

Mayfield Central School District
COVID-19 Reopening Plan



Mayfield Central School District

When reviewing this template and completing this PLAN, reference the:
[NYSED Recovering, Rebuilding, and Renewing:
The Spirit of New York's Schools
REOPENING GUIDANCE](#)

Additional summaries of each are listed in the Appendix

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

Person	Title
Christopher Harper	Superintendent of Schools
Jennifer Sanford	Director of Student Services
Megan Sullivan	Business Manager
Richard Sommers	Director of Facilities II
Jon Caraco	Director of Athletics
Betsy DeMars	Communication Specialist
Matthew Lewis	COVID Safety Coordinator
Andrea Bovee	School Social Worker
Debra Javarone	District Clerk

Mayfield Elementary School

Person	Title
Katria Hitrick	Principal
Matthew Lewis	Assistant Principal
Rebecca Lestage	School Nurse
Stacie Anastasia	Main Office Secretary
Stephany Deuel	School Counselor

Mayfield Junior-Senior High School

Person	Title
Christopher Wojeski	Principal
Matthew Lewis	Assistant Principal
Janine Kilpatrick	School Nurse
Joelle DiDomenico	School Counselor
Graham Pritchard	School Counselor
Marcia Guzielek	Main Office Secretary

Mayfield School District Reopening Plan

Communication/Family and Community Engagement

Mayfield Central School District developed a Reopening Committee, composed of faculty members (who are also parents of students in the district and alumni), staff members and administrators, to provide input and feedback in the development of this reopening plan.

We have created new COVID-19 protocols to address hand-hygiene, wearing proper face covering, social distancing, respiratory hygiene. The District has signage that adheres to CDC and DOH guidance regarding the use of PPE. Specifically, acceptable face coverings will be utilized at all times. As applicable, Mayfield Central School District's written plans are accessible to those with visual and/or hearing impairments. Our plan will be available to all languages spoken in each home among families throughout our school community.

Working with all local stakeholders, our District has sought both input and feedback to help us be well informed with the reopening plan. The communication included one-to-one conversations, virtual meetings and many online surveys. We have made every effort to ensure the plan is accessible to all individuals. The plan is available to all stakeholders via the district website at www.mayfieldk12.com, and will be updated throughout the school year, as necessary, to respond to local circumstances.

With the anticipation of reopening school, the district has developed a plan for communicating all necessary information to students, parents/guardians faculty and staff. The district will use its existing communication channels such as the district website, emails, Blackboard Connect and social media accounts for all necessary COVID-19 updates. Appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic will also be utilized. 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, Blackboard Connect all calls and social media) to notify staff, students and families/caregivers about in-person, remote and hybrid school schedules with as much advance notice as possible. The District will follow its existing engagement and communication protocols with parents regarding the provision of special education services for their child.

Our school district will ensure that all students are trained on new COVID-19 protocols safely and accurately. Mayfield Central School District will continue to follow all Board of Education policies and procedures.

Health and Safety

Face coverings, PPE and social distancing

The district has created new COVID-19 protocols to address hand-hygiene, wearing proper face covering, social distancing, respiratory hygiene.

All employees, visitors, and students are required to wear appropriate face coverings per CDC/DOH guidelines. This will be posted on all entry doors to the buildings.

Disposable masks will be available to students to supplement the cloth masks provided by the parent/guardian.

Disposable masks will be available to all employees.

The District will purchase PPE for school staff and students who do not have them. School health care professionals will distribute these in the buildings. Teachers will have extra facemasks in their respective classrooms, if a student does not have their face mask immediately available.

To ensure the district maintains an adequate supply, we have consulted with HFM BOCES and Fulton County Public Health Department to assist us. The District referred to the calculation tools from the Massachusetts Department of Elementary and Secondary Education to determine the number of masks or face coverings needed, along with other Personnel Protective Equipment (PPE) such as gloves and face shields.

If the physical or mental health condition prohibits a student or employee from wearing a mask, they will be offered the opportunity to learn virtually.

Face shields are not acceptable as the sole means for face coverings. The DOH does specifically state that face shields worn without other face coverings are not considered adequate protection or source control against COVID-19 and should not be used alone.

Students will be required to sanitize hands before and after leaving a classroom.

Gloves will be provided to employees who will be in high-intensity contact with students.

All students will be required to wear a face mask during the duration of all fire drills and/or lockdown drills. When student safety is achieved, students would then return to their socially distant spaces.

Students and staff will maintain a social distance of at least 6 feet whenever possible and wear appropriate face coverings per CDC/DOH guidelines at all times. Mask breaks will be provided throughout the day at the teachers' discretion.

Vulnerable Populations

- Remote instruction will be available to all high-risk students or students with family members who are considered high risk.
- N-95 Masks will be offered to vulnerable staff members who are at an increased risk of severe COVID-19 illness.

Education of students and staff

The district will ensure that all students are trained on new COVID-19 protocols safely and accurately. Students and staff will be required to watch instructional videos on correct hand-washing and respiratory hygiene.

Flyers will be posted throughout the school on hand-washing and respiratory hygiene, and students will be reminded to wash their hands frequently and to maintain social distancing.

Information and videos will be available via the district website, as well as the CDC and Department of Health recommendations.

Mayfield Central School District's COVID-19's Safety Coordinator will be Dr. Matthew Lewis, 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.

Mayfield Central School District will continue to follow all Board of Education policies and procedures.

Health screenings:

Students and staff will have daily temperature screenings administered before or upon arrival. Daily screening questionnaires will be administered to staff and periodically to students. These questionnaires will be in accordance with NYS guidelines.

Any person visiting the school will be required to submit a questionnaire and temperature check upon arrival to the building.

DISTRICT LEVEL:

- Staff will be required to electronically answer the screening form listed below daily. If they do not meet the minimum requirements, they will be denied access to the building.
- Students will be required to submit the screening on bi-weekly basis.

1) Do you currently have any of the following COVID-19 symptoms?

- 100.0+ degree temperature
- cough
- shortness of breath
- chills
- sore throat
- new loss of smell or taste
- nausea/vomiting/diarrhea

2) Are you under mandatory or precautionary quarantine for COVID-19?

3) In the last 14 days, have you participated in a mass gathering (100 or more people)?

4) In the last 14 days, have you traveled to any of the designated hotspot states?

5) In the last 14 days, have you come into close contact with another person known to be positive or a person who is awaiting test results for COVID-19?

Students and staff 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 the ER for further evaluation per medical director guidance.

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

Staff will be trained to observe signs and symptoms of illness and when necessary, will send students to the appropriate personnel and designated area.

The district nurses and counseling staff, in conjunction with administration, will present on the safety protocols, PPE and mental health assistance during the Superintendent's Conference Day morning presentation.

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.

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.

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 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, 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.
- Coordination between the local health department and school is an integral part of mitigating COVID-19. Both are committed to coordinating all activities necessary to ensure the health of students, staff and the community.
- 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.
- In addition to regular daily attendance being taken, a daily log of all students riding the bus, migration sheets from classrooms and a log of all service providers entering each classroom will be maintained for contact tracing purposes should the need arise.
- 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. All persons who were within 6 feet of the person who tested positive for more than 10 minutes during that time frame will be quarantined for 14 days, monitored for symptoms and tested.
- 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 14-day quarantine period.

According to health department, case investigators and contact tracers will:

- Identify potential contacts through an interview of the person (or parent/guardian for children) with COVID-19 and school personnel.
- The positive person (or parent/guardian for children) is interviewed by county health department staff, who elicit information about the person's illness, determine when they may have become infectious and determine other people who might have been exposed. Those potentially exposed individuals (or a parent/guardian) are then interviewed; persons who are determined to be close contacts are referred for testing and advised to quarantine for 14 days from the date of last exposure. For both cases and close contacts, public health staff will monitor their health status and compliance with disease control measures and connect them to local resources as necessary.
- The health department will need information about different areas within the school and who was in the area at a given time or locating information for identified children or staff associated with the facility. Health department staff may need to interview teachers, school staff, bus drivers, students, etc.
- Alert contacts of their exposure, assess their symptoms and risk, and provide instructions for next steps. The named contacts will be told of their potential exposure to COVID-19, but the person to whom they were exposed will not be named.
- Link those with symptoms to testing and care.
 - Available testing sites, site operators, testing criteria, location and hours can be found [here](#).
- In the event of a positive case of COVID-19 within the district, a notification will be sent immediately using all existing communications platforms, including the Mayfield CSD website and parent communication tools, including voice messages, texts and email.
- Mayfield Central School District will be notified by the Fulton County Department of Health if COVID-19 cases are increasing beyond an acceptable level. Parents and caregivers will be notified by the school's BlackBoard Connect system if schools will be shut down.

Management of ill persons

- Parents will be informed of current CDC and Department of Health guidelines that require their children to stay at home. These include, but are not limited to, temperature of 100.0F or higher, cough, shortness of breath or other signs of respiratory illness.
- Anyone who has a temperature greater than 100.0°F will be denied entry into the building or sent to a dedicated area where they will sit until they are picked up. If the student drives themselves, a parent/guardian will be contacted and permission will be sought for the student to drive herself/himself home.
- Schools must comply and participate in the state's contact tracing program.
- The District must establish protocols and procedures, in consultation with its local health department, about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 can return to in-person schooling.
- This return to school protocol must include: documentation from a health-care provider following evaluation; negative COVID-19 diagnostic test result; and symptom resolution, or if COVID-19 positive, release from isolation.
- School leaders should refer to the DOH's Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure for faculty/staff protocols and policies to return to in-person work after a suspected or confirmed case of COVID-19.
- Districts are expected to provide training for staff, students, parents related to revised school safety protocols, PPE, communications and efforts to support stakeholders' mental health.

- Students and staff feeling ill, will be assessed by the school nurse, if available, 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 a referral to their medical provider; complaint of shortness of breath, cough, and oxygen saturation of 90% or below, and will be referred to the ER for further evaluation per medical director guidance.

Isolation:

DISTRICT LEVEL:

Management of ill persons

- Anyone who has a temperature greater than 100.0°F temperature will be denied entry into the building or sent to a dedicated area where they will sit until they are picked up.
- Schools will comply and participate in the state’s contact tracing program.
- The District will establish protocols and procedures, in consultation with its local health department, about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 can return to in-person schooling
- This return to school protocol must include, at minimum: documentation from a health care provider following evaluation; negative COVID-19 diagnostic test result; and symptom resolution, or if COVID-19 positive, release from isolation.
- School leaders should refer to the DOH’s Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure for faculty/staff protocols and policies to return to in-person work after a suspected or confirmed case of COVID-19.
- Students/staff will comply with DOH and CDC guidelines for return to school/work following a positive COVID-19 screening, illness or diagnosis of a confirmed case of COVID-19, following quarantine and/or confirmed exposure to COVID-19.

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. Parents will wait in their vehicle on the side of the building. The student will be walked out to their parents vehicle. Students and staff will be required to follow appropriate CDC guidelines of those returning to education, after the exhibition of COVID symptoms.

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.

Infected Individuals:

Requirements that persons who have tested positive, complete isolation and have recovered, and will not transmit COVID-19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the local health department.

Per NYS website: Stay home when sick. Students or staff with illness should stay home in accordance with Education Law § 906(1): whenever...a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law. In addition, effective February 1, 2020, the 2019-Novel Coronavirus was added to Public Health Law as a significant threat to the public health, and NYS Commissioner of Health designated 2019-Novel Coronavirus as a communicable disease under 10 NYCRR Section 2.1 (<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/covid19.pdf>).

School Nurses: “For HCP with [severe to critical illness](#) or who are severely immunocompromised¹, the recommended duration for work exclusion was extended to 20 days after symptom onset (or, for asymptomatic severely immunocompromised¹ HCP, 20 days after their initial positive SARS-CoV-2 diagnostic test)” (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>)

Exposed Individuals:

Individuals who were exposed to the COVID-19 virus will be required to follow appropriate local DOH guidelines before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department.

Communication:

DISTRICT LEVEL:

- During the Superintendent’s Conference Day, videos that educate teachers and staff about safety protocols, mental health and PPE will be shown
- A parent’s page, located on our website, will provide videos on safety, mental health and PPE usage as well as provide educational videos on supporting students.
- Emails will also go out to parents on an as-needed basis.
- The District will utilize BlackBoard Connect on an as-needed basis.

ELEMENTARY SCHOOL:

- During the student's first day of school, videos that educate students about safety protocols, mental health and PPE will be shown

JR/SR HIGH SCHOOL:

- During the student's first day of school, videos that educate students about safety protocols, mental health and PPE will be shown

Educational/training resources:

Symptom checker for Hard of hearing/deaf: if needed

- <https://www.health.ny.gov/publications/13104.pdf>
- Facecoverings:
 - https://coronavirus.health.ny.gov/system/files/documents/2020/05/13105_covid-19_facemasks_flyer_050420.pdf
- Symptoms:
 - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>
- Combo poster
 - https://www.cdc.gov/coronavirus/2019-ncov/downloads/Young_Mitigation_recommendations_and_resources_toolkit_03_HS.pdf
 - https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread_poster.pdf
- VIDEOS:
- Handwashing:
- Adult/HS
 - <https://www.youtube.com/watch?v=neUTmGOLJys>
- Elementary/ main website
- <https://www.youtube.com/watch?v=T98gqC-yanU>
- Any Age:
 - <https://jr.brainpop.com/health/bewell/washinghands/>
- Covers social distancing, to wear a mask, handwashing, stay home when sick, cleaning, 1 min in duration (any age)
 - <https://www.youtube.com/watch?v=W-zhhSQDD1U>
- Mask wearing and care for adults, high school, older elementary
 - <https://www.youtube.com/watch?v=wfk9qTmamTg>
- Why wear a mask for young students:
 - <https://www.youtube.com/watch?v=OLO1GNXKmNE>
- COVID 19 about the virus only, helps alleviate stress, anxiety, fear if needed for student reassurance.
- Should meet requirements for emotional wellbeing. By Brain pop
 - <https://www.youtube.com/watch?v=GoXxmzKdick>

School schedules and activities

ELEMENTARY SCHOOL:

Mayfield Elementary School

- Students will be instructed in person twice per week. Homerooms in each grade will be divided in half.
 - Blue Group - Mondays and Tuesdays
 - Gold Group - Thursdays and Fridays
- Students with IEPs will have the opportunity to attend four days a week.
- There will be remote learning opportunities for all students each Wednesday.
 - On Wednesdays, teachers will be available for supplemental instruction and for office hours.

JR/SR HIGH SCHOOL: (412 students)

- Students will be instructed in person twice per week
 - Blue Group - students with last names beginning with letter A - I (209 students),
 - Instructed in person on Mondays and Tuesdays
 - Gold Group - students with last names beginning with letter J through Z (203 students)
 - Instructed on Thursdays and Fridays
- There will be remote learning opportunities for all students each Wednesday.
 - Teachers will be available for office hours Monday through Friday from 2:00-2:50
- CVO- Those students requesting a complete virtual option:
 - Students will be separated, per cohort, like the other students in their grade (5-12). They will be assigned either in the blue or the gold contract.
 - On the days when students are required to be in the building (Blue: Monday and Tuesday; Gold: Thursday and Friday), those students requesting the complete virtual option will be sent work from their teacher that would have been completed in class that day to finish. They will be tasked with completing that work on their own. If they have any questions, they can ask those questions during the teacher's open office hours, which will be from 2:00-2:50 everyday. The teacher will only be able to answer questions, the capacity doesn't exist for them to reteach the lesson as they will be answering and helping students from all of the cohorts.
- Full Remote Option- If the Governor or the Department of Health says that education will occur remotely, we will follow the schedule outlined in the educational plan.

While maintaining approximately 50% capacity guidelines, with administrator approval, families that have children whose last names fall on both sides of this alphabetical breakdown will have the option to choose which day they prefer. For example, a family with two children, one with the last name Allen and another with the last name Smith, will be able to choose which day both children attend in person each week.

Social Distancing:

DISTRICT LEVEL:

- Upon entering all buildings, general expectations will be posted.

ELEMENTARY SCHOOL:

- Tape and floor mats will mark traffic flow and where to stay and/or stand.
- Cafeteria stools will be marked with tape indicating which ones can be used.
 - If students receive meals in the cafeteria, there will be designated places to stand and signage indicating which direction to move.
- Administrators, with the assistance of custodial staff, will place traffic flow markers on the hallway floors prior to school opening.

JR/SR HIGH SCHOOL:

- Tape and floor mats will mark traffic flow and where to stay and/or stand.
- Administrators, with the assistance of custodial staff, will place traffic flow markers on the hallway floors prior to school opening.

PPE and Face Coverings:

DISTRICT LEVEL:

- The district has purchased disposable masks and gloves that will be supplied as needed to students and staff. This purchase will occur monthly until no longer needed.
- Periodic breaks will be offered to students in both buildings.
- Students will be allowed to wear neck gaiters as a facial covering. Bandanas are not allowed as they are against the code of conduct.

ELEMENTARY SCHOOL:

- Administrators will take their own temperature upon entering the building, daily. Administrators will then take the temperature of the teacher aides as they arrive.
- Directed teacher aides will pick up gloves, masks and a non-contact thermometer from the office every morning before attending to their stations, whether that is on a bus or at the entrance to the building.
- Before entering the building, all students and staff will be required to wear a mask. If students do not have a mask, they will be provided one by the teacher aide at the entrance. If they refuse to wear a mask, they will be directed to participate in remote learning at their own residence. Upon entry to a bus or the school building, designated teacher aides will take temperatures of students entering.
- All teacher aides will return unused masks and gloves to the main office at the end of their directed time.

- Office secretaries will notify the School Business Manager when supplies begin to dwindle, so that additional supplies can be procured.
- Students will be able to remove face coverings while seated six feet apart in the cafeteria during meals. Students will be offered a periodic break from mask wearing when appropriate.
- Breaks will be defined as at least a minute in duration and no more than two minutes. There will be a range of three to five breaks every day. Teachers will try to have these breaks outside. If breaks do occur in class, six foot distancing will be adhered to.

JR/SR HIGH SCHOOL:

- Administrators will take their own temperature upon entering the building daily. Administrators will take the temperature of the teacher aides as they arrive.
- Directed teacher aides will pick up gloves, masks and a non-contact thermometer from the office every morning before attending to their stations, whether that is on a bus or at the entrance to the building.
- Before entering the building, all students and staff will be required to wear a mask. If students do not have a mask, one will be provided by the teacher aide at that entrance. If they refuse to wear a mask, they will be directed to participate in remote learning at their own residence. Upon entry, to a bus or the school building, designated teacher aides will take temperatures of students entering.
- All teacher aides will return all unused masks and gloves to the main office at the end of their directed time.
- Office secretaries will notify the School Business Manager when supplies begin to dwindle, so that additional supplies can be procured.
- Students will be able to remove face coverings, while they are seated six feet apart in the cafeteria during meals.
- Breaks will be defined as at least a minute in duration and no more than two minutes. There will be a range of three to five breaks every day. Teachers will try to have these breaks outside. If breaks do occur in class, six foot distancing will be adhered to.

Operational Activity:

DISTRICT LEVEL:

- The district will create and deploy signage throughout the district to address public health protections surrounding COVID-19. Signage will address protocols and recommendations in the following areas:
 - Proper use of personal protective equipment (PPE), including gloves and masks.
 - Acceptable face coverings and requirements related to their wear.
 - Handwashing.
 - Adherence to social distancing instructions.
 - Symptoms/prevention of COVID-19.
- In addition to signage, the district will encourage all students, faculty, staff and visitors through verbal and written communication to adhere to Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) guidance regarding the use of PPE through additional means such as face-to-face presentations, website posts, emails, etc.
- The district is committed to creating a learning environment that protects student and staff health, safety, and privacy. Our district will operate under a standard procedure for addressing situations in

which an individual has tested positive for COVID-19 or appears symptomatic. These procedures are outlined in the Health & Safety section of our reopening plan.

- In the event that a student or staff member is sick or symptomatic, notification to exposed individuals will occur pursuant to the state's contact tracing protocols as implemented by the local health department. The district will not notify the wider community unless specifically directed to do so by local health officials.
- All current safety protocols that were created prior to the COVID-19 pandemic will continue. Students will be required to wear face coverings, during the drills or actual alert.

ELEMENTARY SCHOOL: 2 Points of Entry

- For buses
 - Grades 1-4 will enter the auxiliary entrance (to the left of 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.
- For initial quarantine location if a student's temperature is above 100.0.
 - Students, if presenting temperature above 100.0, would be led to the school nurse's location/adjacent room.
- Social distancing: Desks will be placed, at least, six feet apart in classrooms and, at least, twelve feet apart in band, choir and gymnasiums. Students must wear masks while passing classes and will be expected to wear masks while in classrooms.

JR/SR HIGH SCHOOL: 2 Points of Entry

Traffic pattern change: In an effort to increase safety for all of our students, parents and guardians, MJSHS has changed the traffic pattern at the campus. Starting in September, all buses will now pick up and drop off in the lower lot. This will include transportation to sporting events, in the event that they are allowed.

Student drop off and pick up, will now occur in the upper lot, with traffic moving from the left to the right in front of the back entrance of the school.

- For buses
 - Lower parking lot by the gymnasium.
- For parent drop-off and student parking
 - Upper parking lot by main office
- For initial quarantine location if a student's temperature is above 100.0F
 - Students will be sent to a designated room in the school nurse's office where they will be away from other students, but will still be supervised

- Social distancing: Desks will be placed at least six feet apart in classrooms and, at least twelve feet apart in band, choir and gymnasiums. Students must wear masks while passing classes and are expected to wear masks while in classrooms.

Facilities

Restart Operations:

Plans to safely reopen facilities and grounds, such as cleaning and disinfection, and restarting building ventilation, water systems, and other key facility components, as applicable.

DISTRICT LEVEL:

- The facilities director will create a cleaning and disinfecting plan that will be instituted.

ELEMENTARY SCHOOL:

- Teachers and staff will increase ventilation with outdoor air, if able, weather permitting.

JR/SR HIGH SCHOOL:

- Teachers and staff will increase ventilation with outdoor air, if able, weather permitting.

Hygiene

DISTRICT WIDE:

- In accordance with NYS DOH guidelines, staff & students will have daily temperature screenings before or upon arrival. Daily screening questionnaires will be administered to staff and periodic questionnaires for students. Any person visiting the school will be required to submit a screening questionnaire and have a temperature screening upon arrival to the building.
- Parents, staff, and students will be informed of current CDC and Department of Health guidelines that require their children stay at home. These include, but are not limited to:
 - Thermal temperature of 100.0F or higher, cough, shortness of breath or other signs of respiratory illness. Information link is provided on the website and available upon request.
- Staff/student training will be provided to promote healthy hygiene practices. Training will include, but is not limited to :
 - Proper handwashing techniques
 - Use of hand sanitizer
 - Respiratory etiquette, including covering coughs and sneezes
 - Proper use of face coverings
 - Social distancing
 - Stay at home when sick
- Links to videos about healthy hygiene practices will be available on the website, and signage will be posted in various locations throughout the buildings.

Extra-Curricular:

DISTRICT LEVEL:

- Based on the July 16, 2020 guidance from NYSPHSAA, fall sports may not begin until at least September 21, 2020.
- Mayfield Central School District strives to resume activities that can be conducted in a safe environment with appropriate social distancing protocols. In addition, schools might consider the creation of extra-curricular activities that can be continued remotely in the event of another shutdown.
- Future policies and procedures related to COVID-19 will include which activities will be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). Policies should consider how to maintain cohorts, if applicable, or members of the same household.
- Mayfield Elementary will not be conducting extra-curricular activities during the COVID-19 pandemic.

Before and After care:

DISTRICT LEVEL:

- Essential care workers will be offered child care services at the Fulton County YMCA.

Vulnerable Populations:

DISTRICT LEVEL:

- Remote instruction will be available to all high-risk students or students with family members who are considered high risk.
- N-95 Masks will be offered to vulnerable staff members who are at an increased risk of severe COVID-19 illness.

Transportation

DISTRICT LEVEL:

Each bus will be cleaned after each bus run and prior to a new group boarding in the morning and the afternoon. This procedure will be followed for any evening bus runs, if they exist.

Buses will be equipped with hand sanitizer. Monitors and attendants will carry 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.

All drivers, monitors, attendants and mechanics will be required to wear a mask or face shield while driving. All staff will be instructed on proper use of PPE, as well as the signs and symptoms of COVID-19. All staff will be trained on proper use of social distancing, and the District will provide refresher training throughout the school year. All drivers and bus aides must wear gloves when having physical contact with a student. The District will provide members of the transportation department with PPE, including masks and gloves for drivers, bus aides and mechanics.

The Director of Facilities/Transportation will attest that each driver, mechanic and bus monitor performed a self-health assessment for symptoms of COVID-19 before arriving to work each day. Each physically able student will wear a mask before entering and during the duration of the bus ride. The District will provide students with a mask if they do not have one, and they will not be denied transportation. Students with disabilities that would prevent them from wearing a mask, will not be forced to do so, and will not be denied transportation.

All students will be instructed on the proper use of PPE, as well as the signs and symptoms of COVID-19. All students will be trained on the proper use of social distancing, with periodic refreshers.

Transportation will be provided to all students in non-public, parochial, private and charter schools whose IEPs have placed them out of District and whose schools are meeting and conducting in-person education when our District is not.

ELEMENTARY SCHOOL:

- Students will be dropped off at the front of the building. They will be dismissed intermittently, as to support social distancing. Students will board the bus by grade level to support social distancing. Riders will be released, and then walkers will be released.

JR/SR HIGH SCHOOL:

- Students will be dropped off at the front of the building. They will be dismissed intermittently, as to support social distancing. Students will be released and board the bus by floor. Riders will be released, and then walkers will be released.

Food Services

DISTRICT LEVEL:

On-Campus Instruction

1. Mayfield Central School District will be offering meals onsite to the children in attendance Mondays, Tuesdays, Thursdays and Fridays. Mayfield Central School District will be offering curbside meals to students who are remotely learning on Monday through Friday. The district is working on a plan to deliver meals, as necessary, on Wednesdays, when all students will be participating in remote learning. The District will communicate its plans to families once those plans are in place.
2. All meals will be handed out using disposable trays and flatware. Disinfecting will take place after each group rotates through the cafeteria. Students will not have access to touch anything other than the tray that their meals are placed on. Hand sanitizer will be accessible to all students before and after getting their meals.
3. All teacher aides, teachers and support staff will be aware of food allergies and will handle them accordingly.
4. Cleaning procedures will take place to ensure no cross contamination after each group goes through the lunch line.
5. Students will use an ID card to scan for meals instead of touching the pin pad
6. If the keypad needs to be touched, cafeteria staff will sanitize before using and then the cashier will clean the keypad with an approved disinfecting product.
7. Hand sanitizer will be available upon entering to receive meals and on the way out after getting meals. Signage will be posted to make students and adults aware.
8. All areas within the cafeteria will be sanitized using cleaner after each group of students leaves.
9. All meals will meet New York State Child Nutrition requirements to make for a reimbursable meal.
10. All communications are available on the school website, social media and when feasible, newspaper announcements.

Food Service during Hybrid Instruction:

- On Wednesdays we will be offering a delivery option. Families need to sign up for this option with Lindsay VanAuken.
- A cold, bagged breakfast and lunch will be available for pickup at Mayfield Elementary School for school-aged students on days when campus instruction is not offered to them. Gold Group will pick up on Monday and Tuesday. Blue Group will pick up on Thursday and Friday. Parents will drive to the drop-off circle at the elementary school to pick up meals from 9:30 - 10:30 a.m. Students will have their choice of peanut butter and jelly, ham or turkey sandwiches or a yogurt meal. Ham and turkey will only be available as supplies last.
- Price of these meals will remain the same.

Food Service during Remote Instruction (Deemed by the Governor):

- A cold, bagged breakfast and lunch will be available for pickup at Mayfield Elementary School for school-aged students. Parents will drive to the drop-off circle at the elementary school to pick up meals from 9:00- 10:30 a.m. Students will have their choice of peanut butter and jelly, ham or turkey sandwiches or a yogurt meal. Ham and turkey will only be available as supplies last.
- Price of these meals will remain the same

ELEMENTARY SCHOOL:

1. In addition to the district-level protocols, all students will eat in classrooms at assigned desks. Each classroom will have a stockpile of napkins and straws. Teachers or teacher aides will request more when needed.
2. Elementary School breakfasts will be distributed in the classroom/hallway by teacher aides using class rosters.
3. Elementary School lunches: Students will wear masks in the hallways and in the designated lunch line to order meals with the above-mentioned protocol in place.

JR/SR HIGH SCHOOL:

1. In addition to the district-level protocols all students will eat in the cafeteria and the adjacent hallway, maintaining six feet of social distance and wearing face masks when standing, and before and after eating their meal.

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

DISTRICT LEVEL:

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 have met to update the district-wide and building level comprehensive plans for the 2020-2021 school year to reflect the adverse needs of students due to COVID-19. 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.

The Mayfield Central School District's advisory council consists of parents, Board of Education members, K-12 administrators, community mental health providers, teachers, certified school counselors, the K-12 school social worker, and the K-12 school psychologist. The advisory council will meet twice a year for the purpose of reviewing the comprehensive developmental school counseling program plan, advising on the implementation of the school counseling program, and giving recommendations for program updates that best meet the needs of students.

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, remotely as well as in-person 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. The K-12 Pupil Personnel Services (PPS) team has created a district-wide referral form for parents and school staff to use to report

students in need, whether the concern is behavior, academic, mental health, etc. The PPS team will continue to meet weekly to evaluate referrals and student needs. The PPS team will meet with students and refer them to community resources as needed. The PPS team will use referral forms that were provided to the team by the specific community counseling resource that the team is referring the student to.

The District will provide professional development for faculty and staff at the beginning of the school year on Superintendent's Conference Day. School staff will have opportunities for developing safe practices and supports during their Professional Learning Communities (PLC) meetings. Faculty and staff will stay up to date with COVID-19-related procedures as the school year progresses through communication with administrators, local government, and HFM BOCES. 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.

Instruction

Technology and Connectivity

Vision

The Mayfield Central School District will continue promoting safe and rigorous academically-based educational programs during the COVID-19 pandemic.

Our highly effective faculty and staff is committed to delivering new innovative instructional practices while cultivating new collaborations and partnerships that support and promote in-person and at-home learning for all students.

Acquisition and implementation of new virtual learning platforms, and evidence and research-based instructional and therapeutic practices, will establish a renewed foundation for instructional delivery designed to immerse learners in instruction to the greatest extent possible.

Overview

Our hybrid learning plan has been created in response to the COVID-19 pandemic. We surveyed students, families, caregivers and teachers to determine internet access at their homes. Once the information was received, the school district provided Wi-Fi hot spots to teachers and families that needed internet connectivity. With our one-to-one Chromebook initiative, we are well prepared to provide rigorous learning opportunities to students in their homes. It is our hope that remote learning inspires continuous and inclusive learning opportunities to all students. We extend our appreciation to the families partnering with educators to provide students with educational experiences that build knowledge, character and fortitude.

As a school district, it is important to be mindful that we are all learners in this experience. Our faculty and staff continue to shine in their efforts to bring sound activities and assignments to our students during this challenging time.

Continuing Teaching and Learning

The District will maintain teaching and learning experiences across all content areas for all learners.

Providing Access to Technology for All Students

All students, families, caregivers, faculty and staff were surveyed to determine internet accessibility. Stakeholders who did not have adequate internet access were offered free Wi-Fi hot spots. Mayfield Central School District has provided Chromebooks to all students in grades 3 through 12. We are planning to provide other technology to students in pre-kindergarten through grade 2. We will continue to repair devices and provide replacements as appropriate and necessary.

Support for Educators

Mayfield Central School District will continue to support our educators with the tools, resources and ongoing professional development to deliver instruction for all students.

Essential Questions

- 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 and/or ClassDojo.
 - Students in grades pre-kindergarten through 2 will find their assignments through ClassDojo, 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.

Goals of Remote Learning

- Lesson objectives will be clearly communicated by the use of “I Can” statements.
- Content and skills will be introduced and reinforced in a variety of ways.
- Opportunities to interact with teachers or with other students via video, audio, chat or discussions will be provided.

Instructional Delivery - Supported Technology Platforms

Teachers are encouraged to use a variety of resources to deliver and review instructional material. The list below includes many of the district-approved educational tools.

Elementary School (Pre-K-6)	Junior High School (7-8)	High School (9-12)
<ul style="list-style-type: none"> ● ClassDojo ● Google Apps for Education ● iReady ● IXL ● Remind ● Readworks ● Screencastify 	<ul style="list-style-type: none"> ● Flipgrid ● Google Apps for Education ● Kahoot! ● Newsela ● Quizizz ● Screencastify ● Wakelet ● YouTube 	<ul style="list-style-type: none"> ● Flipgrid ● Google Apps for Education ● Kahoot! ● Quizizz ● Newsela ● Screencastify ● Wakelet ● YouTube

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 should expect approximately three hours of school work per day.
- 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.
- Student “attendance” should be taken based on participation and submission of assignments.
- Teachers, pupil personnel services 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.

- As noted above, the District will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or hybrid models, especially when students do not yet have sufficient access to devices and/or high-speed internet.
- Remote instruction will be available to all high-risk students or students with family members of high risk. Students will need medical documentation and district pre-approval for such instances.
- If a family has a valid medical concern, parents should contact the school building principal and be prepared to submit documentation from their healthcare providers. We will work with those families to address their medical situation with educational options that may include remote learning.

Attendance

- Mayfield Central School District will continue to report attendance in accordance with state guidelines.
- We will develop a mechanism to collect/report daily teacher/student engagement regardless of instructional setting.
- Attendance of any student of compulsory age must be reported.
- Absences need to be addressed before students fall behind in school, and schools will need to use a variety of creative methods to reach out to engage students and their families.
- The District will need to collaborate with local Departments of Social Services.

Staff Availability

Mayfield Central School District recognizes that opportunities for “live” student-teacher interactions are a vital part of the teaching and learning process. We also realize the challenges this brings about for both students and teachers. All educators will be available and will identify how they will engage in these opportunities on a regular basis. Each teacher will communicate with students their specific availability during the school day, providing and announcing opportunities for students who need direct instruction.

How Can Parents and Guardians Support Their Student(s)?

- Encourage their student’s participation in remote learning.
- Ensure that they are monitoring district communication for up-to-date information regarding the school closures and instructional continuation plans.
- Communicate with school staff regarding technology needs.

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.

Teaching and Learning

The District has developed a continuity of learning plan. Whether faculty and students are meeting in person, remotely or when using a hybrid model, teachers will be meeting in Professional Learning Communities at least weekly by grade level and/or departments to review, interpret and discuss various data points. Meetings will be in person and/or remote depending on the model. Teachers will assess all students to get a baseline and then instruct accordingly. Teachers will continue to meet to discuss the focus and adjust as needed. At the elementary level, it will be important for faculty to review vertical alignment for the grade below and above.

Mayfield Central School District has developed educational plans that align to NYS Next Generation Learning Standards. Teachers were already using an aligned curriculum and will continue using it with any hybrid instruction. Elementary curriculum has an on-line component that is used both in-person and remotely. The district regularly uses several online applications that are aligned with NYS Learning Standards. These apps are all Ed-Law 2 compliant.

This reopening plan provides for a program that includes regular substantive interaction between teachers and students. This includes in-person classroom interaction, Google Meet, one-on-one office hours hosted by teachers, apps such as ClassDojo where families can contact, interact, and share information, as well as phone calls and emails. The mode of daily interaction will depend on the model being used.

The school calendar typically includes one or more staff-only days before students arrive at school. Acknowledging the challenges that our teachers and staff have faced this spring delivering remote instruction under stressful circumstances, the district will focus these in-service days on providing support to staff in the areas of social-emotional health and technology integration.

These days will also be utilized for student orientation. This time will allow small groups of students to meet with their new teacher and begin to establish the relationship necessary for a successful school year.

As we enter the new school year, teachers will be encouraged to spend time building relationships, supporting students with the transition back to school, and teaching social distancing etiquette at developmentally appropriate levels.

When a remote or hybrid learning model is necessary, certain groups of students will be prioritized for in-person learning to the greatest extent possible. This includes, but is not limited to, special education students, English language learners, students who did not engage in remote learning during the spring of 2020, and students with technology or connectivity needs.

Assessing student learning gaps or areas of need will be critical. Formative assessment before a unit of instruction to assess student understanding of pre-requisite skills will be common practice.

Acknowledging that the typical content in a given grade level or course may need to be adjusted, content will be prioritized to ensure students receive instruction for the prioritized learning standards, key understandings, and skills necessary for students' success in future study.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding students' mastery of course content.

Instruction- Flexibility considerations from NYSED:

NYSED is allowing for flexibility in the following areas, and the district plans to address them as necessary:

ELEMENTARY SCHOOL:

- Student/staff ratio in kindergarten
- Extended time for PreK/K screening to be completed

- Waiver allowing districts to convert UPK from full-day to half-day

JR/SR HIGH SCHOOL:

- 180 minutes per week unit of study requirement
- Delivery of Physical Education
- Blend of hands-on and virtual science laboratory experiences
- Remote or virtual work-based learning experiences for CTE and CDOS

Special Education

In regards to Special Education, Mayfield Central School District is committed to the following:

- All students are entitled to a free appropriate public education.
- Protecting the health and safety of students and staff is paramount.
- Meaningful parent engagement in parent's preferred language/mode of communication.
- CSE/CPSE and program providers should collaborate on the various possible settings where a student will be served.
- Students will need access to the necessary instructional and technological supports to meet their needs.
- Districts should document all programs/services and communications with parents.
- Consider in-person services whenever possible.
- Consider contingency plans to address remote learning needs.

Whether Mayfield Central School District provides in-person, remote and/or hybrid educational services to general education students, the same services will be afforded to students with disabilities, including making every effort to the greatest extent possible, that each student with a disability be provided the special education and related services set forth in their IEP.

The Federal Department of Education guidance recognizes that there may be exceptional circumstances which could affect how a particular service is provided, given health guidelines and the goal of preventing transmission of the virus in the provision of these services.

Special education services are documented through a variety of measures such as Google documents, online platforms and a software system, Frontline. Communication with parents is essential, and teachers/service providers document each contact for a variety of reasons (student progress and engagement, attendance, etc). Parent engagement is crucial for student success whether children are engaged in a hybrid, remote or in-person learning environment. District personnel will use a variety of techniques such as phone calls, emails, online learning platforms, etc.m and in the parent's preferred language in order to meet the requirements of IDEA. The district will provide parents/guardians with student progress via quarterly (Secondary) or trimester (Elementary) progress monitoring, updated webpage resources, phone calls, emails, etc., for all students with disabilities.

Lastly, students with disabilities have access to all accommodations, modifications, supplementary aids, technology and services in accordance to their IEP.

Special education teachers, general education teachers, and administration will converse in regards to ensuring the above requirements are implemented and all guidelines are met.

Our District addresses the provision of free, appropriate public education consistent with the need to protect the health and safety of our students with disabilities and those providing special education and services. These services will be provided to our students through in-person, remote, and/or a hybrid model.

Our District reopening plan addresses collaboration between both the Committee on Preschool Special Education (CPSE) and Committees on Special Education (CSE) and all program providers representing a variety of settings where students are served. The provision of services is consistent with the recommendations on IEPs, student progress, and sharing resources.

Bilingual Education and World Language

In regards to bilingual education and world languages, Mayfield Central School District is committed to the following:

- Communication in each parent's preferred language and mode of communication; provide social-emotional learning supports to ELLs in their home language
- Instructional units should be provided based on most recently measured English language proficiency; Adopt progress monitoring tools to measure ELL proficiency
- PD for teachers on supporting ELLs and addressing learning gaps
- Align policies to the Blueprint for ELL/MLL Success
- Ensure coordination content and ENL/BE teachers
- Continue utilizing technology in ELL instruction
- Support SIFE and other vulnerable populations
- Ensure EMLL Profile supports early learning
- Support completion of the NYS Seal of Biliteracy.

Mayfield CSD identifies qualifying English Language Learners during the registration process through the Home Language Survey.

The district will follow state reopening guidelines which specify ELL identification process within 30 school days of the start of the year who enrolled during school closure in 2019-2020, as well as students who enrolled during the summer of 2020 and during the first 20 school days of the 2020-2021 school year.

Mayfield CSD will offer the required instructional Units of Study to all ELL students based on their level of language proficiency. Regular and consistent communication with parents/guardians will be maintained via emails, phone calls, remote platforms, updated school webpage, etc.

Cleaning and Disinfection

Mayfield Central School District will have a written protocol to clean and disinfect the schools following CDC guidelines. The District will adhere to the same safety precautions as were previously adhered to prior to the COVID-19 pandemic.

The District has instituted the following cleaning and disinfecting procedures for buildings:

Mayfield Junior- Senior High and Elementary School Sanitation Plan

All custodial staff will be trained on CDC guidelines and Personal Protective Equipment for the cleaning of school facilities.

· For this plan, the clarification of cleaning and disinfecting will be defined. The CDC points out that “cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. If a surface may have gotten the virus on it from a person with or suspected to have COVID-19, the surface should be cleaned and disinfected. Disinfecting kills germs on surfaces.”

· The Environmental Protection Agency (EPA) offers a list of products that are effective against another human coronavirus similar to COVID-19 or viruses that are harder to kill.

· The effectiveness of a disinfectant is highly dependent on the custodial team following the label directions. One cannot just spray a surface then wipe it down immediately. Many of these products require contact time of one to ten minutes to be effective.

One example for the aforementioned statement, Clorox Clean-Up Cleaner + Bleach requires one minute of contact time, while Clorox Disinfecting Spray needs ten minutes of contact time to work correctly, and the contact time on Lysol Brand All Purpose Cleaner is two minutes.

A checklist will be attached and must be completed daily for individual areas indicating that the tasks have been completed. Date, time and sign off will be required.

Building ventilation will be operating per regulations and rest rooms will be cleaned/disinfected twice daily. Elementary playground will be cleaned twice weekly.

1) List of areas and items that need to be cleaned:

Outdoor areas:

1. Playground equipment (routine cleaning only – the [CDC](#) currently recommends against disinfecting these surfaces.)
 - i. Swings
 - ii. Climbing structures
 - iii. Ladders
 - iv. Toys
2. Tables
3. Benches and chairs
4. Doorbells, buzzers, and intercom buttons
5. Door handles
6. Railings

Throughout the school:

1. Light switches and switch plates
2. HVAC vents
3. HVAC filters, if applicable, otherwise replace them regularly, and switch to filters with a higher MERV rating if possible. (Higher MERV ratings equate to more particle filtration.)

In the halls:

1. Door handles

2. Handrails
3. Water fountains
4. Carpets
5. Elevator buttons

In the classroom and offices:

1. Desktops and in-desk storage
2. Seats
3. Classroom books
4. Class equipment (microscopes, globes, pencil sharpeners, etc.)
5. Administrative equipment (copier buttons, fax machines, etc.)
6. Storage spaces (cubes, coat racks, etc.)
7. Floors
8. Door, closet, and cupboard handles
9. Telephones
10. Touchscreens
11. Keyboards (These are difficult to clean. Ideally, use a keyboard cover that is easy to remove and disinfect.)
12. Waste and recycling bins
13. Public Address systems
14. Shared binders (late sign in, sign out, etc.)

Cafeteria:

1. Tables
2. Chairs
3. Handrails
4. Countertops
5. Touchscreens
6. Napkin dispensers
7. Vending machine buttons
8. Microwave handles and buttons
9. Refrigerator and freezer door handles
10. Waste and recycling bins

Restrooms:

1. Doorknobs and handles
2. Faucet handles
3. Paper towel dispenser handles
4. Hand dryer buttons
5. Soap dispenser buttons
6. Toilet paper dispensers
7. Sanitary napkin dispensers
8. Toilet flush handles
9. Toilet doors, door handles, and locks
10. Floors

Athletic facilities:

1. Locker rooms
 - i. Locker handles

- ii. Benches
- iii. Door handles
- 2. Wrestling mats
- 3. Shared sports equipment (balls, shot puts, etc.)
- 4. Pool equipment (flotation devices)

Auditoriums and Gyms:

- 1. Seats
- 2. Benches
- 3. Scoreboard buttons
- 4. PA equipment

2) Health & Safety Classroom Cleaning Checklist

Classroom: # _____

Week of: _____

Classroom	Daily To Do	Monday		Tuesday		Wednesday		Thursday		Friday	
		T i	S t a f f	T i	S t a f f	T i	S t a f f	T i	S t a f f	T i	S t a f f

		m e	I n i t i a l	m e	I n i t i a l	m e	I n i t i a l	m e	I n i t i a l	m e	I n i t i a l
	Wipe down handrails with disinfectant										
	Wipe down switches and doorknobs										
	Wipe down desk, chairs and tables										
	Wipe down phone and keyboard										
	Wipe down counter top										
	Clean sink and faucet										

	Empty all waste baskets										
	Sweep Floor										
	Mop floor										
	Vacuum Carpet										
Outdoors	Playground is checked for garbage, standing water and other hazards before use.										
	Outdoor equipment is checked before use										
Bathroom	Clean all										

	toilets/ urinals										
	Wipe down counte rs, sink, faucet s and hand rails										
	Clean All paper towel and soap dispen sers										
	Clean mirror s										
	Mop bathro om floors										
	All hygien e suppli es are stocke d (soap, paper towels , toilet paper)										

Custodial Sign off:	Date:

Transportation:

MCSD has instituted the following cleaning and disinfecting procedures for our buses:

BUS CLEANING	BUS #	
DRIVER:	AIDE:	
*OPEN ALL WINDOWS AND DOORS FOR PROPER VENTILATION	DATE:	
WIPE DOWN HANDRAIL WITH DISINFECTANT	AM	PM
WIPE DOWN DASH, STEP WELL AND DOORS WITH DISINFECTANT	AM	PM
WIPE DOWN SEATS (BACKS AND BOTTOMS) AND SEAT BELTS WITH DISINFECTANT	AM	PM
WIPE DOWN STEERING WHEEL, SHIFTER AND RADIOS WITH DISINFECTANT	AM	PM
WIPE DOWN WINDOWS WITH GLASS CLEANER	AM	PM
WIPE DOWN WINDSHIELD WITH GLASS CLEANER	AM	PM

SWEEP THE BUS	AM	PM
SPRAY THE ENTIRE BUS FROM BACK TO FRONT WITH DISINFECTANT SPRAY (BE SURE TO SPRAY THE DRIVER'S AREA AND SEAT)	AM	PM

THESE FORMS ARE TO BE COMPLETED DAILY. ALL BUSES MUST BE CLEANED TWICE A DAY, BOTH MORNING AND AFTERNOON FOLLOWING ROUTES. YOU MUST INITIAL NEXT TO AM AND PM ONCE COMPLETED AND TURN THE COMPLETED FORM INTO THE OFFICE AT THE END OF EACH DAY.

SIGN OFF:		
DRIVER:	AIDE:	
_____	_____	

BUS CLEANING - DURING ROUTES	BUS #	
DRIVER:	AIDE:	
	DATE: AM / PM	
	HIGH SCHOOL	ELEMENTARY
WIPE DOWN HANDRAIL WITH DISINFECTANT	1 2 3 4 5	1 2 3 4 5
WIPE DOWN SEATS (BACKS AND BOTTOMS) OF EVERY SEAT THAT HAD A STUDENT IN IT	1 2 3 4 5	1 2 3 4 5
	1 2 3 4 5	1 2 3 4 5

	1 2 3 4 5	1 2 3 4 5
	1 2 3 4 5	1 2 3 4 5
	1 2 3 4 5	1 2 3 4 5
	1 2 3 4 5	1 2 3 4 5

THESE FORMS ARE TO BE COMPLETED DAILY. ALL BUSES MUST BE CLEANED BETWEEN EACH GROUP OF STUDENTS. CIRCLE EACH TIME THAT YOU CLEAN FOR EACH TRIP (UP TO 5 TRIPS PER TIER). ONCE COMPLETED AND TURN THEM INTO THE OFFICE AT THE END OF EACH DAY.

SIGN OFF:		
DRIVER:	AIDE:	
_____	_____	

Closure plans

Closure triggers:

The Fulton County Department of Health will inform the District if the percentage of those infected in Fulton County exceeds the recommended threshold, at which time the District will notify parents and caregivers through BlackBoard Connect. The District will then begin remote teaching, exclusively. A determination of the operations happening remotely and on campus will occur at that time. The appropriate emails and BlackBoard Connect messages will be disseminated at that time.

Communication:

DISTRICT LEVEL:

- The District will utilize BlackBoard Connect, our own website, and emails to communicate with students, staff, parents and caregivers throughout the process

Attendance

DISTRICT LEVEL:

- Mayfield Central School District will continue to report attendance in accordance with state guidelines.
- We will develop a mechanism to collect/report daily teacher/student engagement regardless of instructional setting.
- Attendance of any student of compulsory age must be reported.
- Absences need to be addressed before students fall behind in school, and schools will need to use a variety of creative methods to reach out to engage students and their families.
- The District will need to collaborate with local Departments of Social Services.

Student Attendance: All teachers will be responsible for reporting attendance, in Eschool, on a daily basis.

Student Engagement Mechanism: All teachers will be responsible for the daily engagement of all students. How engagement is assessed on any particular day will depend on the day's activities and may include, but not limited to, academic or socio-emotional check-ins, on-line interviews, the creation of videos on screencastify, etc.

Staffing and HR

All teachers and administrators will hold appropriate certification. The APPR Plan created bilaterally will continue to be followed to the extent possible within the confines of the COVID-19 pandemic.

Teacher and Principal Evaluation System

All teachers and principals will continue to be evaluated pursuant to the District's approved APPR Plan.

<http://usny.nysed.gov/rttt/teachers-leaders/plans/docs/mayfield/mayfield-appr-plan-082216.pdf>

Certification, Incidental Teaching and Substitute Teaching

All teachers will hold valid and appropriate certificates for teaching assignment, except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or Education Law.

Budget/Fiscal

All budgetary and financial decisions and actions will still occur, whether these occur on campus or remotely will depend on the guidance given by the Fulton County Department of Health.

APPENDIX

Guidance Document Provisions with Requirements

[**NYSED Recovering, Rebuilding, and Renewing:**](#)

[**The Spirit of New York's Schools**](#)

[**REOPENING GUIDANCE**](#)

[**WEBSITE**](#)

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Core Health and Safety Principles and Definitions

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.

Face Coverings

Responsible Parties must maintain protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate personal protective equipment (PPE) is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Specifically, appropriate PPE means, at least, an acceptable face covering, which must be worn by all individuals at all times. However, while face coverings are to be worn by all individuals at all times, Responsible Parties should allow students to remove their face covering during meals and for short breaks so long as they maintain appropriate social distance. 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.

Social Distancing

Responsible Parties 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. Specifically, appropriate social distancing means six feet of space in all directions between individuals or use of appropriate physical barriers 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, plexiglass or similar materials, or other impermeable divider or partition.

Spaces

To reduce social density, Responsible Parties should consider and assess additional and/or alternate indoor space(s) that may be repurposed for instruction or other required purposes in support of in-person instruction within the school facility, school grounds, municipal facilities, municipal grounds, or community (e.g., community centers), as well as outdoor space(s) where health and safety conditions (e.g., allergies, asthma) allow for such potential usage.

In-Person Instruction

To ensure equity in education, Responsible Parties should prioritize efforts to return all students to in-person instruction at this time. However, based on the dynamic nature of local community transmission of the COVID-19 virus, a phased-in approach or hybrid model combining in-person instruction and remote/distance learning may be necessary at various times through the 2020-2021 school year. In planning for these approaches and models, school plans should indicate if certain students will be prioritized to return to in-person instruction first or more frequently based on educational or other needs (e.g., early grades, students with disabilities, English language learners), given requirements for equity, capacity, social distancing, PPE, feasibility, and learning considerations.

Cohorts

Responsible Parties should “cohort” students, to the extent practicable, to limit potential exposure to the COVID-19 virus. Cohorts, particularly for younger students, are self-contained, pre- assigned groups of students with reasonable group size limits set forth by the Responsible Parties in their plans. Responsible Parties should enact measures to prevent intermingling between cohorts, to the extent possible (e.g., separation by appropriate social distancing, particularly if there are multiple cohorts in one area). Responsible Parties should make reasonable efforts to ensure that cohorts are fixed – meaning contain the same students – for the duration of the COVID-19 public health emergency. Faculty may instruct more than one cohort so long as appropriate social distancing is maintained.

Screening

Responsible Parties must implement mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. Specifically, all individuals must have their temperature checked each day. If an individual presents a temperature of greater than 100.0°F, the individual must be denied entry into the facility or sent directly to a dedicated area prior to being picked up or otherwise sent home. Responsible Parties must also use a daily screening questionnaire for faculty and staff reporting to school; and periodically use a questionnaire for students, particularly younger students, who may require the assistance of their parent/legal guardian to answer. Remote health screening (e.g., by electronic survey, digital application, or telephone, which may involve the parent/legal guardian) before any individual reports to school, is strongly advised.

Transportation

Consistent with State-issued public transit [guidance](#), Responsible Parties must develop protocols and procedures, which include that individuals must wear acceptable face coverings at all times on school buses

(e.g., entering, exiting, and seated), and that individuals should maintain appropriate social distancing, unless they are members of the same household. Responsible Parties should encourage parents/legal guardians to drop off or walk students to school to reduce density on buses.

Food Services

Responsible Parties must continue to provide school breakfast and/or lunch to students who were previously receiving school meals, both on site and remote. For students on site, Responsible Parties must provide meals while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced. Responsible Parties may serve meals in alternate areas (e.g., classrooms) or staggered meal periods to ensure social distancing and proper cleaning and disinfection between students.

Ventilation

Responsible Parties should increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols, particularly for younger students.

Hygiene, Cleaning, and Disinfection

Responsible Parties must adhere to and promote hygiene, cleaning, and disinfection guidance set forth by DOH and the Centers for Disease Control and Prevention (CDC). Responsible Parties must train all students, faculty, and staff on proper hand and respiratory hygiene. Responsible Parties must maintain logs that include the date, time, and scope of cleaning and disinfection, as well as identify cleaning and disinfection frequency for each facility and area type and assign responsibility to staff.

Contact Tracing

Responsible Parties must notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors. In the case of an individual testing positive, Responsible Parties must develop and maintain plans to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the [New York State Contact Tracing Program](#). Confidentiality must be maintained as required by federal and state law and regulations. Responsible Parties must cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.

Return to School

Responsible Parties must establish protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This return to school protocol shall include, at minimum, documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from

isolation. Responsible Parties should refer to DOH's "[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)" regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.