



# **User-Friendly Reopening Plan Overview**

**The Irvington Union Free School District  
September 1, 2020**

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In order to best support the health and wellness of students and their families and the District's staff members, the Irvington UFSD (IUFSD) has established operational standards that comply with the New York State Department of Health (DOH) and New York State Education Department (NYSED) guidelines.

## **1. General Health and Safety Measures:**

IUFSD will comply with DOH recommendations to promote behaviors that reduce the spread of illness. These actions include, but are not limited to: social distancing, wearing of face masks, frequent hand washing and sanitizing and frequent cleaning and disinfection.

### **1A. Social Distancing:**

The IUFSD will take numerous measures to support necessary social distancing including but not limited to the following:

- It is expected that whenever possible, students and staff will remain a minimum of six feet apart and wear authorized face masks at all times (See 1B).
- Specific protocols will be put in place to provide greater distance among students during Physical Education, Band, Orchestra and Chorus classes/programs.
- The IUFSD has implemented a cohort model to reduce daily attendance in each school by 50%.
- In each classroom, student desks have been placed six feet apart.
- Hallway and stairway traffic has been modified to limit congestion.
- Large group gatherings will be prohibited.
- Elementary students will eat lunch in their classrooms or the cafeteria to provide necessary spacing.
- Travel to/from other locations will be limited where possible.
- Use of outdoor space whenever possible.
- Morning drop-off and afternoon pick-up procedures have been modified to reduce congregating.
- Social Distancing will be encouraged on school buses and only siblings will be permitted to share seats, where practicable.
- Signage will be displayed in all school buildings to guide behaviors.

### **1B. Face Masks:**

The expectation is that students and staff will wear masks at all times with the exception of lunch, during facilitated mask breaks, and staff working in non-common spaces. Adherence to these protocols is critical for the safety and well-being of all members of our school community. Failure to comply with mask wearing protocols will constitute a violation of our Code of Conduct and will be subject to disciplinary consequences consistent with other health and safety related violations.

### **Best Practices for Mask Wearing**

- Students/staff should wash/sanitize hands before putting on a mask
- Mask should cover nose and mouth and be secure under the chin
- Mask should fit snugly against the sides of the face

### **Masks During PE/Recess/Physical Activities**

Physical education classes will take place outdoors, when possible. Whether indoors or outdoors, students will be expected to wear a mask, unless they are participating in a supervised mask break. There will be mask breaks for students during PE classes.

### **Types of Masks Permitted**

- Cloth masks that securely cover the nose and mouth and fit snugly against the sides of the face.
- Surgical masks
- Face shields may not be worn in place of a face mask, but may be worn in addition to a mask.
- Neck gaiters, vented masks, and bandannas are NOT permitted.

### **Mask Breaks**

Each school will facilitate “mask breaks”, during which time students shall remain at least 6 feet apart from one another. All mask breaks will be supervised by an adult.

### **Mask Exemptions**

Students who are unable to tolerate wearing a face covering due to a medical condition, where the use of such a covering would impair their physical or mental health, will not be subject to the required use of a face covering. Documentation of such an impairment from a health care provider shall be required for an exemption and must be provided to the school nurse.

### **1C. Hand Washing and Hand Sanitization:**

All students and staff members are required to wash and/or sanitize hands throughout the school day. To support this expectation, the following is provided:

- Elementary students will receive direction on hand washing and hand sanitization.
- Visual reminders will be displayed throughout each school.
- Hand sanitizer dispensers have been installed in all hallways and classrooms.

- Students will be guided to wash or sanitize their hands prior to and following mask breaks, meal times, use of bottle filling stations, and use of lavatories.
- It is recommended that students apply hand sanitizer when exiting and entering classrooms.
- Additional hand washing stations will be installed in each school.

#### **1D. School Visitors:**

To provide for the health and safety our students and staff:

- Visitations to the schools will be greatly reduced
- Volunteer opportunities will be eliminated
- All meetings will be scheduled remotely when practicable
- Visitors will be required to complete a health survey upon arrival and must provide information for contact tracing purposes
- Vendor and contractor access will be limited and scheduled after-school when possible (with the exception of Aramark - our food service vendor)

#### **1E. Cleaning and Sanitization:**

The District will comply with all recommended cleaning protocols:

- All schools will be deeply cleaned & sanitized twice per week (Clorox sprayer)
- High-contact areas will be cleaned throughout the school day, including bathroom sinks and bottle filling stations
- All surfaces will be treated with Bio Protect that does not permit virus to adhere to it for 90 days
- Classrooms will be regularly cleaned with disinfectants
- IMS & IHS desks will be covered with newsprint/butcher paper that will be changed between classes (pilot)
- Teachers will be provided with disinfecting wipes

### **2. Health Monitoring:**

The IUFSD will follow all recommended guidelines to support the health and well-being of all students and staff members. In doing so, it is essential for daily health screenings to occur before students and staff members leave to report to school/work and there must be effective communication to occur between parents and each school.

#### **2A. Required Daily Health Screenings:**

- Prior to leaving for school, or before going to the bus stop, a daily health screening must be completed using the screening app. This self-screening must be completed by students and staff daily.
- Students and staff members who answer “yes” to the following

prompts must stay home:

- Display flu-like or COVID-19 symptoms including: fever, cough, chills, stomach ailments, shortness of breath, etc.
- Have been in contact with someone who has tested positive for COVID-19.
- Have been in personal contact with someone displaying flu-like or COVID-19 symptoms.
- Traveled to a state on the [New York State quarantine list](#).
- Traveled to a country on the [United States quarantine list](#).
- The health screening app can be downloaded to Apple or Android smartphones or by completing the web-based application posted on the District website. Directions and the link for the health screening app will be distributed before the first in-person student days.
- Students for whom the daily health screening has not been completed will not be permitted to attend class. Parents will be contacted in each case and students for whom a daily screening is repeatedly not completed will be required to come to the school to pick up their child.

## **2B. Communication:**

The District maintains a robust communication system and plan. In the event there is a need for the District to communicate with parents and staff members, the following communication tools will be utilized:

- Email, via Constant Contact.
- Postings on the [District website](#).
- Postings on the [District Facebook page](#).
- Use of the District Alert Service, currently Send Word Now.
- School-level communications.
- Parents are also encouraged to regularly review the [Reopening Irvington UFSD webpage](#). This webpage includes the comprehensive IUFSD Reopening Plan, a Frequently Asked Questions document that is regularly updated and many other critical reopening and health-related resources.
- Reopening questions can be emailed to [Reopening@IrvingtonSchools.org](mailto:Reopening@IrvingtonSchools.org)

There must be communication between families and their child's school nurse. This communication requires the following:

- Parents must keep their children home from school when they are ill and contact your health care provider - then contact the school nurse.
- Parents must communicate concerns regarding their child's health to the school nurse.
- If families or children come in contact with someone diagnosed with COVID-19, they must stay home and the school nurse must be

contacted immediately.

- Always err on the side of caution; If you are uncertain as to whether your child should report to school either because of their health or because they have been in contact with someone who is ill, please keep your child home and contact the school nurse.

## **2C. COVID-19 Testing:**

IUFSD is not equipped or permitted to conduct COVID-19 testing.

- We have a standing relationship with the Westchester County Department of Health (WCDOH), and in the event that testing is required, we will defer to the WCDOH for any required or relevant information.
- Testing is readily available in our community.
- Students, staff or visitors requiring COVID-19 testing should contact their health provider, a local urgent care, federally qualified health center or visit the NYSDOH website to locate a nearby testing facility.
- The District will be able to provide expedited testing for staff members through its health insurance plan.
- Local COVID-19 testing locations can be [found by clicking here.](#)

## **2D. Contact Tracing:**

The IUFSD will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors to the District.

To assist the local health department with tracing the transmission of COVID-19, the District has developed and maintains a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program.

The District may assist with contact tracing by:

- Keeping accurate attendance records of students and staff members
- Ensuring student schedules are up to date
- Keeping a visitor log that includes the date and time, address and phone number, and which area of the school they visited
- Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program
- Informing local health department of staff members testing positive regardless of county of residence.
- For all contact tracing, the DOH will require the name, address, and phone number as well as the name and phone number of the guardian of a student.

## **2E. What Will Happen if There is a Confirmed Case of COVID-19?**

If/when COVID-19 cases are discovered, in consultation with the local health department and the school medical director/school physician the District will do the following:

- Close or quarantine locations of potential exposure for 24 hours
- Clean and disinfect locations as necessary
- Provide DOH with information as required per contact tracing protocols (i.e. 14 days of quarantine)
- Ensure student/staff member's return to school meets DOH/CDC guidelines
- Ultimate determination to close schools will be at the Superintendent's discretion
- The District will always proceed with an abundance of caution.

Important Note: Confidentiality must be maintained as required by federal and state laws and regulations. Staff should not try to determine who is to be excluded without guidance and direction from the local health department.

## **3. Academic Program and School Schedules**

The Irvington UFSD has developed extensive plans to provide a rigorous, comprehensive learning experience for all students. Each plan will comply with all DOH and SED requirements and will be implemented based upon New York State and DOH directives and local conditions. These plans provide for learning in the following models:

- **Hybrid:**  
This model will allow for approximately 50% of student attendance, while remaining students will participate in Distance Learning. Students will attend school in alternating attendance in accordance with the Cohort Model. More details on the Hybrid and Cohort Models are below. While schools are operating in the Hybrid Model, parents will have the opportunity to enroll their children in a **Distance Learning Option** rather than them attending in person. (Note: the Distance Learning Option will follow a different schedule than the 100% Distance Learning outlined below.)
- **100% Distance Learning:**  
This model of learning will be implemented when 100% of students in a school or in the IUFSD will be required to learn from home. Here, all learning will be synchronous with teachers providing instruction by an established school schedule daily.

- **100% In-person/On-site Attendance**

100% in-person instruction will be implemented when necessary guidance is offered by DOH that will permit full school attendance. In such a case, schools will follow their established school schedules with all students and staff on site.

### **3A. Cohort Model:**

A cohort model has been implemented in each school to reduce attendance density and to assist with contact tracing. Below is the Cohort Model that will be implemented to start the 2020-21 school year:

- **Cohort A**

- Last names beginning with **A through L**
  - Grades K-1 AM session 8:00 am - 10:45 am Mon, Tues, Thurs, Fri
  - Grades 2-12 On-site Learning Monday and Tuesday
  - Grades 2-12 Distance Learning Wednesday through Friday

- **Cohort B**

- Last names beginning with **M through Z**
  - Grades K-1 PM session 11:45 am - 2:30 pm Mon, Tues, Thurs, Fri
  - Grades 2-12 On-site Learning Thursday and Friday
  - Grades 2-12 Distance Learning Monday through Wednesday

- **Cohort C**

- Special class students onsite Monday, Tuesday, Thursday and Friday. This cohort does not include students whose Individualized Education Plans (IEP) includes ICT.

### **3B. Hybrid Model:**

The IUFSD will begin the 2020-21 school year in a Hybrid Model. Student attendance within the Hybrid Model are as follows:

#### **Kindergarten and First Grade:**

Kindergarten and first grade students will attend school, by cohort four (4) half days each week and one (1) day of distance learning.

- Students remain in two cohorts who attend separate AM & PM sessions
  - Cohort A - AM session 8:00 am - 10:45 am
  - Cohort B - PM session 11:45 am - 2:30 pm
- Students participate in on-site learning four (4) half-days:
  - Monday, Tuesday, Thursday, Friday
- Students also participate in asynchronous distance learning on the four days they attend school.
- Students will have a day of distance learning on Wednesdays.

**Grades Two (2) through 12:**

All students grades two (2) through 12 will follow the following hybrid schedule below. During days of in-person learning, students will follow the regular school schedule:

<i><b>M</b></i>	<i><b>T</b></i>	<i><b>W</b></i>	<i><b>TH</b></i>	<i><b>F</b></i>
A	A	FLEX	B	B

**Flex Days:**

- Remote learning for all students with 2 ½ hours teacher contact time
- Elementary: Specials, small group, conferences
- Secondary: Alternate periods 0-4 one week, periods 5-9 the next
- 2 ½ hours for committee meetings, professional learning and collaboration

**100% Distance Learning Option:**

While the IUFSD is implementing the Hybrid Model, parents will have the opportunity to enroll their students in 100% Distance learning. This experience will still provide students with access to the entire grade level or course curriculum and they will be assessed in a similar manner as the students who attend learning in-person. Students will not have the benefit of meeting with their teacher in person. The following details also apply to the 100% Distance Learning Option:

- Must complete a 100% Distance Learning Agreement.
- Remain in Distance Learning for an entire grading period: Dows Lane and Main Street schools - Trimester and IMS and IHS - Quarter:
  - DL & MSS Grading Trimester Dates:
    - December 2, March 9 and June 24
  - IMS Grading Quarter Dates:
    - November 9, 2020, January 25, 2021, April 9, 2021 and June 15, 2021
  - IHS Grading Quarter Dates:
    - November 9, 2020, January 29, 2021, April 9, 2021 and June 15, 2021
- Parents will be provided with the opportunity to change from the Distance Learning Option to Hybrid OR Hybrid to the Distance Learning Option with the change of each marking period. Communication for such changes will be sent home in advance of the end of each grading period.

### **3C. Phased-in Reopening of Schools:**

The IUFSD will facilitate a phased-in reopening of the District to provide for:

- Delivery and set up of all necessary PPE and signage
- Delivery and installation of all needed instruction technology to support distance learning
- Opportunity to pilot and troubleshoot all building-based health and safety protocols
- Opportunity for teachers to develop experience utilizing new technology and instructional practices related to distance & hybrid instruction
- Provides for 14-day period (travel quarantine) prior to starting in-person learning

#### **Phased-in Reopening Details & Calendar:**

September 8th - 11th: All Schools - 100% Distance Learning

September 14th - 18th: All Schools - 100% Distance Learning

September 21st - 25th:

Dows Lane:

- ❖ Grades K-1: 4 half-day model
- ❖ Grades 2-3: Hybrid model

Main Street: Hybrid model

Middle School: Partial Hybrid model (students attend one day in person)

High School: Partial Hybrid model (students attend one day in person)

September 29th - October 2nd:

All Schools: Full implementation of plan

- ❖ Grades K-1: 4 half-day model
- ❖ Grades 2-12: Hybrid model

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>7</b> <b>LABOR DAY</b> <b>NO SCHOOL</b>	<b>8</b> 100% Distance Learning	<b>9</b> 100% Distance Learning	<b>10</b> 100% Distance Learning	<b>11</b> 100% Distance Learning
<b>14</b> 100% Distance Learning	<b>15</b> 100% Distance Learning	<b>16</b> 100% Distance Learning	<b>17</b> 100% Distance Learning	<b>18</b> 100% Distance Learning
<b>21</b> <b>Dows &amp; MSS</b> K-1: Half day model 2-5: A On-Site B Dist. Learning Learning <b>IMS &amp; IHS</b> A1 On-Site, others Distance Learning	<b>22</b> <b>Dows &amp; MSS</b> K-1: Half day model 2-5: A On-Site B Dist. Learning <b>IMS &amp; IHS</b> A2 On-Site, others Distance Learning	<b>23</b> 100% Distance Learning	<b>24</b> <b>Dows &amp; MSS</b> K-1 Half day model 2-5: B On-Site A Dist. Learning <b>IMS &amp; IHS</b> B1 On-Site, others Distance Learning	<b>25</b> <b>Dows &amp; MSS</b> K-1 Half day model 2-5: B On-Site A Dist. Learning <b>IMS &amp; IHS</b> B2 On-Site, others Distance Learning
<b>28</b> <b>YOM KIPPUR</b> <b>NO SCHOOL</b>	<b>29</b> K-1: Half day model 2-12: A On-Site B Dist. Learning	<b>30</b> K-1: Half day model 2-12: A On-Site B Dist. Learning	<b>1</b> K-1: Half day model 2-12: B On-Site A Dist. Learning	<b>2</b> K-1: Half day model 2-12: B On-Site A Dist. Learning

**3D. 2020-21 Hybrid Learning Calendars:**

Hybrid learning calendars have been developed to guide parent and teacher planning for the entire 2020-21 school year, should they be needed. These calendars are subject to revision. In case of such revisions, parents and the IUFSD staff members will be notified.

- [The Dows Lane and MSS 2020-21 Hybrid Calendar can be found here.](#)
- [The IMS and IHS 2020-21 Hybrid Calendar can be found here.](#)

**3E. Technology to Support Learning:**

Equity of access to all aspects of learning is of critical importance for the IUFSD. Therefore, for the 2020-21 school year, the IUFSD will provide each student and staff member with a Chromebook to support learning and instruction. Use of all District-owned devices will be at the responsibility of the parents and students. The IUFSD will provide parents with the opportunity to purchase insurance to protect against possible costly damage that families would otherwise be billed for. Unfortunately, due to limited supplies across the nation, distribution of Chromebooks will be prioritized and distributed to those with the greatest need. Once the IUFSD’s order of Chromebooks has arrived, they will be distributed to all students and staff members.

Families that do not have a reliable internet connection in their home or do not have access to the internet will be provided with a WiFi JetPack for their

child's learning needs.

Should a family have any questions about how to receive a Chromebook or WiFi JetPack, they are asked to email [ChromebookQuestions@IrvingtonSchools.org](mailto:ChromebookQuestions@IrvingtonSchools.org).

#### 4. District Operations

The IUFSD has implemented numerous protocols and systems to support school operations including specific plans related to Board of Education Policies, Transportation, Food Services, Athletics, Facility Usage and Facility Maintenance - such as Ventilation and Air Circulation.

##### 4A. Board of Education Policies Pertaining to the IUFSD Reopening Plan:

The conditions under which schools will operate and how teaching and learning will occur during the COVID-19 pandemic has necessitated essential policy revisions. The policies will provide for necessary standards for student conduct, attendance requirements, technology provisions and health and safety mandates. All school community members are asked to review and comply with the following policies:

Policy/Reg #	Title	Revised/New
	<a href="#">Code of Conduct</a>	Addendum Added
4526	<a href="#">Computer Use in Instruction/Acceptable Use</a>	Revised
4528 P	<a href="#">Acceptable Use - Distance/Remote Learning</a>	New
4765 P	<a href="#">Online, Distance/Remote Learning</a>	New
5695 P & 5695.1 R	<a href="#">Electronic Social Networking</a> <a href="#">Bring Your Own Device (BYOD)</a>	Revised
5110 P	<a href="#">Attendance</a>	Revised
5420 P & 5420 R	<a href="#">Student Health Services</a> <a href="#">Student Health Services</a>	Revised
8131 P	<a href="#">Pandemic Planning</a>	New

##### 4B. Transportation:

In partnership with the Quad Village Transportation Cooperative and its lead agency, Ardsley UFSD Transportation Department and the transportation

contractor, Royal Coach, specific plans have been put in place to provide for the safest possible transportation to and from school.

- All students and staff must wear masks at all times
- No eating on the bus (as per current practice)
- Bus seats will be wiped down between routes by IUFSD custodians
- Buses will be sanitized daily by the transportation contractor
- Wear acceptable face coverings at all times on school buses (e.g., entering, once seated and exiting)
- Drivers will maintain a passenger log for each run to assist with contact tracing when needed.
- Students whose physical or mental health would be impaired are not required to wear a face covering, and will be appropriately socially distanced at the rear of the bus.
- Spare, clean cloth face coverings must be available to ensure all students wear cloth face coverings on the school bus.
- Members of the same household may be seated in the same seat.
- When possible, seating will be arranged to provide social distance on the bus.
- Students will be loaded from the back to the front of the bus.
- Students will unload from front to the back of the bus.
- School bus drivers, riders, monitors and attendants may carry personal bottles of hand sanitizer with them on school buses.
- When temperatures are above 45 degrees Fahrenheit, drivers will increase bus ventilation by opening the top hatches of buses or opening windows

#### **Bus Route Information:**

Bus route assignments and pick-up and drop-off times will be available in the Transportation Portal the week of September 14, 2020. More information pertaining to transportation can be found on the [Transportation webpage](#).

#### **4C. Food Services:**

The IUFSD is committed to continuing to support student nutrition by implementing a daily school meal program in accordance with the National School Lunch Program. To provide for safe dining measures, the IUFSD in partnership with its food service contractor, Aramark, is taking necessary steps to support all District health and safety measures while still enabling students to enjoy lunch each day school is in operation. These steps include the following:

- Elementary students will eat in their classrooms or cafeteria to provide for distancing
- Lunches will be delivered to the classroom and/or distributed through spaced pickup lines

- The District will utilize a pre-order form for all elementary lunch orders. The form will be sent out in the near future. Middle and High School students will not pre-order, but go through socially-distanced cafeteria serving lines.
- Limited breakfast options will be available at the campus cafeteria.
- Meals will be pre-packaged to limit contact
- IMS & IHS cafeteria tables will be spaced further apart and students will not be seated across from one another
  - Alternate dining locations will be provided and supervised
  - All surfaces will be cleaned routinely and between lunch periods
- Food service staff will undergo necessary training
- Food preparation spaces and equipment will be sanitized daily
- Beginning September 8, lunches will be available for students engaged in distance learning and must be pre-ordered by 9 am for pickup between 11-11:30 am daily at the Maher Gym entrance at the High School. [Lunch order for remote instruction days](#)
- Free and reduced-priced meals will be provided to eligible students

#### **4D. Athletics:**

The IUFSD will operate its interscholastic athletic program in compliance with all DOH, SED, New York State Public High School Athletic Association (NYSPHSAA) and Section One standards. However, the IUFSD will always make determinations in the best interest of its students, which may go above and beyond the precautions outlined by other entities. The IUFSD Director of Physical Education, Health and Athletics, Mr. John Buonamano, will provide all necessary updates to the athletic community. Related information will be posted on the [IUFSD Athletics website](#) and the [Reopening IUFSD website](#) as appropriate. Questions can be directed to Mr. Buonamano via email at [John.Buonamano@IrvingtonSchools.org](mailto:John.Buonamano@IrvingtonSchools.org).

#### **4E. Facilities Usage:**

In order to provide the safest possible learning environment for our students and staff, use of all Irvington School District buildings by outside organizations is suspended indefinitely. Upon schools reopening, the use of all outdoor facilities will also be prohibited during the academic day and during after-school extracurriculars. This includes use of the High School track. As valued members of the Irvington Union Free School District, we ask your cooperation and support in providing our students and staff with a safe return to school.

#### **4F. Ventilation and Air Circulation:**

Maintaining healthy learning environments is a top priority for the IUFSD. To this end, all recommended procedures will be followed to ensure that proper ventilation and air circulation is available in all spaces. The District

will take the following measures to ensure proper ventilation:

- Classrooms have mechanical ventilation systems that provide the required air exchanges
- All outside air dampers will be programmed/set for 100% fresh air until the weather cools
- All air-handlers will have MERV-13 filters installed
- Each classroom will have windows open to support fresh air circulation
  - Some windows don't open as wide as others by design or for safety purposes
- Classroom doors can be opened to aid air circulation
- Each classroom will have air conditioning (central cooling or window units) to maintain low humidity.

**#####**

**For more information on the reopening of schools, please visit  
the [Reopening Irvington UFSD webpage](#) or email  
[Reopening@IrvingtonSchools.org](mailto:Reopening@IrvingtonSchools.org)**