

**2021-22 OPENING OF SCHOOLS
GUIDEBOOK FOR
PARENTS AND STUDENTS**

REOPENING INFORMATION

Thank you for your support as we continue to adapt to a continually changing environment. Baldwin is taking planned steps to safely opening for full in-person learning following guidance from the Center for Disease control and Prevention (CDC) and the New York State Department of Education (NYSED). The guidelines and information in this document are aimed at promoting a safe and healthy workplace, being responsive to student needs, and maximizing in-person teaching and learning. The CDC recommends a layered approach to mitigation strategies in schools, based on levels of community transmission, and being prepared to take additional measures not already implemented. These guidelines take effect **immediately** and will continue to be reviewed and adjusted to meet current situations and protocols. We ask for your continued patience as we navigate through this transition together.

RETURN TO FULL IN-PERSON TEACHING & LEARNING

All students, parents, and visitors are expected to fully comply with the protocols and guidelines outlined in this document, which is specific to the High School. Refer to the district website for [the Fall 2021 Reopening Plan](#) for other information not mentioned in this document.

Symptom Monitor Requirements:

Refer to page 8-9 of the District Plan linked [HERE](#). Contact the Attendance office as you normally would when your child does not attend school.

What do I do if my child tests positive for COVID-19?

Contact the Health Office immediately. Our staff will ask you important contact tracing questions and collect all necessary information needed to determine close contacts.

Students who test positive will have to **isolate**, meaning you cannot attend school and must separate themselves from others for 10 days. This is then followed by four days of monitoring for symptoms and/or fever. You may not return until you are symptom free.

Exposure to an infected person – Close Contact

This information can be obtained in the District Plan on [pages 13-14](#)

Close Contact Defined:

The CDC and NYSDOH define a close contact as someone who was within six feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of fifteen or more minutes over a 24-hour period, starting from 48 hours prior to the onset of symptoms or if asymptomatic from the date of the positive test result. Please note that the definition differs from 2020-21.

PERSONAL HEALTH AND SAFETY PROTOCOLS

If you are determined to be a close contact you will be required to quarantine for a **10 Day Period**, starting from the last date of exposure to the positive case. You may not return until you are symptom free.

****Those identified as close contacts that are non-vaccinated, must quarantine.***

You are NOT considered a close-contact if you meet one of the following:

- You are fully vaccinated more than two weeks prior to the exposure AND they are asymptomatic, then no quarantine required.
- You tested positive within 90 days of the exposure AND is asymptomatic, then no quarantine required.
- If you are in an indoor classroom setting and BOTH the infected student and the exposed student were within 3 to 6 feet and consistently wore well-fitting masks the entire time, then no quarantine required. **This does not apply to teachers, staff, or other adults in the indoor classroom setting.**

Return to School after Illness

Refer to pages 14-15 in the District plan for these procedures, linked [HERE](#)

Riding the Bus to and From School:

Masks are required while riding the bus for students and staff. Students with a disability that might prevent them from wearing a mask will not be required to wear one, provided they have been provided a medical exemption. Special procedures will be developed on a case-by-case basis. Refer to [page 13](#) in the District Plan for more information.

All other typical bus rules must be adhered to (no eating or drinking, no standing while bus is in motion, etc.). When students embark and disembark the bus, they should maintain social distance from the person in front of them. When arriving to school, use hand sanitizer that is located at the entrances of the school. After arriving at home, wash your hands with soap and water for at least 20 seconds.

Expectations for Student Masks:

Masks must be worn indoors for all teachers, staff, students, and visitors to schools, regardless of vaccination status and community transmission levels.

Masks are mandatory for all students and staff while indoors. This means that masks must be worn in order to enter the building. Masks are also mandatory while in transit in the halls and common spaces. This includes arrival time, class time, passing time, and dismissal time. Masks should also be worn in all office areas unless prompted to do otherwise.

Students will be permitted to remove their mask during meals so long as they maintain a three feet social distance in the designated cafeteria seating or are outdoors.

School ID is required to be shown upon entry and must always be visible in the school building. This is even more important for our safety and security because of wearing masks. Additionally, student head coverings are prohibited (excluding religious and documented medical reasons), particularly hoods and doo-rags, knit-caps, or any other item that restricts the ability to identify the student.

All students are expected to comply with requirements to of wearing masks and student ID. Any student that is non-compliant with teacher instructions will be considered insubordinate and is subject to disciplinary action.

Disposable masks will be available for any student that does not have one.

Disposable masks can only be worn for one day. Cloth masks must be laundered every day.

DO:

- Firmly secure your covering around your ears or tie to the middle of your head and the base of your head.
- Clean your hands and remove your facemask touching only the straps or ties

DON'T:

- Wear your facemask under your nose our mouth
- Allow a strap to hang down or cross the straps
- Touch or adjust your covering without cleaning your hands before and after
- Wear on your head or around your neck or arm

Refer to pages 8-9 in the District Plan for specific information on Staff and Student PPE protocol, and Outside Visitor protocols, linked [HERE](#)

DAILY OPERATIONS

Hand washing:

Wash your hands often with soap and water for at least 20 seconds (sing the happy birthday song twice), especially after you have been in a public space, blowing your nose, coughing, sneezing or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth. Hand sanitizer dispensers have been placed in all classrooms that do not have sinks.

Social Distancing:

Keeping space between you and others is still one of the best tools to avoid being exposed to the COVID-19 delta variant. Since people can spread the virus before they know they are sick and/or while fully vaccinated, it is important to stay away from others, when possible, even if you do

not have symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting sick.

It is always important to maintain a physical distance of at least three feet (about 1 arms' length) from other people. Avoid any physical contact, such as shaking hands and hugging.

In key hallways of the school, directional signs are placed to ensure one directional traffic during passing time.

Masks are always required while indoors, even for those who are fully vaccinated.

Student Arrival

Student arrival is like the previous year. Students will enter via one of three entry points.

Entry point A: Main Doors

Entry point B: 200 wing doors nearest to Café A - for those with No ID and/or No mask

Students must present their school ID at entry. If a student does not have their ID and/or a mask, the student will be directed to the 200 wing Auditorium doors under the awning to be processed with a temporary ID sticker and/or mask. The student will then enter the building from that entry.

Upon entry, students must always keep their mask on and school ID visible in the Commons and hallways during passing time.

Students that arrive before 7:35 AM will be expected to wait outside in the courtyard, in the gymnasium, or in Café A. Students will be permitted to enter the building in the event of inclement weather.

At 7:35, students will be prompted to exit and go to their first period class.

Visitor Entry Procedures:

Only visitors with pre-scheduled appointments will be permitted entry into the building.

When the visitor arrives, the front gate security aide will call in to the security desk to confirm the appointment.

Upon arrival at the main entrance, the visitor must show ID and have a mask. They will then be prompted to complete the screening questionnaire before entering the building. The visitor will proceed to the security desk to submit a driver's license and receive a visitor pass in a yellow lanyard. All visitor information will be logged including the reason for the visit, the time and the location visited to assist with contact tracing efforts, if necessary.

The visitor must check out at the security desk, returning the yellow lanyard upon which the visitor will be given their ID back.

Refer to page 9 in the District Plan for more information, linked [HERE](#)

Lockers

We will not be issuing lockers to students to start the year. This is to ensure as little congregation in the halls as possible. Students can carry backpacks and/or bags as normal. Teachers will keep their required materials for class to essential materials only.

One-directional traffic will be set up in the Commons and other key hallways/stairwells to also minimize congregation and ensure a smooth flow of traffic during passing time.

Chromebooks

Chromebooks will be issued to all students at the beginning of the year, provided that the parent/guardian has completed the loaner agreement form and last year's device was previously returned. Loaner agreements were electronically sent to all parents/guardians who had a valid email address on file. Students are expected to bring their assigned Chromebook to and from school every day.

Hall Passes:

Since we are not issuing lockers, the need to leave the class should be limited to using the bathroom. Laminated color bathroom passes are designated for each building. Students are to use the bathrooms in the building that their class is in. The teacher will issue a paper pass if a student needs to visit an office (Main, Dean's, Guidance, Health, Attendance). Each teacher should maintain a sign in/out log for students to complete with their own writing utensil. If a student needs to visit an area outside of their building, a paper corridor pass must be issued. Roaming the halls without a pass is prohibited.

Classroom Doors and Windows:

All classroom doors should remain open with the door handle set to lock upon closing the door. This will help with air flow in and out of your classroom. Windows should be kept open as appropriate for the existing weather. Outside air circulating in and out of your classroom is strongly recommended.

Lunch/Free Periods:

Cafeteria A and B will be available for students to eat lunch. Student desks continue to be in place in rows.

Rope lines will be arranged to help maintain social distance and avoid unnecessary gatherings.

Hand sanitizing stations and portable handwashing stations will be available in each Cafeteria.

Students may take off their face covering to eat as long as they are six feet apart from another

Open campus remains in effect. Students are to exit ONLY through the marked doors in the Commons. Students will not be permitted to congregate in the Commons at any time.

Students who wish to go off campus can do so. If a student returns before the start of the next period, they must either remain in the courtyard or go to the cafeteria. The library is not available, as it will be utilized as an instructional space.

Dropping off and picking up

It is anticipated that student drop off/pick by parent vehicle will be more concentrated. This in addition to bus drop off/pick up will potentially cause high traffic volume before and after school.

If you are driving your child to school and/or picking them up, it is recommended that you drop off your child by 7:20 AM. It is best that you enter campus via Grand Avenue. You may also want to consider utilizing the adjacent shopping parking lots to drop off your child and have them walk the remaining way to school.

Student Dismissal

At 2:32, a staggered dismissal will commence as follows:

2:32: Building 400 dismissal through the 400-building exit; building 500 dismissal through the main doors in the Commons, building 600 dismissal through the 600 main doors

2:33: 100 building dismissal through the main doors in the Commons; 300 building dismissal through the 300-building exit. PE classes dismissed through the Commons main entrance.

2:34: 200 and 700 building dismissal via the 200-building exit

Students who are waiting for the bus may wait in the courtyard. Students not waiting for a bus must exit campus immediately. In case of inclement weather, students will be permitted to wait outside under the awning of the main entrance courtyard or in the Commons. Students must have their mask on while waiting in the Commons.

Bathrooms

When a student wishes to use the bathroom during class time, they must use the bathroom in the building their classroom is in and carry the colored laminated pass. Students cannot leave their building unless they have been issued a paper corridor pass from the teacher.

Security aides and administration will regularly monitor all bathrooms. Bathrooms will be cleaned during the first five minutes of class. Students will not be permitted to use the bathrooms during this time unless there is an emergency.

During passing time, bathrooms will be accessible, with security aides ensuring that congregation does not occur. The bathrooms by the auditorium will be closed during passing time, and then reopened after the first five minutes of the period.

Water Fountains:

Only water fountains that have filtered dispensers for water bottles should be used. Custodial staff will regularly sanitize water fountains.

Extra Help:

Extra help will continue to be made available for students, both in the morning and afternoons. Students wishing to attend after school in-person extra help must notify their teacher during their class period that day so the teacher can issue a pass to re-enter the building. Students wishing to attend morning in-person extra help must notify their teacher the day before so the teacher can issue a pass to enter the building.

Emergency Drills:

We are still mandated to conduct 8 evacuation drills and 4 lockdown drills each year. Emergency evacuation and lockdown drills will continue to be practiced in a modified manner to ensure social distancing.

Clubs and Activities (non-Athletic):

Clubs will return to normal operation. All indoor afterschool club activities must occur with masks and maintaining at least three feet social distancing always. The meeting space must be large enough to ensure adequate spacing for the number of students participating. Clubs can operate outdoors as determined by the advisor and under their supervision. Club advisors may choose to still hold virtual meetings as needed.

Learning Management system: Canvas

Teachers will continue to utilize the Canvas learning platform.

Access to Canvas should occur through Clever. There is also a mobile app for both Apple and Android mobile devices.

Teachers will incorporate Canvas into their in-person instruction, while maintaining preparation to immediately shift to full remote learning in case of school closures due to a declared public health emergency. **There will be no live remote instruction available to students in conjunction with the in-person instruction.**

COVID-19 Cleaning and Disinfecting Protocols

Refer to [pages 10-12](#) of the District Plan for this information. Pages 15 begins a series of *Frequently Asked Questions* that are important to read as well.