

Willsboro Central School

Continuation of Operations Plan

in Response to

NYS Declared Public Health Emergency

Involving

Communicable Disease

**Willsboro Central School District
29 School Lane, PO Box 180
Willsboro, NY 12996
Phone: (518) 963-4456**

Continuation of Operations Plan in Response to NYS Declared Public Health Emergency Involving Communicable Disease.

This Emergency Plan Annex is compiled with the intention that the school facility would be closed to in-person student instruction by order of the State of New York due to a Public Health Emergency involving Communicable Disease.

1. List and description of positions/titles considered essential to be in-person
 - a. **Essential Staff Functions:**
 - i. Administrator(s)/CEO - responsible for running the entire organization and conducting necessary communication to the organization and the public.
 - ii. Director of Facilities - responsible to oversee that facilities and grounds are maintained, and repaired as necessary, to ensure the facilities are able to receive students and staff when we return to in-person instruction.
 - iii. Office Personnel (Business Office, Cafeteria Management, Counseling, etc.) whose duties cannot be done remotely are responsible to maintain progress on their normal duties.
 - iv. Secretarial - responsible to ensure that the lines of communication are maintained between the district, families and the general public.
 - v. Cleaner - responsible to maintain the cleanliness of the facility and disinfect common areas and spaces used by the essential personnel.
 - vi. Transportation - responsible for the necessary delivery of student supplies and necessary meals if meal delivery occurs during the closure.
 - vii. Cafeteria - responsible for the organizing, ordering and preparing of meals to students if mandated to occur during the closure.
 - viii. Technology Coordinator - responsible for the operation of the district owned technology infrastructure and devices necessary to teach, learn and work remotely. This position will be on site and may at times work remotely to address the functioning of the technology as well as other responsibilities of the position.
 - b. **Non-Essential Staff Functions**
 - i. Teachers - responsible for the instruction of students.
 - ii. Teaching Assistants/Aides - responsible for supporting students during the learning process.
 - iii. Office Personnel (Business Office, Cafeteria Management, Counseling, etc.) whose duties can be done remotely are responsible to maintain progress on their normal duties that can be done remotely.

- iv. Administrative Staff associated with instruction of students will be responsible to support the ongoing communications between teachers and students.
 - v. Transportation Staff who are solely responsible for transporting students.
- c. Account for the variety of scenarios (Cafe, childcare, necessary distribution, etc...)
- i. **Meal Program** - plan for the preparation of meals associated with feeding students during the closure. Staff will ensure that all necessary applications are filed with child nutrition to maintain our meal program. Staff will develop a plan that includes menus, preparation, packaging and touchless pick-up or delivery of meals to students. In the event of meal delivery, the cafeteria staff will work with the transportation department to finalize the plan necessary to match meal delivery needs.
 - ii. **Childcare** - in the event that childcare needs must be addressed, the Administrator will work with Adirondack Community Action Program (ACAP) and other necessary groups as required to address the needs of childcare during the closure.
 - iii. **Material Delivery (non-food)** - in the event that student material must be delivered, those deliveries will occur with meal deliveries where possible. In the event that material delivery negatively affects meal delivery, then a separate delivery schedule will be created to deliver non-food materials to students/families. Secretarial staff and Transportation will work together to address these deliveries.
 - iv. **Technology Issues** - the Chief Information Officer/Technology Coordinator will work with staff and families to address any technological issues that arise during the closure.
 - v. **Teaching and Learning:**

**Willsboro Central School District Continuity of Education Plan
Continuity of Learning:**

During any unprecedented school closure, Willsboro CSD intends to provide Emergency Remote Learning to allow students to continue working toward the original and intended goals of their courses for the school year. Teachers are asked to continue working toward those goals by means of providing meaningful learning experiences for our students while adjusting instruction to meet the resources and modalities available to our school community. In general, most classes will be some combination of digital and non-digital materials.

Communication of expectations for this remote learning period will be distributed to families at the onset of the plan's implementation. A letter will be written and then sent to all families by email with a automated call sent to draw their attention to the email's arrival. Families without email will have their letter sent through the mail or hand delivered if necessary. Individual class expectations will be communicated by the classroom teachers and should be sent to students and to their parents. The district will conduct surveys to determine student and family needs as a means of gathering critical information necessary for making decisions. Updates and any changes will be communicated to families by means similar to the original implementation of the plan.

Learning Materials and Content:

The following learning materials and content will be utilized by Willsboro CSD to ensure the continuity of learning:

- Paper textbooks, and other content (books, magazines, etc.)
- Digital copies of textbooks
- Digital content and activities provided by the district, either free or subscription-based platforms.
- Others modalities as they arise.

Communication Tools:

Willsboro CSD will use the following tools to communicate content, instruction and follow-up communications to ensure that all students have equal access to content and resources:

- | | | |
|--------------------|----------------------------|---------|
| Telephone | Letter | Email |
| Video Conferencing | Social Media | Website |
| Newsletters | Learning Management System | |
| Google Classroom | | |

General information will be shared with all relevant families. Students who appear to be struggling at staying engaged and completing work will be engaged individually. Teachers will communicate age appropriately to students and families. Example: in early elementary grades the teacher will contact the parents, in high school the teacher will begin by contacting the students directly and then move onto the parents as needed. Based on teacher communication, a school counselor or the principal will be requested to reach out to families in need.

Teacher / Student Interface and Engagement:

The teacher – student engagement is critical to student success in the classroom as well as beyond the classroom walls. Teachers will be engaging students in meaningful learning experiences through a variety of methods.

- Teachers will be available for office hours, virtually online through video conferencing, chat, and/or by telephone.
- Scheduled teacher/student (or class) check-ins, virtually online or via phone.
- Asynchronous communication, feedback and support via email or Learning Management System (ie Google Classroom)

Tracking Engagement:

Willsboro CSD is continuing with daily instruction and content similar in schedule to a regular school day. Teachers are assigning work on a daily basis and recording the completion of that work. Teachers are also using virtual video lessons, virtual class meetings, and individual meetings with students. Student engagement and participation is recorded in the context of work completed, attendance and participation in virtual meetings and ongoing communication between student & teacher.

Engagement Concerns:

When a student appears to be disengaged or struggling as measured by the tracking engagement data, teachers will reach out individually to students through email and/ phone calls. If the student is unresponsive, the teacher will follow up directly with the parent/guardian by email and/or phone call. In regard to younger students, the teacher will reach out directly to a parent/guardian. Based on family contact, the teacher may request that a counselor or principal contact the parent/guardian.

Instruction:

The following is a list of materials that will be used for the instruction of students at Willsboro CSD. Most courses will use a combination of materials:

- Hard copy (paper) instructional materials provided to students
- Instructional materials provided via technology, such as posted on a teacher website or Google Classroom
- Individual or small group synchronous instruction facilitated using technologies such as telephone or video conferencing.
- Large-group or whole class synchronous instruction facilitated using technologies such as telephone or video conferencing.
- Recorded instruction disseminated through technology, including via podcast, dedicated website, or Learning Management System

Internet and Accessibility Considerations:

Willsboro CSD is a one-to-one device district that uses Chromebooks for most students. There is WiFi wireless connectivity throughout the school building. At the beginning of any extended closure, the district will survey student families to determine if the student has access to a device (computer, tablet, smartphone, etc.) and well as access to the Internet. Students who have need for a device will be able to take their Chromebook home for the duration of the closure. The district has mobile hotspots that are available for students that do not have internet access at home. Willsboro building WiFi can be accessed from outside the building in our parking area nearest the building.

All teachers will be surveyed to determine whether they have device and/or internet access at home. Teachers who lack devices and/or internet access at home will be assisted in resolving the issue where possible.

Educating Students with unique learning needs:

The overarching goal of instruction during any extended closure is to continue working toward the year end course goals for all classes through meaningful learning experiences. The unique learning needs of certain students will be addressed by their teachers, providers and case managers to ensure they receive the support and service needed for them to be successful.

Special Education teachers, ELL Teachers and 504 case managers, service providers will:

- Collaborate with regular classroom teachers and other service providers.
- Make needed adjustments as would occur in the regular classroom.
- Contact and work directly with students and parents/guardians through email, videoconferencing, phone calls or other means to gauge progress on learning goals/targets.
- Service providers like speech, physical therapy, occupational services, ELL instructions, and counseling services will be delivered virtually through video conferencing to the extent possible.
- Accommodations on assignments will be coordinated in advance with classroom teachers.
- Accommodations on assessments will be provided virtually through videoconference as appropriate.

Homeless students:

Willsboro CSD is committed to meeting the needs and educating all of our students. Currently, the district has no identified homeless students. However, the district is in contact with our families and living in a small town helps to identify potential situations of homelessness. The district supplies meals to students in need, we have a one-to-one Chromebook device for all students, and we have the ability to provide any needed counseling to students experiencing homelessness. Further, the district has a fund (gathered through donations) to support providing online access to families in need.

Social-Emotional needs of Students, Families and Staff:

Willsboro CSD is committed to supporting the members of our school community through good times as well as challenging times. Social-emotional health is critical to the success of our students, staff, families and our programs. The following are tools we will use to check in with students, families and staff to help ensure social-emotional support.

Students & Families: In meeting the needs of our students/families we engage them through

- Weekly class meetings with grades K-12.
- Weekly 1:1 counseling meetings with high-risk students.
- 1:1 meetings with families and students as requested by students/families/staff.
- 1:1 meetings with CSE students special education teachers/case managers
- 1:1 meetings with service providers.
- Weekly mindfulness meetings sessions.
- Special events and gestures to acknowledge accomplishments.
- Coordinating with Essex County Mental Health to continue working with students and their families. Assist with the registration of students/families needing services.
- Letters and newsletters contain reminders on available support resources and how to access them.

Staff: In meeting the needs of our staff we engage our students through

- Weekly faculty meetings.
- Teacher-Principal communication logs.
- Weekly 1:1 staff check-ins with administrator.
- Individual check-in conversations with staff reporting to work.
- Participation in an Employee Assistance Program through Behavioral Health Services North(BHSN)

- Counseling department's regular participation in a variety of training at various levels related to mental health topics for counselors to remain current on supportive strategies.

In Closure - Teaching & Learning:

At the center of our approach is the idea that we address the needs of the whole person in order to ensure success. By working together using multiple strategies there is less of a chance of people in crisis going unnoticed. During challenges times of extended school closure is a time when people are more at risk of being in crisis. As part of our plan the district assists with providing continued learning, meal service and social-emotional support.

2. Protocols the employer will follow to enable all non-essential employees/contractors to work virtually.
 - a. Willsboro CSD will follow all required NYS protocols set in place during the pandemic.
 - b. Willsboro CSD will utilize our mobile devices and the Google Apps For Education platform to continue the teaching and learning process remotely.
 - c. Employees and contractors that can work remotely will do so by using district or contractor devices following all protocols and security procedures in place per district policy.

3. Description of how the employer will stagger (if possible) work shifts for essential employees or contractors to avoid overcrowding.
 - a. Willsboro CSD will maintain only the in-person staff necessary to maintain operations necessary to fulfill our educational mission.
 - b. The majority of essential positions are single positions that have their own space within the facility and as such allows personal space during the closure. For areas that are occupied by multiple people, shifts will be altered to accommodate one person at a time with time to disinfect the work area between shifts.
 - c. Contractors as needed will be used as necessary to address facility issues. Shifts and work schedules will be adjusted to limit contact with other employees.

4. Protocols employer will implement to procure personal protective equipment for essential workers and contractors.
 - a. The proper use of PPE will be required for all employees. Proper protocols for the use of PPE will be reviewed/demonstrated with employees. Further,

appropriate social distancing, hand hygiene and any other identified protocol required by the CDC or NYS Health Department will be required and enforced by the district.

- b. Requires 2 pieces of each PPE for each employee/contractor/per day on-site for a period of 6 months.
 - i. The district will have these PPE on hand to provide 30 days supply of materials stored in an area accessible by essential employees.
 - ii. The district will have an outstanding Purchase Order ready to order more PPE to meet the extended timeline of potential closure.
 - c. Plan for storage and access of the materials is required.
 - i. Materials will be stored in a location appropriate to the PPE material needs.
 - ii. The location of storage will be identified to all employees to which the PPE will be distributed.
5. Protocols for employee/contractor exposure to the disease, exhibit symptoms, or tests positive to prevent the spread.
- a. Detailed actions to immediately disinfect the work area.
 - i. Work area of the identified positive employee will be closed off as long as possible.
 - ii. The work area will be disinfected following existing CDC guidelines by employees using approved cleaning products and protocols specific to the infectious disease.
 - b. Employer policy on available leave in the event of the need of the employee to receive testing, treatment, quarantine, or isolation.
 - i. Employees will have access to use their available sick time for the purposes of testing, treatment, quarantine or isolation.
 - ii. Eligible employees may also have access to Family Medical Leave provided they meet the criteria for eligibility.
 - iii. Employees will have access to leave specifically granted by Executive Order, legislative action or other means that legally require employers to grant such leave.
 - iv. Leave accruals, where legally allowed, will not be granted for individuals who knowingly and voluntarily disregard expectations and restrictions put in place by governing government authorities to reduce the risk of communicable disease spread.
6. Protocols for documenting precise work hours and locations, including off-site locations to assist in contact tracing.
- a. Employees will have established shifts that must be maintained, especially when working within the building.

- b. All employees will do a required health screening and swipe their ID Card/Tag to access the building. Employees will maintain a log of locations they accessed within the building as well as individuals they had contact with during their shift.
 - i. Employees will log the end time of their shift. Employees who access the time-clock can use their timecard to accurately log the end-time of their shift.
 - c. Off-site employees will also maintain a log of their time worked and any individuals they had contact with. This is especially important to log in the event the employee accesses the building for any reason during the closure.
7. Protocols for working with the locality to identify emergency housing to contain the spread of the communicable disease.
- a. Willsboro CSD will access their vast network of contact to help the community address emergency housing requirements to reduce the spread of the communicable disease.
 - b. Consistent communication between the district and the locality will be maintained as necessary to address the housing, and/or other associated needs of our community.