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Introduction

On Monday, March 16, 2020, all schools in Oneida County were closed by the County Executive due to the spread of the Novel Coronavirus (COVID-19) global pandemic. Shortly thereafter, the Governor of the State of New York issued a series of Executive Orders extending school closures until the end of the 2019-2020 school year.

Over the past several months, the Utica City School District has been monitoring guidance from the Governor’s Office, the New York State Department of Health and the New York State Education Department in order to prepare for the 2020-2021 school year. Several weeks ago, the Governor ordered that all school districts in New York State create a plan for the reopening of schools and that such plans be submitted to the New York State Education Department for review and approval by July 31, 2020, in advance of the Governor’s official announcement on the reopening of schools across the state during the first week of August.

Over the past several months numerous meetings have been held with the administrative team to review guidance documents and plan for the reopening of school in September. Early in the summer, the Utica City School District School Reopening Task Force was created by the Superintendent of Schools to collaborate on a school reopening plan design for September of 2020. The Task Force was made up of critical stakeholders including principal, teacher, teacher assistant, parent, union leadership, transportation, school nurse, school security, food service, custodial, and maintenance representatives. The Task Force met almost daily to study New York State guidance documents and to provide input into the process and planning for school reopening in September. Discussions centered on important plan provisions including: Health and Safety, Facilities, Nutrition, Transportation, Social Emotional Well-Being, School Schedules, Budget and Fiscal Matters, Attendance and Chronic Absenteeism, Technology and Connectivity, Teaching and Learning, Special Education, Bilingual Education and World Languages, Staffing, and Human Resources.

On July 13, 2020, the New York State Department of Health released a twenty-three (23) page guidance document titled, “Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency.” During the late afternoon of Thursday, July, 16, 2020, the New York State Education Department released a 145 page guidance document titled, “Recovering, Rebuilding and Renewing: The Spirit of New York’s Schools Reopening Guidance” which included mandatory requirements for all school reopening plans.
Important Planning Considerations

The New York State guidance documents, along with guidance from the Centers for Disease Control (CDC) framed the work of the Task Force. In its work, the Task Force also identified a wide array of important considerations that would inform the district’s reopening plan. These considerations included, but were not limited to the following:

- Providing for the health and safety of approximately 11,000 students and 2,000 teachers and staff members
- Screening and management of symptomatic students and staff
- Cleaning and disinfecting of buildings and occupied spaces
- The physical space in each building, along with the number of students and staff occupying each school building
- Maintaining mandated social distancing in occupied spaces (classrooms, hallways, bathrooms, offices, etc.)
  - Specifically, under current social distancing guidelines, a classroom space, on average can only hold a group of 12 students with desks set up for 6’ social distancing in each direction; however, classrooms normally hold up to 30 students
- Transportation including social distancing requirements on school buses
  - Under current guidance, a 66 passenger school bus can only transport 22 students wearing face coverings (1 child per seat)
- Student scheduling, instructional design and delivery
- Teaching and learning, student groupings (cohorts), standards-based instruction and grading
- Creation of a standardized grade level curriculum for remote learning
- Teacher training for remote learning
- Supervision and accountability for remote learning
- Technology and internet accessibility
Food service and meal provision

Student socio-emotional well-being

Delivery of Special Education and ENL services

Teacher and principal evaluations

Fiscal and budgetary impact

Reopening Plan Summary
(Approved by the Utica City School District Board of Education on Tuesday, July 28, 2020)

Following a thorough review of the New York State Department of Health and New York State Education Department guidance documents and careful consideration of the requirements for school reopening, the District-Wide School Reopening Task Force determined that a phased-in approach to the reopening of school for the 2020-2021 school year is the most prudent approach in order to provide for the safety and well-being of students and staff.

Under this approach, the school year is currently scheduled to open with a hybrid model of in-person instruction, blended with remote learning for our elementary students, while middle school and high school students will begin the school year with remote learning.

The Task Force identified several key benefits in implementing a phase-in model which include the following:

- Allows the school district the ability to deploy critical support staff from the secondary buildings (i.e. nurses, security personnel, food service employees, custodial/maintenance personnel, etc.) to the elementary schools in order to assist in compliance with the mandatory guidelines for screening and social distancing.

- Allows the school district the ability to implement the measures necessary to reopen the district, while at the same time allowing for the prevention and monitoring of any local spread of disease, while providing in-person instruction to many of our youngest students.

- Allows the ability to make informed decisions as school reopening progresses.
Research supports the implementation of a phase-in model in order to maintain a safe environment within agreed upon health and safety guidelines.

Utica City School District Learning Plan for School Reopening

(Approved by the Utica City School District Board of Education on Tuesday, July 28, 2020 and as amended by the Board on Tuesday, March 23, 2021)

On Tuesday, March 23, 2021, the Utica City School District’s Board of Education voted to approve the return of Elementary K-6 students, Middle School students in Grades 7-8 and High School students in Grades 11-12 to full time in-person learning five (5) days per week beginning on Monday, April 12, 2021. The school district will carefully assess the return of students in Grades 9-10 based on the high school’s capacity to effectively return all students to Proctor’s campus in accordance with the current health and safety guidelines. Please remember that Proctor High School has nearly 3,000 students which will require very careful additional planning and consideration.

The decision to transition to full time in-person instruction as described above is a direct result of new guidance released on Friday, March 19, 2021 by the United States Centers for Disease Control (CDC), which reduced physical distancing among students in schools from six (6) feet to three (3) feet. In addition, the Oneida County Health Department also released guidelines and strategies on Wednesday, March 17, 2021 reducing physical distancing in classrooms and on school buses.

The purpose of this new guidance from the Centers for Disease Control (CDC) and the Oneida County Health Department is to enable schools to allow for more in-person learning and for the return of students to full in-person instruction where possible.

Fully remote students

Parents continue to have the option to keep their child home for full remote instruction due to the COVID-19 health emergency. Fully remote students will continue to receive live synchronous instruction from their classroom teacher according to their current schedule. SHOULD A PARENT WISH TO RETURN THEIR FULLY REMOTE STUDENT TO FULL TIME IN-PERSON INSTRUCTION FIVE (5) DAYS PER WEEK, THEY MUST NOTIFY THE BUILDING PRINCIPAL TWO WEEKS IN ADVANCE SO THAT WE CAN MAKE ANY NECESSARY ARRANGEMENTS BASED ON THE CURRENT PHYSICAL DISTANCING REQUIREMENTS.
**Student bussing and the use of face shields**

In order to increase the number of students who can ride a school bus, the Oneida County Health Department has authorized bus companies to allow two (2) students per seat instead of one (1) student per seat so long as the students are wearing BOTH a face mask and a face shield.

Therefore, Elementary K-6 students and Middle School students in Grades 7-8 who ride a bus will be issued a face shield by their school to take home and to wear on the bus to and from school beginning April 12, 2021. High School students in grades 11-12 will be given a face shield by their bus driver when they board their bus on April 12, 2021. Students are responsible to keep and properly care for their face shield. Face shields should be cleaned each day with soap and water. The face shield may be stored in a bag, book bag, or in the student’s desk (Elementary K-6 students) during the school day. Should your child lose or damage their face shield, please contact the school.

**Chromebooks – Elementary K-6 students**

Elementary students who will be returning to full time in-person instruction will be required to return their Chromebook to school so that they can be inventoried, cleaned and ready for student use when students return on Monday, April 12, 2021. In order to accomplish this without a lapse in instruction, Cohort B students will be required to bring their Chromebook to school on Thursday, April 1, 2021. For Cohort A students and Cohort B students who were absent on Thursday, April 1, 2021, there will be a Chromebook drop-off at your child’s elementary school every day during the week of April 5th (Monday through Friday) from 8:00 A.M. to 2:30 P.M. Fully remote students will not turn in their Chromebook as they will need them to access live instruction and to complete activities and assignments.

In the case of a full time in-person student absence, the student will be required to make up any missed assignments upon return to school. In the case of any long-term absence, the school will make arrangements for the student to sign out a Chromebook upon parental notification to the school principal.

**Chromebooks – Middle School and High School students**

Middle School students and High School students in grades 11-12 who will be returning to full time in-person instruction will not need to turn in or bring their Chromebooks to school on April 12, 2021.
General Teacher and staff responsibilities
All teachers in the school district will report to their building assignments every day in order to provide instruction to students under the supervision of the building principal, whether they are teaching students in-person or remotely. This will allow principals to effectively supervise in-person and remote instruction and to monitor student attendance. Teachers will be required to keep and maintain student attendance records and grades as per school district policy. Teachers will record their lessons and upload them into the Google Classroom for students to access in the event of an absence or should they need to review the teacher’s instruction. Teachers at each grade level and subject area will implement a standards-based curriculum for remote learning. All other employees in the school district will also report to their assigned buildings and carry out their assigned responsibilities each day.

Professional development and teacher support for remote learning
The Utica City School District adopted the Google Classroom as the platform for remote learning. In order to assist and support teachers in enhancing remote learning through the Google Classroom, a series of summer trainings are currently being implemented by the school district.

- Our regional BOCES is hosting a Google Classroom overview training with a BOCES trainer for the principal and teachers at each individual school building in the district. BOCES has also arranged for make-up training sessions.

- Following each individual BOCES training, the Utica City School District has arranged for the implementation of an in-depth four (4) hour follow-up training in the Google Classroom for teachers at each and every school building. The training will be conducted by teachers at each building who specialize in the use of the Google Classroom. The teacher presenters are surveying all teachers in their building to gather input on areas of focus for the training in order to ensure that all teachers are able to execute remote learning effectively through the use of the Google Classroom. The Utica City School District is also arranging teacher access to an on-line course in the Google Classroom.

- The district worked with the technology department at BOCES to schedule a comprehensive training in the Google Classroom for our school building techs that will enable them to support teachers, students, staff and parents with technical issues. The training will include in-depth coverage on videotaping and uploading various lesson components into the Google Classroom.
Additional remote learning guidance and materials can be found on the New York State Education Department website at the following links:

http://www.nysed.gov/edtech/digital-content-resources

http://www.nysed.gov/edtech/educator-resources

http://www.nysed.gov/edtech/career-and-technical-education-teacher-resources

**Technology and connectivity**

In order to address equity with technology and internet accessibility, the school district will loan *Chromebooks* to students without a computer. To assist students without internet access, the school district has purchased 2,500 mobile Wi-Fi “hotspots.” The school district has created a database listing students who have technology needs. This database is currently being updated and is managed by each building principal and the district Technology Department. During the 2019-2020 school closure, the school district loaned approximately 2,000 *Chromebooks*.

The school district also established a school building technology assistance hotline for students and parents during the 2019-2020 school closure. This hotline will remain available for parents and students who may need any type of technological assistance. Contact information will be published during the opening of school. A technology support plan has been designed to assist teachers and students during remote learning. Key elements include:

- Creation of secure accounts for students and staff to utilize web-based platforms for online learning.
- Ongoing professional development in the use of the *Google Classroom*.
- Establishment of a system for identifying students with technology and/or internet access barriers.
- Development of a plan to purchase, inventory, process and distribute *Chromebooks* and mobile Wi-Fi connections for student use at home including the establishment and execution of a loaner agreement.
- Chromebook and mobile Wi-Fi distribution plan for identified students.
- Establishment of a technology help-line for parents and students to call for technical assistance.
Distribution of “How to” guides for parents and students on how to use the Google Classroom which can be accessed at the following link:

Communication
In order to ensure timely communication with parents, all important public service announcements and communications will continue to be posted on the school district’s web-site, individual school web-sites, the school district’s Facebook page, Channel 3 and the UCSD TV YouTube platform. Communications will also be mailed home to parents, sent via SchoolMessenger and through a UCSD communication application that will be coming on line. Communications will continue to be translated in multiple languages to the greatest extent possible including: Spanish, Somali, Russian, Bosnian, Karen, Burmese, and Arabic. In addition, the school district website includes a Coronavirus (COVID-19) resource section. This section includes all school district updates, information on child care, social emotional/mental health resources, instructional resources, health information, food service information, etc. Resources can be found on the school district website www.uticaschools.org

Health and Safety
In order to comply with the health and safety guidelines from the New York State Department of Health and the New York State Education Department, and to maintain a safe environment for all students and staff:

- All students and staff will be screened upon entering school
- Screening will include temperature checks and a questionnaire
- Parents must screen their child/children before sending them to school and KEEP ANY SICK CHILD HOME
- Symptomatic students, including students with a temperature in excess of 100.0° F MUST BE SENT HOME
- Students are required to wear face coverings at all times when being transported on school buses
- Students and staff are required to wear face coverings at all times when inside the school building, except when eating meals
- Students and staff will strive to maintain required social distancing at all times, both in and outside of the building.

- All classroom and other occupied spaces have been set up to maintain proper 6’ social distancing.

- All occupied spaces will be thoroughly cleaned and disinfected at the end of each day.

- The district will continue to use the specialized fogging machines to thoroughly clean and disinfect our buildings.

- High touch areas will be disinfected throughout the day.

- Classrooms will be outfitted with hand sanitizer, additional face masks, and compliant disinfectant products.

- The school district has purchased and will provide needed Personal Protective Equipment (PPE) for staff and students.

- Training will be provided pursuant to the protocols established by New York State in the event that a student or staff member tests positive for the Novel Coronavirus (COVID-19).

- The school district will work with the Oneida County Health Department for guidance and direction pertaining to school building closures.

- The school district’s Human Resources Department has worked with our legal counsel to develop COVID-19 employee policies and procedures.

- Principals, teachers and nurses were trained in monitoring students and staff for symptoms of the Coronavirus.

- Principals will again provide information to parents, teachers, staff and students on common sense ways to avoid contracting illnesses using guidance and handouts from the Centers for Disease Control (CDC).

- Principals and teachers will re-educate students on how to prevent the spread of germs.

- Posters provided by the Centers for Disease Control (CDC) will be displayed in all schools.
Signage will be posted in all buildings in order to comply with New York State requirements for social distancing.

All Utica City School District teachers will review important updated guidance from the Centers for Disease Control (CDC) with students upon their return, including the following:

- Stay at least 6 feet apart (about 2 arms’ length from other people)
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands
- When in public, wear a face covering around your nose and mouth
- Do not touch your eyes, nose, and mouth
- Clean and disinfect frequently touched objects and surfaces
- Stay home when you are sick except to get medical care
- Wash your hands often with soap and water for at least 20 seconds

**Required Plan Components**

**Health and Safety**

Pursuant to the Guidelines from New York State, “Schools and districts will be required to perform health checks and screenings, per Department of Health guidance, and recognize signs and symptoms of illness in students and staff; develop plans to maximize social distancing; develop plans to manage and isolate ill persons until they can be sent home; instruct students and staff in proper hand and respiratory hygiene; require wearing appropriate face coverings; and develop cleaning and disinfection procedures for the school in accordance with CDC and DOH guidance.”

**Training and Observing for Signs of Illness**

COVID-19 Training is scheduled for all employees as a part of the MANDATORY annual RIGHT TO KNOW training. The topics covered include:

- Proper hand washing and use of hand sanitizer
- Practicing proper personal care and hygiene
- Recognizing symptoms of illness and COVID-19
- Proper cough and sneeze etiquette
- Social distancing in the work place and room occupancy
- Use of face coverings
- Other important preventative protocols
This training is facilitated by our regional BOCES Health and Safety Office and will also include Centers for Disease Control videos and demos.

Additionally, our school nurses will review building protocols for sending symptomatic students to the nurse.

Posters and signage to instruct staff and students on the above are displayed in school buildings.

**General (48 CDC Posters)**
- [https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc](https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc)

**Personal Responsibility to Protect Against the Virus**
- [https://www.osha.gov/Publications/OSHA3994.pdf](https://www.osha.gov/Publications/OSHA3994.pdf)

**Hand washing**

**Social Distancing**

**Entryway Signs**
Maintaining Proper Social Distancing

All persons occupying the school building will strive to practice 6’ social distancing at all times. The maintenance department and school principals have completed building schematics that include the number of allowable occupants per room based on social distancing guidelines. All classrooms have been set up as per social distancing guidelines for the New York State Department of Health and the New York State Education Department. A picture of a sample classroom set up for social distancing is attached. Visual markers and other signage will be used throughout buildings to assist in maintaining proper social distance.

UTICA CITY SCHOOL DISTRICT COVID-19 HEALTH & SAFETY PLAN (INCLUDING CONTACT TRACING AND TESTING)

I. General COVID-19 Screening Requirements:

   Entry Into School Buildings: General

   A. All faculty and staff, family members, visitors, guests, contractors, and vendors to a school shall be required to undergo the following:

      1. Undergo a temperature check prior to entry into a school building;
      2. Complete a COVID-19 health care screening questionnaire.
      3. Provide written proof of identification and complete a District sign-in sheet.

   B. Any faculty and staff, visitors, guests, contractors, and vendors who fail to meet NYS Department of Health COVID-19 Health Guidelines and Standards shall not be allowed into the school building.

   C. All faculty and staff, students, family members, guests, contractors, and vendors entering a school shall be required to wear a face mask or face shield consistent with NYS Department of Health Guidelines at all times when in a school building.

   D. All faculty and staff, students, family members, guests, contractors, and vendors entering a school shall strive to maintain social distancing of at least six (6) feet.

   E. The District reserves the right to refuse entry into a school building for any person who has not established a need to be in the school building.
II. COVID-19 Screening Protocols

Staff Screening Prior to School Entry:

A. Faculty and staff are required to perform a daily COVID-19 health care screening before they leave home for school.

B. Faculty and staff should be tested daily for a daily temperature check. If they are found to have a temperature of 100 degrees F or higher, they will not be allowed to attend school.

C. Faculty and staff will be screened to answer the following questions:

1. Have you had COVID-19 symptoms in the past 14 days?   Yes or No

   *Symptoms may include: fever or chills; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; diarrhea.

2. Have you tested positive for COVID-19 in the past 14 days? Yes or No

3. Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?    Yes or No

4. Have you been in a state with widespread community transmission covered by the NYS COVID-19 travel advisory in the past 14 days? Yes or No

D. The school district has created the attached COVID-19 Guide for employees which all employees shall be required to read. The guide contains screening information.

E. If any faculty and/or staff member answers “yes” to any of the above-questions, they are directed not to come to school, and to contact both their immediate supervisor and their physician.
III. COVID-19 Student Screening Prior to School Entry

A. Parents play an integral role in helping to mitigate any spread of COVID-19 and must screen their child before sending them to school.

1. All parents have been notified of their responsibility to screen their child(ren) before sending them to school in a letter dated July 29, 2020 by the school district which stated:

   “…pursuant to New York State Department of Health requirements, PARENTS MUST SCREEN THEIR CHILD(REN) BEFORE SENDING THEM TO SCHOOL, INCLUDING TAKING THEIR TEMPERATURE. PARENTS MUST KEEP SICK CHILDREN HOME, INCLUDING ANY CHILD THAT HAS A TEMPERATURE OF 100° OR HIGHER. Under New York State’s mandatory guidance, your child’s school is also required to screen all students before entering the building and to SEND HOME ANY STUDENT WHO IS SICK OR Registers A TEMPERATURE ABOVE 100° in order to provide for the safety of all other students, staff, and their families. It is critical that we work together in this endeavor.”

2. Consistent with the school district’s communication plan, a letter containing the above language was sent to parents and will be posted to all school district media and translated into various languages.

B. Student will be screened by school staff before entering the building. Pursuant to New York State requirements, screening will include daily temperature checks and periodic questionnaire. The school district has purchased hand held forehead scanning thermometers for each school building.

1. Students will be scanned before exiting the school bus and/or upon entering the school building as conditions warrant.

2. Social distancing will be required at all times through the use of designated points of entry and egress.

3. School staff will periodically use a questionnaire with students.
IV. Student and Staff Illness

A. The district requires all ill students and staff to be assessed by the school nurse and to be sent home for follow-up with a health care provider.

B. Should a staff member or students present with a temperature, show signs of illness, and/or indicate a positive response to the screening questionnaire, the individual will be sent to a dedicated isolation area prior to being picked up or otherwise sent home.

V. Medically-Vulnerable/High-Risk Groups (Staff)

A. Staff may voluntarily choose to disclose whether they or someone in their household have a bonafied medical condition that would make them more susceptible and vulnerable to COVID-19 or preclude the employee from performing the duties of their position.

B. The NYS Department of Health has identified the following groups as having increased risk for complications from the COVID-19 virus, to include:

1. Individuals age 65 or older;
2. Pregnant individuals;
3. Individuals with underlying health conditions including, but not limited to:
   - Chronic lung disease or moderate to severe asthma;
   - Serious heart conditions;
   - Immunocompromised;
   - Severe obesity (body mass index (BMI)) of 30 or higher;
   - Diabetes;
   - Chronic kidney disease undergoing dialysis;
   - Liver disease;
   - Sickle cell anemia;
   - Children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease.

C. Such medical disclosures must be confirmed, in writing, by a licensed medical care provider.
D. The District will work closely with staff to best mitigate potential co-morbidity conditions. Possible COVID-19 mitigation options for employees may include alternate work placements, working with smaller groups of cohorts, or conversations involving ADA/FMLA considerations.

E. All voluntary information submitted by the employee will be confidentially reviewed and confirmed by the Utica City School District’s Medical Director, and will not be kept as part of the employee’s permanent personnel file.

F. The Utica City School District will provide ongoing education to all staff regarding safe work practices such as: frequent handwashing, the use of face coverings and social distancing to mitigate the exposure of COVID-19 while performing all work duties.

G. Any Information collected to best ensure infection control and the health, safety, and welfare of all students and staff members.

VI. Medically-Vulnerable/High Risk Groups (Students)

A. Accommodations will be made for students who are at high risk or live with a person who is at high risk.

B. Student medical forms will be collected at the start of the school year containing information regarding students pre-existing health conditions/co-morbidities to COVID-19.

C. Confidential medical information will be identified and reviewed by the School Medical Director and shared with school medical staff.

D. The Utica City School District’s Medical Director will confirm any high-risk, special needs (including students with IEP’s and 504 plans), or medically fragile students.

E. The District will work closely with staff to best mitigate potential co-morbidity conditions. Possible COVID-19 mitigation options for students may include appropriate medical interventions, changes in classroom placements including remote or blended instruction, and/or working with smaller groups of cohorts. UCSD staff will ultimately make accommodations to meet the needs of the student based on the student’s primary physician or the School Medical
Director’s recommendations working in concert with the building principal and/or the Committee on Special Education (CSE).

F. The Utica City School District’s medical staff will share pertinent health information with other staff members on a need-to-know basis and only with signed parent permission. HIPPA and FERPA information rights will be protected at all times.

G. Continuing educational initiatives will be offered to students on an ongoing basis. All students are expected to frequently wash their hands with soap and warm water, wear a face covering and socially distance at a space of no less than six (6) feet.

H. Continued communication with parents/guardians/caretakers, Utica City School District school health services, building principals, Special Education personnel (if applicable) and Pupil Personnel Services are essential during the COVID-19 Pandemic to best accommodate and assess a student’s ongoing health status.

Wearing of Face Coverings

Students and staff are required to wear face coverings at all times when inside the school building, except when eating meals. The wearing of face coverings at all other times is strongly recommended by the New York State Department of Health and can be found in their July 13, 2020 guidance document. Mask breaks may be authorized by the classroom teacher during instructional sessions when 6’ social distancing can be maintained. Students are required to wear masks while being transported on the school bus to and from school.

Personal Protective Equipment (PPE)

The school district has obtained and will maintain an adequate supply of Personal Protective Equipment (PPE) including face coverings for students and staff use as well as for visitors when needed. In addition, face coverings will be available to our busing contractor for students who may arrive at their bus without a face covering.
Student/Staff COVID-19 Management Protocol

I. Student, Faculty or Staff Member Presents with COVID-19 Related Symptoms

A. School staff must immediately report any illness of a student, faculty or staff member to the school nurse or other designated school administrator/official.

B. Such reports must be made in compliance with FERPA and Education Law 2-d requirements.

C. Students, faculty or staff suspected of having COVID-19 must be isolated in a room or area separate from others.

D. When a student, faculty or staff member has been found to present with COVID-19 virus symptoms, the area(s) used by the student, faculty and/or staff member shall be closed off and not used until after cleaning and disinfection has occurred.

E. This should include all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.

F. Parent/guardian will be immediately notified if their child screens positive for COVID-19 symptoms.

II. COVID-19 TESTING

A. Students, faculty or staff who present with COVID-19 symptoms will be instructed to seek medical attention and be tested for the COVID-19 virus.

B. Symptomatic individuals will be referred to the following testing locations as designated by the Oneida County Health Department:
   1. Griffiss International Airport Utica/Rome
      800 Ellsworth Road, Rome, New York 13441
      (888) 364-3065
      *Appointment required. Individuals must make an appointment by calling the above NYS COVID-19 Hotline at (888) 364-
3065. No Walk-ins allowed. All patients must remain in the vehicle.

2. Rite-Aid on Commercial Drive (Federal Testing Site)
   4854 Commercial Drive, New Hartford, New York 13413
   (315) 736-5232
   *Testing by Appointment only at no charge, drive through. 18 years or older: results in 2-7 days.

3. Primary Urgent Care
   1904 Genesee Street, Utica, New York 13502 (315) 804-6800
   130 W Albany Street, Herkimer, New York, 13350 (315) 634-6647
   *Conducts rapid results testing for all individuals 6 years and older. PCR testing available for children under 6 years of age.
   **Anyone wanting a test for return to work, back to school, or travel will have to get prior-authorization from the insurance company. Primary Urgent Care does not accept scripts as authorization.

4. WellNow Urgent Care
   230 North Genesee Street, Utica, New York 13502
   4754 Commercial Drive, New Hartford, New York 13413
   103 West Dominick Street, Rome, New York 13440
   *Tests will be administered to those who display symptoms or have been exposed to COVID-19. See WellNow website for wait times.

III. Student, Faculty or Staff Member is identified as Having Been Diagnosed with the COVID-19 Virus

A. The District will immediately notify state and local health departments. The District will work with the Oneida County Health Department to determine case contacts, quarantine and isolation.

B. The District will cooperate with contact tracing efforts, including notification of potential contacts, such as employees or students who
had close contact with the individual, while maintaining confidentiality as required by state and federal law and regulations.

IV. Process for a Student, Faculty Member or Staff Member to Return to School/Work After Illness

A. Students, faculty or staff who exhibit symptoms of COVID-19 who are not diagnosed with Covid-19 virus.

1. Schools must follow Centers for Disease Control (CDC) guidance for allowing a student, faculty or staff member to return to school after exhibiting symptoms of the COVID-19 virus.

2. If the person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school/work under the following conditions:
   a. Once there is no fever, without the use of fever reducing medicines, and they have felt well for twenty-four (24) hours;
   b. If they have been diagnosed with another condition and present a written note from a healthcare provider indicating that they are cleared to return to school.

B. If the student or staff member’s medical condition cannot be attributed by a medical provider to an alternate medical condition, the student and/or staff member shall:

1. Provide documentation of a negative COVID-19 test.

2. Provide a written note from a physician and/or nurse practitioner verifying that they are medically able to return to school.

3. They have met any required periods of isolation.
V. **Students, Faculty or Staff Diagnosed with the COVID-19 Virus by a Healthcare Provider**

A. If a person is diagnosed with the COVID-19 virus by a healthcare provider based on a test or their symptoms; they should stay at home until the following conditions are met:

1. It has been at least ten (10) days since the individual first showed symptoms;
2. It has been at least three (3) days since the individual has had a fever (without using fever reducing medicine); and
3. It has been three (3) days since the individual's symptoms improved, including cough and shortness of breath.

B. Prior to being able to return to school, the student or staff member must provide written documentation of a negative COVID-19 test result.

C. Prior to being able to return to school, the student or staff member must also provide a written release from isolation as required by the New York State Department of Health and the New York State Education Department.

D. Prior to being able to return to school, the student or staff member must also provide a note from a physician and/or nurse practitioner verifying that they are medically able to return to a school setting.

E. The return to school by a student or staff member who has been diagnosed with the COVID-19 virus shall be coordinated in conjunction with the Oneida County Health Department.

VI. **Contact Tracing**

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

C. The Utica City School District understands its obligation to cooperate with the state and local health department contact tracing requirements and investigations. As such, the Utica City School District has

1. Designated Mike Ferraro to serve as the District-Wide COVID-19 Health and Safety Resource Person for all matters related to Health and Safety as indicated in guidance from the New York State Department of Health, the New York State Education Department and as contained in the school district’s reopening plan including, but not limited to, acting as the point of contact with the Oneida County Health Department especially as it pertains to implementing protocols for screening, contact tracing, COVID-19 testing, etc., and to oversee building level Co-COVID-19 Resource Personnel

2. Designated each Elementary School Principal and school nurse to serve as Co-COVID-19 Resource Persons for their respective buildings

3. Designated each Middle and High School Principal or Assistant Principal and school nurse to serve as Co-COVID-19 Resource Persons for their respective buildings

D. To assist in this endeavor, the District agrees that it will perform the following steps:

1. Keep accurate attendance records of students and staff members;

2. Ensure student schedules are kept up-to-date;

3. Keep logs of any visitors to schools and buildings, which shall include date, time and location(s) visited;
4. Aid local health departments in tracing all contacts of the individual at school in accordance with state tracing protocols.

E. As part of the contact tracing process, the Utica City School District understands its obligation to maintain confidentiality as required by federal and state laws and regulations.

F. Any contact tracing investigations shall be performed under the direction and guidance of the local department of health.

VII. School Closures

A. The Utica City School District will collaborate with the Oneida County Health Department to determine the parameters, conditions or metrics that will serve as early signs that positive COVID-19 cases may be increasing beyond an acceptable level or benchmarks established by the state.

B. The Utica City School District will consult with its own medical director and the Oneida County Health Department in determining whether remote learning, rather than school attendance, is necessary.

VIII. Ongoing Review of Guidance Documents

A. All guidance from the New York State Education Department and the New York State Department of Health will be reviewed regularly as changes and updates occur.
Cleaning and Disinfecting

The school district has a comprehensive plan for enhanced cleaning and disinfecting which is attached.

Execution of Required Safety Drills

The Utica City School District will conduct all required emergency drills in compliance with Education Law Section 807 as it pertains to the required evacuation and lock down drills with modifications where necessary to comply with social distancing. The school district will ensure that all students receive instruction in emergency procedures and participate in required drills when they are attending school in-person. Fire safety plans will be amended accordingly.

Before and After Care Programs

All protocols and procedures contained herein are applicable to any district/school operated before or after care programs.

COVID-19 Safety Coordinator

The school district will appoint a COVID-19 Safety Coordinator. The COVID-19 Safety Coordinator’s 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.
Facilities

General Health and Safety Assurances

The Utica City School District will follow all guidance related to health and safety. This will include meeting social distancing requirements and cleaning frequently touched spaces regularly to prevent the spread of infection.

Fire Code Compliance

Changes or additions to facilities require review by the Office of Facilities Planning (OFP), since all spaces to be occupied by public school students and staff must meet the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code. Should alterations be made, the school district and other applicable schools will submit the proposed changes to the OFP for review and approval.

Doorways

Many stairs and corridor doors have closers with automatic hold opens. These doors are normally held in the open position and are automatically released by the fire alarm system. The function, position, and operation of those doors will remain unchanged unless otherwise authorized by the state.

Emergency Drills

The Utica City School District will conduct standard operations and procedures to the best of their abilities without deviating from current requirements. Methods to promote and provide for social distancing during the evacuation drills will be included in Fire Safety plans.

Inspections

Statute has not been changed to provide an extension to the submission deadline for the Building Condition Survey or Visual Inspections. These deadlines will be met.
Lead Testing due in 2020

At present, the statutory requirement that lead testing occur in 2020 continues. NYS DOH regulation 67-4, Lead-In-Water Testing, DOH requires lead-in-water testing to be conducted when the building is “normally occupied.” Sampling should not be conducted when the building is vacant or has been vacant for an extended period due to COVID-19 closure. Simulation of “normally occupied operation” for the purpose of lead-in-water testing is not permitted. As per NYS DOH advisement, the school district will follow recommended procedures to the greatest extent possible to provide clean and safe drinking water upon reopening.

Changes to Space Utilization and/or Alterations, Space Expansion

The school district will comply with requirements as written in the New York State Education Department’s guidance should it make any alterations to the physical space of the building.

Plumbing Facilities and Fixtures

The school district will meet the minimum standards of the New York State building code.

Child Nutrition

The school district will provide all students with access to school meals each school day including when student are in attendance at school and when students are learning remotely in accordance with all applicable health and safety guidelines including Child Nutrition Program requirements.

As indicated in previous sections of this plan, students will be trained in appropriate hand hygiene and will perform required hand hygiene before and after eating. Teachers and staff will discourage the sharing of food and beverages.

Protocols and procedures pertaining to cleaning and disinfecting are included in the attached Utica City School District 2020-2021 School Year Enhanced Cleaning and Disinfection Plan and Guidelines for COVID-19.

Communication with families through multiple means in the languages spoken by families will be done as outlined in the communication plan summary found on page nine (9) of this plan.
Food Allergy Policy and Procedures for Reopening

Students with allergies will be identified prior to the beginning of school via the NutriKids database or by the district nurse. Documentation from a health care provider will be required and verified. Identified classrooms will be addressed on a case by case basis dependent on the severity of the allergy.

In the case of a severe allergy, the Food Service Department will provide the student with the food allergy and all students in the classroom with allergen free breakfasts and lunches. All food items consumed in the classroom will be free of the identified allergen(s).

Compliance with Child Nutrition Program Requirements during Reopening

In accordance with the National School Breakfast and Lunch Programs, all meals served will correspond with USDA and state nutritional guidelines. All students will continue to receive a nutritionally balanced breakfast and lunch that are rich in whole grains, along with fresh fruits and vegetables and cold milk.

Transportation

The Utica City School District contracts student transportation services through Birnie Bus Company. The school district has developed a plan to comply with New York State Department of Health and New York State Education Department mandatory requirements. The Utica City School District Pupil Transportation Reopening Plan is attached.

Social Emotional Well-Being

The Utica City School District has reviewed and updated the District-wide and building-level comprehensive developmental counseling program plan, which was developed under the direction of certified school counselors, to ensure that the plan meets the current needs of students, families and school personnel.

The Utica City School District’s Reopening Taskforce worked collaboratively with the district’s School Counseling Committee to establish an advisory council to inform planning and programming aimed at supporting the well-being and success of students, staff and families. A strong emphasis is placed on social emotional well-being in order to support the conditions necessary for learning and growth.
School personnel such as school social workers, school psychologists, school counselors, nurses, health educators and teachers have the professional expertise to provide resources and referrals to address mental health, behavioral, and emotional support services and programs.

In addition, The Utica City School District has strong partnerships with community agencies and works to ensure both school-based and community-based support services are available. Professional development sessions will be held with faculty and staff to provide school personnel with the tools needed to assist students during and after the COVID-19 pandemic as well as to help facilitate the development of coping and resiliency skills. Instructional sessions will also be provided to students to assist with the transition back to the school setting and help explain the changes/differences from the traditional school day structure.

Ongoing use of data will facilitate the identification of social emotional learning needs and the district’s comprehensive developmental counseling program will be regularly reviewed to ensure a Multi-Tiered System of Supports (MTSS) is implemented.

**School Schedules**

The school district’s plan as it relates to school schedules can be found in the plan summary section pages 5-7.

**Budget and Fiscal Matters**

The Utica City School District is carefully monitoring any potential impact to its school district budget as a result of the COVID-19 crisis, including the potential reductions in state aid revenue and any potential funding relief from the Federal government such as the Coronavirus Aid, Relief and Economic Security (CARES) Act funding that was allocated to school districts. The school district is also monitoring the financial impact that has resulted from mandatory compliance with the New York State requirements for re-opening. This includes the unexpected expenditure of several millions of dollars to outfit students and staff with Personal Protective Equipment (PPE) along with the purchase of technology devices and mobile internet connections, etc. along with other unexpected expenditures.
**Attendance and Chronic Absenteeism**

The attendance of any school-age student of compulsory age, who resides in the district or is placed by a parent/guardian in another public school district, a charter school, or is placed by a district administrator or the CSE of the school district in educational programs outside the district (such as, another school district, BOCES, approved private in-State or out-of-State school, and State supported school) will be reported in SIRS; except for the daily attendance of Prekindergarten students which currently is not required. Attendance will be reported by any reporting entity that is required to take attendance.

Resident students of compulsory age who were not in attendance in a public school, including charter schools, nonpublic school, or approved home schooling program in the current school year will be reported until they exceed compulsory school age, they no longer reside in the district, or the district has documentation that the student has entered another educational program leading to a high school diploma.

Students who drop out while still of compulsory school age will be kept on the school attendance register until they exceed compulsory school age or move out of the district.

**Technology and Connectivity**

The Utica City School District collected information pertaining to the level of access to devices and high-speed broadband for students and teachers during the 2019-2020 school closure. The district’s technology department is working in consultation with each building principal to update this information. As indicated in the plan summary on page eight (8) the school district has purchased Chromebooks and mobile internet connections and has an established plan for the inventorying and loaning/distribution of these devices in order to insure that 100% of our students can access and participate in remote learning.

**Teaching and Learning**

**Continuity of Learning**

As described in the plan summary (pages 4-7) the school district has a plan in place for the delivery of instruction K-12 using a phase-in model beginning with a hybrid model for the elementary level with a blend of in-person and remote
instruction. All instruction is aligned with outcomes in the New York State Learning Standards. Curriculum committees have been meeting during the summer to create standards-based instruction for remote learning. Instruction has been developed so that whether delivered in-person, remotely, or through a hybrid model, due to a local or State school closure, there are clear opportunities that are accessible to all students.

Under each model as described in the plan summary, all learning opportunities are aligned with the New York State standards and include routine scheduled times for students to interact and seek feedback and support from their teachers. For all courses of study, instruction is aligned to the academic program and includes regular and substantive interaction with an appropriately certified teacher.

Schools have created a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. For remote learning, not only will the parent/caregiver have access to the classroom teacher and building principal, the school district has also established a technology help-line for any assistance needed with technology.

Early Learning

The Utica City School District contracts with eligible agencies including CBOs to provide Prekindergarten programs. The school district ensures that measures are in place with the agencies with whom we contract to follow health and safety guidelines as outlined in the New York State Education Department and New York Department of Health guidance documents. The district also ensures that these agencies have a continuity of learning plan that addresses in-person, remote, and hybrid models of instruction.

Special Education

The Utica City School District will ensure that students with disabilities will be provided with a free appropriate public education (FAPE) and each student will be provided the special education and related services identified in the students’ Individualized Education Plan (IEP). FAPE will be provided consistent with the need to protect the health and safety of students with disabilities and those individuals providing special education and related services to students. Schools will provide all services to the greatest extent possible during periods of emergency such as school closure due to the COVID-19 global pandemic.
The school district will ensure meaningful parent engagement in the parent’s preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of IDEA.

Collaboration will occur between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on Individualized Education Plan (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources. School staff will access all available resources to support the instructional, technological, and social emotional needs of students with disabilities.

Access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students will be provided. Documentation will be maintained along with ongoing parental communication in their preferred language or mode of communication.

Support for Students with Disabilities

Teachers and student support service providers will work to provide continuity and support to address the needs of our students with disabilities to the greatest extent possible during this unprecedented time. Students with disabilities can be effectively supported in the following ways:

- Create appropriate, differentiated learning experiences for students. All educational materials should be developed and implemented in compliance with New York State standards and the students’ IEP goals, as well as individual accommodations and modifications. Teachers should use a blended approach of on-line learning and hard copies of educational materials where appropriate. For Integrated Co-Teaching and Resource Room support the special education teacher will work in collaboration with the general education teacher.

- Maintain regular communication with students and families in order to provide support and feedback. Document all contacts with students and families and maintain concise records in their entirety.

- Utilize student records, including IEP’s and evaluations, in order to create student-centered learning experiences that are differentiated and meet the needs of the individual student.
Monitor and assess each student’s progress towards IEP goals to the greatest extent possible. Develop and disseminate progress notes during grading intervals. Provide students and families with regular feedback on student progress.

Collaborate with related service providers to provide targeted instruction that meets the student’s IEP goals.

Participate as a member of the CSE committee during meetings as scheduled by the Special Education Department.

Related Service Provision

Related Service Providers (Occupational Therapists, Physical Therapists, Speech and Language Therapists, Social Workers and Psychologists) provide educational programming and related services in alignment with students Individualized Education Plans (IEPs). Related service providers can accomplish this in the following ways:

- Maintain concise service provision records in their entirety. Utilize the district established weekly service provision log to document service provision. Documentation will be used for the purposes of determining the need for compensatory services, as well as any additional CSE committee recommendations.

- Contact students as per the frequency and duration indicated in the IEP and provide therapy to the greatest extent possible pursuant to guidance provided by the New York State Education Department and consistent with privacy interests. During remote learning, the weekly schedule for service provision should parallel the schedule that would be executed if full on-site services were being provided. Additional information is available at the following link: http://www.op.nysed.gov/telepracticeguidance.html.

- Provide educational and therapeutic materials as needed to ensure the provision of services.

- Communicate with parents as it relates to the efficacy of conducting evaluations remotely. Ensure consent for extending timelines and/or deadlines.
➢ Maintain report processing in accordance with established timelines.

➢ For Social Workers—collaborate with building staff to identify at-risk students who may need social emotional/mental health support. Provide therapeutic support as necessary. Facilitate referrals to community agencies when necessary.

➢ For Psychologists—collaborate with families to determine the efficacy and validity of completing a psycho-educational evaluation remotely. Conduct evaluations/re-evaluations to the greatest extent possible.

Federal and State guidance documents designed to assist administrators and teachers in the support for Special Education students are provided below along with links to each document:

USDOE Supplemental Fact Sheet Addressing the Risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities

https://www2.ed.gov/about/offices/list/ocr/frontpage/faq/rr/policyguidance/Supple%20Fact%20Sheet%203.21.20%20FINAL.pdf

Provision of Services to Students with Disabilities During Statewide School Closures Due to Novel Coronavirus (COVID-19) Outbreak in New York State


Supplement #1 - Provision of Services to Students with Disabilities During Statewide School Closures Due to Novel Coronavirus (COVID-19) Outbreak in New York State – Additional Questions and Answers (April 27, 2020)


Family Educational Rights and Privacy Act (FERPA) Guidance:


FERPA & COVID-19 FAQs

FERPA & Virtual Learning Resource List
Resources for Parents of Students with Disabilities:

Parents: Supporting Learning During the COVID-19 Pandemic

Time, Instructional Effectiveness, Engagement, and State Support (TIES) Center

Social Emotional Support Resources—Mental Health & Talking to Young People about COVID-19

Resources for Mental Health and Talking to Young People About COVID-19 – NYSED


How to Talk to Kids About Coronavirus – The New York Times

A Trauma-Informed Approach to Teaching Through Coronavirus – National Child Traumatic Stress Network

Addressing Grief --Brief Facts and Tips

Addressing Grief: Tips for Teachers and Administrators – National Association of School Psychologists

How can educators and families support students’ mental health and social emotional needs? - Institute of Education Sciences

Bilingual Education and World Languages

The Utica City School District will complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year.

The required instructional units of study will be provided to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction. As aligned with the “Blueprint for ELL and MLL success,” services for English Language Learners (ELL) will be monitored by school staff to support academic proficiency.

Regular communication will be maintained with the parents/guardians and other family members of ELLs to ensure that they are engaged in their child’s/children’s education during the reopening process. All communications will be provided for
parents/guardians of ELLs in their preferred language and mode of communication.

The school district has established protocols for collaboration between ENL and content area teachers for the delivery of remote and hybrid learning. Professional learning opportunities will be provided.

Support for English Language Learners

Providing supports to our diverse population of English Language Learners is an integral part of the continuity of learning plan. The school district’s academic coaches and translators are available for building principals and teachers to assist students and their families. The district actively participates as part of the state’s English Language Learners workgroup designed to provide guidance and support for ENL programming. Teachers can support learning for English Language Learners in the following ways, including during remote learning:

- Make staying connected with students a priority: Connecting via phone, text, Google Classroom, or live video on a routine basis is a priority.

- Draw on the expertise of colleagues. Connect and plan with content-area colleagues, co-teachers, ENL teachers, facilitators, social workers, guidance counselors, therapists, and bilingual coaches to develop lessons so all students can develop language skills.

- Provide standards-based lessons based on student proficiency levels addressing all language domains (reading, writing, listening and speaking) by providing scaffolds and differentiation to allow access to the curriculum.

- Embed supports such as glossaries, word banks, models, sentence starters, as well as clear and concise directions.

- Make learning visual. Use pre-recorded videos or live videos which incorporate tools such as PowerPoint, embedded instructional videos, sentence strips, items found around your home, whiteboards, etc.

- Provide positive feedback as well as suggestions to students on a regular and timely basis.

- Ensure accurate record-keeping of communication with students, families, lesson plans and work.
- Maintain communication with your principal and the ENL office to help address concerns about students who may need assistance, both academic and non-academic.

A comprehensive English Language Learner resource collection for educators can be found at the following link:


The following web-sites provide additional resources for ENL students and their families during a school closure:

https://www.colorincolorado.org/distance-learning-ells


**Teacher and Principal Evaluation System (Education Law §3012-d /APPR)**

The Utica City School District understands that teaching and school leadership are the two greatest influences on student learning. The school district will fully implement its currently approved Annual Professional Performance Review Plan (APPR) during the 2020-2021 school year.

**Certification, Incidental Teaching and Substitute Teaching**

The Utica City School District understands the requirement for individuals to hold a valid certificate while employed to teach in New York State public schools pursuant to Education Law 3001.
Utica City School District Reopening Plan Attachments

Attachment 1  Classroom visual of room set up with required social distancing pursuant to New York State guidance

Attachment 2  Utica City School District Work During COVID-19: Guide for Employees

Attachment 3  Utica City School District 2020-2021 School Year Enhanced Cleaning and Disinfection Plan and Guidelines for COVID 19

Attachment 4  Utica City School District Pipil Transportation Reopening Plan
Working During COVID-19

GUIDE FOR EMPLOYEES

CONTENTS

1. Overview
2. Re-entering the Workplace
3. Employee Responsibilities
4. Social Distancing
5. Wear and Care of Face Masks
6. Personal Hygiene
7. Symptoms and Exposure
8. Personal Travel
1. Overview

This document is to be used as an employee guide and shall not supersede the direction of any regulatory agency.

As the State and our school buildings continue to reopen, COVID-19 remains a concern. We must all continue to practice good personal hygiene and adhere to recommended/required safety protocols.

Information in this document is taken from guidance provided by the Centers for Disease Control (CDC), the NYS Department of Health, the OHM BOCES, and other local, state and federal agencies.

It is our goal to create a safe work environment for all employees. This can only be accomplished by each of us following the procedures outlined in this document. The noted procedures will help prevent the spread of COVID-19 in the workplace. Should you have concerns about your work environment, they should be brought to the attention of your Principal/Immediate supervisor, or you may contact the DIRECTOR OF FOOD SERVICES/BUILDING & GROUNDS at 315-792-2231.

We each have an Individual and Team Member responsibility to protect ourselves and those around us!

2. Re-entering the Workplace

*Stay at home if you are sick

Immediately upon entering a school building, please sign-in and complete the short Self-Assessment Form.

Utica City School District
Self-Assessment Form

<table>
<thead>
<tr>
<th>Have you experienced the following symptoms in the past 14 days?</th>
<th>Yes</th>
<th>No</th>
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<td>Cough</td>
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<td>Muscle pain</td>
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<td>Sore throat</td>
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<tr>
<td>Loss of taste/smell</td>
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</tbody>
</table>

Have you been around anyone that has tested positive for COVID-19 in the past 14 days? Yes / No

*If you marked Yes to any of these questions, go home and then call your supervisor.

Print Name: __________________ Signature: __________________ Date: ______________

Accountability and Continuous Improvement
3. Employee Responsibilities

PERSON-TO-PERSON CONTACT

if you are unable to maintain six feet of social distance and must have contact with another individual, then both persons must follow these precautions:

- Wear a face mask/covering;
- Wash hands or use hand sanitizer before and after contact;
- People working closely with students must, at a minimum, wear a face mask/covering and wash hands regularly when unexpected contact may occur.

PERSONAL RESPONSIBILITY

- Avoid touching eyes, nose, and mouth;
- Cough/sneeze into a tissue and dispose of it immediately or cough/sneeze into the crook of your elbow, not into your hands;
- Practice good personal hygiene protocols at all times.

4. Social Distancing

MAINTAIN SOCIAL/PHYSICAL DISTANCING

- Practice social/physical distancing at all times;
- Keep six (6) feet away from other persons and do not go near anyone with respiratory symptoms of cough, fever, trouble breathing or other flu-like illness;
- Do not congregate. Limit group meetings as much as possible. Consider meeting virtually;
- Limit time in common areas such as break rooms, copier rooms, conference space, etc.;
- Limit room occupancy to ensure at least 36 square feet per person is maintained;
- While in hallways, maintain social distancing. Do not touch the wall while walking down the hallway;
- Evaluate the need for large group activities such as trainings, meetings and/or events. If social distancing is not possible, consideration must be given to cancel or postpone the event.
5. Wear and Care of Face Masks/Coverings

- Face masks/coverings will be provided by the District, however you are free to wear your own;
- Disposable masks will be available at main entrances;
- It is the employee's responsibility to clean any District-supplied reusable masks;
- While on District premises, you must have in your possession a face mask/covering at all times;
- Face masks/coverings are to be worn while interacting with others, if social distancing of six (6) feet cannot be maintained;
- Face masks/coverings are not required while sitting at your workstation;
- Face masks/coverings must cover both the nose and mouth;
- Washing face masks/coverings in a washing machine and drying in a dryer is recommended to properly clean them;
- Disposable face masks/coverings must be properly disposed of when use is finished;
- If you have a medical reason that prevents you from wearing a face mask/covering, please discuss this with your Principal/Supervisor.

6. Personal Hygiene

Employees must wash hands often with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% alcohol if soap and water are not readily available, especially during key times when persons are likely to be infected by or spread germs. Hand sanitizer will be available and easily accessible throughout the facilities. Employees must wash hands or use hand sanitizer:

- After blowing one's nose, coughing or sneezing;
- Before, during and after preparing food;
- After using the rest room;
- After touching trash;
- Before and after the work shift;
- Before and after work breaks;
- After touching objects that have been handled by others.
7. Symptoms and Exposure

- If you are experiencing any of the following symptoms prior to leaving your home to come to work, contact your immediate supervisor. Symptoms include but are not limited to:
  - Fever, cough, difficulty breathing or shortness of breath, chills, new loss of smell or taste, muscle aches, sore throat.

- If you start to exhibit any of the above symptoms while at work, notify your supervisor and return home immediately;

- If you have had exposure to someone who has tested positive for COVID-19, you need to contact your supervisor prior to leaving your home for work;

- If you have tested positive for COVID-19, you must contact your immediate supervisor and must not come to work.

8. Personal Travel

If you or someone in your household is planning to or has traveled outside of New York within the past 14 days, please notify your Principal/immediate supervisor. Per Executive Order from Governor Cuomo, individuals who have traveled to certain states that have experienced an increase in COVID-19 cases will be required to quarantine for a period of 14 days. It is your responsibility to know if there are travel restrictions for any state that you travel to.
Utica City School District  
Self-Assessment Form

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Accountability and Continuous Improvement

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*If you marked Yes to any of these questions, go home and then call your supervisor.

Print Name: __________________ Signature: __________________ Date: ______________

Accountability and Continuous Improvement
Utica City School District  
Self-Assessment Form

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Accountability and Continuous Improvement

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Accountability and Continuous Improvement
### Utica City School District

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### Accountability and Continuous Improvement

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### Utica City School District

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### Accountability and Continuous Improvement
2020-21 SCHOOL YEAR ENHANCED CLEANING AND DISINFECTION PLAN AND GUIDELINES FOR COVID-19

Our Facilities Department has developed a very detailed and specific Enhanced Cleaning and Disinfection Plan to help us provide a clean and healthy environment for all of our students, faculty, staff and visitors. We are implementing new procedures across the district along with improving systems to have our facilities as touch free as possible. Here are some key areas we are focusing on and new systems we are implementing:

- Standardize our procedures in the cleaning and disinfecting processes throughout the district.
- All custodians and cleaners will be provided with manuals and workflow charts to follow on a daily basis to clean for COVID-19.
- We will have an increase awareness on cleaning high touch fixtures and areas with high use.
- Our staff will have access to training on a regular basis on the best cleaning/disinfecting procedures the industry has to offer. There will also be general trainings available as well.
- There will be a compliance and quality system to ensure cleaning and disinfection practices are performed as prescribed.
- Encourage and reinforce hygiene etiquette by creating awareness and reinforce the importance of hand hygiene, personal hygiene and social distancing.
- We are moving to a touch free systems in both our paper towel system and hand care products. Less items to touch, the less the opportunity for germs to spread.
- Our current soap product has been moved to a Anti-Bacterial Soap.
- Continue to have a sufficient supply of products specifically for our COVID-19 cleaning processes and procedures. Our disinfectant, Hillyard #819 Non-Acid Restroom Disinfectant/Cleaner, is on the EPA approved list. (See following pages)

We truly feel with our new procedures and improved systems across with have our facilities fully prepared to ensure a clean and healthy environment for everyone that enters the Utica City School District.
## LIST N: DISINFECTANTS FOR USE AGAINST SARS-CoV-2

<table>
<thead>
<tr>
<th>Hillyard Name</th>
<th>Hilgard Item</th>
<th>RTU Yield from Concentrate</th>
<th>Dilution Rate</th>
<th>Follow the disinfection directions and preparation for the disinfectant</th>
<th>Contact Time</th>
<th>Primary EPA Registration Number</th>
<th>Primary EPA Product Name</th>
<th>Primary Regsitered Product Name</th>
<th>Emerging Viral Pathogen Claims</th>
<th>Data Added to List</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>Q.T.</strong></td>
<td>HIL0016706 - Gallon, 4/Cs</td>
<td>1,028 RTU Quarts Per Gallon</td>
<td>1:256</td>
<td>Rotarines 10 minutes</td>
<td>1,379-162</td>
<td>Quaternary Ammonium</td>
<td>BIC DIS Clorox® 560-120</td>
<td>Stephan Company</td>
<td>N</td>
<td>03/03/2020</td>
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<tr>
<td><strong>VividCleanse +</strong> Arsenic One System Refills (ASR) Arsenic Packets</td>
<td>HIL0004623 - ASR - Refills, 4-2.5L Cs</td>
<td>1,372 RTU Quarts Per 2.5L Container</td>
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<td>Rotarines 10 minutes</td>
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<td><strong>VividCleanse +</strong> Arsenic One System Refills (ASR) Arsenic Packets Cleaning Companions® Refills (CCR)**</td>
<td>HIL0016606 - Gallon, 4/Cs</td>
<td>1,028 RTU Quarts Per Gallon</td>
<td>1:256</td>
<td>Rotarines 10 minutes</td>
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<td><strong>Re-Joe Roll</strong> Arsenic One System Refills (ASR) Arsenic Packets Cleaning Companions® Refills (CCR)**</td>
<td>HIL0016606 - Gallon, 4/Cs</td>
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<tr>
<td><strong>Non-Add Readthrough Cleaner Dil® Arsenic One System Refills (ASR) Arsenic Packets Cleaning Companions® Refills (CCR)</strong></td>
<td>HIL0016606 - Gallon, 4/Cs</td>
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<td><strong>Oxide®</strong>, Oxide® <strong>Ready-To-Use</strong></td>
<td>HIL0016706 - Gallon, 4/Cs</td>
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<td><strong>Pot &amp; Pan Sanitizer 21 Above® System</strong></td>
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<td><strong>Oxide 3</strong> Arsenic One System Refills (ASR)</td>
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<td>1,028 RTU Quarts Per Gallon</td>
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<td><strong>Oxide 3 Plus</strong> Arsenic One System Refills (ASR)</td>
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<tr>
<td><strong>Quick &amp; Clean®</strong> Germicidal Disinfectant Wipes</td>
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* Cleaning Companion refills work within the CI and CCT7 sprayer systems and are not designed to refill quart bottles. 

Visit The Hillyard.com Covid-19 Resource Site - CLICK HERE | Visit The EPA Site - CLICK HERE

subject to change without notice.
Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.
**SAFETY FIRST!** - Always use protective equipment!

1. **DUST**
   - Remove cob webs and insect debris from artwork, baseboards, doors, dispensers, equipment, fire extinguishers, light fixtures, plants, tops of mirrors, etc.

2. **FLOOR**
   - Pick up large debris - trash - towels - sweep

3. **TRASH CONTAINERS**
   - Sanitary receptacles: check, empty, spray interior, spot clean exterior

4. **DISPENSERS**
   - Towels - tissue - seat covers - soap: check, refill, apply disinfectant

5. **SINKS - TOILETS - URINALS**
   - Apply disinfectant - dwell 10 min

6. **WALLS - PARTITIONS**
   - Spot disinfect

7. **SINKS - COUNTERS**
   - Dispensers: damp wipe

8. **TOILETS - URINALS**
   - Damp wipe outer surfaces

9. **MIRRORS**
   - Spray a glass cleaner, such as Suprox Glass and Floor, on to cloth - wipe mirror clean

10. **FLOOR**
    - Damp mop with floor cleaner, from farthest point to door

* Use Arsenal #19 Non Acid Restroom Disinfectant and Cleaner

** Use Arsenal #39 Suprox All Purpose Glass and Floor Cleaner

*** Use Arsenal #10 Top Clean Neutral Cleaner
CLEAN & DISINFECT HIGH-TOUCH SURFACES

Door Knobs, Handles
Push Plates

Light Switches

Keyboards, Mice
Desktops

Faucets
Restroom Fixtures

Use an approved EPA registered disinfectant/cleaner according to label instructions. Allow for proper dwell time.

STOP THE SPREAD!
SAFETY FIRST! - Always Use Protective Equipment!

1. DUST
   Remove cob webs and insect debris from artwork, baseboards, doors, dispensers, equipment, fire extinguishers, light fixtures, plants, speakers, tops of mirrors, TVs, computers, monitors, etc.

2. FLOOR
   Pick Up Large Debris - Trash - Towels - Sweep

3. TRASH CONTAINERS
   Check - Empty - Spray Interior - Spot Clean Exterior - Reline

4. SANITARY RECEPTACLES
   Check - Empty - Spray Interior - Spot Clean Exterior - Reline

5. DISPENSERS
   Towels - Tissue - Hand Sanitizer
   Check - Refill - Apply Disinfectant

6. COMMON TOUCH SURFACES
   Sprays
   - Knobs, Switches, Phones, Markers, etc.
   - Spot Clean - Apply Disinfectant - DWELL 10 MIN

7. MIRRORS - GLASS
   Spot Clean - Spray a glass cleaner, such as Suprox Glass and Floor, on to Cloth - WIPE

8. DESKS/TABLES*/
   CHAIRS/PONES
   Straighten - Spot Clean - Apply Disinfectant - DWELL 10 MIN

9. CARPET/WALK-OFF MATS
   Spot Clean - Vacuum

10. HARD FLOOR - DUST MOP
    Use a TREADED Dust Mop

11. HARD FLOOR - DAMP MOP
    Damp Mop with floor cleaner, From Farthest Point To Door,

* Use Arsenal #19 Non Acid Restroom Disinfectant Cleaner

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CLEAN & DISINFECT HIGH-TOUCH SURFACES

Door Knobs, Handles, Push Plates
Light Switches
Keyboards, Mice, Desktops
Faucets, Restroom Fixtures

Use an approved EPA registered disinfectant/cleaner according to label instructions. Allow for proper dwell time.

STOP THE SPREAD!
SAFETY FIRST! - Always Use Protective Equipment!

1. DUST
   Remove cob webs and insect debris from artwork, baseboards, doors, dispensers, equipment, fire extinguishers, light fixtures, plants, speakers, tops of mirrors, TVs, computers, monitors, etc.

2. FLOOR
   Pick Up Debris - Trash - Towels - Sweep

3. TRASH CONTAINERS
   Check - Empty - Spray Interior - Spot Clean Exterior - Relin

4. SINKS - COUNTERS - DRINKING FOUNTAINS
   Apply Disinfectant - DWELL 10 MIN

5. DISPENSERS
   Towels - Tissue - Hand Sanitizer
   Check - Refill - Apply Disinfectant

6. COMMON TOUCH SURFACES
   Knobs, Switches, Phones, Markers, Etc.
   Spot Clean - Apply Disinfectant - DWELL 10 MIN

7. MIRRORS - GLASS
   Spot Clean - Spray a glass cleaner, such as Soprolux Glass and Floor, on to Cloth - Wipe Mirror Clean

8. DESKS/TABLES**/
   CHAIRS/PHONES
   Straighten - Spot Clean - Apply Disinfectant - DWELL 10 MIN

9. CARPET/WALK-OFF MATS
   Spot Clean - Vacuum

10. HARD FLOOR - DUST MOP
    Use a TREATED Dust Mop

11. HARD FLOOR - DAMP MOP
    Damp Mop with floor cleaner, From Farthest Point To Door.

* Use Arsenal #19 Non Acid Restroom Disinfectant and Cleaner

** Use Arsenal #39 Suprox All Purpose Glass & Floor Cleaner

*** Use Arsenal #10 Top Clean Neutral Cleaner
CLEAN & DISINFECT HIGH-TOUCH SURFACES

- Door Knobs, Handles, Push Plates
- Light Switches
- Keyboards, Mice, Desktops
- Faucets, Restroom Fixtures

Use an approved EPA registered disinfectant/cleaner according to label instructions. Allow for proper dwell time.

STOP THE SPREAD!
Safeti First! - Always Use Protective Equipment!

1. Dust
   - Remove cob webs and insect debris from artwork, baseboards, doors, dispensers, equipment, fire extinguishers, light fixtures, plants, speakers, tops of mirrors, TV, computers, monitors, etc.

2. Floor
   - Pick up large debris, trash, towels, sweep

3. Trash Containers
   - Sanitary Receptacles
     - Check empty, spray interior, spot clean exterior, rel ine

4. Sinks - Counters - Drinking Fountains
   - Apply Disinfectant - dwell 10 min

5. Dispensers
   - Towels, tissue, hand sanitizer
     - Check, refill, apply disinfectant

6. Common Touch Surfaces
   - Knobs, switches, phones, markers, etc.
     - Spot clean, apply disinfectant - dwell 10 min

7. Mirrors - Glass
   - Spot clean, spray a glass cleaner, such as Soprox Glass and Floor, on to cloth, wipe mirror clean

8. Desks/Tables**/Chairs/Phones
   - Straighten, spot clean, apply disinfectant - dwell 10 min

9. Carpet/Walk-Off Mats
   - Spot clean, vacuum

10. Hard Floor - Dust Mop
    - Use a TREATED dust mop

11. Hard Floor - DAMP Mop
    - Damp mop with floor cleaner, from farthest point to door

* Use Arsenal #19 non acid restroom disinfectant and cleaner

** Use Arsenal #39 suprox all purpose glass & floor cleaner

*** Use Arsenal #10 top clean neutral cleaner
CLEAN & DISINFECT HIGH-TOUCH SURFACES

Door Knobs, Handles
Push Plates

Light Switches

Keyboards, Mice
Desktops

Faucets
Restroom Fixtures

Use an approved EPA registered disinfectant/cleaner according to label instructions. Allow for proper dwell time.

STOP THE SPREAD!
UTICA CITY SCHOOL DISTRICT
PUPIL TRANSPORTATION
REOPENING PLAN

Updated 08/21/20
The school bus is an extension of the classroom; therefore, many of the recommendations that apply to school buildings (like social distancing and frequent cleaning) will be applied to the school bus, as well. Pupil transportation also presents certain unique challenges, especially with regard to the transportation of homeless students, students in foster care, students in nonpublic and charter schools, and students with disabilities. The following outlines the Pupil Transportation plans for the Utica City School District.

The health and safety of every student and employee is the Utica City School District’s top priority. To ensure this safety, the District will execute an approach to include mandatory wearing of masks or face coverings for students and transportation staff, execution of regular cleaning and disinfection, and implementing measures to minimize contact between employees and passengers.

THE SCHOOL BUS

- Students will be required to wear a mask on the bus and to social distance.
- All busses which are used every day by the District and the contract carrier will be cleaned and disinfected at least once day as outlined in the NYS reopening guidance. This will include items such as handrails, bus seats, seat belts and drivers compartment. The cleaner will complete a log sheet indicating that any frequently touched areas of the bus have been cleaned and disinfected properly.
- Wheelchair School Busses will configure wheelchair placements to ensure the 6-foot social distancing guideline.
- When outside temperatures are above 45 degrees, school busses will transport students with roof hatches or windows slightly open to provide airflow throughout the bus.

TRANSPORTATION STAFF

- All Transportation personnel will be required to perform a self-health assessment for any symptoms of COVID-19 before arriving to work. If any transportation personnel are experiencing any of the symptoms of COVID-19 they will be required to notify their employer and seek medical attention.
- School bus drivers, monitors and mechanics will be required to wear a face mask or covering.
- All Transportation personnel will be trained and provided refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.
- All Transportation personnel will be provided with personal protective equipment such as masks and gloves for drivers and monitors in busses. Hand Sanitizer will be provided in locations such as the dispatch offices and employee breakroom of the Bus Garage.
• Hand Sanitizer will be permitted on the bus but limited to a personal size quantity and cannot exceed 8 ounces in volume. The sanitizer must also be ethanol-based per Governor Cuomo’s Executive Order which shall remain in effect during the period of the Disaster Emergency declared per Executive Order 202 (related to the COVID-19) Emergency. Once this order has expired hand sanitizer will no longer be permitted on the bus.

• Drivers and monitors who must have direct physical contact with a child will be required to wear gloves. The driver or monitor may wear gloves if they choose to do so but will not be required unless they are in physical contact with a student.

• All Transportation personnel will be instructed to report to work no earlier than 5 minutes prior to the start of their scheduled shift. All employees will enter through the back door of the bus garage, report to the window to check in with the dispatcher and collect their information for their shift. While standing in line all employees will be standing at least 6 feet apart from any other employee who may be standing in line. Once the employee has checked in with the dispatcher they will then exit the bus garage from the front door and head directly to their bus. At the end of their shift they will enter the front door to hand in their clip board then exit the back door to the employee parking lot. Employees will not be permitted to congregate in the building unless they are checking in for their scheduled shift, filling out any necessary paperwork, speaking with a transportation staff member or using the restroom. Tables and chairs will be set 6 feet apart. Employees will not be permitted to enter the building without wearing a mask or face covering.

• Signs will be posted throughout the bus garage facility consistent with COVID-19 signage.

STUDENTS ON TRANSPORTATION

• All parents/guardians will be required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to boarding the school bus.

• Students will be required to wear a mask on the bus if they are physically able to do so. Students who are unable to tolerate a face mask, covering or would impair their physical or mental health will NOT be subject to the required use of a mask or face covering.

• Students will be required to social distance on the bus. One child per seat, and alternating left and right positions throughout the bus. Siblings or children who reside in the same household will be assigned to sit together by the bus driver.

• Students who do not have a face mask will NOT be denied transportation. If a student does not have a face mask one will be provided to them on the bus.

• If a student is unable to wear a face mask the seating will be rearranged so the student without a mask is socially distant from other students.

• Students with a disability that would prevent them from wearing a mask will not be forced to do so or denied transportation.

• Students will be reminded of all bus rules and will not be allowed to eat or drink on the bus, which would require them to remove their mask.

• Students will be required to follow social distancing protocols when loading and unloading at the schools. One child will get on/off the bus at a time and busses will stagger their arrival and departure times.
• School Bus loading and unloading locations will be separate from students who are transported by car or are walkers.
• Sick Busses will be stationed in each section of the city in the event that a student is sent home sick and a parent is unable to pick up their child. The bus will be cleaned and disinfected once the student is dropped off to their residence.

• Due to social distancing guidelines students will be assigned to seats as shown in the diagram above.

PUPIL TRANSPORTATION ROUTING

• If the Utica City School District is in session remotely, transportation will be provided to non-public, parochial, private, Charter Schools or students whose individualized education plans have placed them out of district.
• All students will be transported by the district to the extent required by law and in accordance with New York State Department of Health, New York State Education and CDC guidance. The transportation department will not deny transportation for children who are in foster care, homeless (McKinney Vento) or attend private or charter schools.

CONTACTS

School District Contacts:
Zachary Nicotera  
Operations/ Transportation Supervisor  
(315) 792-2274

Michele Albanese  
School Business Official (315) 792-2225

Transportation Provider:
Birnie Bus Service, Inc.  
(315) 797-4933