

ONTEORA

Central School District

2021 - 2022



INTERIM SUPERINTENDENT

Marystephanie Corsones

WEBSITE:

www.onteora.k12.ny.us

PHONE:

(845) 657-6383

COVID Coordinators:

Suellen Elmendorf

healthservices@onteora.k12.ny.us

Amanda Allison

healthservices@onteora.k12.ny.us

Re-Opening Plan



Click on any topic to go to that section.

This document includes relevant “hot links” which can be accessed by clicking on them

Plan Introduction	7
Teaching and Learning 2021-2022	8
Section 1: Instructional Plan	9
In-Person Instructional Model	10
Fully Remote Instructional Model	10
Career and Technical Education (CTE)	10
Universal Pre-Kindergarten (UPK)	10
UPK Health and Safety Guidelines for Reopening	10
Entering/Daily Screening	11
Physical Distancing	11
Special Education	11
Special Education In-Person Instruction Grades K-12	12
Students Attending Out-of-District Programs	13
Referrals to the Committee on Special Education	13
Evaluations	13
Committee on Special Education Meetings	13
Bilingual Education and World Languages	13
Section 2: Athletics and Extracurricular Activities	14
Interscholastic Athletics	14
Extracurricular Activities	14
Section 3: Technology and Connectivity	15
Section 4: Contact Information – Instructional Plan	16
Questions Regarding Curriculum and Chromebooks:	16
Technology & Chromebook Support:	16
Health and Safety in Facilities	17
Facility Entry	17
Daily Health Screening	18
Social Distancing	18
Personal Hygiene	19
Visitor and Vendor Practices	19
Visitors	20
Vendor	20
Training	20
Training for Screeners	21

Signs and Messages	22
Space Design and Capacities	22
General Office Area	22
Conference Rooms	23
Break Rooms and Lunch Rooms	23
Copier Rooms/Areas	23
Bathrooms	23
Hallways/Stairwells	23
Classrooms	23
Nurse Stations	24
Isolation Rooms	24
Check-In Stations/Reception Areas	24
Computer Labs	24
Library Spaces	25
Engineering Controls	25
Ventilation	26
Cleaning and Disinfection	26
Suspected or Confirmed COVID Cases	27
Contact Tracing	28
Return to School after Illness	29
Closure Consideration when a person has been identified (confirmed) to be COVID-19 positive the process utilized by the District could include:	29
To Control the Spread in Facilities	30
Emergency Response Protocols & Drills	30
Emergency Response Protocols	30
Shelter-In-Place	31
Hold-In-Place	31
Evacuate/Fire Drill	31
Lockout	31
Lockdown	31
Child Nutrition	33
Child Nutrition	34
Meals	34
Meals offsite/remote	35
Transportation	37
Cleaning and Disinfecting	37
Students on Transportation	38
Training (Office Personnel, Drivers, Mechanics, Aides)	38

Required Personal Protective Equipment (PPE)	38
Transportation Communication	38
Density Reduction, Social Distancing, Bus Capacity	39
Routing	39
Loading/Unloading & Pickup/Drop-off	39
Transporting to BOCES	40
Social-Emotional Well-Being	42
Emotional reactions to coming out of quarantine may include:	43
Addressing Social-Emotional Health	43
What Mental Health Professionals can do in schools:	44
Attendance and Chronic Absenteeism	46
Attendance and Attendance Reporting	46
Chronic Absenteeism	46
Communication/Family and Community Engagement	48
Line of Communications Flow Chart	50
Questions about Students Learning	50
Questions Regarding Curriculum and Chromebooks:	52
Questions Regarding Food Service Programs:	52
Questions Regarding Transportation:	52
Miscellaneous Questions or Concerns:	52
Questions or Concerns Not Addressed by the Above	52
Key References	53

ONTEORA CENTRAL SCHOOL DISTRICT

BOICEVILLE, NEW YORK 12412

Marystephanie Corsones
Interim Superintendent of Schools

(845) 657-6383

(845) 657-8742 Fax

Dear Onteora Community,

We are excited to partner with you as we welcome students back to school on September 8, 2021. Students will be attending in-person learning five days per week. The hybrid learning model we utilized last year where teachers were live streaming from their classrooms or homes will not be used unless we are required to close school and pivot to 100% remote instruction for a period of time due to COVID-19. We recognize the need to continue to be responsive and accommodate any situations and any new guidance we receive.

In order to provide a safe environment for our learning community, we are implementing the following layers of mitigation strategies:

- Masks are required on school property by all staff and students (including school buses) except for outdoor activities and events
- Mask breaks will be provided for students as needed
- Social distancing of three feet when indoors to the extent possible
- For eating lunch, to the extent possible six feet of social distancing and or alternative locations to eat lunch (i.e., outdoor tents)
- Daily health attestation for all students and staff (available on our website) - stay home if experiencing any symptoms of COVID - 19
- Temperature checks upon building entry
- Visual reminders for social distancing
- Upgrades to our ventilation systems including portable air cleaners with HEPA filters which have been purchased for every classroom with installation priority being given to the elementary classrooms
- Tents increasing student opportunity to eat outdoors
- Optimize ventilation by opening doors and windows as permitted by weather conditions
- Daily cleaning and disinfection of high touch surfaces
- Collaborate with the Ulster County Department of Health to contact trace and to make quarantine and isolation decisions.
- If your child was a direct contact and it is determined that they need to quarantine, you will be notified by the District.

This document includes specifics in all areas of our programming, including instruction, transportation, food services, facilities, athletics, and more. Please know that our plan reflects the most current guidance from the Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics (AAP), New York State Education Department (NYSED), and the Ulster County Department of Health, as well as all that we learned from our educational community last year and this summer.

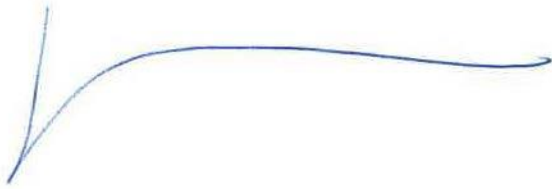
Last year many of you chose to transport your child to school instead of using school-provided transportation. If you are choosing to do this, please email both the building principal as well as the transportation department at transportation@onteora.k12.ny.us. Although you may change this request at any time, we will use your choice in the planning of our bus routes.

In unique situations for those students who have extenuating medical circumstances, we ask that parents complete the [remote learning request form](#) by August 30, 2021.

Both the safety and well-being of our students and staff is paramount to our planning. We will continue to focus on the emotional well-being of our students by providing professional learning for our staff that allows them to create an emotionally safe learning environment as we transition back to fully in-person learning. Our overall goal is to have students safely attend school five days per week, in person, so that we have the opportunity to meet their academic and social-emotional needs.

We thank you for your patience, partnership, cooperation, and support as we continue to work together to have a successful school year. Together we can make a difference!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Marystephanie Corsones', with a long horizontal flourish extending to the right.

Marystephanie Corsones
Interim Superintendent

Please note our Health and Safety and Instructional Plans are subject to change based on any new guidance we may receive from the CDC, AAP, NYSED, NYSDOH, the local health department. We keep you and our entire Onteora community updated if changes are needed.

Plan Introduction

At District, our primary commitment is to the students and families we serve, and top priority is to keep them safe. When the 2021-2022 school year begins, on-campus school will look similar to the end of the 2020-21 school year. This School Reopening Plan will define clear guidance for the reopening of our five schools and aligns with the regulations developed in collaboration with the NYS Department of Health and the NYS Education Department. Please note that our plans are subject to change based on any new guidance we may receive.

The areas outlined in this plan represent the myriad of considerations that the District will address to reopen schools safely and to sustain their safe operation. It is important to note that our plan retains a strong focus on the academic and social emotional needs of our students as our students are our first priority.

We have developed a plan that intends to ensure that students and employees feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#), and the [New York State Education Department \(NYSED\)](#), American Association of Pediatricians (AAP) and our local health department.

In the event we are ordered by state or local agencies to close school due to emergency reasons or we decide to close school due to emergency reasons, the District will pivot to remote instruction.

Interim Superintendent Marystephanie Corsones will serve as the district's COVID-19 Safety Administrator. Amanda Allison, the District's Director of Pupil Personnel Services, and Suellen Elmendorf, the District's Medical Director, will serve as COVID-19 Co-Coordination. They, working in collaboration with the Interim Superintendent, will serve as central contacts for schools and stakeholders, families, staff, and other school community members and will ensure that the district is in compliance and following the best practices per state and federal guidelines. Anyone with questions or concerns should contact our COVID-19 Safety Coordinators, Amanda Allison, or Suellen Elmendorf healthservices@onteora.k12.ny.us or 845-657-2354 X4140.

Of course, as with every plan being developed throughout New York State, this document is fluid and will change as necessary based on guidance from the state, CDC, and NYSED and in consideration of our families and our staff. We strongly believe the services described throughout this plan are in the best interests of our students, families, staff,

Teaching and Learning 2021-2022

Section 1: Instructional Plan

As per the American Academy of Pediatrics, “...at this point in the pandemic, given what we know about low rates of in-school transmission when proper prevention measures are used, together with the availability of effective vaccines for those age 12 years and up, that the benefits of an in-person school outweigh the risks in almost all circumstances.”

Onteora will provide full-day in-person instruction for all students K-12 in the 2021-2022 school year. The daily schedule will be the same as June 2021, five days per week.

In an effort to assure high-quality teaching and learning, a continuity of learning plan has been developed for the 2021-22 school year. This plan addresses teaching and learning in-person, and in unique cases, through remote models of instruction. Our plan assures that instruction is aligned with the New York State Learning Standards and assures equity as well as quality for all learners.

Equity is at the heart of all school instructional decisions. All instruction in our district will be designed so that whether it is delivered in-person or remotely due to a local or state school closure, there are clear, comprehensive, and accessible learning opportunities for all students.

The District has 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 will be accessible to all, available in multiple languages, 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) in an effort to assure learning for all.

The school calendar typically includes one or more staff-only days before students arrive at school. The district will continue to focus these in-service days on providing support to staff in the areas of social-emotional health and technology integration. As we enter the new school year, teachers will be encouraged to spend time building relationships, supporting students with the transition back to school, and teaching social distancing etiquette at developmentally appropriate levels.

Assessing student learning gaps or areas of need will be critical. Formative assessment before a unit of instruction to assess student understanding of pre-requisite skills will be common practice.

Acknowledging that the typical content in a given grade level or course may need to be adjusted, the content will be prioritized to ensure that students receive instruction for the essential learning standards, key understandings, and skills necessary for students’ success in future study.

For information relating to teaching and learning in BOCES special education and Career and Technical Education programs, please see the BOCES website at <https://www.ulsterboces.org/>.

In-Person Instructional Model

The number of students in each of our classrooms will adhere to CDC guidance regarding proper social distancing. Class size will reflect the need to ensure that students' desks/seats are positioned three feet apart when feasible. In-person instruction will follow a normal school schedule, with students having direct interaction with their teachers daily. Students will be provided with the opportunity to seek feedback and support from their teachers during classroom instructional time as scheduled. Communication with families will continue through robocalls, the district App, email, letters home, the district website, and Facebook.

If students are required to quarantine, classroom teachers will utilize Google Classroom, as well as additional communication methods, to ensure that students receive continuous instruction and are able to rejoin the classroom without a loss of learning opportunity. (See page 15, section 3)

Fully Remote Instructional Model

Should the district close due to COVID, all in-person instruction will fluidly pivot to a Fully Remote Learning model. As noted above, scheduled instruction will continue using the Google Classroom platform, and utilizing Google Meets (or additional virtual platforms). Attendance will be taken daily, and students will still be graded. Should a student not be able to attend, they will be expected to make up missed work and assignments.

A remote learning program through partnerships with BOCES will be available for those students whom have extenuating medical circumstances. A Remote Learning Request form can be found [here](#)

Career and Technical Education (CTE)

While planning for CTE instruction, the District has collaborated with Ulster BOCES to ensure high school instructional plans are aligned. Ulster BOCES has developed models that ensure NYS learning Standards, applicable industry certification requirements, clinical and work-based learning hours have been met. In addition, their plans follow all NYS/DOH health and safety guidelines and social distancing. We will continue to work with Ulster BOCES to communicate program specifics as they are made available.

Universal Pre-Kindergarten (UPK)

First Steps Early Learning Center and Woodland Playhouse are the Community Based Organizations (CBOs) that the District partners with to provide a New York State-funded UPK program. Through our CBOs, the District facilitates full and partial day UPK programs that operate five (5) days per week.

Staff, children/students, special educators, and related service providers will be allowed in the preschools. Parents and visitors will not be allowed in buildings. All staff and students will wear face masks and/or shields throughout the day, and a supply of child-size masks will be on site should a child require a mask at any time during the day.

Entering/Daily Screening

Children and staff must be COVID-19 symptom free, fever and sickness symptom free for 24 hours prior to the school day, and not have a typical cold (sneezing and coughing).

Staff must sign in, complete their daily COVID-19 check, and document their temperature. Staff with a temperature of 100 degrees or higher may not enter the building.

At the time of drop-off, parents will attest to symptom free, with no medication given prior to arrival at CBO. Upon first drop-off, parents will sign COVID form: OCFS-6040. Thereafter, a COVID check will be completed with the required daily health check by staff receiving the child and marked on the attendance sheet. The above child health care check will be done outside the building, at the main entrance. Parents are required to wear a mask, take their child out of the car and bring the child to UPK staff. Staff will ask the above questions, take the child's temperature with a no-touch thermometer, document the temperature on the attendance log, and if the child doesn't have a fever of 100 degrees, the staff will bring them into the building. During this process, parents will wait in their vehicles until prompted by staff to bring their child to the door. Staggered drop-off times for separate classrooms will be observed. All staff and children will wash their hands upon arrival.

Children with a temperature over 100 degrees, will not be permitted into the building and must stay at home until fever-free for 24 hours.

Physical Distancing

To the extent possible, staff will maintain a distance of at least six feet from other staff unless safety or the core activity requires a shorter distance. Recognizing that maintaining social distancing is not possible when caring for young children, responsible staff will implement precautionary measures for the care of children including:

- Frequent and thorough hand hygiene for both staff and children.
- Staff may consider wearing over-large shirts/smocks that can be easily removed should they become soiled.
- All children should have two changes of clothes on hand in the event clothes are soiled.
- Toys and manipulatives will be cleaned after every use, and all plush and fabric toys will be removed.

Special Education

The District reopening plan provides a framework to ensure that all students with disabilities continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living in the least restrictive environment (LRE).

Special education programs and services of the District provide equity and access for students with disabilities to be involved in and to participate and progress in the general education curriculum with access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students

The District is committed to providing meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to their child to meet the requirements of the IDEA. Further, we will maintain regular communication with the parents/guardians and other family members to ensure that they are engaged in their children's education during the reopening process.

The District will plan and support collaboration between the Committees on Preschool Special Education (CPSE) and Committees on Special Education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

Special Education In-Person Instruction Grades K-12

Instruction will be provided to classified students in the classroom for all students in grades K-12 who are in-district or are students who are attending out-of-district special education programs. Students attending in-person programs in out-of-district placements will follow the in-person instructional plan offered by the program. District PPS staff will assist parents with accessing the plans and will support you in any way possible. Special education services will be provided per students' Individualized Education Programs (IEP) in related services sessions, integrated co-taught classrooms, in-district special classes, and/or out-of-district special classes. Students whose IEPs recommend the support of a teaching assistant or a full-day 1:1 or partial-day shared aide will receive this support on a daily basis per the specifications of their IEP.

Related Services such as Speech-Language Therapy, Psychological Counseling, Occupational Therapy, Physical Therapy, and/or Teacher of the Deaf and Hard of Hearing will be provided to the greatest extent possible, either in the classroom or in a separate location and such services will follow all health and safety guidelines for implementation and may be modified as discussed above.

Special education teachers and related service providers will continue to collect data and use these data to monitor each student's progress toward their annual goals and to evaluate the effectiveness of your child's special education services. Written formal IEP progress monitoring

will be provided to parents and guardians quarterly and will be received at home around the same time as quarterly report cards. Parents and guardians may request instructional team meetings or Committee on Special Education (CSE) meetings to discuss any concerns they may have about a student's social, emotional, and/or academic progress at any time throughout the school year. Whenever possible, these meetings will be scheduled virtually during regular school hours, and at all times will be provided in the parents' preferred language.

Students Attending Out-of-District Programs

District students ages 3 through age 21 who attend out-of-district programs will follow the programming models planned by their special education program or BOCES. District CPSE and CSE staff will assist parents with accessing program plans and will support you in any way possible.

Referrals to the Committee on Special Education

Before referring a student to the CSE, schools should take into consideration all factors that may have influenced the student's progress during school closures due to COVID-19. If the school suspects a student of having a disability, it must refer the student for initial evaluation and obtain written parental consent. All school and parent referrals to the CSE must be considered as usual per the procedures in Commissioner's Regulations section 200.4(a).

Evaluations

Special education evaluations must be conducted whether in-person or remotely within required timelines. At the onset of the school year, a plan will be developed to address any backlog of evaluations resulting from the COVID-19 school closures.

Committee on Special Education Meetings

Committees on Special Education will meet as required for any meeting type throughout the school year and will do so virtually through video conference or teleconference until we return to normal operating conditions.

Bilingual Education and World Languages

The District provides world language instruction in Spanish and French 7-12 and English as a New Language (ENL) instruction for ELLs/MLLs K-12. We utilize OU BOCES technical assistance for World Language Instruction 7-12 and PreK-12 for ENL instruction. Support of English language learners (ELLs) will be comprehensive, high-quality, and culturally responsive.

The District is committed to comprehensive, high-quality, and culturally responsive instruction for ENL students; we will provide the required instructional Units of Study to all ELLs based on their most recently measured English language proficiency level during in-person, remote, or

hybrid instruction. Further, we will maintain regular communication with the parents/guardians and other family members of ELLs to ensure that they are engaged in their children's education during the reopening process which includes telephone contact, text messages, social media, emails, and regular mail in their preferred language. We will provide all communications for parents/guardians of ELLs in their preferred language and mode of communication. We utilize District staff as well as Frontline Translation Direct translation service to assist with translation services.

The District will provide professional learning opportunities for our district that support best practices and equitable instruction for ELLs as well as general education students to help address learning gaps caused by the COVID-19 school closures. The district also has access to the Ulster BOCES Professional Learning Catalog to support teachers to assure ENL and world language instruction is personalized and research-based.

Our district will support our students as they work towards earning the New York States Seal of Biliteracy. We will collaborate with Ulster BOCES to provide Seal of Biliteracy professional learning. As well, Ulster BOCES will support assessment options and provide translators for NYS Seal of Biliteracy presentations.

Through using our district and BOCES resources, we are well prepared to open our schools and serve ELLs, MLLs, and students learning world languages as they expand their skills, knowledge, and facilities with languages.

Section 2: Athletics and Extracurricular Activities

Interscholastic Athletics

Districts have opened the Fall sports season starting August 23, 2021, with the continued NYS approval for the opening of schools in September and with appropriate social distancing, PPE usage, and cleaning and disinfection of equipment. Also, the District will follow the recommended guidance released by Section IX on August 18, 2021.

- Student athletes' attendance at games and practices will be completed through Family ID
- All staff and students participating in athletics and high-risk extracurricular activities must complete a health attestation prior to the start of each scheduled practice, game, or session which will be screened by trained staff
- Prior to the start of each scheduled practice, game, or session students and staff participating in interscholastic athletics or high-risk extracurricular activities must have their temperatures screened by trained staff.
- Locker rooms will not be used at this time
- If a student shows symptoms during practice or games, the student will be separated and parents notified. Staff supervising or coaching must notify the school nurse and athletic director of a student's separation due to symptoms.
- Students can not return to school unless cleared by health services.

Extracurricular Activities

Extracurricular activities will continue to be supported by the District. We believe that these

opportunities for connection and engagement are important to students. Details regarding start dates and protocols for individual activities will be forthcoming by individual schools as applicable

Section 3: Technology and Connectivity

The District remains committed to ongoing planning and implementation of district technologies to ensure equitable access for staff and students. The team has initiated plans that are mindful of student home access to reliable internet and computers.

1. In case we need to pivot to fully remote instruction, the district will continue to assess the ongoing needs of our families for technology and connectivity (survey, interviews, school outreach, etc.) In the event that students and/or teachers do not have access, the district will take the necessary steps to meet their needs when plausible. This may be accomplished through building access and wifi hotspots in school buildings' parking lots.
2. The District will conduct and/or maintain an inventory of equipment and other assets. The district will identify which students, families, and staff have district assets in their possession. Chromebooks (or other instructional technology devices) will be made available as necessary.
3. The District will procure, manage and/or maintain hardware, software, licenses, learning management systems, etc.
4. Technology Integration Specialists will be available 2 days per week to support teachers and administrators with the effective integration of technology to meet all teachers' professional learning needs. This will provide continued support for the development of skills and pedagogy in a virtual learning environment. Additionally, Ulster BOCES professional development opportunities will be available to support any learning needs that are not met through internal offerings.
5. The District has created a "Helpdesk" system for parents/students/teachers to report technical issues that might be experienced if we have to pivot to fully remote learning. A link on the District Website www.onteorak12.ny.us - see website button for the Technology Support Hub - provides protocols to our stakeholders to inform them of how to gain assistance in such cases.
6. For students who are quarantined or who are in communication with Health Services and awaiting test results, the following supports are available. All students have their Chromebooks as a tool to continue interaction with their teacher(s) and assigned work. K-6 teachers utilize Google Meets, Google Classroom, phone calls, and email to check in with students who are quarantined. In addition, K-6 teachers work with families to determine the individual supports that work best for the family and student. Middle School teachers are available each day during 4th period (10:03 am– 10:45 am) via Google Meet to support any student who needs help. High School teachers are available daily via Google Meet during their identified student support period to work with any students who need help. In addition, many teachers post videos and provide additional options that support their direct instruction. The key to student success during this time is direct communication between families, teachers, and students. We urge families (grades K-6) to reach out directly to their teacher(s) and both families and students (grades 7-12) to reach out directly to their teacher(s) and guidance counselor as needed.

Section 4: Contact Information – Instructional Plan

Questions Regarding Curriculum and Chromebooks:

Assistant Superintendent for Curriculum & Instruction, Stephanie Laffin
[Slaffin@onteora.k12.ny.us/](mailto:Slaffin@onteora.k12.ny.us) 657-6383 ext 1023

Technology & Chromebook Support:

Put a ticket in to the OCS Technology Support Hub on the front page of the website (under the pictures)
or <https://sites.google.com/onteora.k12.ny.us/onteora-remote-learning-hub/home>

Health & Safety in Facilities

Health and Safety in Facilities

The health and safety of our students, our staff, and their families is extremely important to us. We want students and employees to feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#), and the [New York State Education Department \(NYSED\)](#).

The following protocols and procedures will be in place in all district schools for the 2021-2022 school year should in-person schooling resume. Anyone with questions or concerns should contact our COVID- 19 Safety Coordinators, Amanda Allison, or Suellen Elmendorf healthservices@onteorak12.ny.us or 845-657-2354 X4140.

For more information about how health and safety protocols and training will be communicated to students, families, and staff members, visit the *Communication/Family and Community Engagement* section of our reopening plan.

To ensure employees and students comply with communication requirements, the District will:

- Post signage throughout the buildings to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning/disinfecting protocols.
- Establish a communication plan for employees, visitors, and parents/guardians with a consistent means to provide updated information. This will be accomplished through:
 - Website
 - Email
 - Social media
 - Print copy mailings
 - Voice and/or video messaging
 - Maintain a continuous log of every person, including staff, workers, and visitors, who may have close contact with other individuals at the work site, school buildings, or district offices; excluding deliveries that are performed with appropriate PPE or through contactless means.
 - If a worker or staff member tests positive for COVID-19 the staff member must notify their direct supervisor who will notify a COVID Coordinator, as the school district is required to immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

Facility Entry

A face covering must be worn by all individuals; students, staff, and visitors when entering District buildings. Proper face-covering includes, but is not limited to, a surgical mask, cloth mask, or bandana and must completely cover the individual's mouth and nose.

- All face coverings must be multiple layers, must be able to block light when held up to a

- bright light source and may not be mesh or see-through masks.
- A plastic face shield alone is not an acceptable face covering. All individuals may choose to utilize their own face covering; however, face coverings can and will be provided by the District.

Daily Health Screening

- Prior to entering all District locations, both staff and students must complete a medical screening questionnaire and submit it through the COVID-19 Screening App being utilized by the District.
- Paper copies of the questionnaire will also be available at check-in stations at the entrance to each building for visitors.
- Staff will be required to monitor their own temperatures prior to arrival on campus and throughout the day. Anyone who develops symptoms during the day, must contact their supervisor immediately and await further instruction.
- Students and visitors will be screened for temperature at arrival.
 - Parents are encouraged to monitor for temperatures and symptoms prior to sending their student on a bus, however students who have not been pre-screened will be screened at arrival for temperatures.
 - Visitors will have their temperatures taken upon arrival.
- All staff must sign into each building.
- Students will be signed in through daily attendance.
- For multiple individuals entering the building simultaneously, they will be required to stand at the marked locations on the floor, maintaining social distance until they can be signed in and screened.
- Markings (whether in tape or otherwise) will be placed on the ground or in the corridor to indicate three (3) foot lengths to provide for greater social distancing for individuals while in line when entering a building and utilizing in-person screening.
- Only after all individuals have been accounted for, cleared through the medical screening, and wearing proper face coverings, will access to the building be granted.
- Should a person fail the medical screening, specific procedures should be followed. Please reference the *Suspect or Confirmed COVID-19 Case* section for guidance.

Social Distancing

- All individuals on District premises must maintain social distancing and have acceptable face covering.
- Proper social distancing is defined as three (3) foot separation between individuals to the extent possible. In common areas, such as breakrooms, hallways, or bathrooms, the face covering must be worn at all times.
- To the extent possible, all staff will maintain a distance of six (6) feet when interacting with students and each other, unless safety or core function of the work activity requires a shorter distance.
- Social distance separation will be marked using tape or signs that denote three (3) feet of spacing in common areas.
- In-person gatherings will be limited as much as possible and we will use tele- or video-

conferencing whenever possible. Essential in-person gatherings, such as meetings, will be held in open, well-ventilated spaces with appropriate social distancing among participants.

- Designated areas for pick-ups and deliveries will be established, limiting contact to the extent possible.

Personal Hygiene

Hand washing - Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. Schools will plan time in the school day schedule to allow for hand hygiene.

- Hand hygiene includes:
 - Signage encouraging hand washing and correct techniques;
 - Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method. This can be accomplished by humming the 'happy birthday' song twice
 - Adequate facilities and supplies for hand washing including soap and water;
 - Use of paper towels or touch-free paper towel dispensers where feasible;
 - Use of no-touch/foot pedal trash can where feasible;
 - Extra time in the schedule to encourage frequent hand washing.
 - Students and staff should wash hands as follows (when reasonable):
 - Upon entering the building and classrooms;
 - After sharing objects or surfaces;
 - Before and after snacks and lunch;
 - After using the bathroom;
 - After helping a student with toileting;
 - After sneezing, wiping, or blowing nose or coughing into hands;
 - Anytime hands are visibly soiled;
 - If your hands are not soiled, when handwashing is not available use a hand sanitizer;
 - Hand Sanitizer - At times when hand washing is not available, students and staff may use a hand sanitizer. In order for the sanitizer to be effective it must contain a minimum of 60% ethanol or 70% isopropyl alcohol. It should be noted the sanitizers are flammable and students must be monitored and supervised when using these.
- Using hand sanitizers should include:
- Signage placed near sanitizer dispensers indicating soiled hands should be washed with soap and water;
 - Placement of sanitizer dispensers should be located near entrances and throughout common areas.
 - If hand sanitizer dispensers are not automatic, only a pea-sized amount is needed.

Visitor and Vendor Practices

Outside visitors or volunteers will be limited on school campuses. Parents/guardians will report to the front office and not go beyond unless it is for the safety or well-being of their child.

Essential visitors to facilities and parent/guardian visitors will be required to wear face coverings and will have restricted access to our school buildings.

Visitors

- All visitors must be wearing proper face covering prior to entering any building and it must be worn at all times while indoors. All visitors check-in at the main entrance of the building for temperature screening and to fill out the COVID-19 CHECK-IN SCREENING which will be provided. The visitors must sign in with their identification through the (Raptor) system for a visitor badge.
- All visitors must sign in and out at the main entrance of each building stating their destination in that building for contact tracing. All visitors should be accompanied by a staff member.
- Should a visitor become ill while on campus, they must alert the staff member they are visiting to report the issue and then immediately seek medical attention from the Health Office.
- At the end of each day, the receptionist/designee must scan the sign-in/out documents and send them individually to: selmendorf@onteorak12.ny.us.

Vendor

- All vendors must be wearing proper face covering prior to entering any building and it must be worn at all times, especially when six (6) foot social distance cannot be maintained.
- All vendors must report to the main entrance of the building first for temperature screening and to fill out the COVID-19 CHECK-IN SCREENING. The vendors must sign in with their identification through the (Raptor) system for a visitor badge.
- No vendor should enter a building unless necessary for the completion of their job. All meetings should be held outside or via Google Meet when possible.
- All vendors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing. All vendors should be accompanied by a staff member.
- Should a vendor become ill while on campus, they must alert the staff member they're visiting to report the issue and then immediately seek medical attention from the Health Office.
- At the end of each day, the receptionist/designee must scan the sign-in/out documents and send them individually to: selmendorf@onteorak12.ny.us.

Training

District will train all personnel on new protocols and frequently communicate safety guidelines. Training on the precautions listed below will be conducted either remotely or in person. Social distancing and face coverings will be required for all participants if training is conducted in person. Training material is designed to be easy to understand and available in the appropriate language and literacy level for all workers.

District will ensure all students are taught or trained how to follow new COVID- 19 protocols safely and correctly, including but not limited to hand hygiene, wearing proper face-covering, social distancing, and respiratory hygiene. Additional training will be provided in:

- Prevention of disease spreads by staying home when they are sick.
- Proper respiratory etiquette, including covering coughs and sneezes.
- Avoiding the use of communal objects. If communal objects must be used, provide information on proper disinfection procedures between use. Examples of communal objects include, but are not limited to, other individuals' phones, desks, offices, computers or other devices, other work tools and equipment.
- Provide employees and students with up-to-date education and training on COVID-19. Risk factors and protective behaviors (i.e., cough etiquette and care of PPE).
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Training for Screeners

District will identify individuals in each building who will be trained as screeners. Screeners will wear appropriate employer-provided PPE, including at a minimum, a face covering and should maintain social distancing. If social distancing or barrier/partition controls cannot be implemented during screening, PPE should be used when within six (6) feet of any individual being screened.

Training topics for all staff and substitutes will include:

- Proper hand washing, proper hand hygiene: Promote frequent and thorough hand washing by providing employees, the school community, and visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% ethanol or 70% isopropyl alcohol. Provide training on proper handwashing and hand sanitizer use. <https://www.cdc.gov/handwashing/when-how-handwashing.html>
 - [Hand washing video](#)
- Proper cough and sneeze etiquette
- Social Distancing
 - Provide training for faculty/staff on how to address close contact interactions with students as part of everyday job tasks.
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- Operating procedures (varies by building)
 - Entrance into the building
 - Cleaning procedures
 - Sick child pick up
 - Staff who are sick or suspected to be sick <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Proper cleaning techniques
 - Cleaning and disinfecting
<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
https://www.cdc.gov/coronavirus/2019-cov/community/pdf/Reopening_America_Guidance.pdf
- Hazard Communication – Right-To-Know

- Proper use of chemicals and Safety Data sheets <https://www.osha.gov/dsg/hazcom/>
- No chemicals from home
- Transfer of hand sanitizer in smaller containers
- List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)
<https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0>
- Exposure Control Plan – with a focus on Pandemic/COVID-19
- Personal Protective Equipment - PPE
 - Update Hazard Assessment and PPE Selection Worksheet for all identified employees
 - Proper type, use, and size
 - Cleaning and sanitizing of the face covering (if applicable)
 - Provide training for staff and students on wearing, putting on, removing and discarding PPE, including in the context of their current and potential duties
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Use of face coverings (donning/doffing) (cloth vs. surgical)
 - [Face coverings don/doff video](#)
 - <https://www.youtube.com/watch?v=PQxOc13DxvQ>
- Respirator Protection (N95 - required for identified employees per NYS)
- May be included in existing Respirator Protection Program or can be a separate Respirator Protection Program for medical staff only
- Training provided for identified personnel only
<https://oshareview.com/2020/04/osha-requirements-for-occupational-use-of-n95-respirators-in-healthcare/>

Signs and Messages

Signs will be posted in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measures pdf icon](#) and describe how to [stop the spread of](#) germs (such as by [properly washing hands](#) and [properly wearing a cloth face cover](#)).

Space Design and Capacities

General Office Area

- Where applicable all offices and small spaces will be limited to one (1) individual at a time.
- In a multiple occupant office, 6ft of separation will be maintained between individuals to the extent possible.
- Additional protective barriers such as polycarbonate screens or strip curtains may be utilized to create a physical separation without hindrance to egress or airflow.
- Face coverings must be worn in multiple use office settings, if physical barriers are not present.
- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.

Conference Rooms

- Will limit in-person meetings (refer to NYS guidance), if virtual meetings are not feasible
- If meetings are to occur in person, they will be conducted in an expeditious manner
- Social distancing among participants will be required to the extent possible
- Lingering and socializing before and after meetings will be discouraged
- Adequate ventilation - open windows and doors-will be used to the extent possible.

Break Rooms and Lunch Rooms

- Breakroom use is discontinued in those instances when 6 ft. separation cannot be maintained when consuming food or drink.
- Staff are advised to take their lunch and breaks in their private offices or classrooms; in their vehicles or outside.
- Staggered break schedules may be utilized to assist with separation concerns.
- If staff wish to take breaks together they must do such in a large space or outside, where a minimum 6ft. of separation can occur.
- Amenities that are handled with high contact frequency, such as water coolers, coffee makers, and bulk snacks will be replaced with alternatives where possible.
- Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate.

Copier Rooms/Areas

- Congregating in copier rooms/areas is discouraged.
- Hand sanitizer will be provided at copier stations.
- Staff are encouraged to sanitize their hands before and after use of copy equipment.

Bathrooms

- Occupancy will be reduced in bathrooms. Automatic hand dryer use will be discontinued.- in the MS/HS
- Touchless water fixtures will be installed where applicable.

Hallways/Stairwells

- Where feasible hallway traffic may be limited to single flow direction.
- Where single flow is not applicable, bi-direction traffic will be permitted.
- Directional flow will be identified by indications on the floor/stairs.
- Adequate distancing will be obtained between all individuals by taped off lanes on the corridor floors/stair treads.
- All individuals must also allow for adequate space between when traveling in the same direction.

Classrooms

- Occupancy in each classroom will be determined based on the overall square footage of the space.

- Teacher and support staff members will maintain on average 6 ft. of separation from students where possible.
- Students, teachers, and support staff will be required to wear a proper face covering at all times when indoors.
- Where possible special teachers and PPS staff will travel to the classroom to provide instruction.
- Any unnecessary furniture or items that are difficult to disinfect will be removed. These items include:
 - Area Rugs
 - Soft fabric chairs

Nurse Stations

- All students and staff are required to wear appropriate face coverings.
 - N95 Respirator use for nurses should be limited to situations of suspected COVID-19
 - Nurses must receive proper training and fitment of N95 Respirators prior to use.
- Where applicable, nurse stations have been reconfigured to:
 - Maintain social distancing of no less than 6ft.
- Isolation Room/s
 - Individuals presenting with symptoms representative of COVID-19 should be immediately isolated to reduce the risk of transmission.
 - A separate room will be utilized where applicable.

Isolation Rooms

- Where applicable, separate, independent room/s with a door in close proximity to the exterior will be utilized for quarantining individuals who present with symptoms representative of COVID-19.

Check-In Stations/Reception Areas

Check-In Stations will remain at all entrances of each building.

- Where a multi-entrance design is used, additional check-in posts will be instituted. They will serve as the primary location for accounting for all individuals entering and exiting the building.
- Polycarbonate barriers have been installed to protect all individuals.
- Floor demarcations have been installed to indicate where visitors shall stand to maintain social distance.
- Reception areas have had seating removed or adequately spaced to provide at a minimum of 6ft of separation.
- Frequently touched materials such as magazines have been removed.

Computer Labs

- The use of shared space and equipment use will be limited where feasible.
- Blocks of computers will be sectioned off to ensure social distancing is maintained where feasible.
- Cleaning and disinfection of computer labs and keyboards will be frequent.
- Students should be instructed to wash their hands prior to and after touching the keyboards along with other frequently touched surfaces.

Library Spaces

- Remove all soft-covered surfaces that cannot be properly cleaned and disinfected.
 - Bean bag chairs
 - Upholstered couches or chairs
 - Area rugs
- Reconfigure space to ensure social distancing.
 - Tables will be limited to one individual at a time where applicable
 - Polycarbonate barriers may be installed to create a physical barrier
 - Desks should be arranged so as to not face each other
 - Small reading nook use should be discontinued unless:
 - limited to one person at a time
 - cleaned and disinfected routinely
- Borrowing of materials such as books may need to be discontinued if adequate disinfection cannot be achieved.
- Create directional traffic flow patterns between bookcases to ensure social distancing.

Engineering Controls

- Alcohol-based hand sanitizer will be available in each entry, all corridors, and in each classroom.
- Bathroom protocols
 - Limited to one occupant at a time, when social distancing is not feasible.
 - Automatic hand dryer use will be discontinued.
 - Touchless soap dispensers will be utilized where available.
 - Paper towel dispensers have been installed.
 - Touchless faucets are currently in some bathroom spaces.
 - Entry doors to bathrooms will be left open where applicable to reduce the need to handle.
- Vestibules/Reception Areas
 - Polycarbonate barriers have been installed to protect District staff and individuals interacting with visitors.
 - Barriers have been purchased in accordance with New York State Fire Code
- Water Fountains
 - As required by New York State Code a potable water supply will be provided per 150 occupants, but not less than one source per floor.

- To reduce cross-contamination the bubbler/drink spout has been removed or disabled, where possible.
- Automatic/touchless bottle filling equipment is available in all buildings.
- Cups are available for those that do not have water bottles.
- These appliances will be routinely cleaned and disinfected as described in the *Cleaning and Disinfection Section*.
- Floor Demarcations
 - All entrances or areas of static wait have floor signage installed allotting for a minimum of three (3) feet of separation between all individuals
 - All Corridor floors and stairway treading have been fitted with stripping to indicate directional traffic flow and social distancing.

Ventilation

The District will ensure sufficient ventilation and fresh air to all spaces of occupancy by means of:

- When possible, modifications to the Building Management Systems will be made to allow more outside air to be introduced into the buildings for a longer duration of time.
- Air handling systems have been inspected for function.
- Spaces where fresh air is limited due to original building systems, fresh air will be introduced through open windows and doors.
- Fan motor speeds will be increased where applicable.
- When possible, more frequent maintenance and inspection of the systems will occur to mitigate extra strain on systems.
- All staff will be required to remove any items located on or in front of the uni-vents that may be blocking air flow through air handling systems.
- Filter replacement schedules will be more frequent.
- Portable air cleaners with HEPA filters have been purchased for every classroom with installation priority being given to the elementary classrooms.

Cleaning and Disinfection

The District will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include:

- Classrooms
- Bathrooms
- Athletic training rooms, locker rooms
- Health offices, isolation rooms
- Administrative offices (main office, reception area)

o Desk and work area must be clear of all supplies and paperwork.

- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Breakrooms
- Cafeterias/Kitchens
- Computer labs
- Science labs
- Maintenance offices and work areas
- Bus garage
- Buses, school vehicles
- Libraries
- Large meeting areas (auditoriums, gymnasiums, music rooms)

Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home.

The District will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for students who cannot use alcohol-based hand sanitizer will be made.

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each individual's use.

Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The district will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on the frequency of use.

For more information about how cleaning and disinfection information will be communicated to students, families, and staff members, visit the *Communication Section* of our reopening plan.

Disinfectants must be [products that meet EPA criteria for use against SARS-Cov-2](#), the virus that causes COVID-19, and be appropriate for the surface.

Suspected or Confirmed COVID Cases

- *Emergency Response* - Students and staff with symptoms of illness must be sent to the health office. A school nurse (Registered Professional Nurse, RN) is available to assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat. Proper PPE will be required anytime a nurse may be in contact with a potential COVID- 19 patient
- *Isolation* - Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising

adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may also be in this isolation room if they can be separated by at least 6 (six) feet. Students should be escorted from the isolation area to the parent/guardian, following the shortest route, and wearing a face mask while social distancing. The parent/guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center and will be instructed to provide documentation prior to their return to the school building;

- The return to school protocol after exhibiting symptoms of COVID-19 will follow CDC and Department of Health guidelines and is as follows:
 - After seeing a health care provider (physician, nurse practitioner, physician assistant), and being given a diagnosis other than COVID-19, the individual may return to school if they have been fever-free for 24 hours without the use of fever-reducing medicines and symptoms are resolving. A copy of the physician's note must be sent to healthservices@onteora.k12.ny.us and a response must be received before the individual returns to campus.
 - If diagnosed by a health care provider with COVID-19 based on test or symptoms, must not return to school until:
 - It has been at least ten days since symptom onset
 - It has been at least 24 hours since the individual has had a fever (without the use of fever-reducing medication), AND
 - It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.
 - An email to healthservices@onteora.k12.ny.us should be sent notifying of the COVID-19 diagnosis. An individual can not return to campus until a clearance note from a covid coordinator is received.

Note: a person who tested positive who did not have any symptoms may return after 10 days from the date of their first positive RT-PCR test for SARS-CoV-2 RNA.

- The NYS and local health departments will be notified immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff, and visitors.

Contact Tracing

Public Health Officials assume the task of contact tracing, once notified.

To ensure the school district and its employees comply with contact tracing and disinfection requirements, the District will do the following:

- Have a plan for cleaning, disinfection, and notifying Public Health, in the event of a positive case. In the case of an employee testing positive for COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting the building if someone is sick. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and copier machines as soon as possible.
- Vacuum the space if needed. Consider temporarily turning off room fans and the central

HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.

- Workers without close contact with the person who is sick can return to work immediately after disinfection.

Return to School after Illness

The District has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

1. Documentation from a health care provider following evaluation.
2. Negative COVID-19 diagnostic test result.
3. Symptom resolution, or if COVID-19 positive, release from isolation.

The district will refer to DOH's [Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#) regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

The district requires that individuals who were exposed to the COVID-19 virus complete quarantine if unvaccinated or vaccinated and showing symptoms. If an individual is fully vaccinated, proof of such vaccination must be provided to health services to be released from needing to quarantine. The discharge of an individual from quarantine and return to school will be conducted in coordination with the Ulster County Department of Health.

Closure Consideration when a person has been identified (confirmed) to be COVID-19 positive the process utilized by the District could include:

- Having school administrators collaborate and coordinate with local health officials and COVID coordinators to make school closure and large event cancellation decisions.
- Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with the Ulster DOH.
- Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.
- Implement as needed, short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:
 - Closing off areas used by the ill person(s) and locking off area(s), signage can also be used to ensure no one enters the area. Do not use the area(s) until cleaning and disinfection have taken place.
 - Opening outside doors and windows to increase air circulation in the area.
 - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.
 - Communicating as soon as possible with staff, parents, and students as soon as possible.
- Using DOH guidance/procedures for when someone tests positive.

- In consultation with the Ulster DOH, a school official may consider whether school closure is warranted and a period of time (prior to re-opening) based on the risk level within the specific community as determined by the Ulster DOH.
- In accordance with the guidance for quarantine at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff quarantine.
- Thresholds will be determined on a case-by-case basis dependent on the numbers (school closures may be a response).

To Control the Spread in Facilities

In order to prevent the spread of COVID-19 infection in the district, facilities operations will be geared toward meeting social distancing requirements and cleaning frequently touched spaces regularly. In carrying out projects or tasks supporting infection control, requirements will be met for changes associated with building spaces. Plans for changes or additions to facilities that require review by the Office of Facilities Planning (OFP), will be submitted to comply with the requirements of the 2021 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code. The function, position, and operation of stairs and corridor doors, which have closers with automatic hold opens (and are automatically released by the fire alarm system), will remain unchanged.

Lead in water sampling will be carried out upon the reopening of school under conditions consistent with when the building is “normally occupied.”

Upon reopening, the district plans to increase ventilation, to the greatest extent possible. The following actions will be taken as needed:

- Work with engineers to establish sufficient fresh air exchange.
- Drinking-Water Facilities: Reduce the number of drinking fountains available, in order to facilitate frequent cleaning. However, drinking fountains are code-required plumbing fixtures.
- Maintain at least the minimum number of toilet fixtures that must be available for use in a building as established in the building code.
- Maintain adequate, Code-required ventilation (natural or mechanical) as designed.
- If other air cleaning equipment (e.g. new technology) is proposed, it will be submitted to the NYSED Office of Facilities Planning for review and approval.
- Seek guidance from Ulster BOCES Environmental Compliance Technician of Risk Management, James Stoothoff.

Emergency Response Protocols & Drills

Emergency Response Protocols

- Shelter-In-Place
- Hold-In-Place
- Evacuation/Fire Drill
- Lockout
- Lockdown

Shelter-In-Place

Areas will be identified in each school that will be used for the Shelter-in-Place along with areas that cannot be used for due to certain types of environmental hazards (i.e: high winds, tornado, etc.). Shelter- In-Place protocols will be the same with the following changes:

- Provide 3 (three) feet of space between students during the Shelter-In-Place to the extent possible.
- If 3 (three) feet between staff and students cannot be achieved, face coverings should always be worn during the event
- Plan to have extra face coverings on hand if a person does not have one
- Listen for updates and respond accordingly

Hold-In-Place

Hold-In-Place protocols will incorporate the following changes:

- Provide 3 (three) feet of space between students during the Hold-In-Place to the extent possible.
- Plan to have extra face coverings on hand if a person does not have one
- Listen for updates and respond accordingly

Evacuate/Fire Drill

Evacuation protocols will be routinely the same with some minor adjustments:

- Identify areas outside of the building in advance that will allow for separation of students and staff. Verify that students and staff will not impede emergency responders.
- Plan to have extra face coverings and hand sanitizer on hand in the event that a person is in need.
- Identify, in advance, who will be holding the door to get out of the building, therefore reducing the amount of people touching the door hardware when leaving the building. Personnel that will be conducting this task may be assigned to holding the door for one or more classrooms or until confirmation that everyone has vacated the building.

Lockout

Lockout protocols will be the same, maintaining three (3) feet between students in the area.

Lockdown

During a Lockdown, there **will** be a violation of the three (3) foot recommendation between people. In order to protect life and safety, lockdown protocols will be mostly the same as conducted in the past.

- Evaluate, in advance, if there is room to social distance without being in the line of sight.
- Plan to have extra face coverings on hand in the event that a person does not have one.

Child Nutrition

Child Nutrition

All schools in the District will follow School Food Authority (SFA) policies when communicating about school meal services, eligibility, options and changes in operations. All meals provided during the 2021-2022 school year will be available at no cost -All communications will be provided through a variety of communication methods including website, social media, emails, robocalls, newsletters, and regular mail and translated into the languages spoken by families.

District has identified Christine Downs, School Lunch Manager, as the contact person to receive and respond to communications from families and to school staff. Families will be reminded in food service communications during the summer and periodically that they can submit a new application for free and reduced-price meals any time during the school year. Applications are available in each school building, on our website, and through email or regular mail as needed. Phone-in and in-person support to complete the application is available from our School Lunch Manager. To avail children of all associated benefits, families are encouraged to complete the application.

For information about how meal information will be communicated, visit the *Communication/Family and Community Engagement* section of our reopening plan.

Meals

Meals in school will be provided while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.

The district will ensure social distancing between individuals while eating in the school cafeteria. If not feasible, meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students.

The sharing of food and beverages (e.g., buffet-style meals, snacks) is prohibited unless individuals are members of the same household. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

The District will continue to adhere to all of the requirements of the school nutrition program. The District School Lunch Manager, Christine Downs, will ensure this compliance. District is a nut-aware District and does not serve any nut products. Dietary prescriptions are filled out yearly and communicated to appropriate school lunch staff.

All students will also be eligible for a Grab and Go Breakfast each morning.

Students in Grades K through 6 will submit lunch orders during the prior school day. They will

either enter the Cafeteria by class at separate times, maintaining social distancing. School lunch personnel will enter their purchase and if money is collected from a la carte purchases, change will not be given. If a balance remains, the funds will be added to the student's account. All registers will have a shield in front of them to help prevent the potential spread of germs.

Students in Grades 7 through 12 will social distance in multiple areas designated for lunch each day. Students will use a barcode on their badges to avoid touching equipment when purchasing their food utilizing their accounts. If money is collected, no change will be given. If a balance remains, the funds will be added to the student's account. All registers will have a shield in front of them to help prevent the potential spread of germs.

Teachers in Grades K through 6 will be responsible for promoting hand washing and/or hand sanitizing before and after meals in addition to discouraging the sharing of food. In Grades 7 through 12, signs will be displayed in the cafeteria promoting hand washing before and after eating as well as discouraging the sharing of food. In addition, monitors and cafeteria staff will encourage hand washing and discourage the sharing of food.

For all grades, in between each line served, food service staff will wipe down all high touch surfaces in the school lunch area.

Meals offsite/remote

In the event that the District is required to pivot to remote instruction, student meals will be provided upon request. The District will provide an opportunity for parents to request meals. The meals will be prepared at the Middle High School campus and will be available for pick up. A schedule for pick up/ delivery will be established and communicated to those families.

Transportation

Transportation

If parents are choosing not to use school-provided transportation, an email should be sent to the building principal as well as the transportation department at transportation@onteora.k12.ny.us. Although your choice may be changed at any time, we will use your choice in the planning of our bus routes.

The District will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED Health and Safety Guidance for the 2021-2022 school year, does not require social distancing on buses. Following UCDOH guidance, the district will create distance between students on school buses when possible. If distancing is not possible windows will remain open at all times. Assigned student seating will be maintained. All students and staff must wear masks while on buses. Parents and legal guardians are encouraged to drop off or walk students to school to reduce density on buses.

All buses that are used every day by districts and contract carriers will be cleaned/disinfected once a day. High contact areas will be wiped down after the morning (AM) and afternoon (PM) run depending upon the disinfection schedule. School buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors, and attendants must not carry personal bottles of hand sanitizer with them on school buses. Wheelchair school buses will configure wheelchair placement to ensure social distancing of 6 (six) feet to the extent possible. Whether school is in session remotely or otherwise, pupil transportation will be provided to students in nonpublic, parochial, private, or out-of-district placements whose schools are open for in-person sessions.

All students are entitled to transportation by the district to the extent required by law. Transportation departments do not have the ability or the right to deny transportation for children who are in foster care, homeless, or attend private or charter schools. Parents who may have missed the due date to request out of district transportation due to a reasonable excuse may file a 310 appeal with the Commissioner of Education.

Cleaning and Disinfecting

Refer to the cleaning standard operating procedures guidance for further information.

- Buses and other transportation vehicles will be cleaned and disinfected daily (focus on high touch areas) and in between runs if scheduled for multiple routes. At the end of the day, the entire bus will be cleaned and disinfected.
- *Daily Cleaning*
 - All trash removed
 - Floors swept and dust mopped
 - Walls and windows cleaned
- *High Touch Surfaces*
 - Bus seats and seat backs

- Door handles, handrails
- Driver operator area
- Cleaning and disinfecting products approved by the EPA will be used according to instructions.
- Eating and drinking will be prohibited on the bus.
- Buses will be inspected to ensure cleaning/disinfecting protocols are followed on district owned and contracted buses.
- All cleanings/inspections will be documented via a trackable log

Students on Transportation

- As was outlined in the Health and Safety section of this guidance, all parents/guardians will be required to ensure their child(ren) are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation to school;
- Students must wear a mask on a school bus at all times unless medical or developmental conditions prohibit use.
- Students should maintain social distancing to the extent possible.
- If a student does not have a mask, they will not be denied transportation but instead will be provided a mask by the District.

Training (Office Personnel, Drivers, Mechanics, Aides)

- Hazard Communication/Right-To-Know (annual)
- Personal Protective Equipment (PPE)
- Exposure Control/Bloodborne Pathogen (BBP)
- COVID Awareness
 - New cleaning Protocols (buses, transportation center)
 - Handwashing
 - Face Covering (sizing, use, wear & care)
 - Personal Health and Hygiene
 - Special working conditions with face coverings (strenuous activity)

Required Personal Protective Equipment (PPE)

- Disposable gloves (for those transportation employees with direct physical contact with students)
- Face Covering/Mask
- Face Shield (if applicable)

Transportation Communication

- If parents are choosing not to use school-provided transportation, they need to send an email indicating such to the building principal as well as the transportation department at transportation@onteorak12.ny.us.
- The District will emphasize to parents and students prior to reopening schools that the

District has thoroughly disinfected all buses and student transportation vehicles.

- The District will communicate with parents and students that student transportation vehicles are included in the district's COVID-19 plans and what part students and parents will play in ensuring safety and minimizing infection while utilizing District transportation services.
- The District will advise parents not to send their children to school or board the bus if the child is sick or has an elevated temperature.
- The District will remind students/parents/guardians that social distancing requirements extend to the bus stop.
- The District will communicate with the administration multiple routing scenarios for different instructional scheduling options.

Density Reduction, Social Distancing, Bus Capacity

- NYSED Health and Safety Guidance for the 2021-2022 school year, does not require social distancing on buses. Following UCDOH guidance, the district will create distance between students on school buses when possible. If distancing is not possible windows will remain open at all times. Assigned student seating will be maintained. Place floor decals or tape to indicate where students should sit and to mark six (6) foot distances in aisles
- If possible, sneeze guards will be provided to protect the driver
- If possible, no students will be seated directly behind the driver
- The District or transportation contractor will provide hand sanitizer of at least 60% ethanol or 70% isopropyl alcohol for use in areas such as bus garage break rooms and offices.

Routing

- The District has developed multiple routing scenarios for administration to analyze different instructional scheduling options.
- The District has utilized computerized routing programs to provide different routing scenarios and analyze cost/feasibility.
- The District will limit the rotation of substitute drivers and aides if possible.
- The District will limit student movement between bus routes.
 - Discontinue allowing students to ride different buses on different days of the week
 - If possible, mirror AM and PM routes, so bus riders are the same group each day

Loading/Unloading & Pickup/Drop-off

- Students shall be assigned seats for their bus and attendance will be taken each day.
- Dismissal times will be staggered to best suit building needs and to promote social distancing
- Adjustments will be made by buildings:
 - For unloading and entry, and loading and departure
 - Route timing will be affected by delayed loading/unloading processes
 - Arrival and departure activities shall be supervised to ensure social distancing
- Will add or modify bus routes to reduce load levels on buses
- Students will have one drop-off location. Bus passes for alternate drop-offs cannot be accommodated at this time.

Transporting to BOCES

- The District will be transporting to BOCES and will follow similar protocols as previously described.
- The District will keep a log of attendees on the trip in both directions from the BOCES building. Upon request, schools may need to supply the log of passengers in addition to cleaning logs in the event BOCES must assist in contact tracing due to exposures either at the BOCES buildings or during transportation.

Social/Emotional Well Being

Social-Emotional Well-Being

In order to determine the most current social-emotional supports that may be needed, and how best we might deliver these supports to students and families, the District will send out a Social Emotional Needs Survey the week of August 23, 2021.

In planning for our re-entry in September, the District has continued to partner with the Morningside Center for Teaching Social Responsibility while paying close attention to the guidance provided by the Department of Health and NYSED. Our work is grounded in our beliefs that the most equitable opportunities for educational success rely upon the comprehensive support provided in our schools for students and families. These supports include academics as well as the social and emotional well-being of our students. We are committed to prioritizing social-emotional well-being - not at the expense of academics, but in order to create the mental, social and emotional space to access rigorous academic content with confidence. The District has a team of professionals prepared to support the Social-Emotional Learning well-being of our students that includes certified teachers, certified school counselors, licensed mental health professionals, community members, and school administrators.

Throughout the 2020-2021 school year all teachers and building staff continued their professional development on social-emotional learning and restorative circles. All elementary classroom and special area teachers have trained in the use of restorative circles and the implementation of a research-based Social-Emotional curriculum framework. A group of Middle and High School teachers has been trained as well. Experts from the Morningside Center for Teaching Social Responsibility will be working with the district and directly with the teachers prior to the opening of school to plan for the use of supports, circles, and the curriculum to support students in re-entry. A new cadre of teachers will be trained and provided with coaching and support throughout the year in our Middle School and High School to further support this initiative.

The district will actively support student and staff well-being and mental health concerns through a range of pre-determined tactics to be employed by those dealing with difficult situations. Our district clinicians will be receiving training in Dialectical Behavior Therapy (DBT) a type of cognitive behavioral therapy that teaches students ways to change negative thinking patterns and promote positive behavioral change through such strategies as mindfulness. In addition, the district will be partnering with the Ulster County Department of Mental Health to coordinate additional mental health resources for staff, students, and families in the Onteora School District.

Research shows the importance of mental and emotional well-being for students and staff, which has both psychological and ultimately academic outcomes. As a District, our commitment is to create emotionally and physically safe, supportive, and engaging learning environments promoting all students' social and emotional well-being and development. The pandemic has elevated the role of leaders in creating conditions helping students practice empathy, create social bonds across distance, and adapt to new learning experiences.

Counselors, school-based health programs, and wrap-around supports will play an extremely

important role in the adjustment period when buildings reopen and access to school counselors and school-based health programs will be invaluable supports to our students.

Before school resumes, school administrators, teachers, and mental health practitioners (school counselors, school psychologists, and/or school social workers) will meet to review our already existing foundational assets within school districts and community-based organizations and build upon them. In addition, it will be critical to determine students who might be at risk for needing mental health support. School counselors and administrators will be equipped with the tools and information needed to see each child through a social-emotional lens. We remain committed to supporting all students and maintain our whole child commitment as well as equipping all staff to connect, heal, and build capacity to support our students. School personnel will provide non-academic focused check-ins with high-risk students and our School Resource Officer (SRO) will be utilized for wellness checks as necessary. We will continue to provide all supports already in place to support students' social-emotional well-being. Additionally, all District employees have access to the Employee Assistance Program (EAP) which offers many free services including face-to-face and virtual counseling. Information about all social-emotional supports will be made available to the District community through our district website.

We are committed to developing/making accessible family/caregiver-appropriate social and emotional learning (SEL) content to be used during all phases of our re-entry and will offer parent/caregiver virtual training sessions through our partnership with the Morningside Center for Teaching Social Responsibility.

Transitions are important every year, and they will be even more important this fall returning from either continuous remote or hybrid learning to in-person instruction in buildings. The District will support all transitions in a culturally responsive manner and engage students, families, and communities in the process of identifying needs and supports. These transitions take many forms and include returning to school in the fall, moving from one grade band to another, or dealing with the varying emotional needs as a result of the health pandemic.

The following considerations guided our building level planning:

Emotional reactions to coming out of quarantine may include:

- Mixed emotions, including relief after quarantine,
- Fear and worry about your own health and the health of your loved ones,
- Stress from the experience of monitoring yourself or being monitored by others for signs and symptoms of COVID-19,
- Sadness, anger, or frustration because friends or loved ones have unfounded fears of contracting the disease from contact with you, even though you have been determined not to be contagious,
- Guilt about not being able to perform normal work or parenting duties during quarantine,
- Other emotional or mental health changes.

Addressing Social-Emotional Health

- Establish/sustain a culture that supports and emphasizes mental health services available

for faculty, staff, students and families,

- Continued use of Restorative Practices
- Continued professional development for staff/faculty as requested to assist them in understanding:
- Social Emotional Learning (SEL) competencies; self-awareness, self-management, social awareness, relationship skills, and responsible decision-making,
- The warning signs for quarantine related mental health needs,
- How to access crisis support and other mental health services.

What Mental Health Professionals can do in schools:

- Educate staff, parents, and students on symptoms of mental health needs and how to obtain assistance.
- Promote social-emotional learning competency and build resilience.
- Help ensure a positive, safe, school environment.
- Teach and reinforce positive behaviors and decision-making.
- Encourage good physical health.
- Help ensure access to school-based mental health supports; facilitate the expansion of school-based mental health supports.

Attendance and Chronic Absenteeism

Attendance and Chronic Absenteeism

Attendance and Attendance Reporting

All schools in the District will take daily attendance. Attendance policies and procedures will be communicated with families and students prior to the start of the school year or if the instructional model changes during the year. Communication will take the form of building-level parent letters/newsletter, robocalls, emails, text messaging, and social media. Teachers will record daily attendance in Infinite Campus, our student management system. Reports will be generated to identify students who are absent and/or chronically absent. Contact with the families will be made to determine reasons for absence and needs or barriers the student may have to participate in daily lessons.

Chronic Absenteeism

While there is no one-size-fits-all approach to addressing chronic absenteeism, the District is committed to providing interventions to prevent and address health-related and mental health chronic absenteeism. We recognize that many factors will influence student attendance, and may be greatly impacted by the instructional models provided; in-person, hybrid, and remote. The District addresses chronic absenteeism as follows:

1. Nurture a culture of attendance

- Communicate clearly to families and students what the attendance policy is and expectations for participating based on the model of instruction
- Explain the importance of attendance to the entire school community
- Track daily attendance, tardies, and student engagement in one central, secure location with a tool that helps you quickly see how these data points impact student behavior.

2. Early Identification and Intervention

- Each school regularly monitors attendance data and communicates with parents about issues as they arise.
- Use data to identify which students are at risk, so you can intervene before isolated absences become chronic absenteeism.
- Establish intervention plans; parent phone call, home visit, counseling, instructional modifications, engage community partners, etc.

3. Create a more positive school culture and a focus on engaging instruction

- Evaluate and address your students' engagement in learning
- Provide teachers and school leaders with multiple levels of support to help students stay more engaged and act positively.
- Help students achieve positive social and emotional character development while reinforcing the behaviors that make up your ideal school culture.
- Use goal-based incentives and rewards to motivate attendance and positive student behaviors where age-appropriate.

Communication Plan / Family Community Engagement

Communication/Family and Community Engagement

To inform our reopening plan, the District has sought feedback and input from stakeholders, including administrators, faculty, staff, students, parents/guardians of students, local health department officials and health care providers, employee unions, and community groups. Engagement efforts included online surveys, virtual forums/meetings, and one-on-one conversations. District administrators have provided the opportunity to meet with Parent Teacher representatives from each elementary building and building leaders have scheduled and met with their shared decision-making teams. The District Website and Facebook page remain an integral point of information dissemination and are updated regularly.

The district remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff, and visitors. The plan is available to all stakeholders via the district website at <https://www.onteora.k12.ny.us/>, and will be updated throughout the school year, as necessary, to respond to local circumstances.

As part of its planning for the reopening of schools and the new academic year, the district has developed a plan for communicating all necessary information to district staff, students, parents/guardians, visitors, education partners, and vendors. The district will use its existing communication modes – including the District Facebook, the District website, the Onteora App, Shout Point (email and call systems), as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements, and options related to school operations throughout the pandemic.

District Communication Goals:

- To encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to NYSED, CDC, and UCDOH guidance regarding the use of acceptable face coverings.
- To provide regular updates about health and safety, scheduling, and all other information faculty, staff and families should be aware of.
- To provide information to families through a wide array of platforms including mail, email, telephone calls, social media, and website postings.
- To provide information on how families can access technology and receive technical support to assist with the utilization and maintenance of equipment.

Clear messaging will be prepared and consistently communicated throughout the year. Minimum monthly communication will provide information on the following topics:

- Who to contact with questions, concerns, or suggestions. Empower people to make a positive difference and communicate the expectation for them to do so.
- The facts as we currently know them (NYSDOH, CDC).
- The importance of social distancing, monitoring symptoms of COVID-19, and when to stay home.
- Protocols for entrance (screening) and the review process for staff calling in sick. Constant

reminders for staff to stay home if they feel sick.

- Practice social distancing in bathrooms, break rooms, hallways, etc. Installing social distancing markers on the floors, etc.
- Practice proper hand hygiene. Staff and students are allowed to use hand sanitizer, but hand washing with soap and water for at least 20 seconds is still more effective. Hand sanitizer works best on clean hands.
- Encourage and practice proper respiratory etiquette (i.e., coughing or sneezing into your elbow if a tissue is not available).
- Encouraging personal responsibility for yourself and your work area.
- Educating the school community on district policies/procedures, including how to properly wear and dispose of a face mask/respirator.
- Proper wearing of masks and reminders to change mask if wet or soiled
- To reduce the need for quarantine, masks must be worn at all times indoors. If a mask break is needed during classroom time it will be on an individual basis in a safe/designated area

Line of Communications Flow Chart

Questions about Students Learning

- A. First contact your child's teacher:
- Email Teacher (Under "Our District" on the front page of the website is "Directory")
 - Call or email the School Counselor (formally Guidance Counselor) MS/HS Guidance Office – Janelle Perry, Secretary 657-2373 ext. 2132
 - Call the school and leave a message for the teacher:
 - Woodstock: 679-2316
 - Bennett: 657-2354
 - Phoenicia: 688-5580
 - Middle School: 657-2373 ext. 2210
 - High School: 657-2373 ext. 2110
- B. If you still have questions and/or concerns:
Please contact your child's building principal and or secretary by email or phone as follows:

High School

Principal – Mr. Lance Edelman
Secretary – Ms. Lisa Casey
Call 657-2373 ext. 2110

Middle School

Principal – Ms. Jennifer O'Connor
Secretary – Ms. Kim Fisher
Call 657-2373 ext. 2210

Bennett Elementary

Principal – Mr. Gabriel Buono
Co-Principal – Ms. Linda Sella
Secretary – Ms. Gina Tucker
Call 657-2354

Phoenicia Elementary

Principal – Ms. Elizabeth Fallo
Secretary – Ms. Susan Galuska
Call 688-5580

Woodstock Elementary

Principal- Mr. Scott Richards
Secretary – Ms. Beckie Evans
Call 679-2316

Questions Regarding Curriculum and Chromebooks:

Assistant Superintendent for Curriculum & Instruction, Stephanie Laffin
Slaffin@onteorak12.ny.us 657-6383 ext 1023

Questions Regarding Food Service Programs:

School Lunch Manager, Christine Downs cdowns@onteorak12.ny.us 657-2373 ext 2181

Questions Regarding Transportation:

Director of Transportation, Nicole Sommer nsommer@onteorak12.ny.us 657-2373 ext 1061
Dispatcher, Ray Clinton rclinton@onteorak12.ny.us 657-2373 ext 1060

Miscellaneous Questions or Concerns:

Please contact your child's building principal (See Line of Communication Flow Chart on page 43)

Questions or Concerns Not Addressed by the Above

Please contact Interim Superintendent of Schools, Marystephanie Corsones
mcorsones@onteorak12.ny.us 657-6383 ext 1010

Key References

- [Ulster County Department of Health Guidance on Reopening Schools](#)
- [American Academy of Pediatrics COVID - 19 Guidance for Safe Schools](#)
- [NYSED Health and Safety Guide for the 2021-2022 School Year](#)
- [CDC Guidance for COVID-19 Prevention in K-12 Schools](#)