

QUESTIONS FROM PRINCIPAL'S MEETINGS WITH ANSWERS

PLANT/ CLEANING PROTOCOLS

1.) Q: Can we get a checklist for principals and engineers to assess readiness?

A: Yes. Each school reopening plan had a cleaning protocol document. Review that document with your engineer. The Office of School Leadership has sent all principals a readiness checklist. Regular communication between the principal and the engineer is critical, and building leaders can arrange a walkthrough with their Associate for School Leadership and a representative from the Plants Department. In addition, the Plants Department is providing a concise check list to support coordination.

2.) Q: Have the engineers been made aware of the cleaning plan and universal protocols for sanitization. What is the accountability for the engineer ensuring cleaning tasks are completed? Who will monitor the building engineer's adherence to COVID cleaning protocols?

A: The scope of work that is being developed covers the disinfection when people are not in the school. Please refer to the document in each school's plan, which is continuously being updated and modified to ensure compliance with Health Department protocols. Barry Kirker and the custodial engineers will ensure fidelity to those plans.

3.) Q: Will these be published for parents and teachers?

A: The existing school reopening plans have a cleaning protocol amendment. Schools can share that with parents, and it is also available online.

4.) Q: Building engineer stated that they were instructed not to move furniture. Is this true?

A: Partially. There is no off-site location to move furniture to. Extra desks should not be removed from rooms simply because they will be unused. However, it is advisable to tape off and place a sign on the unused desks in order to maintain proper social distancing. Please contact your building engineer with any furniture and classroom specific concerns.

5.) Q: Who is cleaning the desktops and furniture between hybrid groups?

A: If a school has a Monday/Tuesday group and a Thursday/Friday group, those rooms and surfaces will be cleaned by building engineer staff between Tuesday-PM and Thursday-AM.

6.) Q: How often are the bathrooms going to be cleaned? What about bathrooms in the classrooms?

A: Bathrooms will be cleaned two times per day (midday and afterschool).

7.) Q: Will more cleaners be added to the buildings to ensure there are enough staff available to clean everything? Especially again bathrooms, lunches, etc.

A: Not immediately upon reopening. The District will continue to evaluate the need for more cleaners on an on-going basis.

8.) Q: Who is responsible for cleaning the shared space between teachers using the same equipment, computer, IWB pen, desk, etc., between classes?

A: It is advisable for teachers that share work space to have their own items in the classroom. If there is a need to utilize common equipment, teachers can use the sanitizing wipes that have been provided to wipe down the items, similar to the way that sanitizing wipes are used to wipe down carts in grocery stores.

9.) Q: How are we cleaning Wednesday with kids and staff in the building? What are the exposure risks of having teachers and students (even in small numbers) while "deep cleaning" takes place?

A: Cleaning with students and staff in the building is doable and workable. The things that can be wiped can be taken care of with a person in the room. Substantial cleaning will occur at night. Cleaning will be coordinated to avoid students and staff who are in-person.

10.) Q: Can you address the toxicity of the chemicals used with the electrostatic machines? We were planning to do breakfast in the classroom, can students eat at the desks that have been sprayed with these chemicals?

A: Yes. It is ok to eat on surfaces that have been disinfected by the electrostatic sprayer, given that the prescribed contact time has been observed, and the chemical is dry. Our Director of Health and Safety has confirmed this through our supplier and the product manufacturer. In the dry stage it has run its course and is not toxic to humans. It is used in its diluted form in the sprayer and mop buckets. Spectrum is not to be used on food preparation areas.

11.) Q: Can children safely eat off a desk that has been wiped down with the OXYvirus TB Wipes?

A: Yes. It is safe to eat off a desk that has been wiped with OXYvirus wipes. This has been confirmed by our Director of Health and Safety through our supplier and the product manufacturer. OXYvirus wipes are the preferred medical wipes that are H2O2 (peroxide-based) and are in stock for personal use of items that may not be able to be wiped by personnel. e.g., pens, teacher desks, student desks.

12.) Q: CDC states that for the hand sanitizer to be effective, has to be at least 70% alcohol. The sanitizer distributed by the district is only 67%. Will we be getting sanitizer with 70% alcohol?

A: No. The CDC requires hand sanitizer to be 60% ethyl alcohol-based, and all our hand sanitizer is at least 62%. Rooms without dispensers will have a pump bottle. The conversion of all dispensers to ethyl alcohol-based sanitizer is nearly complete.

13.) Q: So, is it the recommendation to NOT eat in classrooms and use the cafeteria?

A: Age and behavior may require eating in the classroom. The electrostatic spray will not prohibit eating in the classroom. There will not be cleaning staff deployed to clean up after food is consumed at desks. We want to stay in the same controls we have during regular school.

PLANT/ EQUIPPING

14.) Q: Will buildings be receiving partitions for classrooms, smaller office spaces, cafeteria serving lines and between sinks in the bathrooms?

A: There are currently no plans for classroom partitions.

15.) Q: What is the status on the MERV 11 and 13 filters? When will they be installed?

A: MERV 11 Filters are in stock and are continually being delivered to schools that contain systems capable of handling this types of filters. Barry Kirker has provided engineers with guidance regarding filters, which can also be found in the District reopening plan.

16.) Q: Can you put an instrument in to test the filters?

A: We are following the design guidelines set by SED. HVAC log is maintained three times a year. The engineer logging ensures that filters are at full capacity. The air flow is the most important thing and is monitored through the school HVAC control system.

17.) Q: Will there be waste bins with lids provided?

A: The waste bins with lids have been delivered to all nurses. We have a separate contract for medical waste.

18.) Q: How will students hydrate?

A: Adapters to convert water fountains to bottle fillers are in process; hardware will be picked up on Monday (Jan. 18th). Instructions for covering non-usable fountains are being provided to engineers by the Director of Building Repairs, Samantha Long. Foodservice will provide any water necessary through the cafeteria, as well as sealed cups and bottle filling, until sufficient fountains have been converted.

19.) Q: Can students use lockers?

A: Yes, students can use lockers if necessary and following all social distancing requirements.

TRANSPORTATION

20.) Q: What will the early release protocols and methods for documenting parental consent.

A: There is a published Board Regulation on Early Release of Students that will be followed. Schools will receive a form letter to have parents and students sign.

21.) Q: Special Ed Student - can yellow bus transportation be arranged for one day per week - senior hybrid model?

A: Yes, but it must be the same day every week, preferably Wednesdays.

22.) Q: What should we do if a parent notifies us that their address has changed?

A: For second address busing, parents can complete the form online. The link is on the transportation webpage.

https://secure.na1.echosign.com/public/esignWidget?wid=CBFCIBAA3AAABLbLqZhB4WTCIHblGfTGep7vyfczAWQkqj2rEBWUsKJnSHIVwbrLX3HlijyaWUyLau3WFhaA*

23.) Q: What transportation sanitizing protocols should we explain to parents?

A: The Transportation Department is mailing letters for both First Student and Metro. A copy will also be shared with building principals so they are aware.

24.) Q: How will transportation or first students be notified that a student that rode the bus to school and tested positive for COVID? The bus will need to be disinfected. The child sitting in the seat on the next run should be notified too.

A: The ECDOH will advise the District on contact tracing and who needs to be informed of possible exposure.

BUILDING CAPACITY

25.) Q: With our phase in plan, we were able to plan for lunch and prep. With PK-2 back we can't handle that.

A: Lunch and preps would be handled similarly to normal brick and mortar. Encore teachers and teacher aides and assistants should handle preps and lunches and practice social distancing. Please consult with your Associate Superintendent for School Leadership (ASL) for specific cases.

26.) Q: How will we have the space for students 5 days then offer hybrid?

A: School teams will need to revisit Cannon Design worksheets and work with their individual ASL. Keep in mind that some families will decide to have their children remain in virtual instruction.

27.) Q: Is the Cannon Design Capacity Planning tool still relevant if we are bringing in all seniors and all staff?

A: Yes, it is.

28.) Q: The checklist suggested we schedule staff to allow them in the building to set up. Do we need to adhere to the 25% capacity restriction?

A: Yes, at this time we ask that you still adhere to the capacity restriction.

29.) Q: What are we to do when our classrooms are not large enough to hold 50% of the students? We do not have room to expand into other classrooms.

A: Schools must first determine exactly how many students in each homeroom will be returning to brick and mortar. Principals can then refer to the Cannon Design layout to reallocate rooms and discuss solutions with their ASL.

30.) Q: In the guidance, students are supposed to be facing the same direction in the classroom. Is that still the case, or has that been changed?

A: As much as possible, aligning students facing forward in the hexagonal pattern is the best template for maximizing social distancing and minimizing droplet spread.

SCANNERS

31.) Q: When will we receive training for the temperature scanners we received at the building?

A: Yvette Gordon will be setting up training with the vendor. Training videos will be provided by the vendor to the District and distributed to the building administrative teams over the next few days.

32.) Q: How many students per minute can you process in the scanners?

A: The scanners can handle up to 20 people at a time going through at regular traffic flow, although we will not be doing that because of social distancing requirements. It is not a staggered, stop, one at a time scanner.

33.) Q: My engineer says that an electrician needs to install the thermal scanners. Is that accurate?

A: An electrician is not necessary.

34.) Q: Is there a height requirement for the scanners? I just thought of it, with our PK, K's. This might not be simply walking by.

A: Height does not matter.

35.) Q: Teachers come in before the kids. Who would be monitoring the scanners before the workday?

A: We may be able to modify the nurses' work schedules so that they come in earlier and leave earlier. If not, teachers can return to the scanner when someone is there to monitor.

TESTING

36.) Q: How will we provide tests to the buildings?

A: We are using the Erie County LSL number. We let the State know how many students are returning to the building, and they tell the county how many tests they need. We will pick the tests up and store them in City Hall. A schedule will be developed for next week (week of January 18th). The tests will be picked up by schools at City Hall.

37.) Q: Who will be giving the test and what tests will we use?

A: The nurse will use BinaxNOW Rapid Testing.

38.) Q: Who will be administering the tests at the School?

A: The school nurses will be conducting the tests in the school building.

39.) Q: Where will buildings administer the tests?

A: The District will have uniform procedures, but the buildings will have discretion in operationalizing the testing. In most cases the testing will occur in the nurse's office.

40.) Q: Is there a breakdown of 20% for students/staff? Can/will it end up being 15% staff 5% student, or how will that work?

A: A random sampling of 20% of in-person students AND staff must be tested, at a minimum of 10% bi-weekly over a one-month period. Schools can accept written test results from health care providers if students/staff (if selected) prefer to have their test outside of the school. There is no specific breakdown of percentages of staff/student to reach the 20%.

41.) Q: If there are multiple schools on one campus, will the number tested be based on each school or the total number of students in the building?

A: It is school building-based.

42.) Q: Will parents have to OPT IN for their child to be COVID tested? If so, when and how?

A: Yes, a parental consent form will be shared with the schools to send home, and an electronic version will be developed for parents to complete to consent to having their child(ren) tested.

43.) Q: Can students return to in-person instruction if the parent does not give consent to test their child?

A: You cannot exclude a student because the parent has not consented; another child will have to be tested if we do not have a completed consent form. We need clear and specific consent.

44.) Q: Will the staff be able refuse to get tested as the students are?

A: Yes, the District is hopeful it can reach the 20% threshold with volunteers only at this point.

45.) Q: What happens if we do not get the 20%?

A: The Erie County Department of Health (ECDOH) will inform us of what will occur. We will work to reach 20% in each building.

46.) Q: When will District testing procedures be shared with parents? This is a major concern when making the decision to return. Can we create a form letter for the testing, so we do not have to call? Is that appropriate? When will we determine if we have enough students to consent to testing?

A: When a student or staff member has been randomly identified for testing, a letter will be provided to inform them of the need for testing and the date that testing will be done. Staff and students also have the option of being tested by a healthcare provider and providing the testing results to the District.

47.) Q: What are the procedures and protocols for disseminating COVID-19 Testing?

A: Administrators do not necessarily need to be the staff member who picks up the test. The tests are packaged in small boxes of 40. Schools will be asked to begin collecting test kits the week of 1/18/21. Each school will need to secure the kits received. The staff obtaining the kits will call the nurse at City Hall upon arrival (number to be provided), and the kits will be brought out the car and given to the staff member, who will immediately report back to the school to secure the kits.

48.) Q: How many nurses will be assigned to assist with screening of temperatures, flush symptoms, completing covetous, and attending to routine Medical duties?

A: The nurse allotment that schools currently have will continue.

49.) Q: Will nurses come in prior to student entry to test teachers first so that teachers can be in classrooms ready for students or ready for student entry?

A: If this is a need, the District will make the request. Please share with ASLs if principals would like nurses to start each day 15 minutes early with the understanding that they will then need to leave 15 minutes prior to dismissal.

50.) Q: What is the protocol if a student is identified having symptoms during screening?

A: The student will report to the nurse's office for assessment.

51.) Q: Can the nurse use a test on a student who presents COVID-19 symptoms and was not tested?

A: The test is not recommended for that use.

52.) Q: Will the school nurse be following-up with families whose kids do not come into school due to sickness to require that they have a COVID test and that it is negative before they are allowed back?

A: If a student is kept home for a cold, headache, or other illness for which symptoms could mirror COVID symptoms, the nurse will contact the family to advise the parents that testing is strongly recommended. Students will be allowed to return to school if they have not had a positive COVID result and/or if their quarantine period has concluded after they have been in contact with someone with COVID.

53.) Q: If a student was found to be positive and was in a classroom with other students, then what happens re: contact tracing communication and quarantine for students and staff that were in the classroom with that student?

A: The Erie County Department of Health will follow up with families and will advise district staff and school leaders of the necessary protocols.

54.) Q: What happens when you have two students that have tested positive - can students be in the same isolation room until they are picked up?

A: Yes, as long as social distancing and mask rules are followed.

55.) Q: Do we have an anticipated date we (administrators and school nurse) to get training on 20% testing procedures? My school nurse is not aware of the any testing responsibilities.

A: Supplemental is in the process of scheduling virtual trainings. Principals will be advised of when trainings are planned.

56.) Q: Will parent consent for COVID-19 testing have an expiration? One consent per test or testing period?

A: The parental consent does not expire unless the parent revokes consent in writing.

ISOLATION ROOM

57.) Q: Can an Isolation Room protocol be provided to admin?

A: The divisions of SSS and Plant Services will provide a protocol. A detailed flow chart is being created to inform schools of a step-by-step process.

58.) Q: What happens if someone says yes to questions on COVID-19 symptoms (students and staff)?

A: Students and/or staff will need to immediately report to the nurse's office for further assessment.

59.) Q: If a child is in isolation and no one picks them up ... how will they get home?

A: If a parent or approved caregiver is unable to pick up the student, and all other contacts and possibilities have been exhausted, 9-1-1 should be called for medical assistance and follow up. This may result in the child being taken to a medical care facility for assessment and treatment.

60.) Q: Who is responsible for escorting and monitoring the students in the isolation area?

A: School Leaders will need to identify staff members to monitor the isolation room. There will be safety protocol training and PPE equipment provided, and assurance that the room identified as the isolation room will be well ventilated and spacious enough for the staff member to maintain the CDC's recommended social distancing guidelines. All persons identified will receive training and PPE equipment according to NYSDOH guidelines to ensure their safety. Supplemental Health Care and the District have ordered PPE equipment for staff who will supervise the isolation room.

61.) Q: Are there restrictions in placing a camera in the isolation room to assist in monitoring?

A: This is not advisable. Please consult with your Associate Superintendent for School Leadership (ASL) regarding proper supervision of the isolation room.

62.) Q: Does the supervising individual have to be in the same room with the student or can they supervise the student from the other side of the door looking through a window?

A: It is recommended to use large spaces. Proper supervision of students is our priority at all times; each school will need to ensure this. Consult with your ASL regarding proper supervision.

63.) Q: How will the people being assigned duties be trained to perform the tasks required; isolation room, scanning persons entering, dealing with someone that test positive?

A: Trainings on safety, confidentiality, and protocols will be conducted virtually. There will be a brief training video on the expectations of what must happen in this room to ensure the safety

of all. Informational packets to be printed in multiple languages will be forwarded to principals via the Weekly Bulletin. These will inform families of quarantine expectations when they come in to pick up students with positive test results.

SCREENER

64.) Q: Will parents/caregivers have to complete a daily COVID survey? What does that look like?

A: Students and staff will complete the screener. The updated screener is being finalized and will be sent to building administrators.

65.) Q: Can schools create an electronic student health screener for families to complete before school? The NYS guidance document referenced a student version, but I could not locate it.

A: The screener will be available both electronically and on paper. The screener will be updated for both staff and students. Additional information will be forthcoming.

66.) Q: What happens if they do not complete the survey or decline to fill out the COVID Screener.

A: Parents/caregivers will need to be contacted. Parents will receive a reminder of the requirement for completing the screener daily. Schools will need to develop a protocol when a screening form has not been completed for a student.

67.) Q: Can we tell families to quarantine before February 1st?

A: No. We cannot tell families to quarantine before February 1st. As a school District we do not have that authority.

68.) Q: Doors cannot be opened early during the winter months and parents cannot enter the building?

A: Visitors to the building will be limited as outlined in the original reopening plan.

69.) Q: Will there be a designated temp that is a “fever”?

A: According to CDC guidelines, anything above 100.3 is considered a fever.

70.) Q: When a student misses instructional days what will be required of the student to return to school? ie a negative COVID-19 test, doctors note?

A: If a student is absent due to a positive case of COVID, the Erie County Department of Health (ECDOH) will inform the family and District of what is required to re-admit the student to school. A letter from ECDOH or their doctor indicating that the student has completed the isolation period is required. If a negative COVID test is a requirement from the ECDOH, then we will receive a copy of same.

MASKS

71.) Q: Will the district be requiring students who cannot wear a mask to have a district created mask exemption form completed by their physician and on file in their school based medical file? If so, when will this form be shared? I am sure administrators would like to include this form with the "welcome back" letter, so parents have time to get it completed by the doctor and back to the school before the children return.

A: Students who cannot wear a mask due to a documented medical condition may wear a face shield. If the parent refuses for the child to wear any face covering, the child will continue to receive instruction via remote learning.

72.) Q: What is the guidance with students wearing masks and mask breaks, how long, whole group at same time taking a break?

A: Information regarding mask breaks will be shared with school buildings over the next week.

73.) Q: Do we have a requirement for the types of masks students can wear?

A: According to the NYS Department of Health, face-coverings shall include, but are not limited to, cloth masks (e.g., homemade sewn, quick cut, bandana), surgical masks, and N-95 respirators.

74.) Q: What/How is it determined if a child is unable to medically wear a mask? What qualifies as medical condition? anxiety? claustrophobia? asthma?

A: We will honor any official notice on letterhead from a medical professional.

75.) Q: How are mask wearing and social distancing violations to be handled from a disciplinary point of view?

A: In the code of conduct addendum, progressive disciplinary measures will happen in a restorative manner, starting with a teacher having a conversation with the student and progressing to a referral to the SST and an administrator. If non-compliance continues, the principal may have the student reassigned to remote learning to ensure the safety of all in the building.

76.) Q: Can teachers wear face shields instead of masks?

A: Masks are required, though a shield can accompany the wearing of a mask. There may be special accommodations for some teachers if it is medically recommended or professionally needed to perform their jobs (ex. speech teachers)

HUMAN RESOURCES/STAFFING

77.) Q: Do we have an anticipated date of staff return?

A: February 1st.

78.) Q: Will childcare still be accepted as an accommodation?

A: No.

79.) Q: When we say all teachers return, what are we doing with the teachers who have requested to remote work due to comorbidity issues alongside COVID-19. will they work from home with a sub in room or will they be using their own sick/personal time?

A: Our goal is to support all teachers in returning by supporting their needs. We are speaking to staff daily and are finding that many requests are reasonable, and some are declining to speak to us because they are all set. HR is including principals in these summary emails so that you have daily updates on the status of your staff. We are working to complete these conversations before 1/25/2021 so that you have definitive information.

80.) Q: There is major concern regarding securing temp teachers or substitutes for teachers that will be granted accommodations. When will we have this information?

A: We are providing daily updates as we speak to teachers. Principals can inquire if teachers are planning to take a leave in order to plan to backfill. We are prepared with subs and temporary teachers to support coverage.

81.) Q: If there are teachers who remain out and are in a pk-2 grade will we be assigned a sub?

A: We will continue to assign subs for absences of 20 days or fewer and assign a temp for absences of more than 20 days.

82.) Q: Is there any way that we can ensure that the substitutes are properly trained on Microsoft-Teams prior to entering the building?

A: Training is scheduled for 800 substitutes on January 22nd and 29th. We will share the information with the principals. This includes Infinite Campus, Remote Learning, Teams, Schoology, Active Directory and the Code of Conduct. We are opening up PGS to the substitutes to earn local credentials to indicate their competency.

83.) Q: When will we know about Accommodation decision? (Specifically, childcare accommodations) This is challenging at some grade levels with multiple accommodation requests. (HR Question)

A: Lists were sent to principals on December 17th & 18th. Any principals who did not receive their list were asked to email Jamie Warren directly. We are speaking to staff daily and reviewing requests case by case in discussions with staff in order to determine their needs. Principals are included in our summary emails with the staff requests. Thank you for the work of principals in welcoming staff back and supporting their needs. We have found that many staff are requesting reasonable supports. Many are also declining to speak with us because they are all set. Please see attached FAQ developed from conversations with staff.

84.) Q: What is HR plan/ support for teachers that must quarantine.

A: Staff who have tested positive or are under a mandatory quarantine will be able to work remotely. Staff are cleared to return with either a negative test or a statement from the Erie County of Health or a physician that they have completed their mandatory quarantine period.

85.) Q: Can you provide a list of subs that are available to work?

A: An active roster was emailed to all principals in response to this question.

86.) Q: Will subs be given laptops?

A: No. The IT department does not have the capacity to give laptops to substitutes.

INFORMATION TECHNOLOGY/MATERIALS

87.) Q: Can we get extra devices for each school (to keep on hand, not go home)?

A: Due to the swiftly waning inventory as the result of ongoing replacements for damaged/destroyed devices, the District is unfortunately not able to honor this request. Students will need to bring their devices to and from school via a backpack or school bag. If the device is damaged or not working properly, the device should be brought to School 28 for repair or replacement.

88.) Q: Will more web cameras be provided to each teacher so they can maneuver virtual and in-person teaching

A: Principals were provided with and completed a form to identify peripheral technology needs to eventually provide to the schools. The aggregate list of needs, which includes additional cameras, will be presented to the Superintendent for review and final approval for procurement.

89.) Q: Will additional charge cords be provided for iPads? They cannot hold a charge for the entire day.

A: As with the cameras, the district will procure additional charge cords once funding for technology peripherals is approved and made available for that purchase. When received, additional charge cords will be provided to the schools. Please encourage students to bring their device to school each the day, fully charged, via a backpack or school bag.

SURVEYING

90.) Q: Can a student opt in to in-person instruction and then choose to go remote?

A: Yes. A student can opt-in to in-person instruction and then choose to go remote instead. However, a student cannot decide to remain remote and then choose in-person instruction because it affects staffing decisions and room accommodations.

91.) Q: How do we get actual numbers of students returning.

A: There will be an online survey that parents can complete to opt-out of in-person instruction. This information will be shared with building principals regularly through the Office of Shared Accountability.

92.) Q: Is there a close out date for parents to complete the survey? What happens if they do not complete the forms by the 8th?

A: January 8th is a "soft" deadline. We don't want to rush parents and want them to feel comfortable making a decision of this magnitude. If we don't receive an opt-out of in-person instruction form, schools will need to plan as if the student is attending.

93.) Q: What should we do with opt outs that do not fill out the form?

A: Document that opt-out and communicate the information to transportation.

94.) Q: What do we do if a parent filled out the form to opt out in error but would like to correct this?

A: Record that in your school cohort files and forward the correction to Transportation as soon as possible.

95.) Q: If a student has planned to return to the building but does not attend, do we remove from returning to school?

A: A conversation will need to be had with the parents/caregivers to understand why the child is absent. If they are present in remote learning, then a decision will have to be made by the parents. Additional attendance procedures will be forthcoming.

96.) Q: What is the commitment? If someone says no now, in January can they change?

A: The parents will have to commit to having their child be remote or in-person for at least 10 weeks – until the end of the third (3rd) marking period: April 23, 2021.