



# *Reopening Plan for St. Mary's School for the Deaf 2020-2021 School Year*

## **Contents**

- 1. INTRODUCTION FROM THE SUPERINTENDENT..... 3**
- 2. REOPENING OF SCHOOL FACILITIES FOR IN-PERSON INSTRUCTION..... 4**
  - a. Communication. .... 4
  - b. Health and Safety at School. .... 5
  - c. Facilities. .... 12
  - d. Residential Students. .... 13
  - e. Child Nutrition..... 17
  - f. Transportation. .... 19
  - g. Social and Emotional Well-Being..... 20
  - h. Attendance and Chronic Absenteeism..... 23
  - i. Technology and Connectivity..... 23
  - j. Teaching and Learning. .... 23
  - k. Early Learning..... 24
  - l. Special Education..... 25
  - m. Staffing. .... 25
- 3. MONITORING HEALTH CONDITIONS..... 25**
  - a. COVID-19 Information. .... 25

b. COVID-19 Symptom Screening (Students and Staff). .....	26
c. Visitor Procedures.....	28
4. CONTAINMENT OF POTENTIAL TRANSMISSION OF COVID-19. ....	29
a. Training. ....	29
b. Symptomatic Individuals. ....	29
c. Return to School after Exhibiting Symptoms with Negative COVID-19 test.....	30
d. Return to School after Confirmed Case of COVID-19 or No-Test but Symptoms. ....	31
e. Return to School After Contact with Confirmed Case. ....	31
f. Confirmed COVID-19 Case and Contact Tracing.....	32
5. CLOSURE OF SCHOOL FACILITIES AND IN-PERSON INSTRUCTION, IF NECESSITATED BY VIRUS TRANSMISSION.....	32
a. Early Warnings. ....	32
b. Remote Plan.....	32
c. Hybrid Plan.....	33
6. REOPENING PLAN ACKNOWLEDGEMENT.....	34
7. APPENDIX A - SOCIAL DISTANCING GUIDELINES IN THE SECONDARY DEPARTMENT.....	35
8. APPENDIX B - SOCIAL DISTANCING GUIDELINES IN THE ELEMENTARY DEPARTMENT.....	44
9. APPENDIX C - DAILY HEALTH SCREENING QUESTIONNAIRES.....	52

1. **INTRODUCTION FROM THE SUPERINTENDENT.**

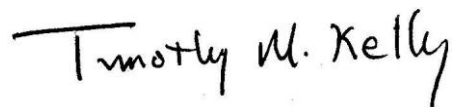
Dear St. Mary's School for the Deaf Stakeholders:

The health and safety of our students, families, and staff members is of the utmost importance to us. To prepare for a possible return to in-person instruction in the fall, we created this Reopening Plan to ensure compliance with guidance from the New York State Education Department, the New York State Department of Health, and the Center for Disease Control (CDC).

The specifics of this Plan were developed after careful review of the guidance, and the thoughtful analysis of our Reopening Committee, which is comprised of administrators, teachers, teacher assistants, nurses and therapists. This Plan is a fluid document, and may be changed to comply with the most-recent guidance, or edited as our school year begins and we learn from our experiences with the new procedures and protocols described herein. Individuals with questions or concerns regarding this Plan should contact Richard Szafrank, Pupil Personnel Services (PPS) Director, who has been appointed as SMSD's Safety Coordinator, available at (716) 834-7200 Ext. 169 or richards@smsdk12.org. Individuals who need to notify the school of a COVID-19 diagnosis, or who are experiencing COVID-19 symptoms, should contact the School Nurses at (716) 834-7200 Ext. 129 or infirmary@smsdk12.org.

Regardless of whether we are together in-person, or learning remotely, I want to thank you and your children for your flexibility and patience during these unprecedented times. I also want to thank our teachers and staff for all they continue to do for our students and their families. We leave no doubt we are in this together, with a "Child First" approach to Deaf Education.

Sincerely,



Timothy M. Kelly  
Superintendent

## 2. REOPENING OF SCHOOL FACILITIES FOR IN-PERSON INSTRUCTION

### a. Communication.

- i. This Plan, and any subsequent edits thereto, will be available on the COVID-19 page of the School's website:  
<https://www.smsdk12.org/domain/130>
- ii. In addition to this Plan, the COVID-19 webpage will also include valuable resources for staff, students, and parents/guardians. COVID-19 related resources will also be provided via:
  - 1) SMSD social media accounts
  - 2) Letters/hard copy documents
  - 3) Town Hall Zoom Meetings
  - 4) Video Phone calls/Telephone calls
  - 5) Department, Superintendent, and Board of Trustee Meetings.
  - 6) Text Messaging
- iii. The School will post signage throughout the school and make announcements to remind staff, students and visitors to adhere to proper hand hygiene; social distancing rules, including the use of face coverings when unable to maintain social distancing; appropriate use, cleaning, and disposal of PPE; cleaning and disinfecting protocols; and how to report a positive COVID-19 result or symptoms of COVID-19.
- iv. The School will provide trainings to staff and students on how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
- v. The School has a staffed Parent Center, as well as Elementary/Middle School/High School administrators who are in continuous contact with parents and caregivers. The School has always used interpreter and translator services to communicate with its diverse population. All resources will continue to be utilized to communicate with parents/guardians and staff members.
- vi. **All staff members and parents/guardians must review this Plan, and must complete a certification (found at the end of the Plan) affirming that they have received and reviewed it.**

b. Health and Safety at School

i. **Reopening:** The health and safety of our students and staff is SMSD's top priority. This Plan is designed to comply with the New York State Department of Education Guidelines, as well as the New York State Department of Health Guidance for Schools.

- 1) In addition to reviewing and implementing the guidance, SMSD also established a Re-Opening Committee composed of teachers, counselors, nurses, teacher assistants, and administrators to assist in completing this plan. The School also surveyed parents and consulted with the Board of Trustees on reopening plans. The School's Educational Leadership Team analyzed total square footage in the school, traffic patterns and space utilization and considered detailed schedules for all students and staff.
- 2) The School ordered PPE supplies and developed relationships with vendors to assure future availability.
- 3) The School considered the availability of safe transportation, to be provided by the student's home district in most cases.
- 4) The School is also monitoring local hospital capacity, which is available in real time via the Buffalo, New York COVID-19 Capacity Predictor.
- 5) After careful review and consideration of the above factors, as well as input from the Reopening Committee, SMSD determined it can open to all staff and students, and comply with the guidance set forth by the New York State Department of Education and the New York State Department of Health.

ii. **Hand and Respiratory Hygiene:** The School will disperse guidance regarding correct hand and respiratory hygiene through announcements, signage, hard copy documents, and the COVID-19 resource tab on the school's website. Such instruction will include the most-recent hand hygiene and respiratory hygiene guidelines from the State and Federal governments.

- 1) Hand hygiene includes:
  - a) Traditional hand washing (with soap and warm or cold water, lathering for a minimum of 20 seconds), is the preferred method;

- b) When soap and water are not readily available, use of alcohol-based hand sanitizers (60% alcohol or greater) is the next best option;
  - c) The School will provide hand sanitizer throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers when able;
  - d) The school will place signage near hand sanitizer indicating visibly soiled hands should be washed with soap and water;
  - e) Students or staff that may be unable to use alcohol-based hand sanitizers for health reasons will be permitted to wash their hands with soap and water;
  - f) The School will provide supplies in touchless way if possible (e.g. soap, paper towels, trash cans, sanitizer).
- 2) Students and staff should wash their hands often, and follow these five steps when washing their hands:
- a) Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
  - b) Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
  - c) Scrub your hands for at least 20 seconds.
  - d) Rinse your hands well under clean, running water.
  - e) Dry your hands using a clean towel or air dry them.
- 3) Students and staff should wash hands, as follows:
- a) Upon entering the building and each classroom;
  - b) After using shared objects or surfaces (e.g. electronic devices, musical instruments, writing utensils, tools, toys, desks or tabletops);
  - c) Before and after snacks and lunch;

- d) After using the bathroom;
  - e) After assisting a student with toileting;
  - f) After sneezing, wiping or blowing nose, or coughing into hands;
  - g) Upon coming in from outdoors; and
  - h) Anytime hands are visibly soiled.
- 4) Cover Coughs and Sneezes
- a) If you are around others and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
  - b) Throw used tissues in the trash.
  - c) Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

iii. **Social Distancing:** “Social Distancing” also called “physical distancing” means keeping a six-foot space between yourself and others. The School will enforce social distancing in all school facilities and on school grounds, including transportation (to the extent the School controls transportation). Social distancing will be enforced by adopting the following protocols:

- 1) SMSD will post signage and visual aids to illustrate traffic flow and social distancing throughout campus where applicable.
- 2) Common areas and small spaces (i.e. elevators, closets, bathrooms, etc.) in school and residential areas have been evaluated and will have markings or signage indicating the allowable number of individuals in these areas.
- 3) SMSD will limit the number of entry points to the school and assign students to the limited entry points. Staff may use any entrance after certifying electronically prior to the start of their workday. If staff members are certifying via hard copy, they must enter via Switchboard.

- a) There will be three points of entry for students: Taylor Hall; Primary Hall and the Main Building (Elevator door/President door). Students will be assigned an entry point based on their class assignment and proximity to their assigned breakfast area.
  - b) All students will be dismissed from their last period class. Teacher Assistants will escort students directly to their busses as they arrive.
- 4) SMSD has established drop off and pick up areas, and will be limiting contact and entry of parents and visitors into the building to the greatest extent possible (see “Visitors” protocol).
- a) Necessary visitors must enter at Switchboard.
  - b) To the greatest extent possible parents will be limited from entering campus. When possible, parents who need to pick up their child during the school day will call the school Switchboard at 716-834-7200 from their vehicle; a staff member will bring the child directly to the parent’s vehicle.
  - c) Parent conferences and Parent Open House will be held using a virtual platform.
  - d) Phone, video phone, letters, communication books, email, video conferencing services, various online communication platforms (Class Dojo, SeeSaw, Google Classroom, etc.) will be used to maintain consistent parent communication.
- 5) Physical Education classes will be modified as follows:
- a) PE classes will use a combination of outside areas and the gyms, and preferably will be held outside when weather permits. Awnings will be used to increase the parameters for which outside PE is typically feasible.
  - b) The number of students in each PE class will be limited to ensure that there is room for 12 feet of space between students.
- 6) SMSD students will consume meals in socially distanced areas as follows:



- a) Special Needs Achievement Program (SNAP) and Deaf Infant Program students will eat in their individual classrooms.
  - b) Other students will be divided amongst eight common eating areas in three different buildings with six foot distancing and each child at their own table. Students will be spaced as needed in the following areas in Main Building: Small Cafeteria, Large Cafeteria, Green Room (which will be used as an allergy cafeteria as needed), two Lower Level Gymnasiums; and the following areas in St. Anthony Hall Residential Cafeteria, EARS area, Elementary Dining Hall (former D'Avolio area).
- 7) The playground area will be visited one classroom at a time. SMSD will post signage in playground areas reminding of social distancing. Hand washing or sanitizing will occur before and after visiting the playground.
  - 8) SMSD has canceled all after-school activities and athletics for the foreseeable future.
  - 9) SMSD Elementary students will remain in their classrooms for most special area subjects (Music, Art). They will continue to receive one-on-one and small group services in therapy rooms (OT, Speech, PT).
  - 10) Additional Social Distancing Guidelines for the Secondary Department can be found in Appendix A to this Plan, which sets forth specific guidelines for: arrival and breakfast, transition times, lunch, academic, specials, and elective classes, and dismissal.
  - 11) Additional Social Distancing Guidelines for the Elementary Department can be found in Appendix B to this Plan, which sets forth specific guidelines for: arrival, transition times, lunch, classrooms, specialty area classes and therapy rooms, playground and outside spaces, and dismissal.
  - 12) Additional Social Distancing Guidelines for Residential Students can be found in the Residential Student section below.
- iv. **Acceptable Face Coverings:** The School requires that all staff, students, and visitors wear an acceptable face covering at all times, and especially when social distancing cannot be maintained. For this reason, individuals, including students, must wear face

coverings in common areas such as lobbies, entrances/exits, and when traveling in hallways around the school.

- 1) Acceptable face coverings include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana, clear masks), and surgical masks that cover both the mouth and nose.
- 2) Students are expected to provide their own acceptable face covering. Students who forget an acceptable face covering will be provided with one by the school.
  - a) Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of face covering but should contact the Building Principal to discuss so that additional safety measures can be put in place.
  - b) School personnel will assist students who have difficulty in adapting to wearing an acceptable face covering.
- 3) Employees may supply/use their own face coverings, in lieu of using face coverings provided by SMSD. The School will provide disposable face coverings to all employees if they forget their own and will have sufficient supplies for replacements.
  - a) Employees using their own face coverings are responsible for ensuring they meet safety guidelines for face coverings, are appropriate for the workplace, and are cleaned and cared for properly.
  - b) In the event a staff member uses a personal face covering, SMSD reserves the right to deem the face covering unacceptable. In such instances, the staff member will be required to wear a face covering provided by SMSD.
- 4) The School will provide training and/or resources to students, faculty and staff on how to adequately put on, take off, clean (as applicable), and discard PPE.
- 5) Face coverings must be replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

- 6) Individuals who are unable to medically tolerate wearing an acceptable face covering may be excepted from the requirement to wear an acceptable face covering. Requests for an accommodation based on a medical condition, for religious reasons, etc. should be directed to the Director of Human Resources (for staff) and Building Principal (for students) so that alternative safety mitigation measures can be discussed and implemented as necessary.
- v. **Mask Breaks:**
- 1) Students may remove their acceptable face covering during meals, and for short breaks so long as they maintain appropriate social distance. Mask breaks will be scheduled regularly.
- vi. **PPE Supplies:**
- 1) SMSD has reviewed the NYSED guidance regarding the appropriate number of PPE to have based on the number of staff and students. SMSD has acquired the appropriate amount of PPE to begin the school year and has established relationships with reliable vendors to acquire new PPE in order to consistently maintain an adequate supply.
- vii. **Accommodations for High Risk Individuals:**
- 1) Students or staff who need to request an accommodation due to being at high risk for contracting COVID-19, or due to residing with a person who is at high risk for contracting COVID-19, should contact Human Resources (staff) or the Building Principal (students).
- viii. **Before and After School Programs:** For the foreseeable future, the School does not plan to provide before or after school programs. If such programs are reinstated, this Plan will be updated accordingly.
- ix. **Safety Coordinator:**
- 1) Richard Szafranek, Pupil Personnel Services (PPS) Director, is the SMSD's Safety Coordinator. His responsibilities include continuous compliance with all aspects of the school'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. Questions regarding the reopening plan can be

addressed to Richard at (716) 834-7200 Ext. 169 or richards@smsdk12.org.

a) A School Nurse will serve as the Assistant Safety Coordinator.

2) Individuals who need to notify the School of a COVID-19 diagnosis, or who are experiencing COVID-19 symptoms, should contact the School Nurses at (716) 834-7200 Ext. 129 or infirmary@smsdk12.org.

c. Facilities.

i. **Cleaning and Disinfecting:**

1) SMSD will coordinate with Aim To Please Cleaning Services (ATP) to ensure that hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and New York Department of Health (NYDOH) are followed, and to ensure a cleaning log is maintained on site that documents date, time, and scope of cleaning. The cleaning log will be maintained by ATP.

a) Disinfecting/cleaning supplies will be provided by SMSD and available in all areas for staff use. If an Environmental Protection Agency (EPA) approved disinfectant is not available, alternatives can be used (e.g. 1/3 cup bleach added to one gallon of water, or 70% alcohol solutions).

2) High touch surfaces will be cleaned and disinfected frequently throughout the day. Examples of high touch surfaces include:

a) Tables;

b) Doorknobs;

c) Light switches/Elevator buttons;

d) Countertops;

e) Handles;

f) Desks;

g) Phones;

- h) Keyboards and touch screens;
  - i) Toilets and restrooms; and
  - j) Faucets and sinks.
- 3) The School Health Office and Audiology Clinic will be cleaned after each use of:
- a) Cots/Beds;
  - b) Bathroom; and
  - c) Medical equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.) should be cleaned following manufacturer's directions

ii. **Safety Drills.**

- 1) All required New York State school safety drills will be conducted with the consideration of the social distancing and acceptable face covering requirements.
- a) Students and staff must wear acceptable cloth face coverings during all safety drills.
  - b) Students and staff must maintain social distancing whenever possible during safety drills. Signage in the hallways and markers throughout the building will remind staff and students of social distancing.
  - c) Exiting and reentering the building use multiple exits and entrances to allow for social distancing. It is understood that evacuation drills will likely take longer than they would without social distancing.
  - d) During lockdown drills, students and staff will not physically enter or remain in a safe zone (e.g. corner of a room). Instead, there will be instruction and modeling to demonstrate the safety zone.
- 2) As part of the drill, students should be instructed that, while social distancing is part of the DRILL, in real situations (i.e. fire) social distancing is secondary to the immediate need to evacuate. In that event, students and staff will wear acceptable face coverings if possible.

d. Residential Students.

- i. **Reopening:** Residential Supervisors have read and reviewed New York State Department of Education Guidelines, as well as the New York State Department of Health Guidance for Schools and have developed plans to safely reopen Residence Halls to comply with the guidance provided:
  - 1) The Residential program will provide trainings to staff and students on how to follow new COVID-19 protocols safely and correctly, including but not limited to, hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
  - 2) Residential Supervisors and the schools Educational Leadership Team have analyzed total square footage of common areas in the Residence Halls, traffic patterns and space utilization. There is enough square footage for all residential students and current staff available to safely return.
- ii. **Communication:** The Residential Supervisors and support staff maintain continuous contact with parents and caregivers. The Residential Program has always used interpreter and translator services to communicate with its diverse population. All resources will continue to be utilized to communicate with parents/guardians and staff members.
- iii. **Acceptable Face Coverings:** An acceptable face covering must be worn by residential students and staff anytime social distancing cannot be maintained.
- iv. **Social Distancing:** Social distancing will be enforced in the Residence Halls as follows:
  - 1) Posting signage and visual aids to illustrate traffic flow, room capacity and distancing measures throughout the dormitory and recreation center.
  - 2) Keeping student cohorts to their dorm grouping (i.e. senior boys, junior girls).
  - 3) Providing students individual bedrooms, toilet and shower areas.
  - 4) Staggering activity/mealtimes of younger and older dorm students.
  - 5) Allowing students to eat breakfast in common areas/kitchen of residence halls with no more than five students in one

room at a time. Dinner served in cafeteria at two separate times to limit groups and allow for students to socially distance in line for meals.

- 6) Activities held outside if possible or spread out indoors in the recreation center using social distancing guidelines.
- 7) Allowing students to have televisions provided from home in bedrooms to reduce time in common areas.
- 8) Keeping the same Residential Staff and dorm students together throughout the week to limit exposure to multiple people.
- 9) Limiting gathering in small spaces to one individual at a time unless all are wearing acceptable face coverings.
- 10) Staggering use of playgrounds to one cohort at a time, as opposed to multiple cohorts playing together.
- 11) Enforcing twelve feet of physical distance for activities that require projecting the voice and labored breathing.
- 12) Meeting parents/guardians outside to pick up/drop off students to the dormitory.
- 13) Canceling after school events, field trips or community partners and or visitors on campus.
- 14) Residential Staff will vigilantly monitor students and enforce social distance guidelines in common areas.
- 15) Staff will be present outside bedrooms to supervise hallways overnight and will be at opposite ends of hallways to ensure students are safe/sleeping.

v. **Student Screening and Health Monitoring:** The following protocols have been implemented in the Residence Halls for residential student screening and health monitoring:

- 1) Residential students will be symptom screened prior to entering the Residence Hall.
- 2) Residential students will be screened and temperature checked by the School Nurse each day prior to attending classes.

- 3) In the event that a residential student develops symptoms of COVID-19, or requires quarantining due to close contact with a person infected with COVID-19, two isolation rooms were created where students will be contained and continuously monitored by staff until they can be transported home.
- vi. **Dining:** The following protocols have been implemented for Residential Student dining:
- 1) Dinner: Dormitory students will be broken up into two groups to dine in the cafeteria. One group of no more than ten students will gather to eat in the cafeteria from 5:15-6:00 pm. Students will line up six feet apart to get their meal in line and sit at individual tables in the cafeteria. The next group of students will arrive to eat at 6:15 to provide enough time for one group to disperse and disinfect area. This group will eat in the two other cafeteria rooms at individual tables.
    - a) Students not at dinner can utilize this time to do their homework in the library, bedrooms or on computers in common rooms. Students will be allotted a specific amount of time to use computers in common rooms/libraries and shared items will be sanitized prior to another student's use.
  - 2) Snack times: Staff will prepare and deliver snacks to students to eliminate contamination of surfaces. Students can sit one per table, distanced with visuals to show where to sit. Students must sanitize hands upon entering/or before leaving kitchen or common areas and should clean tables with assistance from staff as needed to disinfect surfaces. Staff should ensure all tables are cleaned or disinfected prior to locking up kitchen for the evening
  - 3) Breakfast: Students will gather in their common areas (four rooms upstairs to ten boys with capacity of six people per room) to eat breakfast. The girls have two common rooms and outside tables in hallway to socially distance and eat breakfast.
- vii. **Bathroom Use:** The following protocols have been established for Residential Student bathroom use:
- a) Residential students will have their own individual bedrooms, toilet and shower areas.
  - b) Most students have individual showers in their bedrooms.



- c) The Junior Girl's Department will need to use a shared shower area but will have individual showers that will be labeled. For the shared shower area, students may shower one at a time. Students will also have a labeled toilet/sink to use for other hygiene needs. Staff will assist/supervise in sanitizing areas when the use of area is complete.
- viii. **Activity Time:** The following protocol has been established for Residential Student activity time.
  - 1) Activity times will be staggered and held outside if necessary.
  - 2) Windows will be open for ventilation if unable to be outside.
  - 3) Students will be distanced six feet or more apart and visual signs will be displayed as reminders. Staff will also supervise to enforce distancing.
- ix. **Cleaning and Disinfecting:** SMSD will coordinate with ATP to ensure that the residential living areas are cleaned in accordance with CDC and NYDOH guidance, including frequent cleaning of common areas and high touch surfaces.
- e. Child Nutrition.
  - i. The School will continue to provide all required meals in compliance with the Child Nutrition Program.
  - ii. The School provides breakfast, lunch, and snacks to day students and staff via contracted services with Personal Touch Food Services (PTFS). PTFS also provides dinner for residential students and staff. The PTFS management will work with the School to determine the best way to provide meals.
  - iii. All meals will be provided with due consideration to the health and safety requirements set forth above.
    - 1) Students and staff are instructed to practice good hand hygiene and wash hands before and after every meal. Staff members will assure that students practice hand hygiene (hand washing or sanitizing) before and after meals.
    - 2) Student meals will be prepackaged and delivered to assigned dining areas by staff.

- 3) SNAP and Deaf Infant Program students will eat in their individual classrooms or designated areas while social distancing.
- 4) Other students will be divided amongst eight common eating areas in three different buildings with six foot distancing and each child at their own table. Students will be spaced as needed in the following areas in Main Building: Small Cafeteria, Large Cafeteria, Green Room (which will be used as an allergy cafeteria as needed), two Lower Level Gymnasiums; and the following areas in St. Anthony Hall Residential Cafeteria, EARS area, Elementary Dining Hall (former D'Avolio area).
- 5) Areas where students eat will be cleaned and disinfected between each student group.
- 6) PTFS and the School will work together to update standard operating procedures for:
  - a) Sanitizing the kitchens and the cafeterias,
  - b) Identifying additional equipment that is necessary,
  - c) Considering the special feeding needs of students with severe disabilities,
  - d) Installing barriers at pickup point(s),
  - e) Wearing single use gloves and disposable aprons,
  - f) Allowing only approved staff to enter food areas.
- 7) PTFS is committed to:
  - a) Performing daily health screenings including temperature checks of its staff. PTFS will provide all necessary PPE for its staff (masks, gloves, aprons, hand sanitizer, etc.).
  - b) Updating its cleaning and sanitation schedules to include more frequent disinfecting of high touch surfaces within its scope.
  - c) Requiring a written plan from all vendors delivering to the SMSD campus.

- iv. Should the School switch to a remote or hybrid learning plan, the following protocols will be followed:
  - 1) Students will have an opportunity for curbside pickup or delivery of meals.
  - 2) Bulk meal containers/packages will be offered to streamline curbside pickup or delivery of meals.
  - 3) SMSD will work to identify student “gaps” who cannot access their local meal distribution sites and determine how to best serve those students.

f. Transportation.

- i. With the exception of Deaf Infants, transportation of the School’s students is the responsibility of the “home district”. Therefore, the health/safety protocols for transportation of students from home to school and back is established by and the responsibility of the home district. Parents/guardians with question regarding transportation are encouraged to contact their home district.
- ii. The School has established protocols for transporting Deaf Infants to and from school. Dependent upon staffing and cost the Deaf Infants students may be transported by school staff in a school vehicle or transported by a contracted carrier in its vehicle. Regardless of the transporter, the School will follow the protocols for transportation in accordance with the NYSED Guidance and will include those in the bid process and transportation contract(s).
  - 1) The School’s protocol/contract(s) require that students who are physically/medically able to wear a mask will be required to wear one. All staff will be required to wear a mask.
  - 2) The School’s protocols (in-house transportation and/or contracted carrier) require at a minimum language that states vehicles used for transportation must be cleaned/disinfected once a day. High contact spots must be wiped down after the am and pm runs depending upon the disinfection schedule. Specifically, for contracted carriers the language will require vehicles to be cleaned/disinfected after the last use.
  - 3) The School’s protocols/contract(s) require that vehicles will not be equipped with hand sanitizer and drivers and attendants must not carry personal bottles of hand sanitizer with them in the vehicle.

- 4) The School's protocols/contract(s) require that student placement must ensure social distancing.
- 5) The School's protocols/contract(s) require that drivers and attendants must perform a self-health assessment for symptoms of COVID-19 before arriving to work. If personnel are experiencing any of the symptoms of COVID-19, they are not allowed to work. They should notify their employer and seek medical attention. The School's staff are required to fill out a form (electronic/paper) stating their condition.
- 6) The School's protocols/contract(s) require that drivers and attendants must wear an acceptable face covering and attendants who have direct physical contact with a student to wear gloves.
- 7) The School provides and will continue to provide PPE. The contract(s) will require the contractor to provide the appropriate PPE for its staff. Students who board the bus without PPE will be provided with PPE by the School/Contractor.
- 8) All parents/guardians will be required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100.0 degrees or more prior to them boarding their method of transportation to school. The School will communicate this with parents and require parents to affirm that they understand the requirement.
- 9) The School's staff will identify the students who are physically or medically unable to wear a face mask. All other students will be required to wear a mask. However, it is understood students who do not wear a mask cannot be denied transportation.

g. Social and Emotional Well-Being.

- i. **Comprehensive School Counseling Program:** SMSD maintains a comprehensive school counseling program under the direction of certified school counselors. Counseling needs will be met through the following services:

- 1) Weekly Mental Health Team Meetings (MHT).
- 2) Student Individualized Education Program (IEP) sessions.

- 3) Positive Behavioral Intervention & Supports (PBIS) - Multi-Tier System.
- 4) Promoting Alternative Thinking Strategies (PATHS) Programs Social Emotional Curriculum.
- 5) Anti-Racism Committee that will filter into classrooms with students.

ii. **Shared Decision Making:** SMSD routinely engages in shared decision-making to inform the comprehensive developmental school counseling program plan. The following contribute to the shared decision-making process:

- 1) Conference of Educational Administrators of Schools & Programs for the Deaf (CEASD) School Climate Standard 6.
- 2) Weekly Mental Health Team Meetings.
- 3) Positive Behavior Intervention & Supports (PBIS) - Multi-Tier System.
- 4) Town Hall Meetings.
- 5) Department Meetings.
- 6) Committee on Special Education (CSE) and Committee Preschool Education (CPSE) Meetings.
- 7) Comprehensive Review Team (CRT).
- 8) Parent Teacher Organization (PTO).
- 9) Parent Center.
- 10) Therapeutic Crisis Intervention (TCI).
- 11) Superintendent Meetings.

iii. **Mental Health Resources:** SMSD provides resources and referrals to address mental health, behavioral, and emotional support services and programs through the following avenues:

- 1) Social Media (Website, Facebook, Twitter).
- 2) Parent Center.
- 3) Counseling Sessions (Individual & Group).

- 4) School Physician Recommendations.
- 5) Mental Health Team.
- 6) Comprehensive Review Team.
- 7) Best Self Curriculum.
- 8) Request For Assistance (RFA) through Positive Behavioral Intervention & Supports.
- 9) School Wide Information System (SWIS).
- 10) Summit Educational Resources.
- 11) PowerSchool Student Information System.

iv. **Professional Development:** SMSD will provide professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide support for developing coping and resilience skills for students, faculty, and staff through the following avenues:

- 1) Therapeutic Crisis Intervention (TCI).
- 2) Schedule Changes such as added time before and after homerooms.
- 3) Orientation Day Trainings.
- 4) Professional Development Days.
- 5) Educator's Employee Assistance Program (EAP)
- 6) Positive Behavior Intervention & Supports (PBIS).
- 7) Community Meetings with school community.
- 8) Daily Social Emotional video clips developed by counselors for Morning Announcements.
- 9) Teacher Daily Check-ins.
- 10) Elementary Morning Zoom Meeting.
- 11) Parent Center Trainings.
- 12) Board of Trustee Trainings at Board of Trustees Meetings.

h. Attendance and Chronic Absenteeism.

- i. **Record of Attendance:** Daily student attendance for all students, as well as Class Meeting attendance at the Secondary level, will continue to be recorded in the Power School system whether instruction is in-person or held virtually.
- 1) Attendance will continue to be recorded and reported in accordance with applicable laws and regulations.
  - 2) Students identified by their educational team as having chronic absenteeism will be provided additional support from school personnel. Such supports include technology support, time management support, motivation/encouragement, and academic support.

i. Technology and Connectivity.

- i. SMSD conducted a survey of students and staff to assess technology availability and needs.
- ii. Student devices were ordered with the intention of all students, if age and developmentally appropriate, having his/her own device for use at home and at school.
- iii. SMSD has confirmed that staff have Internet access and have been provided with devices for remote use.
- iv. Specialty programs such as Loom, Screencastify and Flipgrid are available for teachers to create deaf-friendly, accessible content.
- v. When needed students will be provided with paper copies of work along with textbooks and office/art supplies which are prepared, collected and mailed or dropped off to student homes. This service will continue if fully remote or hybrid instruction is necessary during the 2020-2021 school year.

j. Teaching and Learning.

- i. **Continuity of Learning Plan:** The School has a Continuity of Learning plan that prepares for in-person, remote, and hybrid models of instruction. This plan is posted to the School's website.
- 1) If a remote learning schedule is necessary, students in need of tangible materials and paper copies of items are provided through delivery or mail service to ensure equity of learning is in place.

- 2) Regardless of whether an in-person, hybrid, or remote plan is utilized, equity is at the heart of all school instructional decisions and instructional opportunities/substantive interaction with teachers will be accessible to all students. Schedules will be worked out with the families to ensure students and their parents are given opportunities for learning. SMSD will provide access for families to communicate with our staff via various communication methods (e.g. video/phone, text, email, social media sites).
- 3) Regardless of the mode, instruction is aligned with NYS Next Generation Learning Standards. Specially Designed Instruction is used to create Standard Based Individualized Educational Programs for all students.

ii. **Communication Plan:** SMSD has developed multiple avenues to communicate with families. Families will continue to receive regular communication from the school including but not limited to: video phone calls, phone calls, text messages, reminder messages, paper letters in the mail, emails, robo calls and texts from our BlackBoard messaging system, as well as updated information posted on our School's website.

- 1) The BlackBoard system translates voice and text messages to families' home languages.
- 2) Language Line Services is used for translating phone calls in languages other than English.

k. Early Learning.

- i. SMSD runs a full five-day Preschool Program working closely with the Committee on Preschool Special Education Local Education Agencies which will follow all County, State and Federal guidelines to return to school. The Preschool programs are included in all of our possible return to school models (in-person, virtual and hybrid).
- ii. With respect to its Prekindergarten Program, SMSD will submit all reopening plans and continuity of learning plans as required by law or regulation.



I. Special Education.

- i. SMSD will, regardless of whether instruction is provided in-person, remote, and/or hybrid, continue to collaborate with the Committee on Special Education Local Education Agency School Districts regarding FAPE and follow all County, State and Federal Guidelines.
- ii. SMSD will continue to comply with the communication requirements of the Individuals with Disabilities Education Act (IDEA). SMSD has multiple social media sites that can be translated into second languages in addition to multiple ways to communicate (video phone, phone, text, email, social media sites) and share information with our families. SMSD's website can be translated into several languages. SMSD uses Language Line to make calls to our families in their native language and has several contracts with agencies that will provide interpreters and translators.
- iii. SMSD will continue to communicate with students' home districts to ensure there is an understanding of the provision of services consistent with the recommendations on our students' Individualized Education Programs (IEP's), for monitoring and communicating student progress, and commitment to sharing resources.
- iv. SMSD will continue to utilize and support the use of assistive technology with students on a daily basis and is able to immediately trouble-shoot any issues that arise. A fully functioning Audiology Clinic is available on site to address concerns and regular maintenance of students' hearing devices.

m. Staffing.

- i. The School's contract(s) will continue written and oral evaluations of teaching skills and will be done by the appropriate administrative personnel.
- ii. The School will maintain up to date information regarding teacher certifications as reflected in the school records.
- iii. All teachers are certified in their respective areas.

3. **MONITORING HEALTH CONDITIONS.**

a. COVID-19 Information.

- i. Resources regarding COVID-19 symptoms and health screenings will be available to both staff members and parents/guardians on the School's COVID-19 webpage:  
<https://www.smsdk12.org/domain/130>
- b. COVID-19 Symptom Screening (Students and Staff).
  - i. **Symptoms:** Students or staff with fever over 100.0°F and/or symptoms must stay home. Parents must not allow their children to come to school if their child is experiencing symptoms or has a fever. COVID-19 symptoms include:
    - 1) Fever or chills (100.0°F or greater);
    - 2) Cough;
    - 3) Shortness of breath or difficulty breathing;
    - 4) Fatigue;
    - 5) Muscle or body aches;
    - 6) Headache;
    - 7) New loss of taste or smell;
    - 8) Sore throat;
    - 9) Congestion or runny nose;
    - 10) Nausea or vomiting;
    - 11) Diarrhea;
    - 12) Flushed cheeks; and
    - 13) Frequent use of the bathroom.
  - ii. **Screening Questionnaire:** The School has created a screening questionnaire to determine whether the individual has:
    - 1) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
    - 2) tested positive through a diagnostic test for COVID-19 in the past 14 days;

- 3) has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days: and/or;
- 4) has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.
- 5) Screening questionnaires can be found in Appendix C to the Plan.

iii. **Staff Screening:**

- 1) Temperature check and the screening questionnaire must be completed on every workday prior to entering the school.
- 2) The School will provide and accept screenings forms electronically (preferred) or in hard copy. Hard copy forms should be provided immediately upon arrival to Mary DeStefano, Director of Human Resources.

iv. **Student Screening:**

- 1) Students are required to have a daily temperature check and must complete the screening questionnaire daily.
- 2) The School will provide and accept screening forms electronically (preferred) or in hard copy. Hard copy forms should be provided immediately upon arrival to Richard Szafranek, Director of Pupil Personnel Services (PPS).
- 3) Parents/guardians are strongly encouraged to complete the temperature check and screening questionnaire for the student at home, before the student arrives at school.
  - a) All parents/guardians will be **required** to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100.0°F degrees or more prior arrival at school.
- 4) If it is not possible to screen the student at home, a school nurse or appropriately trained staff member will screen the student upon their arrival in a confidential manner while either behind a barrier or while wearing the appropriate PPE.

- v. **Residential Student Screening:**
  - 1) Residential students will be temperature checked and symptom screened by the School Nurse each day prior to leaving the residence halls and attending classes.
- vi. Students and staff are required to notify the school when they develop symptoms or if their answers to the questionnaire change during or outside school hours by contacting the School Nurses at (716) 834-7200 Ext. 129 or [infirmary@smsdk12.org](mailto:infirmary@smsdk12.org).
- vii. The School Nurses are responsible for reviewing incoming screening reports.
  - 1) Per NYDOH, schools are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared). Cleared/not cleared records for students will be kept in the school's Health Office. Staff & Visitor cleared/not cleared records will be kept in Human Resources.

c. Visitor Procedures

- i. SMSD will manage engagement with visitors, including vendors, and other non-staff who may potentially access the school. For purposes of this plan, "visitors" does not include vendors or delivery personnel (e.g., mail carrier, UPS, FedEx) who are able to make contactless deliveries.
- ii. SMSD will restrict non-essential visitors to the school until further notice.
- iii. Essential visitors must be approved by the Department Head or the Building Principal.
- iv. Visitors must be screened through a daily wellness self-assessment, similar to the assessment used to screen staff and students. The staff member "hosting" the visitor should inform the visitor, in advance and via email, of the Visitor Wellness Self-Assessment. This should be accomplished by sharing the Reopening Protocol Summary for Visitors.
- v. Visitors will not be permitted to enter the school unless they can truthfully certify all statements on the Visitor Wellness Self-Assessment.

- vi. Visits will be conducted in the reception area to the greatest extent possible.
- vii. In addition, signs will be posted at the front door informing visitors that masks, temperature checks, health assessment, and hand disinfecting are required to enter the building.
- viii. Visitors' names and contact information must be recorded in the visitor log, either by the visitor, the receptionist, or the staff member hosting the visitor. The start and end times of the visit, the purpose of the visit, the responsible staff member, the locations within the school that the visitor was present, and any known instances where the visitor participated in in-person meeting or other interactions where six feet of social distancing was not feasible or maintained must also be recorded in the visitor log.
- ix. To the greatest extent possible, parents and caregivers will be limited from entering campus. When possible, parents and caregivers who need to pick up their child during the school day should call the school Switchboard at 716-834-7200 from their vehicle and a staff member will bring the child directly to the parent's vehicle

**4. CONTAINMENT OF POTENTIAL TRANSMISSION OF COVID-19.**

a. Training.

- i. Staff will be trained in observing for the signs and symptoms of COVID-19.
- ii. Teachers, Teacher Assistants and Residential Staff will review signs and symptoms with students, which can be clarified by the school nurses if needed.

b. Symptomatic Individuals.

- i. Students and staff with symptoms of illness will immediately be sent to the Health Office. A School Nurse should assess to determine if it is a chronic condition (e.g. asthma, allergies, chronic gastrointestinal conditions) that may present similar symptoms to COVID-19 but is not a public health threat.
- ii. If a School Nurse is not available to assess, the School will immediately isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition. All dismissed students and staff will be instructed to contact their health care provider for further guidance.

- iii. There will be two isolation areas that will be separate from the Health Office to house students and staff that exhibit COVID-19 symptoms until they can exit the building. A staff member (preferably a school nurse) will monitor the student or staff while maintaining social distancing. Staff will be provided appropriate PPE including a face shield, face covering, gown, gloves and a communication system (two-way radio or texting capabilities) while they wait for the parent/guardian to arrive for pick up.
    - 1) Isolation rooms are Main Building Room 17 and St. Anthony Hall Room 91.
  - iv. The isolation room will be cleaned and disinfected after each use. If possible, the School will wait at least 24 hours before cleaning and disinfecting.
  - v. The School will coordinate with ATP to clean and disinfect all areas used by student/staff with suspected or confirmed COVID-19 case. If possible, SMSD will wait at least 24 hours before cleaning and disinfecting to allow respiratory droplets to settle. Once areas have been cleaned and disinfected, they can be reopened.
  - vi. Classmates/students in the same classroom as the student/staff will be moved to an extra classroom/common area while the original classroom is disinfected.
  - vii. Parents/guardians will be contacted and informed if their child came into close contact with a person infected with COVID-19.
  - viii. Staff members will be contacted and informed if they came into close contact with a person infected with COVID-19.
  - ix. The New York State Department of Health considers a “close contact” to be someone who was within six feet of an infected person with COVID-19 for at least ten minutes starting from 48 hours before illness onset until the time the person was isolated.
- c. Return to School after Exhibiting Symptoms with Negative COVID-19 test.
- 1) SMSD will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19, they can return to school if all of the following are met:

- a) Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
  - b) Documentation by healthcare provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution.
  - c) If they have been diagnosed with another condition, they must have a note from a healthcare provider stating they are clear to return to school.
- d. Return to School after Confirmed Case of COVID-19 or No-Test but Symptoms.
- 1) If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:
    - a) It has been at least ten days since the individual first had symptoms;
    - b) It has been at least three days since the individual has had a fever (without using fever reducing medicine); and;
    - c) It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.
- e. Return to School After Contact with Confirmed Case.
- 1) NYDOH recommends quarantine for individuals within six feet of an infected person with COVID-19 for at least ten minutes starting from 48 hours before illness onset until the time the person was isolated.
  - 2) All asymptomatic students and staff who came into close contact with a student or staff person with a confirmed case of COVID-19 will be asked to quarantine for 14 days. If the individual becomes symptomatic, they are subject to the isolation requirements set forth above.
  - 3) Quarantining after exposure: The CDC recommends 14 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier

than a person who is quarantined because of the possibility they are infected.

- 4) Students on quarantine or choosing to self-quarantine will be offered distance-learning instruction during their absence.

f. Confirmed COVID-19 Case and Contact Tracing.

- i. SMSD will notify the state and local health departments immediately upon being informed of any positive COVID-19 test result by a staff member, student, or visitor.
- ii. The School will cooperate with state and local health department contact tracing efforts.
  - a) Schools will assist in this by maintaining accurate attendance records, a visitor's log, and ensuring student schedules are up to date. Confidentiality must be maintained as required by federal and state laws and regulations.

5. **CLOSURE OF SCHOOL FACILITIES AND IN-PERSON INSTRUCTION, IF NECESSITATED BY VIRUS TRANSMISSION.**

a. Early Warnings.

- i. SMSD will carefully monitor student attendance and absences, as well as staff absences, and local COVID-19 data. SMSD will monitor all metrics set forth by the state and local health department that may serve as early warning signs that COVID-19 cases are increase above an acceptable level.

b. Remote Plan.

- i. If a return to distance learning is necessary, SMSD will employ similar methods to those used at the end of the 2019-2020 school year.
- ii. SMSD is committed to continuing to provide specialized instruction using a distance model throughout this crisis to address our students' annual goals. Support through online platforms as well as physical deliveries of materials/plans and telephone conferencing will continue if remote learning is necessary. Teachers, therapists and staff continue to use multiple avenues to best communication with student and families, including: email, text messages, Private YouTube channels with individual content, Slack.com, updated Braille materials, PECS books, ABA discrete-trial-training materials, Zoom video conferencing, Skype, See Saw, Private Facebook



accounts, Remind, Class Dojo, and Google Classroom. SMSD will continue to provide families with directions and guidance for how to best use these materials and supports.

c. Hybrid Plan.

- i. SMSD will consider a hybrid model of instruction if required. Any such hybrid plan will comply with relevant state and local guidance. Any implemented hybrid model will treat students equally, while prioritizing our highest need students for in-person instruction.

**6. REOPENING PLAN ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of the St. Mary's School for the Deaf Reopening Plan. I understand and agree that it is my responsibility to read and familiarize myself with the procedures contained in the Plan. I understand that if I have any questions regarding this Plan, I can contact SMSD's Safety Coordinator, Richard Szafranek, available at (716) 834-7200 Ext. 169 or richards@smsdk12.org.

---

Name (*Please Print*)

---

Signature

---

Date

*Note: This Plan is a fluid document. The most current version of the Reopening Plan will be available on the school's website.*

**7. APPENDIX A - SOCIAL DISTANCING GUIDELINES IN THE SECONDARY DEPARTMENT**

## SOCIAL DISTANCING GUIDELINES IN THE SECONDARY DEPARTMENT

<b>Times of Day and Locations</b>	<b>Social Distancing Guidelines</b>	<b>Additional Notes</b>
<p style="text-align: center;">Arrival and Breakfast <i>Gymnasiums on Lower Level of Main Building</i> 8:00 – 8:30 a.m.</p>	<p>Residential students remain in the residential area for breakfast. Meals are brought over to them by residential staff. Day students disembark the busses and enter through the door near the elevator entrance off of the center parking lot. They immediately report to the Main Building gymnasiums in the lower level for breakfast (no locker use is allowed until after breakfast to minimize hallway traffic). Students are seated one or two per table, depending on the table size (always maintaining at least a six-foot radius of space around each student). Meals are brought to them by Teacher Assistants. While seated at their tables to eat, students may remove their masks. When they are finished eating and proceed to the hallways, they must wear their masks.</p>	<p>Daily temperature checks will be conducted by a school nurse as part of the morning routine for residential students, and upon arrival to school for day students. Parents/Guardians will be responsible for certifying an electronic submission of their child’s temperature each day before school for day students, and on Mondays for residential students. A school nurse will conduct this certification for residential students on Tuesday through Friday mornings.</p>

Times of Day and Locations	Social Distancing Guidelines	Additional Notes
<p>Transition Times</p> <p><i>Hallway travel between classes and for necessary restroom and nurse's office visits, throughout campus</i></p> <p>8:00 a.m. – 3:00 p.m.</p>	<p>There will be signs and floor markings to help keep the students and staff appropriately spaced in transition areas whenever applicable and possible.</p> <p>At 8:20 a.m., middle school students dismiss from the breakfast area and proceed in socially distanced lines, while masked, to their lockers. Students should report to their classrooms no later than 8:25 a.m.</p> <p>At 8:25 a.m., high school students dismiss from the breakfast area and proceed in socially distanced lines, while masked, to their lockers. Students should report to their classrooms no later than 8:30 a.m.</p> <p>Middle school students may report to their lockers after breakfast (8:20-8:25 a.m. only), 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> (2:50-2:55 p.m. only) periods.</p> <p>High school students may report to their lockers after breakfast (8:25-8:30 a.m. only), 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> (2:55-3:00 a.m. only) periods.</p> <p>All students will be dismissed at the same time at the end of each class period and wear masks at all times in the hallways.</p> <p>The Period Schedule was revised to allow for five, rather than three, minutes between all classes. This extra time will allow students to report to their lockers (after their assigned periods only) and walk outside briefly for fresh air and a break from wearing their masks. While outside, students and staff should always remain at least six feet apart.</p> <p>Cleaning of shared classroom items (ex. chairs, desks, pencil sharpener, etc.) will primarily be done by Teacher Assistants during the extra three minutes of each class period.</p>	<p>Lockers are spaced out with at least six feet between middle school student lockers and six feet between high school student lockers. There is no time during the day when a middle school and a high school student should both be at their lockers at the same time. There are two or three empty lockers between all lockers in use, and there are four, five, or six lockers between all middle school and all high school students (see attached diagram in Appendix A).</p> <p>Only one student at a time is allowed in restrooms, whether using the facilities between or during class time. Custodial staff clean restrooms throughout the day.</p>

Times of Day and Locations	Social Distancing Guidelines	Additional Notes
		<p>The revised Period Schedule includes eight, rather than nine, periods throughout the day. All classes were extended from 42 to 45 minutes in length; lunch remained a 30-minute period. A designated homeroom time, a designated dismissal time, and additional minutes between classes, were added (see attached diagram in Appendix B).</p>
<p><b>Lunch</b>  <i>Small and Large Cafeterias &amp; Green Culinary Room, Main Building</i>  11:00-11:30 a.m.</p>	<p>All middle school and high school students will remain masked until they are seated at their socially distanced tables in the small cafeteria, large cafeteria, and green culinary room if needed.</p> <p>Pre-packaged lunches will be brought to the tables by Teacher Assistants.</p> <p>Students will only be allowed to get up if they need to use the restroom or visit the nurse's office. Any time they are not seated at the tables eating, they must wear their masks.</p> <p>Staff will wear PPE (masks, shields and gloves) during lunch and will not consume their own food during the student lunch period.</p>	<p>Lunch was scheduled earlier in the day to accommodate cleaning between the Secondary and Elementary Department lunches. This half hour (11:30 a.m. – 12:00 p.m.) in between cafeteria use will allow for thorough cleaning of tables, chairs, and surrounding areas.</p>

Times of Day and Locations	Social Distancing Guidelines	Additional Notes
<p>Academic, Specials, Therapy, and Elective Classes  <i>All Secondary Classrooms across campus</i>  8:35 a.m. – 2:50 p.m.</p>	<p>All classroom spaces have been reviewed by the Teachers via email request and by the Associate Principal and Director of Facilities via building walk-throughs to determine any furniture adjustments that need to be made to accommodate appropriate social distancing with students and staff in classrooms.</p> <p>The School will provide plexiglass dividers when necessary and possible.</p> <p>One classroom needed to move from the 1<sup>st</sup> to the 3<sup>rd</sup> floor of Main Building to accommodate the larger class sizes. The vacated 1<sup>st</sup> floor room will be used for two teachers who have smaller classrooms and will need to use this space approximately twice daily when they have classes with more than four students.</p> <p>Other classrooms needed to have tables (used for close, small-group instruction in the past) removed in order to allow for appropriate distancing between and among all student desks in those classrooms.</p> <p>There will be signs and floor markings to help keep the students and staff appropriately spaced in classrooms whenever applicable and possible.</p> <p>Whenever possible, students will have individual class supplies; communal supplies will be limited to items that can be cleaned between users.</p> <p>Speech therapy rooms will have table-top plexiglass dividers.</p> <p>Physical Education (PE) classes will adhere to 12-foot social distancing guidelines with a strong preference for outside PE classes.</p>	<p>The school will not require students to wear masks while seated in the classroom when all desks are at least six feet apart. However, the school will support any teacher who chooses to have a classroom rule that requires students to wear masks, even when socially distanced at least six feet in the classroom.</p> <p>Some classrooms will use enhanced PPE procedures. All staff will have access to enhanced PPE. Enhanced PPE includes but is not limited to: gowns, face shields, masks and gloves.</p> <p>Accommodations will be made for students who are unable to tolerate masks. A variety of staff and student PPE will be available with the understanding that a one-size-fits-all model is unlikely to work with some of our</p>

<b>Times of Day and Locations</b>	<b>Social Distancing Guidelines</b>	<b>Additional Notes</b>
	<p>In some cases, video conferencing will be used to collaborate among classrooms.</p>	<p>younger students and students with more complex disabilities.</p> <p>Each classroom and therapy room will have supplies to clean surfaces between student groups and students. Students must not handle cleaners. The extra time added to each class period allows for the cleaning of surfaces between student groups and students.</p>
<p><b>Playgrounds and Outside Spaces</b> <i>Outside</i> 8:00 a.m. - 3:00 p.m.</p>	<p>Classes will have access to outside play spaces but only with the students in their class on a scheduled basis.</p> <p>Students will use hand sanitizer before and after using the playground equipment.</p> <p>Whenever possible, students will have “mask breaks” outside. During mask breaks, students must remain at least six feet apart to the greatest extent possible.</p>	



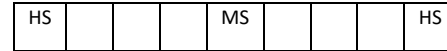
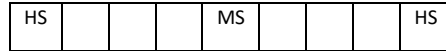
<b>Times of Day and Locations</b>	<b>Social Distancing Guidelines</b>	<b>Additional Notes</b>
<p>Dismissal  <i>All classrooms</i>            2:50 – 3:00 p.m.</p>	<p>Middle school students will be dismissed from their classrooms at 2:50 p.m. to report to their lockers and then immediately out to their busses by 2:55 p.m.</p> <p>High school students will be dismissed from their classrooms at 2:55 p.m. to report to their lockers and then immediately out to their busses by 3:00 p.m.</p> <p>The dormitory staff will pick up the dorm students from each classroom.</p> <p>The same regulations are in place as outlined above in this document: students must wear their masks at all times while in the hallways and remain at least six feet apart while traveling from class to the outside dismissal area.</p>	

# Locker Assignments to Accommodate Distance Requirements

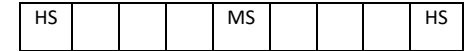
Locker configuration in the hallway outside classrooms 101, 103 and 105:

HS = High School Student Locker  
 MS – Middle School Student Locker

Room 105



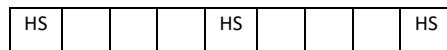
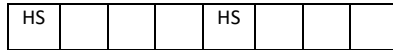
Room 103



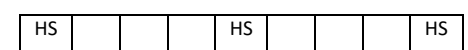
Locker configuration in the hallway outside classrooms 117, 119 and 121:

HS = High School Student Locker

Room 117



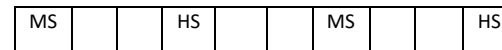
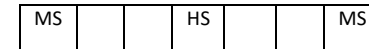
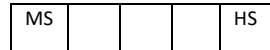
Room 119



Locker configuration in the hallway outside classrooms 123 and 125:

HS = High School Student Locker  
 MS – Middle School Student Locker

Room 123



## Period Schedule Revised

<b>Activity and/or Period</b>	<b>Time of Day</b>
Arrival into the Buildings	8:00 – 8:20 a.m.
Breakfast for Middle School Students	8:00 – 8:20 a.m.
Breakfast for High School Students <i>High school students stay in the gymnasium from 8:20-8:25 a.m. while the middle school students are transitioning to their lockers and classrooms.</i>	8:00 – 8:25 a.m.
Homeroom for Middle School Students <i>Five additional minutes of homeroom for middle school students to receive additional guidance on safe hygiene practices, organizational skills review, etc. Morning Announcements are played for all students from 8:30-8:35 a.m. Students must complete a Lunch Order Form to select from that day's meal choices. Forms are submitted to Teacher Assistants to be emailed to the Cafeteria staff during 1<sup>st</sup> period.</i>	8:25 – 8:35 a.m.
Homeroom for High School Students <i>Morning Announcements are played for all students from 8:30-8:35 a.m. Students must complete a Lunch Order Form to select from that day's meal choices. Forms are submitted to Teacher Assistants to be emailed to the Cafeteria staff during 1<sup>st</sup> period.</i>	8:30 – 8:35 a.m.
1 <sup>st</sup> Period	8:35 – 9:20 a.m.
2 <sup>nd</sup> Period	9:25 – 10:10 a.m.
3 <sup>rd</sup> Period	10:15 – 11:00 a.m.
4 <sup>th</sup> Period <i>Lunch for all Secondary students and staff</i>	11:00 – 11:30 a.m.
5 <sup>th</sup> Period	11:35 a.m. – 12:20 p.m.
6 <sup>th</sup> Period	12:25 – 1:10 p.m.
7 <sup>th</sup> Period	1:15 – 2:00 p.m.
8 <sup>th</sup> Period	2:05 – 2:50 p.m.
Dismissal for Middle School Students <i>Middle school students should report from their classrooms to their lockers at 2:50 p.m., then immediately to the dismissal area outside.</i>	2:50 – 2:55 p.m.
Dismissal for High School Students <i>High school students should report from their classrooms to their lockers at 2:55 p.m., then immediately to the dismissal area outside.</i>	2:55 – 3:00 p.m.

**8. APPENDIX B - SOCIAL DISTANCING GUIDELINES IN THE ELEMENTARY DEPARTMENT**

## SOCIAL DISTANCING GUIDELINES IN THE ELEMENTARY DEPARTMENT

Times of Day and Locations	Social Distancing Guidelines	Additional Notes
<p style="text-align: center;"><b>Arrival</b> (8:00 – 8:30 a.m.)</p> <p>Entrances:</p> <ul style="list-style-type: none"> <li>• Taylor Hall</li> <li>• Main Building</li> <li>• Primary Hall</li> </ul> <p>Breakfast Locations:</p> <ul style="list-style-type: none"> <li>• <i>Large Cafeteria (Main Building)</i></li> <li>• <i>Green Cafeteria (Main Building)</i></li> <li>• <i>Elementary Cafeteria (formerly D’Avolio’s Culinary) Primary Hall</i></li> <li>• <i>Individual Classrooms for select groups</i></li> </ul>	<ul style="list-style-type: none"> <li>• Residential students will remain in the residential area for breakfast. Meals will be brought over to them by residential staff.</li> <li>• Day students will enter through the entrance closest to their breakfast location.</li> <li>• Students will be seated one or two per table, depending on the table size (always maintaining at least a six-foot radius of space around each student). Meals will be brought to them by Teacher Assistants. While seated at their tables to eat, students may remove their masks. When they are finished eating and proceed to the hallways, they must wear their masks.</li> </ul>	<p>Daily temperature checks will be conducted by a school nurse as part of the morning routine for residential students, and upon arrival to school for day students.</p> <p>Parents/Guardians will be responsible for certifying an electronic submission of their child’s temperature each day before school for day students.</p> <p>Parents/Guardians will be responsible for certifying an electronic submission of their child’s temperature on Mondays for residential students. A school nurse will conduct this certification for residential students on Tuesday through Friday mornings.</p>
<p><b>Transition Times</b></p>	<ul style="list-style-type: none"> <li>• Students will transition from the various dining areas to their classrooms under the care of Teacher Assistants or Teachers.</li> </ul>	<p>Coat and backpack storage: Care will be given to avoid students</p>

Times of Day and Locations	Social Distancing Guidelines	Additional Notes
<p>8:00 a.m. – 3:00 p.m.</p> <p><i>Hallway travel between classes and for necessary restroom and nurse’s office visits, throughout campus</i></p>	<ul style="list-style-type: none"> <li>• Students will walk in a socially distanced line when possible and age-appropriate.</li> <li>• All students will always wear masks in the hallways and bathrooms.</li> <li>• Bathroom breaks will take place with one or two students at a time in each bathroom. Typically, there should be one student in the restroom at a time. Multi-toilet bathrooms will have stalls/sinks taped-off to increase social distancing if more than one student is in a restroom.</li> <li>• Water-Bottle filling stations have been installed. Students will not be using the drinking fountains and the fountains (bubblers) will be taped off or disconnected.</li> </ul>	<p>using adjacent coat/backpack cubbies. When it is not possible to have an empty backpack cubby between students, staff will space access to the cubbies to ensure proper social distancing.</p> <p>Custodial staff clean restrooms throughout the day.</p>
<p><b>Lunch</b> 12:00-12:30 p.m.</p>	<ul style="list-style-type: none"> <li>• All elementary school students will remain masked until they are seated at their socially distanced tables in their assigned cafeteria,</li> </ul>	<p>Elementary Lunch will continue to start at 12:00.</p> <p>Secondary lunch was scheduled earlier in the day to</p>

<b>Times of Day and Locations</b>	<b>Social Distancing Guidelines</b>	<b>Additional Notes</b>
<p><b>Locations</b></p> <ul style="list-style-type: none"> <li>• <i>Large Cafeteria (Main Building)</i></li> <li>• <i>Green Cafeteria (Main Building)</i></li> <li>• <i>Elementary Cafeteria (formerly D'Avolio's Culinary)</i></li> <li>• <i>Primary Hall</i></li> <li>• <i>Individual Classrooms for select groups</i></li> </ul>	<ul style="list-style-type: none"> <li>• Pre-packaged lunches will be brought to the tables by Teacher Assistants. Students will only be allowed to get up if they need to use the restroom or visit the nurse's office.</li> <li>• Any time students are not seated at the tables eating, they must wear their masks.</li> <li>• There will be no sharing of food amongst students or staff.</li> <li>• Staff will wear PPE (masks, shields and gloves) during lunch and will not consume their own food during the student lunch period.</li> </ul>	<p>accommodate cleaning between the Secondary and Elementary Department lunches. This half hour (11:30 a.m. – 12:00 p.m.) in between cafeteria use will allow for thorough cleaning of tables, chairs, and surrounding areas.</p>
<p><b>Classrooms</b></p> <p>8:30 a.m. – 2:30 p.m.</p>	<ul style="list-style-type: none"> <li>• All classroom spaces have been reviewed by the Associate Principal and Director of Facilities via building walk-throughs to determine any furniture adjustments that need to be made to accommodate appropriate social distancing with students and staff in classrooms.</li> </ul>	<p>The school will not require students to wear masks while seated in the classroom when all desks are at least six feet apart. However, the school will support any teacher who chooses to have</p>

<b>Times of Day and Locations</b>	<b>Social Distancing Guidelines</b>	<b>Additional Notes</b>
<p><i>Primary Hall, St. Anthony Hall, and Taylor Hall</i></p>	<ul style="list-style-type: none"> <li>• Some students benefit from a one on one teaching approach and use an “office area” layout, meaning each student has their own designated desk and adult seating with physical dividers. These student offices are spaced with 6 feet or greater distancing in addition to the physical partitions.</li> <li>• Students who benefit from more traditional group instruction will have their seats spaced with 6 feet distancing and the school will provide plexiglass dividers when possible.</li> <li>• Additional classroom space has been provided to several classrooms for storage and small instructional groups.</li> <li>• There will be signs and floor markings to help keep the students and staff appropriately spaced whenever possible.</li> <li>• Students will have individual class supplies; communal supplies will be limited to items that can be cleaned between users.</li> </ul>	<p>a classroom rule that requires students to wear masks, even when socially distanced at least six feet in the classroom.</p> <p>Some classrooms will use enhanced PPE procedures. All staff will have access to enhanced PPE. Enhanced PPE includes but is not limited to: gowns, face shields, masks and gloves.</p> <p>Accommodations will be made for students who are unable to tolerate masks. A variety of staff and student PPE will be available with the understanding that a one-size-fits-all model is unlikely to work with some of our younger students and students with more complex disabilities.</p>
<p><b>Special Area Classes and Therapy Rooms</b> 8:30 a.m. – 2:30p.m.</p>	<ul style="list-style-type: none"> <li>• Speech therapy rooms will have table-top plexiglass dividers.</li> <li>• PE classes will adhere to 12 feet social distancing with a strong preference for outside PE.</li> </ul>	<p>Each Therapy room will have supplies to clean surfaces between students. Students must not handle cleaners. Time must be given to clean surfaces between students.</p>



<b>Times of Day and Locations</b>	<b>Social Distancing Guidelines</b>	<b>Additional Notes</b>
<p><i>Classrooms and Therapy Rooms across campus</i></p>	<ul style="list-style-type: none"> <li>• Music, Art, Library and ASL classes will follow a “push-in” model, meaning that the special-area teacher will travel to the individual classroom rather than have the students travel to a commonly used music or art room.</li> <li>• In some cases, video conferencing will be used to collaborate among classrooms- for example to Morning Meeting (grades 1-5) will take place in individual classrooms but utilizing video conferencing to share between classes and the ASL specialist.</li> <li>• At times, some special-area learning spaces (the library and art studio for example) may be used when necessary and when enhanced cleaning can occur between groups.</li> <li>• Students will have individual class supplies; communal supplies will be limited to items that can be cleaned between users.</li> </ul>	
<p><b>Playgrounds and Outside Spaces</b></p>	<ul style="list-style-type: none"> <li>• Classes will have access to outside play spaces but only with the students in their class on a scheduled basis.</li> <li>• Students will use hand sanitizer before and after using the playground equipment.</li> </ul>	<p>Sanitizers will be available for staff to bring outside.</p>

Times of Day and Locations	Social Distancing Guidelines	Additional Notes
<p>8:30 a.m. – 2:30p.m.</p> <p><i>Outside student spaces across campus including: Judy Kohl Tot Lot; Sr.Nora Playground; Swings; Various sports fields.</i></p>	<ul style="list-style-type: none"> <li>Whenever possible, students will have “mask breaks” outside. During mask breaks, students must remain 6 feet apart to the greatest extent possible.</li> </ul>	
<p><b>Dismissal</b></p> <p>2:30 p.m. <i>All classrooms</i></p>	<p>Elementary students will be dismissed from their classrooms at 2:30 p.m.</p> <p>The Teacher Assistants will escort the students from their classrooms to their busses. Assistants will collect the students for a given bus roster from various classrooms and walk them to the bus.</p>	<p>The School recognizes that this new dismissal procedure may take longer. As busses arrive, students may begin boarding procedures up to 15 minutes early.</p>

<b>Times of Day and Locations</b>	<b>Social Distancing Guidelines</b>	<b>Additional Notes</b>
	<p>The dormitory staff will pick up the dorm students from each classroom.</p> <p>The same regulations are in place as outlined above in this document: students must wear their masks at all times while in the hallways and remain at least six feet apart while traveling from class to the outside dismissal area.</p>	<p>Again, care will be taken to not have two students using adjacent coat/backpack cubbies at the same time to avoid student to student contact.</p>

9. **APPENDIX C - DAILY HEALTH SCREENING QUESTIONNAIRES**

**ST. MARY'S SCHOOL FOR THE DEAF  
EMPLOYEE DAILY HEALTH SCREENING QUESTIONNAIRE**

Your health and safety is our primary concern. If you are sick, you must stay home. If you become ill at work, you must go home. You may only work if all of the following statements are true:

1. I checked my temperature today, and I do not have a fever of 100.0° F or greater.
2. Neither I, nor anyone residing in my household, currently has or had ANY of the following COVID-19 symptoms within the last 14 days:

Fever of 100.0° F or greater	Muscle or body aches
Cough	Sore throat
Shortness of breath or difficulty breathing	New loss of taste or smell
Chills	Gastrointestinal symptoms (nausea, vomiting or diarrhea)
Headache	Congestion or runny nose

\*Note: Symptoms attributed to chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat and are not considered symptoms of COVID-19.

3. I have not tested positive for COVID-19 within the last 14 days.
4. I have not had close contact within the last 14 days with any individual who is a confirmed or suspected COVID-19 case.
5. Within the last 14 days, I have not traveled to a state that has a high positive test rate (greater than ten (10) per 100,000 residents, or higher than a 10% positivity rate, over a seven-day rolling average) in accordance with New York State Executive Order No. 205. To verify the list of restricted states visit the following website: <https://coronavirus.health.ny.gov/covid-19-travel-advisory#restricted-states>

I hereby certify that the above statements are ALL true. (If you cannot certify these statements, you may not work.) I also affirm that I understand that I must notify the school nurse if I develop symptoms or if my answers to the screening questionnaire change.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**If you cannot certify these statements, you may not report to work in-person and you should contact for a school nurse for further guidance at (716) 834-7200 Ext. 129 or [infirmary@smsdk12.org](mailto:infirmary@smsdk12.org).**

**ST. MARY'S SCHOOL FOR THE DEAF  
STUDENT DAILY HEALTH SCREENING QUESTIONNAIRE**

The health and safety of our students is our primary concern. All parents/guardians are required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100.0 degrees or more prior to attending school in-person.

The student may only attend school in-person if all of the following statements are true:

1. I took the temperature of the below named student, and that the student's temperature is less than 100.0° F.
2. Neither the student, nor anyone residing in the student's household, currently has or had ANY of the following COVID-19 symptoms within the last 14 days:

Fever of 100.0° F or greater	Muscle or body aches
Cough	Sore throat
Shortness of breath or difficulty breathing	New loss of taste or smell
Chills	Gastrointestinal symptoms (nausea, vomiting or diarrhea)
Headache	Congestion or runny nose

**\*Note:** Symptoms attributed to chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat and are not considered symptoms of COVID-19.

3. The student has not tested positive for COVID-19 within the last 14 days.
4. The student has not had close contact within the last 14 days with any individual who is a confirmed or suspected COVID-19 case.
5. Within the last 14 days, the student has not traveled to a state that has a high positive test rate (greater than ten (10) per 100,000 residents, or higher than a 10% positivity rate, over a seven-day rolling average) in accordance with New York State Executive Order No. 205. To verify the list of restricted states visit the following website: <https://coronavirus.health.ny.gov/covid-19-travel-advisory#restricted-states>

I hereby certify that the above statements are ALL true. I also affirm that I must notify the school nurses if the student develops symptoms or if my answers to the questionnaire change at any time.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**If you cannot certify these statements, the student may not attend school in-person and you should contact for a school nurse for further guidance at (716) 834-7200 Ext. 129 or [infirmary@smsdk12.org](mailto:infirmary@smsdk12.org).**

**ST. MARY'S SCHOOL FOR THE DEAF (SMSD)  
VISITOR HEALTH SCREENING QUESTIONNAIRE**

Health and safety is our primary concern. If you are sick, you cannot visit SMSD. If you become ill while at SMSD, you must immediately leave. You may only visit SMSD if all of the following statements are true:

1. I checked my temperature today, and I do not have a fever of 100.0° F or greater.
2. Neither I, nor anyone residing in my household, currently has or had ANY of the following COVID-19 symptoms within the last 14 days:

Fever of 100.0° F or greater	Muscle or body aches
Cough	Sore throat
Shortness of breath or difficulty breathing	New loss of taste or smell
Chills	Gastrointestinal symptoms (nausea, vomiting or diarrhea)
Headache	Congestion or runny nose

\*Note: Symptoms attributed to chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat and are not considered symptoms of COVID-19.

3. I have not tested positive for COVID-19 within the last 14 days.
4. I have not had close contact within the last 14 days with any individual who is a confirmed or suspected COVID-19 case.
5. Within the last 14 days, I have not traveled to a state that has a high positive test rate (greater than ten (10) per 100,000 residents, or higher than a 10% positivity rate, over a seven-day rolling average) in accordance with New York State Executive Order No. 205. To verify the list of restricted states visit the following website: <https://coronavirus.health.ny.gov/covid-19-travel-advisory#restricted-states>

I hereby certify that the above statements are ALL true. If you cannot certify these statements, you may not visit SMSD. I also affirm that I understand that I must notify the school if I develop symptoms or if my answers to the screening questionnaire change, and I must immediately leave SMSD.

\_\_\_\_\_  
Visitor Name

\_\_\_\_\_  
Visitor Signature

\_\_\_\_\_  
Date