

Mayfield Central School District  
COVID-19 Reopening Plan  
**2021-22**



**Responsible Parties:** Responsible Parties shall be responsible for developing the plan, affirming to having read and adhere to this guidance, and meeting the standards set forth herein. For school districts and BOCES, the district superintendent, or another party as may be designated by the district superintendent, and for private and charter schools, the head of school, or another party as may be designated by the head of school, is the Responsible Parties. The designated party can be an individual or group of individuals responsible for the operations of the school or schools.

**Mayfield Central School District**

<b>Person</b>	<b>Title</b>
Christopher Harper	Superintendent of Schools
Jennifer Sanford	Director of Student Services
Megan Sullivan	Business Manager
Richard Somers	Director of Facilities II
Jon Caraco	Director of Athletics
Betsy DeMars	Communications Specialist
Jennifer Sanford	COVID Safety Coordinator
Andrea Bovee	School Social Worker
Debra Javarone	District Clerk
Lindsay VanAuken	Food Services Manager

**Mayfield Elementary School**

<b>Person</b>	<b>Title</b>
Katria Hitrick	Principal
Rebecca Lestage	School Nurse
Rhiannon Wilder	Main Office Secretary
Stephany Deuel	School Counselor

**Mayfield Junior-Senior High School**

<b>Person</b>	<b>Title</b>
John Bishop	Interim Principal
Janine Kilpatrick	School Nurse
Joelle DiDomenico	School Counselor
Graham Pritchard	School Counselor
Stacie Anastasia	Main Office Secretary

# Mayfield School District Reopening Plan

## August 2021 guidance for schools from the New York State Education Department:

- Students benefit from in-person learning, and safely returning to in-person instruction in the fall 2021 is a priority.
- Vaccination is the leading public health prevention strategy to end the COVID-19 pandemic. Promoting vaccination can help schools safely return to in-person learning as well as extracurricular activities and sports.
- Due to the circulating and highly contagious Delta variant, CDC recommends universal indoor masking by all students (age 2 and older), staff, teachers, and visitors to K-12 schools, regardless of vaccination status.
- In addition to universal indoor masking, CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms to reduce transmission risk. When it is not possible to maintain a physical distance of at least 3 feet, such as when schools cannot fully reopen while maintaining these distances, it is especially important to layer multiple other prevention strategies, such as screening testing.
- Screening testing, ventilation, handwashing and respiratory etiquette, staying home when sick and getting tested, contact tracing in combination with quarantine and isolation, and cleaning and disinfection are also important layers of prevention to keep schools safe.
- Many schools serve children under the age of 12 who are not eligible for vaccination at this time. Therefore, this guidance emphasizes implementing layered prevention strategies (e.g., using multiple prevention strategies together consistently) to protect students, teachers, staff, visitors, and other members of their households and support in-person learning.
- Localities should monitor community transmission, vaccination coverage, screening testing, and occurrence of outbreaks to guide decisions on the level of layered prevention strategies (e.g., physical distancing, screening testing).

Many of the key terms of our plan will depend on the status of the virus in our schools, community and in the Fulton County region. As the status may change during the year, any changes will be informed by the following measures:

1. *County transmission rates* (low, moderate, substantial, or high) as determined by CDC.
2. *Daily averages* of positive cases as determined by NYS Department of Health
3. *Number of positive cases* in classrooms and individual schools as determined by Mayfield CSD COVID Coordinator and Fulton County Public Health Services.
4. *Vaccination rates* for students, staff, and the community as determined by the district reporting form and the NYS Department of Health Vaccination database.

## Reopening goal — In-person learning 5 days per week with minimal disruption.

- The District will take proactive measures to meet the goal including:
  - **Maximizing vaccination** availability for students and staff
  - **Using masks** as warranted by our reopening planning measures
  - **Monitoring daily cases** in classrooms and buildings
  - Quickly **conducting contact tracing** of positive cases so as to minimize the impact of quarantining
  - **Frequently re-evaluating** our plan based on new information and making changes to our reopening measures
  - **Continuously updating parents and the community** and requesting feedback on proposed changes to our plans

## Key elements based on CDC and American Academy of Pediatrics guidance:

- **Transportation**
  - Masks are required on buses by federal regulations for students and staff
  - Ventilation will be maximized as weather allows
  - Bus schedule will be the same as in pre-pandemic years with similar number of buses and runs
  - Student drop-off and pick-up by parents/caregivers are encouraged to lessen the number of students on the buses
- **Entering School**
  - **Screening Testing** for the COVID virus **may** be required for students and staff who are not vaccinated.
  - **Social Distancing** of at least 3 feet will be maintained wherever possible.
  - **Elementary school points of entry**
    - **For buses:** Grades 1-4 will enter the auxiliary entrance (to the left of the main entrance). Pre-K, K and grades 5 and 6 will enter main front entrances.
    - **For parent drop-off:** Students will enter from the current drop off location (the loop). Parents must remain in their cars when dropping off their child. Parents are not allowed to park their cars in the parking lot and leave their car.
  - **Junior-Senior High School points of entry**
    - For buses: Lower parking lot by the gymnasium.
    - For parent drop-off and student parking: Upper parking lot by main office
- **In School**
  - **Remote learning:** Because we are focused on bringing all of our students back for in-person daily learning, a remote instruction model generally will not be offered. In cases in which students are under quarantine, they will have the opportunity to engage in an alternate learning environment. (See the “Remote Learning: section below for details.) Parents and guardians of students with a medical condition that precludes them from attending school in person should contact their building principal to discuss learning options. Limited participation in a virtual school being offered by Capital Region BOCES is being considered.

- **Classroom setups** will look very similar to pre-pandemic rooms with as much physical distance between desks as possible.
  - **Schedules** will be similar to those in pre-pandemic years.
  - **Lockers** will be available for student use at the junior-senior high school.
  - **Cafeterias:** We will attempt to maximize physical distancing during meals in cafeterias.
  - **Quarantining:** According to the CDC, people who are fully vaccinated do not need to quarantine after contact with someone who had COVID-19 unless they have symptoms. However, fully vaccinated people should get tested 3-5 days after their exposure, even if they do not have symptoms, and wear a mask indoors in public for 14 days following exposure or until their test result is negative.
  - **Symptomatic students and staff** will have to be sent home.
- **Sports and extracurricular activities:**
    - Both school buildings will be conducting extra-curricular activities during the 2021-22 school year. Those activities will follow the same protocols as activities held during the school day.
    - However, the district will follow guidance from NYSPHSAA and the Western Athletic Conference regarding protocols for interscholastic sports.
    - Masking may be required based on the nature of the club's activities or the sport.
    - Screening testing for COVID-19 may be required for student athletes who are not vaccinated.
- **Visiting Schools/Attending Events**
    - **School visitors** will continue to be limited. All visitors will be required to sign in and provide information for contact tracing. They will also be required to follow all safety protocols that apply to students and staff, including wearing a mask and observing proper social distancing. Failure to comply will result in the visitor being asked to leave the building immediately.

### Ongoing measures:

- Continue refining and planning with administrative council, Fulton County school districts, Fulton County Public Health, and the School District Physician
- Meet with HFM BOCES Superintendents to review options
- Survey Mayfield CSD parents and caregivers regarding before and after school interests
- Communicate changes to staff, community, stakeholders and students

## Communication/Family and Community Engagement

The district will communicate all necessary information to students, parents/guardians, faculty and staff. The district will use its existing communication channels such as the district website, emails, and social media accounts for all necessary COVID-19 updates. The district also plans to introduce ParentSquare, a new system for communicating with parents.

The information that will be shared will be based on state guidance and plans developed by the district's reopening committee. The District will be using existing internal and external communication channels (emails, ParentSquare and social media) to notify staff, students and families/caregivers about any changes to school schedules and/or protocols with as much advance notice as possible.

# Health and Safety

## Face coverings and PPE

- All employees, visitors, and students are required to wear appropriate face coverings per CDC/DOH recommendations. This requirement will be posted on all entry doors to the buildings.
- Masks will not be required for outdoor activities during the school day.
- The Mayfield Central School District will continue to review any regulations provided by the state and act in accordance with these requirements as needed.
- Disposable masks will be available to students and staff to use if needed.
- Face shields are not acceptable as the sole means for face coverings. Face shields worn without other face coverings are not considered adequate protection or source control against COVID-19 and should not be used alone.
- Gloves will be provided to employees who will be in high-intensity contact with students.
- Mask breaks will be provided throughout the day at the teachers' discretion.

## Education of students and staff

- Mayfield Central School District's COVID-19's Safety Coordinator will be Jennifer Sanford, whose responsibilities include continuous compliance with all aspects of the District's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.
- Flyers are posted throughout the school on hand-washing and respiratory hygiene, and students will be reminded to wash their hands frequently and to maintain physical distance.

## Testing Protocols/Exposure

- If a student or employee is symptomatic (fever, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, diarrhea), they will be sent home immediately. Students will have to isolate themselves in the school building until they can be picked up from school.
- The student or employee must then seek medical attention and must have a note from a medical provider or a negative COVID-19 test, and a resolution of symptoms before returning to school.
- In the event that large-scale testing may need to be conducted at the school, the district administration will consult with the school physician or the county health department in conjunction with the New York State Department of Health to identify potential provider(s) to develop testing protocols and/or procedures.
- In accordance with DOH guidelines, a student or employee who tests positive for COVID-19 will be isolated for a minimum of 10 days from the start of symptoms. The student or employee must be three days without a fever, without use of antipyretic (Tylenol or Ibuprofen) and have progressive

improvement in symptoms before returning.

- In the case of a positive COVID-19 test, the local health department will contact the student, parent or employee to perform the case investigation and contact tracing.

## **Contact tracing**

- In the event of a positive case in the school community, Mayfield CSD will follow all directives from the Fulton County Health Department.
- The county health department will conduct case investigations of individuals with confirmed diagnosis of COVID-19. Contact tracing follows case investigations and is a process to identify, monitor and support individuals who may have been exposed to a person with COVID-19.
- If a COVID-19 case is identified, the county health department will contact the school and request assistance from the school to identify potential contacts. The school district will do its part in contact tracing by providing attendance records and schedules of students and staff members. The main offices at both the elementary school and the junior/senior high school will keep a log of any visitors which includes date, time and location visited. In addition, the Mayfield Central School District Office will keep a log of any visitors which includes date, time and location visited.
- The district will protect private information of staff and students while assisting and cooperating with any contact tracing efforts.
- Contact tracing begins 48 hours prior to the start of symptoms or 48 hours prior to the positive test for an asymptomatic person.
- The local health department will notify the school for collaboration with contract tracing. Those who came in contact with someone who tests positive for COVID-19 will be referred to local testing sites and can return to school after the 10-day quarantine period.
- According to Fulton County Public Health, close contacts of a COVID-19 positive individual are:
  - All persons within 3 feet of a positive case for more than 20 minutes cumulatively over a 24 hour period (indoors or outdoors)
  - Teachers and staff within 3-6 feet of a case for more than 20 minutes cumulatively over a 24 hour period (indoors or outdoors)
  - Students within 3-6 feet of a case for more than 20 minutes cumulatively over a 24 hour period UNLESS masks were worn correctly by all throughout the entire time of exposure. Therefore mask breaks during the time of exposure would mean the students were contacts. (indoors or outdoors)
- A negative COVID test or a release of quarantine will need to be presented. According to the CDC, people who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms. However, fully vaccinated people should get tested 3-5 days after their exposure, even if they do not have symptoms, and wear a mask indoors in public for 14 days following exposure or until their test result is negative.

## **Management of ill persons**

Students and staff who are feeling ill will be assessed by the school nurse for signs and symptoms of COVID-19 and will be sent home for the following: a temperature greater than 100.0 F (thermal scan) with referral to their medical provider; for complaint of shortness of breath, cough, and oxygen saturation of 90% or below, and will be referred to seek further medical evaluation.

Students exhibiting signs or symptoms of COVID-19 will be sent directly to the designated isolation area while awaiting transportation home.

**At the Elementary School:** Students who display COVID-19 symptoms will remain in an isolation room, adjacent to the school nurse's office, until his or her parent/guardian arrives to pick up the student. They will then exit the building from the closest exit, from the adjacent room, limiting exposure to other students or staff. The person picking the child up will wait in their vehicle, on the side of the school, in the bus loop and a staff member will walk the student out. Students and staff will be required to follow appropriate CDC guidelines of those returning to education, after the exhibition of COVID symptoms. Appropriate documentation/clearance from the Department of Health or physician must exist for the student or staff to return to school.

**At the Junior-Senior High School:** Students who display COVID-19 symptoms will remain in an isolated section of the school nurse's office, until his or her parent/guardian arrives to pick up the student. They will then exit the building from the nurses office, when the office and hallway are clear, limiting exposure to other students and staff. Parents will wait in their vehicle in front of the school. Students and staff will be required to follow appropriate CDC guidelines of those returning to education, after the exhibition of COVID symptoms. Appropriate documentation/clearance from the Department of Health or physician must exist for the student or staff to return to school.

## **Transportation**

- Masks are required on buses by federal regulations for students and staff.
- Ventilation will be maximized as weather allows.
- Bus schedules will be the same as in pre-pandemic years with similar numbers of buses and runs.
- Student drop-off and pick-up by parents/caregivers are encouraged to lessen the number of students on the buses.
- Each bus will be cleaned after each run and prior to a new group boarding in the morning and the afternoon by the bus driver. This procedure will be followed for any evening bus runs, if they exist.
- Buses will be equipped with hand sanitizer. Students are permitted to carry and utilize their own hand sanitizer if they desire. Hand sanitizer will also be provided in the bus garage transportation breakroom, the transportation office and in the bus garage bays.

## **Social Emotional Well-Being**

The Mayfield Central School District Comprehensive School Counseling plan has been written to reflect an organizational framework and approach based upon the American School Counselor Association (ASCA) National Model, the New York State Curriculum Framework, New York State Standards, and current best practices. The school counselors have created this plan to reflect the specific needs and goals of Mayfield Central School District. Mayfield Central School District's K-12 Comprehensive School Counseling Plan is updated annually by the certified school counselors and reflects the yearly needs of students in the district.



School counselors will update the district-wide and building-level comprehensive plans for the 2021-22 school year to reflect the needs of students due to the COVID-19 pandemic. The plan includes program objectives, activities, program development and maintenance planning, school counseling curriculum, professional development planning, and evaluation methods based on data analysis to support positive student outcomes.

K-12 school counselors and the school social worker have created a list of community counseling resources that will be shared with students and parents in the district via email, as well as posted on the District website. The District will provide social-emotional, behavior and mental health services to students and families through a designated social-emotional curriculum, and provide referrals to community resources. In addition, K-12 school counselors and the school social worker will continue to be available to students and families remotely and in-person for one-on-one sessions as needed.

Faculty and staff will participate in training regarding coping strategies and resiliency as trainings become available. Students will also receive coping and resiliency skills education through a social-emotional curriculum taught by the school counselors and the school social worker.

## **Remote instruction**

### **Students can receive remote instruction if the following occurs:**

- Physician note stating the child has been tested and waiting for results
- Quarantine/isolation letter from county
- Positive lab result
- If we do not receive the above notices, the child will be considered absent and marked as such until documentation is received.

### **The following plans are in place for students who are quarantined:**

- Junior-Senior High School
  - Students will follow the daily 8-period schedule.
  - All lesson activities and links to google meets will be posted in google classroom.
  - The teacher will provide a synchronous and/or asynchronous lesson and post expectations via google classroom
  - Any student who is under quarantine may schedule an appointment/google meet with the teacher during 9th period.
    - 9th period extra help is available to students upon written request, via email from the student, and subject to the availability of the teacher.
    - When unavailable due to meetings, the teacher will make alternate plans to provide assistance.
- Elementary School
  - Pre-K-2
    - Possibly a morning or afternoon meeting to check-in with the student
    - Asynchronous lessons and/or hard copies of school work
  - Grade 3-6
    - Google meets according to the classroom teacher
    - Synchronous and/or asynchronous lessons
- Such lessons are only required to be posted when a student is placed under a quarantine by the DOH, NYS, local board of health or any government entity authorized to issue such an order.

If the Mayfield Central School District has to pivot to remote instruction for all students, it will maintain teaching and learning experiences across all content areas for all learners.

Mayfield Central School District provides Chromebooks to all students in grades 1-12. Pre-kindergarten and Kindergarten students receive iPads.

**If there is a need to pivot temporarily to remote instruction for any reason:**

- How will students access instructional plans and materials?
  - At Mayfield Elementary School, students in grades pre-kindergarten through 6 will have a mix of paper-based and web-based applications depending on grade level.
  - Students in grades 7 through 12 will work via the web-based applications listed below.
  - For those students without internet access at home, hard copies of materials and resources will be provided (to be picked up at their school, at a day and time determined by administration).
- How will students receive assignments, submit work and get feedback?
  - Mayfield Junior-Senior High School students will find their assignments, and submit for review, in Google Classroom.
  - Teachers will provide feedback via Google Classroom and/or email communication.
  - Students in grades 3 through 6 will find their assignments, and submit them for review, in Google Classroom.
  - Students in grades pre-kindergarten through 2 will find their assignments through Google Classroom, and paper-based directions given at packet pickup.
- How will students collaborate with teachers and with each other?
  - Numerous class sessions will be held via Google Meet.
  - Screencastify, YouTube, and other applications, will be used to provide lecture-based instruction.
- How will educators collaborate to support each other and students?
  - Teachers will meet remotely and in person in grade-level and departmental teams to discuss strategies and develop action plans to address student needs, as necessary.

**If the district needs to go to fully remote instruction, these are guidelines that will be followed:**

**What Families Can Expect?**

- A blend of screen time and “paper and pencil” activities, as deemed appropriate by teachers.
- Student interaction with educators using a mix of technological resources and remote “face-to-face” learning activities.
- Collaboration among students when feasible.
- Differentiated, small-group support based on specific student needs.
- Updates on progress provided via the Parent and Student Portals for pupils in grades 7 through 12.

**Remote Learning Guidelines and Support**

- Students in grades Pre-K through 2 should expect approximately one to two hours of school work per day.
- Students in grades 3 through 6 should expect approximately two to three hours of school work per day.
- Students in grades 7 through 12 will follow the bell schedule.

- Teachers are expected to support the education of students for a period of time each day that does not exceed their contractual obligations.
- Remote learning days will follow the instructional days of the school calendar.
- Teachers will track student progress to ensure participation and check in with students who are struggling or non-participatory. Educators will be empathic and understanding of unique circumstances faced by students and families.
- Teachers, staff and administrators will communicate with parents clear expectations regarding how families can best support their students during the period of remote learning.
- Building administrators will continue to support the appropriate involvement of the parent community.

### **Attendance**

- Mayfield Central School District will continue to report attendance in accordance with state guidelines.
- Attendance of any student of compulsory age will be reported.
- The District will collaborate with local Departments of Social Services.
- If the district has to switch to remote learning the following will occur:
  - Every student is expected to be in attendance in accordance with the teacher's schedule.
  - When any student is absent two or more days the teacher must attempt to make contact with the parent or guardian.
  - If after speaking with a parent or guardian two times and the attendance concerns continue, the teacher will notify the SPARRK Coordinator and building administrator. The administrator will then contact the parent.

### **Student Expectations**

- Engage in remote learning activities offered by their teachers.
- Ensure that they know their usernames and passwords to access learning resources.
- Create a remote work space and develop a plan to manage their time.
- Persevere through challenges and contact faculty and staff for help when needed.

### **Facilities**

**Ventilation:** Whenever possible (when it doesn't present a safety hazard), staff members will bring fresh outdoor air into the building by opening multiple doors and windows. They also will use child-safe fans to increase the effectiveness of open windows.

### **Cleaning and Disinfection:**

Mayfield Central School District will clean and disinfect the school buildings following CDC guidelines. This includes:

- All high-touch surfaces including light switches, handrails and door handles, and bathrooms will be cleaned twice a day.
- The outside of lockers will be cleaned once a week.
- Areas in school buildings where someone who tested positive for COVID-19 has been within the past 24 hours will be disinfected.

## **Emergency closure plans**

If the district is directed by the state or the local health department to close its buildings, the District will notify parents and caregivers through ParentSquare, emails and school website. The district will then pivot to an all-remote teaching and learning format temporarily.