



Summary of SED Guidance Protocols **What to Request**

- **Reopening Plan**, in general.
- **Communication plan** (must have a signed assurance that its plan includes provisions to meet the communication requirements pg 15-16) and must be accessible.
- **Health and Safety Mandatory Requirements** (pg 17- 19)
 - (administrator) whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.
 - District/school has plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals. NOT REQUIRED TO BE WRITTEN
 - Districts/schools must review and consider the number of students and staff allowed to return in person. NOT REQUIRED TO BE WRITTEN
These factors should be considered when determining resumption of in person instruction:
 - Ability to maintain appropriate social distance
 - PPE and cloth face mask availability
 - Availability of safe transportation
 - [Local hospital capacity](#) – consult your local department of health.
 - Districts/schools must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing health and safety reopening plans. District/school plan should identify the groups of people involved and engaged throughout the planning process. NOT REQUIRED TO BE WRITTEN
- **Safety and Health Suggestions** (pgs 19-20)
 - District/school has designated a COVID-19 resource person(s) to assist each school building and the community.
 - District/School plan should be translated into any additional languages spoken in the school community.
 - District/school should consider limiting the number of visitors on school grounds or in school facilities.
 - District/school plan should include steps that will be taken to instruct parents/guardians in screening students at home for signs of illness by multiple means which may include written communication, short videos and parent forums.



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- District/school plans which rely on parent/guardian screening before school should take into account the parent/guardian's ability to access internet or complete a written check list accessible in the language spoken by the family.
- Alternatively, district/school plan should include written protocols to screen students before entering school. Such protocols should meet CDC requirements for PPE and social distancing, have sufficient supplies to conduct screenings, along with ensuring waiting students are supervised.
- District/school plan encourages students to wear a cloth face covering at all times, unless otherwise inadvisable.
- District/school plan includes a requirement that school health personnel wear PPE when assessing ill persons or conducting certain respiratory treatments.
- District/school plan will designate 2 rooms if available for school health service personnel. One room will be for healthy students to obtain medications and nursing treatments. The second room will be for isolating ill persons.
- District/school will use disposable equipment and supplies in the health office as much as practicable.
- District/school plan includes providing PPE to custodial and other personnel cleaning and engaging in disinfection at the school if required by the manufacturer of the agent being used.
- District/school plan includes a daily checklist for school personnel to inspect their area and ensure they have sufficient supplies each day (e.g., face covering, tissues, hand hygiene supplies, cleaning supplies, etc.)
- It is recommended that all districts/schools designate a staff member to be the COVID-19 resource person. Considerations include:
 - Resource person has a health background such as the school nurse or the district or school's director of school health services (a.k.a. medical director). If such person is not available, school administrator(s) familiar with the district plan may act as the resource person
 - Be the main contact upon the identification of positive COVID-19 cases and to be responsible for subsequent communication
 - Information on how to contact the resource person should be readily available to the entire school community
 - Schools are strongly encouraged to include the resource person, the medical director if not the resource person, and other school health professionals in their reopening plan development
- Policies regarding district/school run before and aftercare programs, should consider social distancing, PPE usage, cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Policies should consider how to maintain cohorts, if applicable, or group members of the same household.



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- **PPE and Controls**
 - **Exposure Control Plan** (Bloodborne Pathogens)
 - **FERPA plan** and **Education Law 2-d procedures** (reporting of student or staff illness)
 - **Required Cleaning plan** (that must be updated when CDC or NYSDOH change guidance)
 - **1910.1200 (HAZCOM) and RTK plans**
 - Written **AHERA plans** (Project SAVE), **evacuation and lockdown drill plans**
- **Facilities**
 - **Building Condition Surveys** and **Visual Inspections** must be completed
 - **Lead testing plan**
 - Space Utilization and/or Alterations changes require
 - Submission to OFP, Local municipality, and/or code enforcement officials for review
 - Egress, fire alarms, ventilation and lighting may be affected and must be submitted
 - Moveable partitions require an abbreviated submission on Form FP-AU
 - Use of Cafeterias, Libraries, Auditoriums and Gymnasiums: A floor plan of the entire room showing the furniture layout with egress aisles shall be submitted to OFP for approval. Lighting, ventilation, means of egress, and fire alarm coverage must be indicated.
 - **Space Expansion Plan Submission** (If Applicable)
 - **Temporary Additional Space Plan Submission** (if applicable)
- **Child Nutrition**
 - Reopening plan address all applicable health and safety guidelines
 - Reopening plan must include **protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals**, if served in the same common area
 - Revise district, charter, and site **food safety plans** to include standard operating procedures for meal service in classroom, additional meal service procedures in the cafeteria, social distancing and PPE during meal prep and delivery, and receiving and storage



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- **Transportation**
 - All **buses** (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by districts and contract carriers must be cleaned/ disinfected once a day. High contact spots must be wiped down after the am and pm run depending upon the **disinfection schedule**.
- **Early Learning**
 - All **Prekindergarten** programs that have a direct contract or a Memorandum of Understanding (MoU) with NYSED must submit a **Reopening Plan** to the Office of Early Learning. Additional information on the format and submission requirements will be forthcoming.
- **Staffing**
 - **APPR plan** (Ed law 3012-d)