

**Framework for Reopening
Oneonta Community Christian School
DBA**



Otsego
CHRISTIAN ACADEMY

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Introduction

The goal of the Otsego Christian Academy is to open for in-person, full-time instruction in the fall of 2020. If we are able to open safely our preference is to do so using a regular schedule with students in attendance. As required by the State Education Department, we have contingency plans in the event that we have to go completely to remote learning. In the event of a short-term closure we will transition to a remote learning model. Short-term closure will be required in the event of a COVID-19 positive case within the school. Our plan will illustrate we will do all we can to keep students in “pods’ or cohorts in order to reduce a complete shutdown. The students well being is our first priority, we intend to ensure when students return to school and begin a new experience in our new building, by making the transition as smooth as possible. We will take the time to get students acclimated to the new building.

The decision to move to remote learning will be based on multiple factors including, but not limited to:

- An order by the Otsego Department of Health, NY State Department of Health, or Governor to close.
- In the event a cohort will need to close for a 14-day quarantine based on a COVID-19 positive.

During the week of August 1-7, the Governor will determine whether schools in NY can open for in-person instruction. We will be prepared to move forward with a full-time re-opening plan.

OTSEGO CHRISTIAN ACADEMY OUR RESPONSE TO REOPENING DURING THE COVID-19 PANDEMIC

It is our sincere hope that you are enjoying both a very healthy and happy summer. With recently released guidance from New York State, we wish to communicate important information relative to how school will look this year. As we continue on with the significant planning and preparation for the 2020-2021 school year, we hope that it will be a wonderful one for our students as we have learned since March that, in the K-12 environment, replicating the classroom in a home learning environment just does not yield the same results.

God has blessed OCA with a huge new building that is ideal for social distancing and in-person instruction. It is clear that students excel in the structured, safe, and nurturing environments that OCA offers. With God's grace and guidance, we all want to be back in the classroom. Based on the formula released late Monday, July 14th, by Governor Cuomo, we now have measured parameters for when we can open our school building. Much time has been spent sorting through the guidance, executive orders, and mandates that are coming from the State of New York, the NYS Department of Health as they pertain to reopening of OCA. The health and safety of our students, faculty, and community always informs and drives our decision-making process. When we are physically in our schools, it is our hope that we will be able to remain in them. To do this will take a commitment from our entire school community to "do your part" in preventing the spread of COVID-19. Whether it has been input from our respective reopening sub-committees or from parents or guardians, safety is the main consideration when planning our reopening and this plan will assist in spelling out those things that the collective "We" can do to ensure the safety of all.

There is still a lot that can change and may change before our scheduled school opening on September 8th. We will continue to monitor, assess, and communicate any changes or pertinent information that comes to light. Our plan is to have all of our students return to school upon opening day. However, we recognize that there are a host of circumstances that may contribute to some of our students remaining in the home learning environment. We are in Phase IV of New York State's reopening phasing process. As the State begins to relax certain restrictions, the risk of infection as well as the need for all of us to follow the safety precautions and health guidance increases as well.

The below represent those things that the Otsego Christian Academy will do in regard to all students (UPK, K-12) staff, and visitors/parents:

- Screen students, staff, and visitors for COVID19 symptoms on a daily basis.

- Limit access to the interior of the school to staff, students, service providers, and individuals with previously scheduled appointments.
- Clean and disinfect high touch surfaces multiple times a day, and where applicable decrease the number of high-touch surfaces students and staff are exposed to.
- Enforce the face covering and social distancing protocols outlined in this plan.
- Increase ventilation in classrooms and other locations to the extent practicable.
- Provide hand sanitizer liberally throughout our schools.
- Provide non-surgical, disposable face coverings to any person entering the school who does not have one.
- Train staff, students, parents, and volunteers in proper hand hygiene and respiratory practices.
- Maintain students “Cohorts” to the extent practicable.

Otsego Christian Academy personnel, volunteers, and service providers will:

- Not come to work if they have:
 - o experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days;
 - o traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory in the past 14 days;
 - o knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or
 - o tested positive through a diagnostic test for COVID19 in the past 14 days.
- Notify the school immediately if they have been exposed to someone with COVID19, attended an event where an outbreak has occurred, or traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory.
- Wear face coverings at all times that social distancing cannot be maintained.
- Reinforce and model proper hand hygiene practices, wearing of face coverings, and social distancing.
- Limit person-to-person contact to the greatest extent possible. For example, no hugging, handshaking, high fives, fist bumping.

Our parents/guardians will:

- Provide two (2) face coverings for their child with their name on it. If unable to do so, the district will provide disposable, non-surgical masks to students upon arrival.

- Reinforce proper hand hygiene practices used at school, the wearing of face coverings, and social distancing protocols.
- Monitor the health of their child on a daily basis.
- Keep their child home if they have:
 - o experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days
 - o traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory in the past 14 days
 - o knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or
 - o tested positive through a diagnostic test for COVID19 in the past 14 days;

Our OCA Warrior students (UPK, K-12) will:

- Tell their parent/guardian if they are not feeling well before coming to school or tell any adult if they start feeling unwell during the school day.
- Wear face coverings during such times required by DOH or NYSED guidance, when social distancing is not possible, and when they leave the classroom for things such as class changes or restroom breaks.
- Respect and maintain the established 6 feet of social distancing to the extent possible and limit person-to-person contact to the greatest extent possible. For example, no hugging or handshaking.
- Wash and dry their hands each time after going to the bathroom.

Short-term Closure Preparedness

With the unpredictability and highly transmissible nature of COVID-19 as well as concerns related to the existence of this virus during the impending influenza season, it may be required from time-to-time during the school year to have short-term closures to deal with different COVID-19 issues. This may be the result of a known case of COVID-19 in our school, a directive from the Department of Health to close, or because of our need to more thoroughly clean the school.

The below are those broad things that we will do as a school and our OCA personnel:

- Communicate with all stakeholders through the below means:
 - Utilization of Technology to communicate via call, text and email messaging.
 - Utilization of our website: www.oneontaca.org for additional messaging and communication.
- Be prepared to immediately convert to the home learning environment if our closure is projected to last longer than two days.

What we are asking of our Parents/Guardians:

- Store safely the issued COVID19 emergency school packets for their child(ren) in grades UPK, K-5 until needed, when provided.

Our teachers should:

- **Grades PK-5 Teachers:**
 - Create a COVID19, two-day emergency packet of work for students for each subject. This work will be sent home with students the first week of school to be held until needed.
 - Be prepared to work on-site for at least the first two days of a closure in order to prepare up to two-weeks of materials.
- **Grades 6-12 Teachers:**
 - Be prepared to immediately provide students with two days of assignments through Google Classroom that do not require access to textbooks or in-person resources.
 - Be prepared to work on-site for at least the first two days of a closure to prepare materials for up to two weeks.

Our Students in Grades 6-12 should

- Ensure access to Google Classroom, student email accounts and Zoom at all times.
- Alert school administration if access to online learning modalities are not available while at home.

Communication & Family & Community Engagement

THE FINAL VERSION OF THE REOPENING PLAN WILL BE SUBMITTED TO THE NEW YORK STATE DEPARTMENT OF HEALTH ON JULY 31, 2020 AND THE NEW YORK STATE DEPARTMENT OF EDUCATION ON AUGUST 7, 2020.

1. Re-Opening committee was formed by a vote of the school board on 06/8/2020.
2. A re-opening plan meeting was held on 6/23/20, with representatives of parents, teachers, administration and School Board Members.
3. The Re-opening plan committee then created a survey to invite participation and feedback from families given our best information regarding re-opening guidelines at that time.
4. The Survey was emailed and posted to the Oneonta Christian Academy's Parent's Facebook Page on July 16, 2020.
5. Re-opening committee meeting reconvened on July 23, 2020 utilizing the Department of Health and Department of Education guidelines for finalize the re-opening plan for the 2020-2021 school year.
6. Draft reopening plan was sent to OSD for review and feedback on 7/29/2020
7. A Staff Meeting will be held on August 5th to discuss the re-opening plan with teachers, administrators and staff.
8. Board meetings will be held as needed to ensure proper policies and supports for students, staff, faculty and parents as needed.

OCA'S WILL USE THE FOLLOWING COMMUNICATION TOOLS TO NOTIFY THE COMMUNITY OF THE REOPENING PLAN.

1. We will use our existing website www.oneontaca.org to serve as the primary location for all communication that is not done through social media.
2. The school's official Facebook page: www.facebook.com/OneontaChristianAcademy/ will be used to push notifications to individuals following the page.
3. The school will use email and text to inform families to visit the website or Facebook page to review the re-opening plan
4. As needed, the school. will hold virtual meetings via Zoom or other videoconferencing software.
5. Any family in need of clarification is asked to reach out to the administration directly for questions or concerns, either via phone, email or Facebook messenger.

THE SCHOOL WILL ENCOURAGE ALL STUDENTS, FACULTY, STAFF, AND VISITORS THROUGH VERBAL AND WRITTEN COMMUNICATION (E.G., SIGNAGE) TO ADHERE TO CDC AND DOH GUIDANCE REGARDING THE USE OF PPE, SPECIFICALLY ACCEPTABLE FACE COVERINGS, WHEN A SOCIAL DISTANCE CANNOT BE MAINTAINED.

Otsego Christian Academy has utilized signage and information provided to the CDC, Center for Disease Control, to be displayed throughout the school to remind students, staff, and visitors of COVID19 protocols.

OCA WILL ENSURE ALL STUDENTS ARE TAUGHT OR TRAINED ON HOW TO FOLLOW NEW COVID19 PROTOCOLS SAFELY AND CORRECTLY, INCLUDING BUT NOT LIMITED TO HAND HYGIENE, PROPER FACE COVERING WEARING, SOCIAL DISTANCING, AND RESPIRATORY HYGIENE.

Our school will be posting short videos to be used in the training of students in each of these areas. These videos will be uploaded to the school website, social media, and other presentation formats.

OCA'S REOPENING PLAN HAS A WRITTEN PROTOCOL THAT COMPLIES WITH DOH AND CDC GUIDANCE FOR THE RETURN TO SCHOOL OF STUDENTS AND STAFF FOLLOWING A POSITIVE SCREEN FOR COVID19 SYMPTOMS, ILLNESS OR DIAGNOSIS OF CONFIRMED CASE OF COVID19 OR FOLLOWING QUARANTINE DUE TO CONTACT WITH A CONFIRMED CASE OF COVID19. RETURN TO SCHOOL WILL BE COORDINATED WITH THE LOCAL HEALTH DEPARTMENT.

SEE APPENDIX A FOR THE FOLLOWING DOCUMENT
RETURN TO SCHOOL AFTER COVID POSITIVE PROTOCOL

Health & Safety

AS OF 07/31/2020, OTSEGO CHRISTIAN ACADEMY IS PLANNING TO HOLD IN-PERSON, FULL-TIME INSTRUCTION IN SEPTEMBER. ALL DECISIONS WILL BE BASED ON NEW YORK STATE DEPARTMENT OF HEALTH AND THE NEW YORK STATE EXECUTIVE ORDERS BASED ON COMMUNITY SPREAD. FACTORS SUCH AS THE BELOW LISTED WILL BE CONSIDERED:

1. Every teacher has their own classroom.
2. Each classroom is at least a standard 700+ square feet.
3. In grades 6-12, the majority of classes are less than 12, and efforts will be ongoing over the summer to maintain class size and utilize space. In instances where class sizes cannot be reduced to that level, alternative spaces will be utilized – cafeteria, gymnasium, additional classrooms, etc.
4. Students will be in desks seated with spaces at 6 feet for social distancing.
5. Disposable masks, face shields, thermometers, disposal gloves, eye protection and disposal gowns will be at New York State Department of Education recommended levels by September 8, 2020.

OCA'S REOPENING PLAN HAS A WRITTEN PROTOCOL DEVELOPED IN COLLABORATION WITH THE CDC'S PREPARING K-12 SCHOOL ADMINISTRATORS FOR A SAFE RETURN TO SCHOOL IN FALL 2020 TO INSTRUCT STAFF TO OBSERVE FOR SIGNS OF ILLNESS IN STUDENTS AND STAFF AND REQUIRES SYMPTOMATIC PERSONS TO BE SENT TO THE MAIN OFFICE.

SEE APPENDIX A FOR THE FOLLOWING DOCUMENT
COVID19 SIGNS OF ILLNESS PROTOCOL

OCA'S REOPENING PLAN HAS WRITTEN PROTOCOLS FOR DAILY TEMPERATURE SCREENINGS OF ALL STUDENTS AND STAFF, ALONG WITH A DAILY SCREENING QUESTIONNAIRE FOR FACULTY AND STAFF AND WEEKLY USE OF THE QUESTIONNAIRE FOR PARENT/FAMILIES.

SEE APPENDIX A FOR THE FOLLOWING DOCUMENTS

SCREENING PROTOCOL – VISITORS/PARENTS

COVID19 HEALTH SCREENING QUESTIONNAIRE – VISITORS/PARENTS

SCREENING PROTOCOL - STAFF

COVID19 HEALTH SCREENING QUESTIONNAIRE – STAFF

SCREENING PROTOCOL - STUDENTS

COVID19 HEALTH SCREENING QUESTIONNAIRE – STUDENTS

OCA’S REOPENING PLAN HAS WRITTEN PROTOCOLS REQUIRING STUDENTS OR STAFF WITH A TEMPERATURE, SIGNS OF ILLNESS, AND/OR A POSITIVE RESPONSE TO THE QUESTIONNAIRE TO BE SENT DIRECTLY TO A DEDICATED ISOLATION AREA WHERE STUDENTS ARE SUPERVISED, PRIOR TO BEING PICKED UP OR OTHERWISE SENT HOME.

SEE APPENDIX A FOR THE FOLLOWING DOCUMENTS

COVID19 SYMPTOM CONFIRMATION PROTOCOL – VISITORS/PARENTS

COVID19 SYMPTOM CONFIRMATION PROTOCOL – STAFF

COVID19 SYMPTOM CONFIRMATION PROTOCOL – STUDENTS

WAIT IN PLACE PROTOCOL

OCA’S REOPENING PLAN HAS WRITTEN A PROTOCOL AND APPROPRIATE SIGNAGE TO INSTRUCT STAFF AND STUDENTS IN CORRECT HAND AND RESPIRATORY HYGIENE.

1. Our school will be posting short videos to be used in the training of students. These videos will be uploaded to the school’s website, social media, and other presentation formats. The content for the videos is available below on the CDC guidance for best practices in hand washing:

<https://www.cdc.gov/handwashing/videos.html>

2. Signage will be placed in appropriate spaces for handwashing.

OCA’S REOPENING PLAN HAS A WRITTEN PROTOCOL TO ENSURE ALL PERSONS IN SCHOOL BUILDINGS KEEP SOCIAL DISTANCE OF AT LEAST 6 FEET WHENEVER POSSIBLE.

SEE APPENDIX A FOR THE FOLLOWING DOCUMENT

SOCIAL DISTANCING PROTOCOLS/DECISIONS

OCA’S REOPENING PLAN HAS A WRITTEN PROTOCOL REQUIRING ALL EMPLOYEES, ADULT VISITORS, AND STUDENTS TO WEAR A CLOTH FACE COVERING WHENEVER SOCIAL DISTANCING CANNOT BE MAINTAINED.

SEE APPENDIX A FOR THE FOLLOWING DOCUMENT

FACE COVERING PROTOCOL

OCA’S REOPENING PLAN HAS A PLAN FOR OBTAINING AND MAINTAINING ADEQUATE SUPPLIES OF DISPOSABLE FACE COVERINGS FOR SCHOOL STAFF, STUDENTS WHO FORGET THEIR MASKS, AND PPE FOR USE BY THE ADMINISTRATION.

OCA will maintain adequate levels of supplies which will be monitored by the main office throughout the school year.

OCA'S REOPENING PLAN HAS WRITTEN A PROTOCOL FOR ACTIONS TO BE TAKEN IF THERE IS A CONFIRMED CASE OF COVID19 IN THE SCHOOL.

1. It is unlikely that the school would receive positive confirmation of a COVID19 case within a day of a staff member or student being either sent home or staying home due to COVID19-like symptoms. It is therefore our plan to maintain the highest levels of precaution and disinfect every classroom and workspace on a daily basis also including in between different groups of students enter a classroom.
2. We will coordinate with the Otsego County Department of Health in any contact tracing and follow their recommendations regarding school closure or additional disinfection protocols.

OCA'S REOPENING PLAN HAS A WRITTEN PROTOCOL TO CLEAN AND DISINFECT SCHOOLS FOLLOWING CDC GUIDANCE.

SEE APPENDIX A FOR THE FOLLOWING DOCUMENT
CLEANING AND DISINFECTING PROTOCOL

OCA'S REOPENING PLAN HAS A WRITTEN PROTOCOL TO CONDUCT REQUIRED SCHOOL SAFETY DRILLS WITH MODIFICATIONS ENSURING SOCIAL DISTANCING BETWEEN PERSONS

SEE APPENDIX A FOR THE FOLLOWING DOCUMENT
MODIFICATIONS TO SAFETY DRILLS

OCA'S REOPENING PLAN HAS A WRITTEN PLAN FOR SCHOOL RUN BEFORE AND AFTERCARE PROGRAMS.

SEE BEFORE AND AFTER SCHOOL PROTOCOL

OCA'S REOPENING PLAN DESIGNATES A COVID19 SAFETY COORDINATOR (ADMINISTRATOR) WHOSE 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.

The Administrator of the Otsego Christian Academy will serve as the COVID19 safety coordinator.

Facilities

OCA WILL FOLLOW ALL GUIDANCE RELATED TO HEALTH AND SAFETY. THIS WILL INCLUDE MEETING SOCIAL DISTANCING REQUIREMENTS AND CLEANING FREQUENTLY TOUCHED SPACES REGULARLY TO PREVENT SPREAD OF INFECTION.

OCA'S REOPENING PLAN WHICH INCLUDE CHANGES OR ADDITIONS TO FACILITIES MUST COMPLY WITH THE REQUIREMENTS OF THE 2020 NEW YORK STATE UNIFORM FIRE PREVENTION AND BUILDING CODE (BC).

No changes to facilities planned at this time.

OCA SHALL CONDUCT STANDARD OPERATIONS AND PROCEDURES TO THE BEST OF THEIR ABILITIES WITHOUT DEVIATING FROM CURRENT REQUIREMENTS. FIRE (EVACUATION) DRILLS AND LOCKDOWN DRILLS ARE REQUIRED BY EDUCATION LAW AND REGULATION AND THE FIRE CODE AND THEY MUST BE CONDUCTED WITHOUT EXCEPTIONS. FIRE CODE SECTION 404 REQUIRES THAT SCHOOLS MAINTAIN FIRE SAFETY, EVACUATION, AND LOCKDOWN PLANS AND THESE PLANS INCLUDE HOW LOCKDOWN AND EVACUATION DRILLS ARE CONDUCTED.

**SEE APPENDIX A FOR THE FOLLOWING DOCUMENT
MODIFICATIONS TO SAFETY DRILLS**

OCA WILL ASSESS BUILDING CAPACITY TO PROVIDE ADEQUATE HAND WASHING FACILITIES AND DETERMINE IF THE USE OF ALCOHOL-BASED HAND RUB DISPENSERS IS REQUIRED. ALCOHOL-BASED HAND-RUB DISPENSERS ARE PERMITTED TO BE INSTALLED IN ROOMS AND CORRIDORS IN LIMITED QUANTITIES IN ACCORDANCE WITH THE 2020 FIRE CODE OF NEW YORK STATE (FCNYS) SECTION 5705.5.

Will follow guidance as stipulated in FCNYS

MEANS TO CONTROL INFECTION

1. Time Management: OCA will manage time and schedules to reduce student use of the corridors. Modified bell schedules and class movements will be staggered to reduce contact and maintain distancing guidelines.
2. Leave Doors Open: To reduce the spread of the virus from touching door levers and knobs, doors may be fixed in the open position. This is only permitted at doors without door closers and doors which are not fire rated.
3. Plastic Separators: If light-transmitting plastics is used in locations where social distance or mask requirements cannot be complied with or easily regulated it will comply with Building Code Section 2606.
4. Alcohol-Based Hand Rub Dispensers: OCA will assess the building's capacity to provide adequate hand washing facilities and determine if the use of alcohol-based hand rub dispensers is required. When required Alcohol-based Hand-Rub Dispensers will be installed in rooms and corridors in limited quantities in accordance with the 2020 Fire Code of New York State (FCNYS) Section 5705.5.
5. Dividers at Doors and Other Points of Congregation: OCA has no plans to use dividers at doors or in other points of congregation.

SQUARE FOOTAGE: OCA WILL USE THE FOLLOWING SQUARE FOOTAGE GUIDELINES TO FACILITATE SOCIAL DISTANCING GUIDELINES AND HELP MAINTAIN A 6-FOOT DISTANCE FROM OTHERS. 20 SQUARE FOOT (SF) PER PERSON FOR A CLASSROOM, 15 SF PER PERSON FOR CAFETERIAS, 50 SF VOCATIONAL, TECH AND SPECIAL ED., 15 SF FOR OFFICES, AND 5-15 SF IN GYMNASIUMS.

IF OCA CHOOSES TO INCREASE THEIR ABILITY TO PROMOTE SOCIAL DISTANCING BY CHANGING THE WAY SPACE IS USED IN THE EXISTING BUILDING OR BY ACQUIRING ADDITIONAL SPACE ALL CONSTRUCTION AND ALTERATIONS WILL COMPLY WITH LOCAL BUILDING CODE AND MAY REQUIRE INSPECTION BY LOCAL CODE ENFORCEMENT OFFICIALS.

1. At this time no modification or construction is planned.
2. Expansion of square footage – No expansion of square footage is planned
3. Tents or temporary structures used for expansion – No plans for the use of tents or temporary structures

OCA WILL CONSULT WITH A LOCAL HVAC COMPANY TO INCREASE THE VENTILATION RATE WITHIN THE BUILDING TO MAINTAIN HEALTHY INDOOR AIR QUALITY.

Child Nutrition

OCA ensures that students will maintain 6 feet of social distancing by providing marked seats in the cafeteria. The entry and exit ways will be clearly marked

OCA will establish contained student “pods” to utilize the cafeteria with disinfection between cohorts. Best practice will be to keep each pod in their own classroom for lunch.

OCA will ensure above arrive and departure from the cafeteria each student will use the hand sanitizer station at the entrance/exit.

OCA does not provide meal services to students. Each student will continue to be required to bring their own lunch. Students will be discouraged from sharing food.

OCA will provide training for staff on symptoms of allergic reactions to food.

Transportation

Most OCA families provide their own transportation to school.

In the event transportation is provided by a local school districts, students will adhere to the guidelines set by their local school district.

Social Emotional Well Being

OCA’S REOPENING PLAN ADDRESSES HOW THE SCHOOL WILL PROVIDE RESOURCES AND REFERRALS TO ADDRESS MENTAL HEALTH, BEHAVIORAL, AND EMOTIONAL SUPPORT SERVICES AND PROGRAMS.

Students

We will refer to community support and give access to mental health opportunities. When needed, local community-based organizations will be invited to provide services to meet the specified need. All community services organization staff will be required to follow the guidelines for visitors and/or staff as applicable.

Staff

We will refer to community support and give access to mental health opportunities.

OCA'S WILL UTILIZE PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR FACULTY AND STAFF ON HOW TO TALK WITH AND SUPPORT STUDENTS DURING AND AFTER THE ONGOING COVID19 PUBLIC HEALTH EMERGENCY, AS WELL AS PROVIDE SUPPORT FOR DEVELOPING COPING AND RESILIENCE SKILLS FOR STUDENTS, FACULTY, AND STAFF.

Our goal is to continue to provide staff with the knowledge and skills to be able to engage with students in a manner that supports their social- and emotional-wellbeing. We will utilize Conference Days and early-release opportunities to provide the professional development needed for our staff. When needed, OCA will bring in an outside professional to enhance professional development. All outside professionals will be required to follow visitor and/or staff guidelines as applicable.

OCA'S WILL PROVIDE STUDENTS AND STAFF WITH THE OPPORTUNITY TO ENGAGE WITH LOCAL PASTORAL LEADERS IF REQUESTED. ALL PASTORAL CARE WILL BE PROVIDED WHILE FOLLOWING GUIDELINES FOR VISITORS AND/OR STAFF AS APPLICABLE.

Local Pastors will be contacted be available to pastoral counseling if requested by a student or staff which will support their social and emotional well-being.

OCA WILL TAKE INTO CONSIDERATION THE TRANSITION TO RETURNING TO FULL-TIME IN PERSON EDUCATION ON STUDENTS AND ENGAGE STUDENTS AND FAMILIES IN A TRANSITION PERIOD THE FIRST WEEK OF SCHOOL.

Upon returning to school OCA will do everything possible to return a sense of normalcy to students and staff. Additional time will be spent in relationship-building and checking with each student individually to ensure all is being done to meet their social and emotional needs.

Attendance & Chronic Absenteeism

OCA'S REOPENING PLAN MUST DESCRIBE A MECHANISM TO COLLECT AND REPORT DAILY TEACHER STUDENT ENGAGEMENT OR ATTENDANCE WHILE IN A REMOTE OR HYBRID SCHEDULE.

Attendance will be taken in our Sycamore system, in Sycamore daily in person and/or remote through Zoom.

IN-PERSON LEARNING

The School's Attendance Policy will be followed for all students who are attending in-person learning.

REMOTE LEARNING

GRADES PreK-5

Teacher's through interaction with students through Zoom will record attendance in Sycamore.

GRADES 6-12

Teacher's through interaction with students through Zoom will record attendance in Sycamore.

Remote-learning students will be marked absent if (1) they do not participate in or interact with their respective teacher; (2) if their parent/guardian has indicated that they are not available for instruction that day through communication with their child's school either as an email or phone call to the school office.

ABSENCES DUE TO COVID19 OR COVID19 SYMPTOMS

1. Although required to count all absences by State regulation, all absences due to COVID19 or COVID19 symptoms will be considered "Excused" for the duration of the student's inability to engage in learning due to COVID19 or COVID19 symptoms.
2. A student who is under quarantine or awaiting test results, may have their attendance counted as "present" if they continue to engage in learning.
3. Teachers, support staff, administrators will work with each student and family to ensure that students who are kept home due to COVID19 are able to continue their learning to the extent practicable.
4. OCA's will consider suspension of all Attendance Policy components that impact credit for students in grades 8-12 for the 2020-2021 school year. Credit determinations will be based on grades only.

CHRONIC ABSENTEEISM

Students missing more than 10% of scheduled school days will be considered "chronically absent" per SED regulation. OCA's will work with families to improve attendance and attempt to record lost instructional time. Outside agencies will be engaged to the extent required to make sure that all students of compulsory age are in regular attendance.

Teaching & Learning

OCA is prepared for full-time in person learning beginning September 8, 2020 will utilizing the building to ensure 6 feet of social distancing.

OCA is prepared to switch to a remote learning for instructions in the event of a school closure issued by the Department of Health or the Governor's Office. Remoting learning will also be utilized in the event of a 14- day quarantine necessary for a positive exposure to COVID-19.

OCA will always continue to utilize Google Classroom and have 14 days of handouts prepared in the event a hybrid or remote learning change is required.

OCA parents/guardians contact the main office with questions regarding a change in instruction or assistance with technology

OCA'S REOPENING PLAN INCLUDES A CONTINUITY OF LEARNING PLAN FOR THE 2020-2021 SCHOOL YEAR. SUCH A PLAN MUST PREPARE FOR IN-PERSON, REMOTE, AND HYBRID MODELS OF INSTRUCTION.

The OCA Continuity of Learning Plan for the 2020-2021 school year is to begin school September 8, 2020 with full-time in person education. In the event of a required change to hybrid or remote learning, the school will continue to follow the guidelines utilized in the Spring of 2020. Google classroom will be maintained by teachers regardless of the model being followed. Zoom will be utilized in the event of hybrid or remote distance learning.

OCA'S REOPENING PLAN INCLUDES AN EDUCATIONAL PROGRAM THAT IS ALIGNED TO THE NEW YORK STATE LEARNING STANDARDS REGARDLESS IF INSTRUCTION IS DELIVERED IN-PERSON, REMOTELY OR IN A HYBRID MODEL.

All instruction, regardless of model, will be aligned to the NY State Learning Standards.

OCA'S REOPENING PLAN PROVIDES FOR A PROGRAM THAT INCLUDES REGULAR SUBSTANTIVE INTERACTION BETWEEN TEACHERS AND STUDENTS WHETHER DELIVERED IN-PERSON, REMOTELY OR THROUGH A HYBRID MODEL OF INSTRUCTION.

Regardless of model, teachers always work hard to prepare lessons that are designed to engage students in meaningful ways. If a hybrid or remote model is implemented, teachers will be provided access to their classrooms in order to facilitate both synchronous and asynchronous instruction. For those students without high-speed internet access at home, OCA's will make every effort to provide WiFi hotspots.

OCA'S REOPENING PLAN PROVIDES FOR SPECIAL CONSIDERATION PREKINDERGARTEN STUDENTS AND STAFF.

1. PreK students will remain in cohorts throughout the school day.
2. Each PreK classroom has a self-contained restroom.
3. Extra care, instruction, and refreshers will be provided around handwashing protocols.
4. Students will have individual sets of materials that are not to be shared with other students.
5. Strategies that encourage physical contact, such as handholding and buddy systems, will not be utilized.

EQUITY MUST BE AT THE HEART OF ALL SCHOOL INSTRUCTIONAL DECISIONS. ALL INSTRUCTION SHOULD BE 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 FOR INSTRUCTION THAT ARE ACCESSIBLE TO ALL STUDENTS. SUCH OPPORTUNITIES MUST BE ALIGNED WITH STATE STANDARDS AND INCLUDE ROUTINE SCHEDULED TIMES FOR STUDENTS TO INTERACT AND SEEK FEEDBACK AND SUPPORT FROM THEIR TEACHERS.

Regardless of model, teachers always work hard to prepare lessons that are designed to engage students in meaningful ways. If a hybrid or remote model is implemented, teachers will be provided access to their classrooms in order to facilitate both synchronous and asynchronous instruction. For those students without high-speed internet access at home, OCA's will make every effort to provide WiFi hotspots.

OCA will work with our educators to create opportunities for all students to be able to interact and receive feedback directly from their teacher. This will include interactions via phone, internet, or in other ways that are allowed which maintain social distancing and face covering protocols.

SCHOOLS MUST CREATE 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. THIS INFORMATION NEEDS TO BE ACCESSIBLE TO ALL, AVAILABLE IN MULTIPLE LANGUAGES BASED ON DISTRICT OR CHARTER SCHOOL NEED, WIDELY DISSEMINATED, AND INCLUDE CLEAR AND MULTIPLE WAYS FOR STUDENTS AND FAMILIES TO CONTACT SCHOOLS AND TEACHERS (E.G., EMAIL, ONLINE PLATFORM, AND/OR BY PHONE).

All faculty and staff have school-issued email. All students have also been issued school email opportunities. The school will do what it can to provide technical support in the event that it cannot be answered by the student's teacher.

Before & After School Program Guidelines

As of August 4, 2020, we are planning for our regular program structure with the following accommodations:

REGISTRATION:

- There will be no “Drop-in” attendance in any programs at any time. Only children who have registration paperwork on-file prior to attendance will be allowed to participate in programs. This will ensure that we have enough staffing and space accommodations to follow State Department of Health Guidelines regarding physical distancing as well as to ensure the health and well-being of each child and staff member in program.
- Registration paperwork will be accepted for Before and After School Programs until the maximum capacity is reached at which point any additional students will be placed on a waiting list to be enrolled as space and staffing permit.
- Registration paperwork will be available upon request.
- Registration paperwork will be modified to include the following requirements:
- All staff must wear a face covering at all times.
- Students will be required to wear a face covering whenever social distancing is not able to maintain.
- All staff and students will provide their own water bottle (labeled with their full name)- water fountains will not be in use during program hours.
- All staff and students will make every effort to maintain physical distance whenever possible.
- All staff and students will participate in program within self-contained, preassigned groups of students with reasonable group size limits (referred to as cohort/ group).
- Responsible parties should enact measures to prevent intermingling between cohorts, to the extent possible and make reasonable efforts to ensure that the cohorts are fixed – meaning containing the same students – for the duration of the COVID-19 public health crisis.
- All staff and students will wash hands or use hand sanitizer when moving between spaces.

PHYSICAL SPACE/ DISTANCING:

- *Before School Programs* will operate in the classroom from 7:30am to 8:10am.
- *After School Programs* will operate in the cafeteria, gymnasium, and playgrounds (utilizing outdoor space whenever possible). Children will arrive in program space(s) according to parameters in regard to how children will move through the hallways, how hallway supervision and physical distancing is to be maintained, etc. Additionally, children will report to program space(s) according to participant/ staffing ratios in order to maintain social distancing.
- For all programs, the following guidelines will be followed:
- Play and work spaces will be partitioned in a visual manner to help children maintain physical distance. Whenever possible, students will maintain physical distance according to the space being used:
- Cafeteria: Children will sit along one side of the table (preferably facing the same direction) with a predetermined number of children at each table.
- Gymnasium: Activities and games will be planned that allow children to maintain a greater physical distance than that used for seated activities.

Whenever possible, After School Program equipment will be used and cleaned between cohorts/ groups.

- Playground: Activities and games will be planned that allow children to maintain a greater physical distance than that used for seated activities. Outdoor areas will be assigned to cohorts/groups (field/ separate play structures/ other areas).

- Movement between spaces will be planned and structured in a way that will avoid large groups of students in the hallways at the same time.
- Materials will be divided into separate bins so as to avoid cross-usage between cohorts/ groups. Materials will be cleaned on a regular basis according to parameters put in place.
- Staff will be assigned to the same cohort/ group throughout programs.
- Parents/ Guardians will be allowed to enter the Sign-in/ Sign-out area at each site one at a time and adults will be required to stay in the area and refrain from walking through program area.

DAILY HEALTH CHECK/ SCREENING:

- *Before School Program Students* must be walked into the building by a parent or guardian. Student Screening will follow the same protocol as students arriving at normal drop-off time.

Appendix A
Health & Safety Documents

COVID19 SIGNS OF ILLNESS PROTOCOL
KNOW THE SIGNS OF COVID19 ILLNESS

FLUSHED CHEEKS

RAPID OR DIFFICULTY BREATHING
(WITHOUT RECENT PHYSICAL ACTIVITY)

FATIGUE, AND/OR IRRITABILITY

FREQUENT USE OF THE BATHROOM

**WHAT DO YOU DO IF YOU SEE THESE SIGNS IN YOUR
COLLEAGUES OR STUDENTS?**

DO NOT LEAVE THEM ALONE

CALL THE MAIN OFFICE

FOLLOW THE DIRECTIONS GIVEN

Screening Protocol-Parents & Visitors

Access to the interior of the school building will be limited to students, staff, service providers, and individuals with previously scheduled appointments.

Every visitor will be required to have their temperature checked before proceeding beyond the front vestibule.

If their temperature exceeds 100.0°F, they must immediately leave the school campus and may not return to campus until they have been cleared to do so by a medical professional.

Every visitor whose temperature is less than 100.0°F, must then attest to the following four questions:

Have you

- experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days;
- traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory in the past 14 days;
- knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or
- tested positive through a diagnostic test for COVID19 in the past 14 days?

If a visitor states “yes” to any question, they must immediately leave the school campus and may not return to campus until they have been cleared to do so by a medical professional.

If a visitor states “no” to all four questions and their temperature is less than 100.0°F, they may enter the school.

Covid19 Health Screening Questionnaire- Visitors/Parents

Date

NAME (Printed Clearly)	
ADDRESS	
PHONE NUMBER	()
PRE-SCHEDULED MEETING WITH	

ATTESTATION BY VISITOR

In the past two weeks (14 days) have you experienced any symptoms of COVID19 such as a temperature of greater than 100.0°F, cough, shortness of breath or difficulty breathing, extreme tiredness (fatigue), muscle or body aches, headache, loss of taste or smell, sore throat, stuffy or runny nose, nausea or vomiting, and/or diarrhea?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you traveled internationally or from any of the States listed on the NYS travel advisory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you tested positive through a diagnostic test for COVID19 in the past 14 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
SIGNATURE		

VERIFICATION BY STAFF REQUIRED

Staff Member (Print/Sign)	
Attestation Questions	<input type="checkbox"/> All "No" <input type="checkbox"/> Any marked "Yes" – MAY NOT ENTER
Temperature Check	<input type="checkbox"/> Less than 100.0°F <input type="checkbox"/> Greater than 100.0°F – MAY NOT ENTER
Time	

Screening Protocol- Staff

Every staff member will self-assess their temperature at home before leaving for work by using a thermometer to assess whether their temperature is over 100.0°F.

If their temperature is greater than 100.0°F, they may not come to work until they have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.

Prior to arrival at school, staff must fill out the questionnaire on google forms

Have you

- experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days;
- traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory in the past 14 days;
- knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or
- tested positive through a diagnostic test for COVID19 in the past 14 days?

If a staff member states “yes” to any question, they must immediately leave the school campus and may not return to work until they have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.

If a staff member states “no” to all four questions, they may enter the school.

Covid19 Health Screening Questionnaire-Staff

Date

NAME (PRINTED CLEARLY)	TIME

TEMPERATURE SCREENING

TEMPERATURE TAKEN BY	TEMPERATURE	TIME
	<input type="checkbox"/> Less than 100.0°F <input style="color: red;" type="checkbox"/> Greater than 100.0°F – MAY NOT ENTER	

ATTESTATION

In the past two weeks (14 days) have you experienced any symptoms of COVID19 such as a temperature of greater than 100.0°F, cough, shortness of breath or difficulty breathing, extreme tiredness (fatigue), muscle or body aches, headache, loss of taste or smell, sore throat, stuffy or runny nose, nausea or vomiting, and/or diarrhea?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you traveled internationally or from any of the States listed on the NYS travel advisory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you tested positive through a diagnostic test for COVID19 in the past 14 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
SIGNATURE		

If you answered "Yes" to any of the above questions, you must immediately leave the school campus and may not return to work until you have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.

Screening-Students

Parents/guardians will check on the health of their child(ren) on a daily basis before they are sent to school.

Staff will check the temperature of their child(ren) before entering school.

Parents/guardians will submit weekly google screening form prior to school on Monday.

By sending their child to school (via school transportation, walking, or being dropped off), it will be assumed that the parent/guardian is attesting in the negative to each of the following questions. Their child(ren) has/have not:

- experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days;
- traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory in the past 14 days;
- knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or
- tested positive through a diagnostic test for COVID19 in the past 14 days?

If a parent/guardian responds “yes” to any question,

- no member of the household may come to school;
- they must notify the main office immediately; and
- before returning to school, all student(s) in the household must have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.

Covid19 Health Screening Questionnaire- Students

Date

NAME (PRINTED CLEARLY)	TIME

TEMPERATURE SCREENING

TEMPERATURE TAKEN BY	TEMPERATURE	TIME
	<input type="checkbox"/> Less than 100.0°F <input type="checkbox"/> Greater than 100.0°F – MAY NOT ENTER	

ATTESTATION

In the past two weeks (14 days) have you experienced any symptoms of COVID19 such as a fever, cough, shortness of breath or difficulty breathing, extreme tiredness (fatigue), muscle or body aches, headache, loss of taste or smell, sore throat, stuffy or runny nose, nausea or vomiting, and/or diarrhea?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you traveled internationally or from any of the States listed on the NYS travel advisory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you tested positive through a diagnostic test for COVID19 in the past 14 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
QUESTIONED BY		

**If the student answered “Yes” to any of the above questions, student may not attend school.
Please call the main office.**

Covid19 Symptom Confirmation Protocol- Visitors & Parents

If an individual visiting the school has a temperature greater than 100.0°F or attests in the affirmative to any of the screening questions, they must leave the campus immediately and may not return until cleared by a medical professional.

Covid19 Symptom Confirmation Protocol-Staff

SYMPTOM CONFIRMATION PRIOR TO COMING TO WORK:

1. The staff member may not come to work. They will log their absence into Sycamore as "COVID19 Symptoms".
2. An administrator will call the employee. The employee will be given information on health care and testing resources.
3. Before returning to work, the staff member must have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.

SYMPTOM CONFIRMATION DURING THE SCHOOL DAY:

1. If a staff member develops symptoms of COVID19 during the school day, they must immediately call administration.

ISOLATION PROTOCOL:

1. Administration will assess if the staff member has symptoms consistent with COVID19. The staff member's temperature must be taken.
2. If the symptoms are consistent with COVID19, administration will notify the main office immediately to initiate the "WAIT IN PLACE PROTOCOL".
3. The staff member and all members of their household will be required to go home.
4. Cleaning protocols for the rooms the staff member had been in that day will commence immediately upon confirmation from administration that the symptoms are consistent with COVID19.
5. Communication protocols will be completed by no later than 5PM the day a COVID19 Positive is confirmed for all students and staff who came in contact with the student(s) sent home.
6. Before returning to work, the staff member must have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.

Covid19 Symptom Confirmation Protocol- Students

SYMPTOM CONFIRMATION PRIOR TO COMING TO SCHOOL:

1. The parent/guardian will not send their child(ren) to school.
2. The parent/guardian will contact the main office immediately.
3. Before returning to school, the student(s) must have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.

SYMPTOM CONFIRMATION DURING THE SCHOOL DAY:

For students in Grades PreK-5, any staff member who believes a student is exhibiting COVID19- like symptoms must intervene and begin the isolation protocols.

For students in 6-12, they must notify a staff member if they begin experiencing any COVID19-like symptoms. Additionally, if any staff member believes a student is exhibiting COVID19- like symptoms, they must intervene and begin the isolation protocols.

ISOLATION PROTOCOL:

1. The student will be immediately separated from other students and taken to the Isolation Room.
2. The staff member accompanying the student will remain in the Isolation Room with the student and contact administration. The staff member must maintain social distancing and face covering protocols.
3. Administration will assess if the student has symptoms consistent with COVID19.
4. If the symptoms are consistent with COVID19, administration will notify the main office immediately.
5. The student and all members of their household will be required to be picked up by the parent/guardian. The parent/guardian will be given information on health care and testing resources.
6. Cleaning protocols for the rooms the student had been in that day will commence immediately upon confirmation from administration that the symptoms are consistent with COVID19.
7. Communication protocols will be completed by no later than 5PM that day for all students and staff who came in contact with the student(s) once a positive COVID-19 result has been communicated to the administration.
8. Before returning to school, the student(s) must have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.

Hand & Respiratory Hygiene Protocol

HAND HYGIENE

1. Healthy handwashing hygiene practices will be taught and re-taught to both students and staff through the use of videos. The content for the videos is based on the CDC guidance for best practices in hand washing: <https://www.cdc.gov/handwashing/videos.html>
2. Teachers in grades Pre-school & K-5 will schedule time for hand hygiene throughout the day.
3. Students in grades 6-12 will be reminded to perform hygiene after all meals and use of bathrooms.
4. Hand sanitizer will be made available throughout the buildings, near high touch surfaces for use when soap and water are not available.

RESPIRATORY HYGIENE

1. Students and staff will cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately.
2. If no tissue is available, the inside of the elbow (or shirtsleeve) will be used to cover the mouth or nose instead of using the hands.
3. Students and staff will perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

Social Distancing Guidelines

OCA'S REOPENING PLAN HAS A WRITTEN PROTOCOL TO ENSURE ALL PERSONS IN SCHOOL BUILDINGS KEEP A SOCIAL DISTANCE OF AT LEAST 6 FEET WHENEVER POSSIBLE. TWELVE FEET IN ALL DIRECTIONS WILL BE MAINTAINED BETWEEN INDIVIDUALS WHILE PARTICIPATING IN ACTIVITIES REQUIRES PROJECTING THE VOICE (E.G., SINGING), PLAYING A WIND INSTRUMENT, OR AEROBIC ACTIVITY.

MORNING ARRIVAL

No students will be allowed in the: Elementary building until 8:10AM.

Walkers and those being dropped off 8:10AM- 8:25AM:

Those riding the bus will arrive at 8:30AM.

Middle School students and High School students will transition between classes on separate bell schedules to decrease the number of students in the hallway at one time.

LUNCHES

- All Students will bring their own lunch to school.
- Grades K-5: Lunch will be eaten in their classrooms.

- Grades 6-12: Lunches will be eaten at various locations within the school building. Students will only be able to sit at marked seats which will be socially distanced.

RECESS

1. In grades PreK-5, recess will be conducted in a manner that maximizes opportunities for students to socially distance and take face covering breaks. Students will remain with their cohort pod during recess. Pods will not be intermingled.
2. Students shall not congregate at classroom doors prior to a class change.
3. Students transitioning between classes shall, to the extent practicable, remain socially distanced.

MUSIC CLASSES

- Social distancing will be required at a spacing of 12 feet unless face coverings are worn.
- Band and chorus may be taught in smaller groups as organized by the teachers. This may include, but is not limited to:
 - By grade level
 - By instrument or vocal part.
 - Teachers are encouraged to use the gym or outdoor locations to hold classes.

PHYSICAL EDUCATION CLASSES

- Social distancing will be required at a spacing of 12 feet if there are aerobic activities.
- Outdoor activities will be scheduled whenever weather permitting.

ALL LARGE IN-PERSON GATHERING EVENTS ARE CANCELLED UNTIL AT LEAST JANUARY 2021. THIS INCLUDES, BUT IS NOT LIMITED TO, THE FOLLOWING:

- Open Houses
- Christmas Concert (December)
- Harvest Party
- Veterans' Day Breakfast
- Thanksgiving Celebration
- Sharing Chapels

ALL FIELD TRIPS ARE SUSPENDED UNTIL AT LEAST JANUARY 2021.

ATHLETICS:

Decisions regarding athletic practices and games will take into considerations the NY State Public High School Athletic Association (NYSPHSAA) guidance.

Face Covering Guidelines

OCA'S REOPENING PLAN HAS A WRITTEN PROTOCOL REQUIRING ALL EMPLOYEES, ADULT VISITORS, AND STUDENTS TO WEAR AN APPROPRIATE FACE COVERING IN OUR SCHOOL BUILDING.

OCA's will only accept medical exemptions from qualified health professionals who have indicated the contraindication prohibiting the use of a face covering. The exemption request will be reviewed by a medical doctor.

WHILE FACE COVERINGS ARE NOT MANDATORY AT ALL TIMES FOR STUDENTS AND STAFF, YOU MAY CHOOSE TO WEAR A FACE COVERING AT ALL TIMES IF YOU PREFER.

STUDENTS

All students MUST wear appropriate face coverings under these conditions:

- Unless they have a written, medical exemption on file with the school.
- When social distancing cannot be maintained.
- When transitory from one space to another grades 6-12
- When in the locker room.

Parents will be asked to provide two (2), face coverings for their child with their name on it.

If a child does not have a face covering to board a bus or when they arrive at school by self-transport or walking, a non-surgical face mask will be given to them (unless they have a medical exemption).

STAFF

All staff MUST wear cloth face coverings:

- Whenever they are within 6 feet of someone;
- In hallways;
- In restrooms; and
- In other congregate settings, including break rooms (excepted when seated for lunch).

If a staff member does not have a face covering when they arrive at school, a non-surgical face mask will be given to them (unless they have a medical exemption).

VISITORS/PARENTS

All visitors MUST wear a cloth face covering at all times.

If a visitor does not have a face covering when they arrive at school, a non-surgical face mask will be given to them (unless they have a medical exemption).

Return to School After Covid19 Positive Protocol

Before returning to school, the individual must have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.

Return to school will be coordinated between the local health department and the administration.

Cleaning & Disinfecting Protocol

OCA's reopening plan has a written protocol to clean and disinfect schools following CDC guidance.

SCHOOL BUSES

Bus transportation is provided by local public-school districts, those districts provide the cleaning and disinfecting protocols.

CLASSROOMS

A schedule will be developed for custodial staff to clean chairs, desks, and other high-touch surfaces throughout the day when classrooms do not have students in them.

OFFICES

All offices will be cleaned once a day by the custodial staff.

BATHROOMS

COMMON AREA BATHROOMS

The common area bathrooms will have all high-touch surfaces cleaned often throughout the school day.

CLASSROOM BATHROOMS:

These bathrooms will be for the use of only those students in the shared classrooms. The bathrooms will be scheduled to be cleaned during the class lunch period and then at the end of the day.

SHARED STAFF BATHROOMS:

These bathrooms will be cleaned at least once a day.

CAFETERIA

TABLES

The cafeteria staff/custodians/lunch aides will clean all tables and desks in between lunch periods with a detergent and cloths. The tables and desks will be disinfected with the electrostatic sprayer at the end of each day.

HIGH TOUCH SURFACES

LOCKERS

The outsides of lockers will be cleaned when visibly soiled. Each evening on all lockers including those in the locker rooms will be cleaned.

CLASSROOM DOOR HANDLES

To the extent practicable classroom doors will be kept ajar throughout the school day to minimize the number of surfaces touched. Custodial staff will clean these surfaces at the end of the day.

ENTRANCE DOORS

The entrance doors will be held open by staff, when possible and weather permits to allow students to enter the building upon arrival without having to touch the surfaces. Handles will be cleaned throughout the day and in the evening.

DRINKING FOUNTAINS

Students are encouraged to bring water bottles to fill. Fountains will be cleaned throughout the day and in the evening.

Safety Drill Modification Protocol

OCA'S REOPENING PLAN HAS A WRITTEN PROTOCOL TO CONDUCT REQUIRED SCHOOL SAFETY DRILLS WITH MODIFICATIONS ENSURING SOCIAL DISTANCING BETWEEN PERSONS.

Students will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

FIRE DRILLS

1. The principal will be responsible for scheduling fire drills and ensuring that all students participate over the course of one day.
2. Modifications to the standard operation procedures may include, but are not limited to:
Conducting drills on a staggered schedule
Conducting drills by wing of the building.
Conducting drills by grade levels.

LOCKDOWN DRILLS

1. The principal will be responsible for scheduling lockdown drills.
2. Lockdowns will be conducted without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.