

for incidental teaching.

The District will continue to hire substitute teachers with a valid teaching certificate who may work in any capacity, for any number of days. The substitute teacher employed for more than 40 days, in one assignment, by the Herricks School District in a school year must be employed in an area for which they are certified.

- Substitute teachers without a valid certificate, but who are working toward certification (taking college coursework) at a rate of not less than six semester hours per year, may work in any capacity, for any number of days, at the Herricks School District. If they are employed for more than 40 days by the Herricks School District in a school year, they will be employed in the area for which they are seeking certification.
- The District will not hire substitute teachers who do not hold a valid teaching certificate and are not working toward certification.

STUDENT TEACHING

- The Herricks School District encourages its teachers to welcome student teachers into their classrooms, whether in person or remote, during the 2020-2021 school year.
- Student teachers will be encouraged to play an important role in terms of bridging gaps related to remote/online instruction, and in supporting the teachers of record and the students, especially during these challenging times.
- Student teachers will support classroom instruction while ensuring that the student teacher is given the opportunity to develop critical knowledge and skills.
- Student teachers will be required to follow all faculty and staff health and safety protocols.

FACILITIES

When students, staff and faculty return to their school buildings for in-person instruction, the physical spaces they occupy will be configured and maintained in a way that provides the maximum possible protection from spreading the coronavirus. The District will follow health guidance related to social distancing and other safety measures to slow the spread of COVID-19. To meet the requirements of guidance provided, the District has rearranged and/or repurposed physical space within each building, altered existing spaces, and changed program and operations where necessary. The District's plan carefully balances fire safety, building security needs and other facilities-related matters with efforts to prevent the spread of COVID-19.

Specific initiatives the District has undertaken include, but are not limited to, the following:

- Thorough cleaning of all District rooftop units and ductwork.
- Thorough cleaning of all air handler units in each gym and ductwork.
- Changing out air filters in classroom univents and rooftop units to higher-rated MERV 13 filters.
- Having all classroom univents checked for optimal operation and increased amount of fresh air introduced into classrooms.
- Sanitizer stations on stanchions throughout each facility.

- Sanitizer dispensers in all classrooms.
- Auto flushers for toilets and urinals for touchless operation in restrooms.
- Auto faucets for touchless operation in restrooms.
- Light occupancy sensors being installed for touchless operation of light switches.
- Barrier screens installed between sinks in restrooms.
- Barrier screens installed between urinals in restrooms.
- Wellness screens installed on clerical desks.
- Wellness screens to be installed on front main counter desks at each main office.
- Signage throughout District for social distancing, hand washing and CDC guidelines.
- Electrostatic sprayers for disinfecting surfaces Districtwide.
- Electrostatic sprayer for buses to disinfect surfaces and sanitizer on buses.
- Maintaining PPE supplies: disposable masks, disposable face shields, disposable gloves, disposable gowns, eye shields.
- Dispensers in halls for paper protection door handle shields.
- Extra no-touch infrared forehead thermometer.
- Locking devices on water fountains.
- Extra disinfectant wipes for classrooms.

General Health and Safety Assurances

The District will follow all guidance related to health and safety. This will include meeting six-foot social distancing requirements and cleaning frequently touched spaces regularly to prevent spread of infection. These requirements will be addressed in more detail in other parts of this plan.

Fire Code Compliance

The District has reviewed any changes or additions to facilities that require review by the Office of Facilities Planning (OFP) with the District's architects, since all spaces to be occupied by public school students and staff must meet the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code. The District will continue to monitor any changes and ensure that, should future alterations be made, the District will submit the proposed changes to the OFP for review and approval, just as with any other project.

1. Doorways

Many stairs and corridor doors have closers with automatic hold opens. These doors are normally held in the open position and are automatically released by the fire alarm system. The function, position and operation of those doors will remain unchanged. Fortunately, they need not be touched during normal use.

2. Emergency Drills

The District will conduct standard operations and procedures to the best of their abilities without deviating from current requirements. Fire (evacuation) Drills and Lockdown Drills are required by Education Law and Fire Code and they must be conducted without exception. Fire Code Section 404 requires that schools maintain Fire Safety, Evacuation, and Lockdown Plans and these plans include how lockdown and evacuation drills are conducted. Methods to promote and provide for social distancing during the evacuation drills will be considered by

each building-level safety team and collaboration with the Nassau BOCES Health & Safety team. Any changes will be included in the Fire Safety plans.

3. Inspections

Statute has not been changed to provide an extension to the submission deadline for the Building Condition Survey or Visual Inspections. These deadlines must be met.

4. Lead Testing due in 2020

At present, the statutory requirement that lead testing occur in 2020 continues. NYS DOH regulation 67-4, Lead-In-Water Testing, DOH requires lead-in-water testing to be conducted when the building is “normally occupied.” Sampling should not be conducted when the building is vacant or has been vacant for an extended period due to COVID-19 closure. Simulation of “normally occupied operation” for the purpose of lead-in-water testing is not permitted. NYS DOH has advised that schools follow recommended procedures to the extent possible to provide clean and safe drinking water upon reopening.

A. Considerations for Reopening Plans

The following were considered in developing the plan as a means to reduce the transmission of infection:

- 1. Time Management:** Where possible, the District will manage time and schedules to reduce student use of the corridors to promote social distancing.
- 2. Leave Doors Open:** To reduce the spread of the virus from touching door levers and knobs, doors may be fixed in the open position. This is only permitted at doors without door closers and doors which are not fire rated.
- 3. Plastic Separators:** The use of light-transmitting plastics is recommended in locations where social distance or mask requirements cannot be complied with or easily regulated — for example, to separate individual lavatory sinks from each other. Light-transmitting plastics must comply with 2020 BCNYS Section 2606 to mitigate the negative impact of life and safety features of a school.
- 4. Sanitizer-Hand Rub Dispensers:** The District will provide adequate hand washing facilities. Sanitizer stations on stanchions will be located throughout each facility and sanitizer dispensers are available in all classrooms. Alcohol-based Hand-Rub Dispensers are permitted to be installed in rooms and corridors in limited quantities in accordance with FCNYS 2020 Section 5705. Alcohol-based Hand-Rub Dispensers will be available in the main offices and nurse’s office where under proper supervision.
- 5. Doors and other points of congregation:** The District will provide adequate signage at queue lines and other areas subject to overcrowding to control the groups.

B. Required Square Footage

The District will ensure six-foot social distancing from others in classrooms and other spaces. The building code itself does not mandate a minimum square footage per person on which districts must base the number of students and staff in a building. Code sets standards for individual rooms and it varies on room function. The District has and will continue to consult the District's architects and OFP with questions pertaining to any change of room use.

C. Facility Alterations and Acquisition

To ease social distancing, the District may change the way space is used in each building. All spaces to be occupied by school students and staff will meet the requirements of the 2020 New York State Uniform Fire Prevention and Building Code and the State Energy Conservation Code.

D. Changes to Space Utilization and/or Alterations

Districts are permitted to utilize available space in the cafeteria, gyms, auditorium and libraries (or sections thereof) as classroom space. Minor alterations and the use of space dividers may be utilized in existing classrooms. The need for social distancing may be enhanced by alterations to a lobby or corridor and/or interior spaces/rooms.

If the District makes space alterations to the physical space or the building, then the District will ensure the following items are considered and undertaken:

- Alterations to the configuration of existing classrooms or spaces or the introduction of temporary and/or movable partitions; the change must be submitted to OFP, the local municipality and/or code enforcement officials for review.
- Means of egress, fire alarm system, ventilation and lighting may be affected and must be indicated on all submitted plans.
- Consult District architect and submit floor plans to OFP for approval.
- COVID-19 Projects will be indicated as "COVID-19 Reopening" when submitted to the OFP. Projects that are labeled as "COVID-19 Reopening" will be expedited by NYSED. Leased facilities, modular buildings, tents, additions and alterations require a Letter of Intent (LOI) and typical project submission requirements; prescreening will be waived.
- The installation of movable partitions (gym, cafeteria, Library classroom dividers) and queue barricades shall require an abbreviated submission consistent with the Form FP-AU Request for Approval of Use of a Facility.
- Use of Cafeterias, Libraries, Auditoriums and Gymnasium: 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.

E. Space Expansion

If the District needed to expand the square footage in order to enable improved social distancing (e.g. building additions, lease space, transportable classroom units or spaces such as tents), then the following requirements for all spaces to be occupied by school district staff and students would be considered:

- Code Review: Per statute, NYSED's Office of Facilities Planning must review and approve

the above types of projects to ensure that the proposed spaces meet the fire code.

- Offsite Lease Requirements: For offsite facilities, the District or other applicable schools must contact their project manager at NYSED Office of Facilities Planning (OFP) and submit a Temporary Quarters (TQ) Project submission.

To ensure that these sites meet all requirements, TQ submissions require submission of:

- OFP Form FP_AU-Request for Approval of Use of a Facility;
- Architectural quality floor plan;
- Site plan;
- AHERA Plan;
- Fire Safety Report;
- Confirmation of Americans with Disabilities Act compliance;
- Local Code Authority Certificate of Occupancy; and
- Approval of use of space.
- Please note: If a Change of Occupancy in the Existing Building Code applies (e.g. office or B-occupancy to E-occupancy), code requirements such as rescue windows, accessibility, fire protection systems such as sprinkler or emergency voice alarm communication systems, or ventilation may make it infeasible.
- Districts or other applicable schools should identify COVID-19 Projects as “COVID-19 Reopening” when required materials are submitted to OFP for review.
- Consult with OFP for a preliminary evaluation of all facilities under consideration for leasing. All leased facilities must be submitted to OFP for review and approval.

The District consulted with the architect/engineer of record. Lastly, as noted above, the District will identify COVID-19 Projects as “COVID-19 Reopening” when required materials, if any, are submitted to OFP for review.

F. Tents for Additional Space

Tents, both temporary and permanent, are regulated by code and must be submitted for a building permit. If tents are used as alternate spaces, then the following requirements will apply:

- Temporary structures and tents are those erected for 180 days or less. The Building Code Section 3103.1 indicates, “tents and membrane structures erected for a period of less than 180 days shall comply with the Fire Code of NYS”.
- The Fire Code (FC) Chapter 31 contains extensive requirements for Tents and Other Membrane Structures. FC Section 3103.2 indicates that a permit and approval of temporary tents is required. FC Section 3103 contains requirements for temporary tents and Section 3104 has requirements for permanent tents. They include requirements for construction documents, access roads, location, seating plans, means of egress, illumination, exit signs, construction and use.
- Permanent tents are considered a membrane structure and are regulated by Building Code Section 3102 and other applicable sections.
- Districts must consult their design professional to prepare submission drawings for approval by OFP.

- The following information must be shown on the drawings: Dimensions, Minimum separation distance to other structures, Tent sides (yes) (no), Duration of use, Type of use/activity, Anchorage, Number of Exits, Width of each exit, Table/Chair/Contents, layout, Fire extinguisher Location, Occupant load, Heating or Cooking equipment, Utilities, Exit signs, NFPA 701 testing/label/certification.
- If the tent is used for E-occupancy, the District must consult with local municipalities and/or code enforcers provide code-compliant design for mechanical heat and ventilation; lighting; emergency lighting; power; fire alarm; plumbing; etc. as required.
- Districts must consult their architect and submit to OFP for approval. The district must provide an architectural quality floor plan, which clearly indicates existing and proposed use of space showing the furniture layout with egress aisles. Lighting, ventilation, means of egress and fire alarm coverage must be indicated.

G. Plumbing Facilities and Fixtures

Toilet and Sink Fixtures

The minimum number of toilet fixtures that must be available for use in a building is established in the building code. The usual minimum requirement may be reduced by certain circumstances that may be relevant: (1) the building's aggregate number of toilet fixtures already exceeds the minimum amount required by the Building Code or (2) the building occupancy is reduced using partial remote learning or reductions.

As frequent handwashing is a key component to avoiding the spread of COVID-19, sinks and soap will be available to building occupants at all times.

Mandatory Requirements

- The number of toilet and sink fixtures must meet the minimum standards of the New York State Building Code. In order to ensure compliance, a design professional will be consulted prior to any modifications to layouts or number of fixtures.
- All temporary facilities must be approved through the Office of Facilities Planning.

Drinking Water Facilities

Drinking fountains are a code-required plumbing fixture. One fountain is required for each 100 occupants. In the event drinking fountains need to be taken out of service, the following will be considered to provide potable drinking water to all occupants of the building:

- Drinking fountains may be replaced with units with bottle fillers.
- Supplying students with bottled drinking water or water in disposable cups at specified locations is an acceptable alternative source.

H. Ventilation

In accordance with industry best practices, MERV 13 filters are being added to our HVAC systems, and air-handling units have been adjusted to increase the amount of fresh air introduced into classrooms. Teachers and staff members will also be encouraged to keep windows open to allow for the circulation of fresh air into classrooms and other facilities.