work collaboratively with staff, students, and families to strengthen partnerships and plan for implementation.
- During PTA/O and CET meetings, staff will communicate social emotional well-being and learning as a priority as a means of engaging members of the school community in our SEL implementation efforts.

- District will continue its partnership with Winthrop and Derner Clinics and the Hispanic Counseling Center to provide guidance and support in the area of SEL for students, families, and staff Health.
- The district's counseling/guidance program will be reviewed and revised to plan, to develop, and implement a Multi-Tiered System of Supports (MTSS).
- Once the Support Team has broadly and individually identified students' needs, Tier 1, 2 and 3 activities and services will be developed and adopted to address those needs.

## **MULTILANGUAGE LEARNERS/BILINGUAL LEARNERS**

The ELL Identification process has been amended to assess students who have registered virtually as the NYSITELL has not been approved to be given virtually. The staff at the Department of Bilingual Education & World Languages (BE & WL) in the Hempstead Schools created an assessment to gauge English and home language proficiency. The District will continue to assess students virtually until schools reopen or until we have suitable protection for our teachers to do face to face assessments using the NYSITELL and the Multilingual Screener.

The Department of Bilingual Education & World Language will complete the ELL identification process for all students who enrolled during the closure due to COVID and those who enrolled over the summer as required by the New York State Education Department upon the reopening of schools. We will work to assess all students within 30 days of reopening schools provided we have all the necessary safety measures in place. Once schools open, an assessment will be used to determine additional needs to ensure all students are tested within the 30-day window.

Although students were learning virtually during COVID closures, all English Language Learner (ELL) will receive the required units of study from their teachers. Bilingual and ENL teachers created distance-learning plans and continued to provide students with quality instruction. Prior to the reopening of schools, schedules will be created taking the units of study into account. All ELL students will receive the required units of study based on the 2019 NYSESLAT scores and English proficiency level.

HUFSD has ensured the involvement of parents in the school reopening plans via surveys. All surveys are available in both English and Spanish and robo-calls will be sent in both English and Spanish as well. Documents and notices sent home to parents via regular mail are sent in English and Spanish. The Hempstead Public Schools posts all documentations on the district website to ensure parents and the community have immediate access to them in both languages.

## **SPECIAL EDUCATION**

HUFSD Special Education Department will provide instruction in-person, remote, and/or through a hybrid model. HUFSD will address the provision of free appropriate public education (FAPE) consistent/with the need to protect the health and safety of students with disabilities and those providing special education services. Therefore, HUFSD Re opening Plan will address and/or ensure:

- Document the programs and services offered and provided to students with disabilities as well as communications with parents. Each service provider will document all related services into the Special Education data base system IEP (Individualized Educational Plan) Direct. Contact with the parent will be documented in the Contact Log. Provider will reach out to parent the first week of school to set up sessions.
- Meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the Individual Disability Educational Act (IDEA). All parents receive all correspondence in their native language.
- Collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on/individualized education plans/(IEPs) plans for monitoring and communicating student progress, and commitment to sharing resources. There is ongoing collaboration Between CSE and CPSE regarding provision of services and progress monitoring.
- Students have access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs for students. All accommodations, modifications, supplementary aids and services, and technology will be accessible to all SWD's that have it listed on their IEP.

## TRANSPORTATION

HUFSD recognizes the school bus is an extension of the classroom; therefore, many of the recommendations that apply to school buildings (like social distancing and frequent cleaning) will be applied to the school bus. HUFSD in conjunction with First Student Bus Company will ensure the following are in place:

- Students will wear masks and social distance on the bus. School District will supply Bus Company with masks for students who may not have a mask. This will ensure all students have a face covering when riding the bus;
- First Student Bus Company will clean and disinfect once a day and wipe down high contact spots after the am and pm runs;
- School buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district.
- School bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses;
- Wheelchair school buses must configure wheelchair placement to ensure social distancing of 6 feet.
- School bus companies may choose to install sneeze guards by the driver's seat and in between each seat to protect children and increase capacity. If installed, the sneeze guards will be disinfected every day;
- When temperatures are above 45 degrees, school buses will transport passengers with roof hatches or windows slightly opened to provide airflow.

### **Students on Transportation**

All parents/guardians will be required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation to school. In addition:

- Students must wear a mask when on the school bus if they are physically able to do so.
- Students must social distance (six feet separation) on the bus;
- Students who do not have a mask can NOT be denied transportation;
- Students who do not have a mask must be provided one by the district;
- Students with a disability that would prevent them from wearing a mask will not be forced to do so or be denied transportation.

## CHILD NUTRITION

As part of the re-opening plan for the 2020-2021 school year the Hempstead School District will have meals available for all students. Meals will be available for those students in attendance as well as students doing remote learning. A grab and go kiosk will be available for secondary level students. The meals will be pre-packaged, and a food service worker will be assigned to each kiosk to ensure proper meal distribution. Breakfast/Lunch meal pick up will continue for the students doing remote learning.

Elementary students will eat breakfast or lunch in the classroom at their desk that will be already arranged to comply with the 6-foot social distancing mandate. If kiosks are utilized for meals at the secondary level, markers will be used to maintain 6-feet. Daily sanitizing of all production surfaces will take place before and after each task. Food service staff will continue to adhere to all required health and safety guidelines.

Nurses from each building will supply a list of food allergies to the food service department. This information will be entered in Power School to identify any student with allergies when receiving meals. Personalized meals will be provided for student based on their identified allergies.

All meals will be pre-packaged and will meet the requirements from the child nutrition program. Posters will be provided in both English and Spanish to each feeding classroom as a reminder to staff and students that sharing of food and beverages are not allowed. School staff will be responsible for ensuring all students wash their hands before and after eating (soap and water or hand sanitizer). For hygiene and safety purposes, the food service staff will provide all classrooms with disposable tray mats for students to use. Families will have access to view all information in English and Spanish through the food service link on our school district website. Information will be updated continuously as required or as needed.

## FREQUENTLY ASKED QUESTIONS

### **Q. What type of instruction can I expect for my elementary school student?**

- All elementary school students will have daily scheduled instruction directed by their teacher(s) at every level of the HUFSD COVID-19 Community Spread Metric.
- Each student, Pre-K-5 (elementary grade 6), will be issued a device for use remotely or through the online program.
- Elementary students will use Schoology as their Learning Management System (LMS) to serve as a platform for learning and communication with teachers.
- Teachers will be using tools such as Zoom, TEAMS, Google Classroom, and all other HUFSD content-specific resources available through Schoology.
- All staff members will have a role in providing daily instruction.

### **Q. What type of instruction can I expect for my middle school student?**

- All middle school students will have daily HYBRID scheduled instruction directed by their teacher(s) at every level of the HUFSD COVID-19 Community Spread Metric.
- Each student, 6-8, will be issued a laptop for use on-campus, remotely or through the online program.
- Middle school students will use Schoology as their Learning Management System (LMS) to serve as a platform for learning and communication with teachers.
- Teachers will be using tools such as Zoom, TEAMS, Google Classroom, and all other HUFSD content-specific resources available through Schoology.
- All staff members will have a role in providing daily instruction.

### **Q. What type of instruction can I expect for my high school student?**

- All high school students will have daily scheduled instruction directed by their teacher(s) at every level of the HUFSD COVID-19 Community Spread Metric.
- Each student, 9-12, will be issued a laptop for use on-campus, remotely or through the online program.
  - High school students will use Schoology as their Learning Management System (LMS) to serve as a platform for learning and communication with teachers.
  - Teachers will be using tools such as Zoom, Google Classroom, TEAMS, and all other HUFSD content-specific resources available through Schoology platform.
  - All staff members will have a role in providing daily instruction.

### **Q. I have a special needs child. How will my child receive services?**

A. Special Education students will be serviced as specified on the child's Individualized Education Plan (IEP).

### **Q. We do not have a device for each of our children. How will my child get a device?**

A. Devices will be issued to every student as soon as possible, so students will be equipped for online and remote learning at any time. Principals will notify families of the distribution schedule.

**Q. What if I do not have internet connectivity?**

A. Our District is making every effort to purchase internet connectivity for all students in need. You should contact your child's school immediately, if you fall into this category. HUFSD is committed to having an internet connectivity plan for all students.

**Q. If I choose for my child to take their classes completely online for the fall semester, will they still be allowed to participate in school activities and extra-curriculars?**

A. Yes. Students enrolled in HUFSD Online Programming are still HUFSD students. They will be allowed to participate in all after school activities at their school.

**Q. When will I know my child's schedule for fall?**

A. Students will get their final schedules no later than 3 – 5 days before the first day of school. If you have a question about the courses your child will be taking this fall, please contact your child's school.

**Q. What should I do to prepare my child to come to school each day?**

A. Parents should conduct the Self-screening Protocol prior to leaving home by taking their child's temperature and asking the six COVID-19 questions below:

- Have you been in close contact with a person with a confirmed diagnosis of COVID-19?
- Have you had unusual cough or shortness of breath?
- Have you had a sore throat or other flu-like symptoms?
- Have you had a fever of 100°F or greater in the past 72-hours?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24-hours?

A child should not come to school with a temperature of 100°F or higher or if yes was the answer to any screening question. Your child must have a cloth or disposable face covering to ride the bus and enter the building.

**Q. Does my child have to wear a cloth or disposable face covering in the classroom?**

A. Yes. A cloth or disposable face covering must be worn by all students, staff and visitors while on school property except as follows:

- when an individual cannot safely wear a cloth or disposable face covering
- while eating and drinking
- while indoors and maintaining social distancing, at the direction of HUFSD staff
- while outdoors and maintaining social distancing, at the direction of HUFSD staff

**Q. Will students be allowed to share materials and supplies in the classroom?**

A. Students are discouraged from sharing materials and supplies during the pandemic without sanitization.

**Q. Will there be soap for students to use?**

A. Students will be encouraged to properly wash their hands often with soap and water or use a hand sanitizer with at least 60% alcohol throughout the day. Students are strongly encouraged to bring their own hand sanitizer for their personal use throughout the school day. Custodians will make sure soap dispensers are filled daily.

**Q. What will happen when my child arrives at school?**

A. Students and visitors will be screened upon entering a HUFSD building. A cloth or disposable face covering must be worn when entering the building. Individuals will be asked the COVID-19 screening questions and their temperature will be taken. Any student with a temperature of 100°F will be retested by the school nurse with an ear or oral thermometer. Parents will be asked to pick up their child if the temperature is confirmed by the nurse. Any visitor with a temperature of 100F or higher will be directed to leave campus.

**Q. If it is determined that students cannot be in school buildings at the start of the year, will remote learning look the same as it did in the spring?**

A. No. This year, students will be required to attend remote learning sessions and grades will be given for assignments and assessments. Students will also receive report cards at the end of each grading period and earn credit. Last spring resources were posted but were optional for students.

**Q. Since only some elementary students will be in school during the Medium spread, how will lunch happen?**

A. Your child will eat lunch in their individual classroom or the cafeteria. Our Food Service Department is preparing menus that enable meals to be easily packaged and placed in paper bags for delivery to the classrooms. These daily menus will be posted on the website and can be printed off and posted in classrooms as desired.

**Social Distancing**

**Q. Do students and staff always have to maintain a 6-foot distance from others (NYSED Guidance p. 28)?**

A. Pursuant to NYSDOH Guidance, schools must ensure that appropriate social distancing (i.e. 6 feet/barriers) is maintained between individuals while in school facilities and on school grounds (inclusive of students, faculty, and staff), unless safety or the core activity requires a shorter distance. Schools must maintain protocols and procedures for students, faculty, and staff to ensure appropriate social distancing to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities, including the responsibility to configure spaces so individuals can maintain social distancing. As a baseline, face coverings are required to be

worn any time or place that individuals cannot maintain appropriate social distancing.

Further, face coverings are “strongly recommended” by the New York Department of Health at all times, except for meals and instruction with appropriate social distancing. However, schools can always require face coverings, even during instruction; and it is strongly recommended in areas with higher rates of COVID-19 community infection. (Revised FAQ at page 1). (DOH Guidance at page 10). *This means students and staff be situated six (6) feet apart in classrooms during instruction or less than six (6) feet with appropriate barriers are in place.*

**Q. What is an acceptable barrier?**

A. NYSDOH July 13, 2020 guidance provides District will directions as to what is considered an appropriate physical barrier between individuals that do not adversely affect air flow, heating, cooling, or ventilation, or otherwise present a health or safety risk. If used, physical barriers must be put in place in accordance with United States Department of Labor’s Occupational Safety and Health Administration (OSHA) guidelines, and may include strip curtains, cubicle walls, plex-glass or similar materials, or other impermeable divider or partition.

**People at Increased Risk of Severe Illness**

**Q. Will the list of persons at increased risk of severe illness if contracting COVID-19 change (NYSED Guidance p.30)?**

A. Since this is a new virus the information is still evolving; therefore, our schools will check the CDC’s People Who Are at Increased Risk for Severe Illness site frequently.

**Face Masks/Coverings**

**Q. Are cloth face masks acceptable face coverings (NYSED Guidance p.36)?**

A. Per the NYSDOH Guidance, p. 2, acceptable face coverings include but are not limited to cloth-based face coverings (e.g. homemade sewn, quick cut, bandana) and surgical masks that cover both the mouth and nose.

**Return to School After Illness**

**Q. What is required for students and staff who had symptoms of COVID- 19 to return to school (NYSED Guidance p. 40)?**

A. Our schools must establish policies in consultation with the local health department(s) about the requirements for determining when individuals, particularly students, who screen positive for COVID-19 symptoms can return to the in-person learning environment. This returning to learning protocol must include at a minimum, documentation of evaluation by a healthcare provider (healthcare provider note clearing a person to return to school), negative COVID-19 testing, and symptom resolution, or if COVID -19 positive, release from isolation as required by DOH and NYSED Guidance p. 40.

### **Meals Consumed Onsite**

**Q. Are students required to be socially distant while consuming meals in the cafeteria or classroom (NYSED Guidance p. 58)?**

A. Students must be 6 feet apart or be separated by a barrier while consuming meals.

### **Social Distancing and Mask Requirements on Bus**

**Q. Are students required to wear masks and social distance on a school bus?**

A. All students are required to wear a mask and should maintain appropriate social distancing. 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 but must maintain social distancing of 6 feet from other individuals on the bus. (See page 62 of NYSED Reopening Guidance).

### **Health Screening**

**Q. Are parents required to ensure that their child or children do not show symptoms of COVID-19 or a fever before boarding a bus each day?**

A. Our school districts will have a protocol in place to perform temperature and health screenings for COVID symptoms. Screenings by the parent/guardian prior to school are preferred.

## **RESOURCES**

**Covid-19 CDC GUIDANCE:** <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>),

**Finalized DOH and Reimagine Education Advisory Council Guidance and Guiding Principles:** [https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K to Grade 12 Schools MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf)

**Recovering, Rebuilding, and Renewing: The Spirit of New York’s Schools - Reopening Guidance (NYSED Guidance):**

<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>

### **Additional References**

- [Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#) (June 26, 2020)  
[Interim Guidance for Food Services during the COVID-19 Public Health Emergency](#). (June 26, 2020)
- [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency](#). (June 26, 2020)
- [Interim Guidance for Public Transportation Activities 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](#)

# PHYSICAL SCHEDULES

## Hybrid

- Pre-Kindergarten
- Elementary Grades K – 6
- Middle School Grades 6 -12
- High School 9 – 12

## **Full Remote**

- Pre-Kindergarten
- Elementary Grades K – 6
- Middle School Grades 6 -12
- High School 9 – 12