

Reopening Our Schools For 2021-2022

HALF HOLLOW HILLS CSD



Overview

The Half Hollow Hills Central School District's Reopening Plan for the 2021-2022 school year is designed to guide our practices and protocols to ensure a safe return to instruction for our students and staff. Our district continues to prioritize the health and well-being of our entire community as we enter the third school year operating under special guidelines due to COVID-19.

The 2021-2022 Reopening Plan applies to all of our schools in the district – High School East, High School West, Candlewood Middle School, West Hollow Middle School, Otsego Elementary School, Paumanok Elementary School, Signal Hill Elementary School, Sunquam Elementary School and Vanderbilt Elementary School.

We are striving to provide for the safe return to in-person instruction and continuity of services. Our plan in Half Hollow Hills is to have five days per week of in-person instruction for all students, along with athletics, extra-curricular activities and busing. In order to deliver on these goals, and to continue to prioritize the health and well-being of our students, staff and community, our Reopening Plan is aligned with the guidance from the Centers for Disease Control (CDC), New York State Department of Health (NYSDOH), New York State Education Department (NYSED) and Suffolk County Department of Health Services (SCDHS). We will continue to coordinate with State and local health officials, and this plan will be reviewed and updated every six months.

Since the situation with the COVID-19 pandemic remains fluid, we will revise the plan when necessary and share those updates with our educational community. For more information and updates, please visit our Reopening webpage at <https://www.hhh.k12.ny.us/reopening>.

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Health & Safety

Key Points

- Universal masking will be required for all students and staff when indoors, per NYSDOH.
- Masks will not be required when outdoors, and may be removed during meals and mask breaks.
- There will be 3-6 feet of physical distancing between students in classrooms.
- Desk shields will not be used in classrooms.
- Daily health screening submissions will not be required for students and staff.
- The district is working with healthcare providers for weekly COVID-19 testing at the Fran Greenspan Administration Center.
- The district will continue to work with SCDHS and healthcare providers to offer vaccination programs.
- Daily cleaning and disinfecting of classrooms, buildings and buses will continue.
- Frequent hand-washing and respiratory hygiene will continue to be stressed among students and staff.

Additional Details

District COVID-19 Coordinators

Dr. Jeff Woodberry, Assistant Superintendent for Districtwide Administration, and Ms. Debra Ferry, District Director of Interscholastic Athletics, will serve as the district's COVID-19 Coordinators. They can be reached at covid@hhh.k12.ny.us.

School Building	COVID-19 Building Administrator	COVID-19 School Nurse	Email Group
HS East	Shaun Hantzschel	Diane Schebece	hsecovidalert@hhh.k12.ny.us
HS West	Mary Lippert	Melissa Montgomery	hswcovidalert@hhh.k12.ny.us
Candlewood	Matthew Mayo	Evanne Orlean	cacovidalert@hhh.k12.ny.us

West Hollow	Allison Beyersdorf	Karen Duenas	whcovidalert@hhh.k12.ny.us
Hills Academy	Valerie Geiler	Evanne Orlean	cacovidalert@hhh.k12.ny.us
Otsego	Stacey Gillespie	Jeanne Berson	otcovidalert@hhh.k12.ny.us
Paumanok	Kendra Cooper	Deborah Smith	pacovidalert@hhh.k12.ny.us
Signal Hill	Maryann Fasciana	Jody Brower	shcovidalert@hhh.k12.ny.us
Sunquam	Moira Haltigan	Kim Conway	sucovidalert@hhh.k12.ny.us
Vanderbilt	Martin Boettcher	Kathy Kremer	vacovidalert@hhh.k12.ny.us

Face Coverings / Mask Wearing

Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health, are not subject to the required use of a face covering. Parents who believe their child falls into this situation should contact Mrs. Allison Strand, Executive Director of Special Education, to have the child’s individual situation evaluated.

Physical Distancing and Spacing for Adults

A distance of at least six feet is recommended between students and teachers/staff. A distance of six feet is recommended between teachers/staff who are not fully vaccinated.

Desk Shields

Parents may speak with their building administrator about requesting a desk shield for their student’s classroom desk, if interested.

Health Screenings

- **Students and Staff** - Parents are expected to ensure that students are screened for COVID-19 symptoms, including checking temperatures, each day. Staff members are expected to self-screen. Anyone experiencing symptoms believed to be related to COVID-19 should stay home and consult a medical provider to determine if testing is needed. The district will send periodic reminders to families and staff.
- **Visitors** - Entry into district facilities will remain limited. All visitors must check in at reception/greeter stations and will be required to complete a health

screening questionnaire. All visitors will have their temperatures taken upon arrival and must be wearing proper face covering.

Air Purifiers

The district has contracted an environmental consultant to do a full-district audit on air quality, and will be taking any necessary remediation steps based on their findings.

Travel Advisory

The NYS Travel Advisory is no longer in effect. The State recommends following the CDC guidelines below:

Domestic Travel

- Vaccinated:
 - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
- Not Vaccinated:
 - Get tested with a viral test 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.
 - Even if you test negative, stay home and self-quarantine for the full 7 days.
 - If your test is positive, isolate yourself to protect others from getting infected.
 - If you don't get tested, stay home and self-quarantine for 10 days after travel.
 - For 14 days, whether you get tested or not, avoid being around people who are at increased risk for severe illness.
 - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
 - You do NOT need to get tested or self-quarantine if you are fully vaccinated or have recovered from COVID-19 in the past 3 months.

International

- Vaccinated:
 - All air passengers coming to the United States, including U.S. citizens and fully vaccinated people, [are required](#) to have a negative COVID-19 test result no more than 3 days before travel or documentation of recovery

from COVID-19 in the past 3 months before they board a flight to the United States.

- Get tested with a [viral test](#) 3-5 days after travel.
- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
- Non-Vaccinated:
 - Get tested with a [viral test](#) 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.
 - Even if you test negative, stay home and self-quarantine for the full 7 days.
 - If you don't get tested, stay home and self-quarantine for 10 days after travel.
 - For 14 days, whether you get tested or not, avoid being around people who are at increased risk for severe illness.
 - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.

Contact Tracing

Key Points

- The district is required to continue contact tracing for COVID-19 cases and report positive cases to the SCDHS.
- The district will continue to provide information on reported COVID-19 positive students and staff on our website and by email.
- Parents or guardians will be notified if contact tracing of a positive case results in their child being deemed a close contact.
- Individuals who test positive for COVID-19 must remain in isolation for 10 days from the date of symptom onset or test date if asymptomatic.

- Students in a classroom who are within 3 to 6 feet of a student who tests positive for COVID-19 are excluded from the definition of a close contact and not required to quarantine if both students were wearing masks.
- Individuals who are fully vaccinated do not need to quarantine after contact with a positive case unless they have symptoms.

Additional Details

Suspect or Confirmed COVID-19 Cases and Protocol for Return

Positive Case - When there is a confirmed positive case – the individual will:

- Go or stay home
- Inform school staff (who will then notify SCDHS)
- Isolate for at least 10 days following the onset of illness (Required by SCDHS)
- School staff should assist the local health department in contact tracing efforts by providing a list of probable close contacts. The identification of close contacts should begin 48 hours before the individual became symptomatic, or 48 hours before the individual was tested for the COVID-19 virus if asymptomatic. Identified close contacts should also remain at home for 10 days of quarantine from the date of last exposure to the infected individual.
- Conditions of return:
 - At least 72 hours since recovery - no fever and other symptoms have improved, and
 - At least 10 days have passed since symptoms first appeared, and
 - Letter from the Suffolk County Health Department to end isolation, call 311 and ask for a letter or visit: <https://health.suffolkcountyny.gov/CovidReleaseLetters/>.
 - A negative COVID-19 test result is preferred.
 - Medical assessment cleared to return to school/work encouraged.
 - An employee testing positive is eligible for paid sick leave if it is determined that working remotely would not be effective.

Person with Symptoms - When a person with a suspected case or has COVID-19 symptoms – the individual will:

- Go or stay home
- Students and staff with symptoms of illness should not attend school. It is recommended that individuals and/or families consult their medical provider to determine if COVID-19 testing is warranted.
- Inform school staff
- Isolate for at least 10 days following the onset of illness
- Conditions of return:
 - At least 24 hours since recovery - no fever and other symptoms have improved, and
 - A negative COVID-19 test result
 - If a negative test result is received before the end of the 10 day isolation, then the individual can come back to work/school as long as they are symptom free, including no fever, for at least 24 hours.
 - Medical assessment cleared to return to school encouraged.
 - If the health care provider does not suspect COVID-19, and a test is not administered, a note from the provider with an alternate diagnosis other than COVID-19 is required. (A diagnosis of unconfirmed acute illnesses, such as viral upper respiratory illness (URI) or viral gastroenteritis, will not suffice for students/staff to return to school.) Should an acceptable note be received by the district, the individual may return prior to the end of the 10-day period.

Person is a Close Contact - When a person comes in contact with a person positive for COVID-19 the individual will:

- Go or stay home
- Inform school staff
- Quarantine for 10 days from last date of contact with the positive case
- Conditions of return:
 - No Symptoms:

- Must complete full 10-day quarantine even if negative COVID-19 test result received in that time.
- An employee mandated to quarantine by the government or the health department is eligible for paid sick leave if it is determined that working remotely would not be effective.
- Develop Symptoms After Contact:
 - See “Person with Symptoms” above

CLOSE CONTACT DEFINED

- The CDC guidance document defines a close contact as someone who was within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, *three individual 5-minute exposures for a total of 15 minutes*).
- **Exception:** In the **K–12 indoor classroom** setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time. Additional guidance for wearing masks is available from the CDC.
- **This exception does not** apply to teachers, staff, or other adults in the indoor classroom setting.
- According to the CDC, people who are fully vaccinated do **NOT** need to quarantine after contact with someone who had COVID-19 unless they have symptoms. However, fully vaccinated people should get tested 3-5 days after their exposure, even if they do not have symptoms, and wear a mask indoors in public for 14 days following exposure or until their test result is negative.

Person in Contact with a Person with Symptoms - When a person comes in contact with a suspected case (a person exhibiting COVID-19 symptoms) – the individual will:

- Self-Monitor and practice safety precautions
- Await suspected case’s COVID-19 results:
 - Suspected Case tests Negative - Contact continues to practice social distancing
 - Suspected Case tests Positive - see “Person is a Close Contact” above

Vaccination Status

The district will inquire about student and staff vaccination status, and request proof as necessary when conducting contact tracing and determining the need for quarantines. Answers will be kept private and the information will not be used for any other purpose.

Quarantine: Exemptions for Students in Classroom, Vaccinated Individuals, and Previous Positive Cases

- Consistent with CDC guidance, students in the K-12 indoor classroom who are within three to six feet of an infected student with masking are excluded from the definition of close contact and not required to quarantine.
- Fully vaccinated close contacts who are asymptomatic do not need to quarantine. They may continue coming to school, and may work or attend classes as normal, as long as they wear a mask at all times. The CDC and SCDHS recommend that they then take a COVID-19 test within 3-5 days after exposure to the positive person.
- Close contacts who are not fully vaccinated must quarantine at home for 10 days after exposure. If they remain asymptomatic during quarantine, they may return to work or school on the 11th full day after the last date of possible exposure to COVID-19.
- Close contacts who were previously diagnosed with a laboratory-confirmed case of COVID-19 within the last three months before exposure are not required to quarantine.

When staff are required to quarantine or be in isolation:

- Staff members required to quarantine or be in isolation must report it to their direct supervisor and the Office of District-wide Administration (DWA) (covid@hhh.k12.ny.us or 631-592-3028).
- Staff will be advised of options for use of sick time and eventual return to work.
- Staff ending quarantine or isolation must contact DWA via email or phone in order to get clearance to return to work in a building. DWA will contact staff members' direct supervisors.

When students are required to quarantine or be in isolation:

- Students returning from quarantine or isolation must report to the Nurse's Office, and submit any required documentation, prior to resuming in school

activities. Information may be emailed to Covid@hhh.k12.ny.us, individual schools' COVID-19 Coordinators or to the schools' nurses.

- Nurse's office staff will email the students' teachers and administrators advising them that students are cleared to return.

Instruction

Key Points

- All students will return to five days per week of in-person instruction.
- A remote instructional option will be available through Western Suffolk BOCES for students who are medically unable to attend school in-person.
- Elementary specials (music, art, library and physical education) will take place in traditional settings.
- Lockers will be available for secondary students.
- Physical education will be outside as much as possible, with 6 foot spacing when indoors.
- Libraries, Makerspaces and Computer Labs will be available to students.
- Planetarium and Discovery Center will be re-opened.
- Back to School Nights will be virtual.
- Assemblies will return with consideration for capacity limits.
- REACH CYA before and after care will be available.
- Universal Pre-K will be offered as a 5-hour program through REACH CYA and Alternatives for Children.

Additional Details

Elementary Arrival and Dismissal

Elementary arrival/drop off will begin at 8:55am each day. Students will report directly to classrooms with their teachers. Due to the uncertainty of traffic/vehicles during the first couple of weeks, our elementary dismissal will begin at 2:45pm for car riders. However, our goal will be to resume more typical dismissal times as soon as possible.

Instruction during Isolation or Quarantine

Elementary

In the event an individual student is required to isolate or quarantine, but his/her class is still in school:

- A building administrator will approve the child's placement in a district-wide grade level remote class. District teachers with a specialty on the child's grade level will provide instruction each day of the isolation/quarantine. These teachers will work collaboratively with their colleagues on the grade level. The program for students receiving special education services will be determined by the school and the student's special education team.
- General education grade level remote classes on each grade, kindergarten through grade 5, will be available each day. Classes will remain fluid so that students can successfully enter and exit throughout the year. For example, if there were two quarantined second graders at each of the five elementary schools, they would be combined to create a class of 10. The teachers will create a warm and welcoming atmosphere for the students and will keep them on pace with their grade level peers. At the conclusion of the isolation/quarantine period, the student will return to his/her regular classroom instruction.
- Upon entry to the district-wide grade level remote class, the student will receive an invitation through Canvas. Once the invitation is accepted, the student/family will have access to the remote class/teacher.
- Students attending the district-wide grade level remote classes will receive 45 minutes of ELA instruction and 45 minutes of math instruction (with a 15 minute screen break) each day. The ELA and math instruction will be provided by the same teacher. Assignments for the subjects will be posted in the student's district-wide grade level remote course.
- Schedules for the district-wide remote classes are listed below:

GRADE	ELA	MATH
K	9:00am	10:00am
1	11:00am	12:00pm
2	9:00am	10:00am
3	11:00am	12:00pm
4	9:00am	10:00am
5	11:00am	12:00pm

In the unlikely event that an entire elementary class is required to quarantine:

- The class will log on each day of the quarantine with their teacher and follow their regular in-school schedule remotely.
- Special area teachers will provide instruction to the class remotely during their regularly scheduled time.
- Special education service providers will provide instruction to the students during their regular group time (when possible) or will schedule an alternate time with the family.
- AIS and ENL services – Elementary schools will manage this for individual students as needed.

Secondary

1. Students requiring a 10-day quarantine or isolation are not permitted to attend school or any in-person extra-curricular events, including athletics.
2. Students requiring a 10-day quarantine or isolation will receive 4 hours (2 hours each week) of remote instruction for each core area subject (ELA, Math, Social Studies, Science & World Language), as well as additional hours for AP or other advanced classes, as determined by the building administration.
3. In each building, the guidance department will be responsible for contacting the teachers of record to inquire about providing remote instruction. Remote instruction may be provided during the school day or after school, at a mutually agreeable time.
4. If the teacher of record is unable to provide the remote instruction, permanent substitute teachers will be assigned to communicate with the teacher of record and provide the necessary remote instruction to the student.
5. Each hour of remote instruction will consist of approximately 40 minutes of synchronous instruction and 20 minutes of asynchronous instruction. Homework will be assigned as needed to maintain pacing.
6. Compensation for the teacher providing such services will be at the homebound instruction rate of pay.

Physical Education Classes

The CDC and NYSED guidance permits students to remove their masks during recess and physical education classes, if those activities take place outdoors and do not involve close contact between students. However, it is recommended that non-

vaccinated students keep their masks on “in crowded outdoor settings or during activities that involve sustained close contact with other people.”

Emergency Closure

In the event a school shifts to online/remote learning, students will follow their individual classroom schedules. Teachers will post details on their Canvas pages.

Social Emotional Well-Being

The district remains committed to prioritizing social emotional well-being of our students and staff. To that end, we have added a guidance counselor for our elementary students, are continuing the successful Elementary Connects program, and offered summer workshops at the middle schools for new students, remote students from last year, and at-risk students.

Transportation

Key Points

- Students, bus drivers and driver assistants will be required to wear masks while riding on the school bus, per federal requirement.
- Bus windows will remain open, when possible, to increase fresh air and improve ventilation.
- Members of the same household are encouraged to sit together.
- Late buses will be available when events, clubs and activities commence.
- Drivers will be sanitizing buses after the AM, after the PM and after the late bus routes each day.

Additional Details

Busing for Elementary Students

In an effort to resume more traditional arrival and dismissal times for our elementary schools, we are encouraging families to participate in bus transportation. This will help in creating safe traffic patterns around our buildings that will allow them to return to pre-pandemic schedules for arrival and dismissal.

CDC Order on Mask Wearing for Transportation

The CDC's order regarding masks, issued in January 2021, requires that "[a]ll passengers on public conveyances ... traveling into, within, or out of the United States ... regardless of their vaccination status, are required to wear a mask over their nose and mouth." This guidance applies to all forms of public transportation, including school buses.

Food Services

Key Points

- School breakfast and lunch will be available for free to all students.
- Elementary students will continue to eat in their classrooms to reduce the potential need for quarantining at a later point.
- Middle and High School students will have reduced capacity at lunch tables.
- Outdoor recess will occur without cohort restrictions.

Additional Details

Secondary Point of Sale

Students at the secondary level will return to using their PINs at the register when checking out, and hand sanitizer will be available at each register for those looking to use it.

Continuity of Food Services

If there is an emergency closing, the district is prepared to offer grab-and-go meals to ensure the continuity of food services for our students.

After-School Activities

Key Points

- After-school programs and extra-curricular clubs may resume in accordance with health and safety protocols.
- Interscholastic athletics will continue to operate under guidelines from NYSPHSAA Section XI and the Department of Health.
- Concerts, plays and ceremonies will return with consideration for capacity limits.

Additional Details

Physical Distancing and Spacing at After-School Activities

At a minimum, students and adults should follow the same school-day policies and procedures during athletic and extracurricular activities.

Resources

- [Half Hollow Hills CSD Reopening Website](#)
- [Half Hollow Hills Daily Positive Case Report](#)
- [Suffolk County Department of Health Services School Reopening Guidance](#)
- [NYS Education Department Health & Safety Guide for the 2021-2022 School Year](#)
- [Suffolk County COVID-19 Vaccination Center](#)
- [Nassau County Vaccination Site](#)
- [New York State Vaccination Site](#)
- [Recommended Mental Health and Suicide Prevention Resources](#)
- [Find a Test Site Near You \(NYS\)](#)
- [CDC - What You Need to Know About Handwashing \(video\)](#)
- [CDC - Considerations for Wearing Cloth Face Coverings](#)
- [CDC - Handwashing: Clean Hands Save Lives](#)
- [HHH Tip Sheet for Helping Children Wear Masks \(English\)](#)
- [HHH Tip Sheet for Helping Children Wear Masks \(Spanish\)](#)