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Note: This content is compiled from the NYS Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency issued July 13 2020. (https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidence.pdf). The content will be updated with any additional information contained in the 145-page more detailed Guidance document released by the NYSED on Thursday, July 16, 2020

Notes from NYS School District Interim Guidance: Effect on Technology Systems

No school activities can operate without meeting the following minimum State guidance...

Component	Description	Required	Recommended	System(s) Affected	Effect(s)
I. PEOPLE					
A. Social Distancing and Face Covering					
Social Distancing	**Must** ensure 6' of space in all directions between individuals or use of appropriate physical barriers between individuals that do not adversely affect air flow, heating, cooling, or ventilation.	X		• Space planning software • Instructional Tech • Digital signage • Student/staff/parent communications • Community Connections	• **Space planning software** may become a bigger player in the K12 market to facilitate classroom and school space design that meets all social distancing requirements. • **Instructional Technology (projectors, whiteboards)** will be involved for split classrooms (i.e., 2 classrooms side-by-side w/50% of students in a typical class in each room). • **Digital signage** can reinforce mask wearing and social distancing. • **Student/staff/parent & Community Connections** can educate and reinforce at community level especially parents and families.
Face Coverings	Any time or place that individuals cannot maintain appropriate social distancing, individuals **must** wear acceptable face coverings.	X		Digital signage	See above.
Social Distancing for Certain Activities	**Should** ensure 12' in all directions is maintained between individuals while participating in activities requires projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g., gym).		X	Space planning software	**Space planning software** can facilitate group school space design that meets these specific social distancing requirements.
Space Configurations	**Strongly encouraged** to: (1) Modify or reconfigure spaces and areas, and/or (2) restrict the use of classrooms and other places where students, faculty, and staff gather (e.g., lockers, hallways), so that individuals can be socially distanced, and are not sharing workstations, desks, tables, or other shared surfaces without cleaning and disinfection between use.		X	• Space planning software • Instructional Tech • Student/staff/parent communications • Community Connections • Digital signage • Devices	See "Social Distancing" Effects, above.
	Where feasible, reduce bi-directional foot traffic using tape or signs with arrows in hallways, or spaces throughout the school, and post signage and distance markers denoting spaces of 6' in all commonly used areas.		X		
	Should work to find additional or alternate space with community-based organizations and other operators of alternative spaces (e.g., local governments) to maximize capacity for in-person learning		X		**Devices** will be affected by students and teachers needing 1:1 devices with portability for use in non-school building community spaces (e.g., libraries, rec centers).
Schedules	**Should** consider staggered arrival and pick-up times to facilitate proper social distancing, and assign lockers or other student storage areas by cohort or eliminate their use.		X	• Master Clock • Student/staff/parent communications	• **Master Clocks** will be more important to districts that don't have them (i.e., analog, non-IP digital) to change class schedules from one location. This is critical to meeting the mandated on again/off again model. • **Student/staff/parent Connections** can educate and notify about schedule changes.
Signage	**Must** post signs throughout the school and should regularly share similar	X		Digital signage	**Digital signage** can be used for both reinforcing hygiene and social

	messages with the community, regarding public health protections.				distancing as well as Mass Notification.

I. People (cont.)

Component	Description	Required	Recommended	System(s) Affected	Effect(s)
B. Gatherings					
Meals	**Must** ensure social distancing between individuals while eating in cafeterias.	X		• Space planning software • CAD/Revit drawings	• **Space planning software:** See "Social Distancing for Certain Activities" on pg. 1. • **CAD/Revit drawings:** If fixed physical barriers are installed in cafeterias (e.g., plexiglass barriers, temporary curtaining), building drawings will need to reflect these changes. Segues to EFR services and ML Binders.
Small Spaces	**Should** limit gathering in small spaces (e.g., elevators, offices) by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings or are members of the same household.		X	• Video Conferencing software • Devices • Infrastructure • Network Connectivity	• **Video Conferencing software:** Facilitates remote teaching, learning, and work. • **Devices** must have built-in/add-on video cameras and audio microphones for above. This should typically not be an issue for most devices purchased within the last 5 years. • **Infrastructure & Network Connectivity:** Extra demands placed on these systems by video conferencing apps.
Faculty and Staff Meetings	**May** consider choosing to use video or teleconferencing for faculty and staff meetings and conferences to reduce the density of congregations.		X		
Ventilation	**Should** increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols.		X	• Work Order system • HVAC controls (e.g., air flow, humidity levels)	• **Work Order system** w/Asset Management to document current and updated specs and status of all AH filters. • **Building (HVAC) controls** to automate additional run times that may be required/recommended based on use of finer-screen filters. Older HVAC systems may experience significant additional energy consumption so **Energy Management software** will also come into play.
Common Areas	**Should** take additional measures to prevent congregation in elevator waiting areas and limit density in elevators, by, for instance, enabling the use of stairs.		X	• Digital signage • Space planning software • Master Clock	• **Digital signage** to reinforce use of stairs, social distancing, and schedule changes. • **Space planning software** to meet social distancing requirements. • **Master Clock** for flexible scheduling.
	May choose to encourage social distancing by reducing access to, or closing, non-essential amenities and communal areas that do not allow for adequate social distancing protocols to be followed.		X		
	Should put in place practices for adequate social distancing in small areas, such as restrooms and breakrooms, and should develop signage and systems (e.g., flagging when occupied) to restrict occupancy when social distancing cannot be maintained in such areas		X		
	May consider staggering schedules for faculty and staff to reduce density and promote social distancing in enclosed areas (e.g., coffee breaks, meals, and shift starts/stops).		X		

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I. People (cont.)

Component	Description	Required	Recommended	System(s) Affected	Effect(s)
C. Operational Activity					
Cohorts	Recommended to cohort students to the extent practicable to limit potential exposure.		X	Contact Tracing	**Contact Tracing** systems may be used to monitor cohort exposures to other cohorts in the event a student tests positive for COVID-19.
In-Person Instruction	**Should** prepare for a combination of in-person instruction and remote learning to facilitate a phased-in approach or hybrid model, which may be necessary at various times throughout the 2020-2021 school year.		X	• Student/staff/parent communications • Master Clock • Distance Learning • Remote Workforce • Instructional Tech • Health Monitoring • Contact Tracing	**Most or all of these systems** may be needed to meet educational and public health needs associated with the COVID-19 pandemic.
	• In cases where in-person instruction is not feasible, phased-in and hybrid models of education **will need to** consider if certain students will be prioritized for in-person instruction first or more frequently based on educational or other needs.	X		• Distance Learning • Instructional Tech	• **Distance Learning** will be required for students that cannot be accommodated on any given day by a lack of socially distanced space. • **Instructional Tech** may be affected by a need to use certain curriculum and/or **devices** to meet the needs of an in-class student population with higher educational needs (e.g, those with learning disabilities, ESL).
	• If COVID-19 cases develop, **may consider** restricting access within school facilities and across school grounds, particularly in affected areas to avoid full school closures.		X	• Access Control • Mass Notification • Contact Tracing • Emergency Services	• **Access Control** to lock down all doors in an area where exposure is suspected. • **Mass Notification** to announce closed sections. • **Contact Tracin**g to trace persons who have been in the affected areas. • **Emergency Services** to notify public health officials about the incident.
	To maximize in-person instruction, district **should** consider measures that can be implemented to decrease density and congregation in school facilities and on school grounds, when possible, such as:		X	• Student/staff/parent communications • Distance Learning • Remote Workforce • Master Clock	• **Student/staff/parent communications** to inform stakeholders of classroom/school building use changes. • **Distance Learning** to reduce on-site number of students. • **Remote Workforce** to reduce on-site admin/support staff. • **Master Clock** for staggered scheduling.
	• Finding alternative spaces in the community to allow for more in-person instruction.		X		
	• Adjusting class or work hours, where appropriate and possible.		X		
	• Limiting in-person presence to only those staff who are necessary to be at the school during normal school hours;		X		
	• Maintaining or increasing remote workforce (e.g., administrative staff) to accommodate social distancing guidelines;.		X		
	• Staggering schedules and allowing more time between classes to reduce congestion in hallways, walkways, and buildings.		X		
	• Shifting class schedules to accommodate social distancing guidelines, including cohorts (e.g., alternative class schedules, full-time in-person learning for younger students, and part-time distance learning for older students).		X		

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I. People (cont.)

Component	Description	Required	Recommended	System(s) Affected	Effect(s)
D. Movement and Commerce					
Student Drop-Off and Pick-Up	**Should** establish designated areas for student drop-off and pick-up, limiting contact and entry of parents/legal guardians into the building, to the greatest extent possible.		X	● Digital signage ● Student/staff/parent communications	● **Digital Signage** to reinforce new drop-off/pick up points. ● **Student/staff/parent communications** to convey new information to direct stakeholders.
Deliveries	**Should** establish designated areas for pickups and deliveries, limiting contact to the extent possible.		X	Digital signage (exterior)	With updated delivery instructions for vendors.
Faculty/Staff Entrances and Exits	To the extent feasible, the district **should** limit on-site interactions (e.g., designating separate ingress or egress for faculty and staff, eliminating bidirectional flow of individuals to the extent practicable).			Access Control	**Access Control** to designate certain doors as entrances and others as exits.
Shared Objects	**Should** put in place plans/measures to limit the sharing of objects, such as lockers, cubbies, laptops, etc.), as well as the touching of shared surfaces, such as conference tables and desks; or require students, faculty, and staff to perform hand hygiene before and after contact.			Devices	Need for 1:1 **devices** to eliminate shared objects.

Component	Description	Required	Recommended	System(s) Affected	Effect(s)
II. PLACES					
A. Personal Protective Equipment					
Face Coverings	Acceptable include but not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both mouth and nose.	X		• Inventory systems • Student/staff/parent communications • Digital signage • Thermal Imaging • Access Control	• **Inventory systems** to track on-hand and projected supply needs with auto-replenishment based on average usage levels. • **Student/staff/parent communications** to educate and reinforce to all audiences about their individual and the district's responsibilities. • **Digital signage** for onsite reinforcement. • **Thermal Imaging** to detect students entering buses or buildings that are not earring masks. • **Access Control** integrated w/Thermal Imaging to bar a person from opening a door until a mask is detected as being worn.
	For workplace activities that require a higher degree of protection for PPE due to the nature of the work, N-95 respirators or other PPE used under existing industry standards **should** continue to be used.	X			
	Must obtain acceptable face coverings and provide such coverings to their faculty and staff who directly interact with students or members of the public while at work at no cost to the faculty or staff member.	X			
	Should have an adequate supply of face coverings, masks, and other required PPE on hand should faculty or staff need a replacement, or a student be in need.		X		
	Must advise students, faculty, staff, and visitors that they are required to wear face coverings in common areas or situations where social distancing may be difficult to maintain.	X			
	Must allow students, faculty, and staff to use their own acceptable face coverings, but cannot require faculty and staff to supply their own masks.	X			
	May request that students bring their own face covering, but **may not** require it and must procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to any student who does not have their own, at no cost to the student.	X			
	Face coverings should be cleaned or replaced after use and **must** not be shared.	X			

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II. Places (cont.)

Component	Description	Required	Recommended	System(s) Affected	Effect(s)
B. Hygiene, Cleaning and Disinfection					
Hygiene	**Must** ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH.	X		Work Order system	**Work Order system** w/daily, weekly and monthly cleaning & disinfecting requirements and reporting (NYSED, DOH).
	Must train all students, faculty, and staff on proper hand and respiratory hygiene, and **should** provide information to parents and/or legal guardians on ways to reinforce this at home.	X	X	● Student/staff/parent communications ● Digital signage	● **Student/staff/parent communications** for direct stakeholder education and reinforcement. ● **Digital signage** for reinforcement to students.
	Must provide and maintain hand hygiene stations around the school.			Work Order software	**Work Order software** w/daily, weekly and monthly cleaning & disinfecting requirements, inventory supply, and other requirements and reporting (NYSED, DOH).
	● For handwashing: soap, running warm water, and disposable paper towels	X			
	● For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.	X			
	● Make hand sanitizer available throughout common areas. It should be placed in convenient locations, such as at building, classroom, and cafeteria entrances and exits. Touch-free hand sanitizer dispensers should be installed where possib	X			
	Responsible Parties **should** place receptacles around the school for disposal of soiled items, including paper towels and PPE.		X		
Cleaning and Disinfection	**Should** ensure that cleaning and disinfection are the primary responsibility of the school's custodial staff.		X		
	Must conduct regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables which should be cleaned and disinfected between each individual's use, if shared.	X			
Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case	**Must** provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.	X			
	Are expected to follow CDC guidelines on "Cleaning and Disinfecting Your Facility," if someone is suspected or confirmed to have COVID-19:	X			
	● Close off areas used by the person who is suspected or confirmed to have COVID-19.	X		Door Monitoring	To seal or open select doors in response to a suspected or reported incident.
	● Open outside doors and windows to increase air circulation in the area.	X			
	● Wait 24 hours before you clean and disinfect, unless waiting 24 hours is not feasible, in which case, wait as long as possible.	X		Work Order software	Schedule cleaning and disinfecting based on NYS requirements and run appropriate reports.

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II. Places (cont.)

Component	Description	Required	Recommended	System(s) Affected	Effect(s)
C. Coordination and Phased Reopening					
Safety coordinator	**Must** designate a COVID 19 safety coordinator 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.	X		All	Coordination and monitoring of all district tasks to meet NYS reopening requirements in Fall '20 and if a person tests positive for COVID-19 in the district.

Component	Description	Required	Recommended	System(s) Affected	Effect(s)
D. Communications Plan					
Communications Plan	**Must** affirm that they have reviewed and understand the State-issued industry guidelines and must submit reopening plans, as outlined above and instructed below, prior to reopening.	X		● Student/staff/parent communications ● Community Connections ● Network Connectivity	● **Student/staff/parent communications** and **Community Connections** to educate, inform, and engage stakeholders during the planning and implementation processes. ● **Network Connectivity** will keep communications connected with file sharing and collaborative project software.
	Must engage with school stakeholders and community members when developing reopening plans. Plans for reopening should identify the groups of people involved and engaged throughout the planning process.	X			
	Must develop a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.	X			
	Must ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly.	X			
	Must encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE.	X			
	Should designate a coordinator or other points of contact to be the main contact upon the identification of positive COVID 19 cases and to be responsible for subsequent communication.		X		

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Component	Description	Required	Recommended	System(s) Affected	Effect(s)
III. PROCESSES					
A. Screening and Testing					
Health Screening and Temperature Checks	**Must** implement mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. • All individuals must have their temperature checked each day – ideally, at home, prior to departing to school – before entering any school facility. If an individual presents a temperature of greater than 100.0°F, the individual must be denied entry into the facility, or sent directly to a dedicated area prior to being picked up or otherwise sent home..	X		• Health Monitoring • Thermal Imaging	• **Health Monitoring** to have a central database of daily heath stats of students, teachers, staff, and visitors. • **Thermal Imaging** to detect elevated body temperatures on buses and/or at school entrances. • Possible **devices** (smart digital oximeters) that automatically log a student's morning body temperature into a remote district portal for monitoring and reporting. *[I haven't read about this anywhere but it strikes me as being very realistic and economically feasible.]*
	Must use a daily screening questionnaire for faculty and staff reporting to school; and periodically use a questionnaire for students, particularly younger students, who may require the assistance of their parent/legal guardian to answer. • Prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).	X		• Student/staff/parent communications • Health Monitoring • Telephone • Community Connections	• Direct stakeholder **communications** such as electronic surveys (e.g., G Survey form) to collect daily data. • **Health Monitoring** (see above). • **Telephone systems** to conduct verbal surveys. • **Community Connections** to update residents on states added to or taken off the NYS watchlist based on evolving conditions..
	Screening is **strongly recommended** to be conducted remotely (e.g. by electronic survey, digital application, or telephone, which may involve the parent/legal guardian), before the individual reports to school, to the extent possible; or may be performed on site at the school.		X		
	Remain aware that quarantine of students, faculty, or staff may be required after international travel or travel within certain states with widespread community transmission of COVID-19.	X			
Positive Screen Protocols	Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, **must** be immediately sent home with instructions to contact their health care provider for assessment and testing. • Students who are being sent home because of a positive screen (e.g., onset of COVID-19 symptoms) must be immediately separated from other students and supervised until their parent/legal guardian or emergency contact can retrieve them from school.	X		• Student/staff/parent communications • Health Monitoring • Contact Tracing • Emergency Services • Telephone • Community Connections	• Direct stakeholder **communications** such as electronic surveys (e.g., G Survey form) to collect daily data. • **Health Monitoring** (see above). • **Contact Tracing** to identify individuals that have had recent contact with the person testing positive. • **Emergency Services** to notify public health officials about the incident. • **Telephone systems** to conduct verbal surveys. • **Community Connections** to update residents on states added to or taken off the NYS watchlist based on evolving conditions.
	Must establish policies, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment.	X			
	Must designate a central point of contact(s) responsible for receiving and attesting to having reviewed all screening activities, with such contact(s) also identified as the party for individuals to inform if they later experience COVID-related symptoms or exposure, as noted on the questionnaire	X			

III. Processes (cont.)

Component	Description	Required	Recommended	System(s) Affected	Effect(s)
B. School Health Offices					
Testing systems	**May** consider developing testing systems in school facilities or self testing systems in collaboration with local health departments or local health care providers, as able.		X		
Protocols	**Must** develop protocols for caring for a student, faculty, or staff member who develops COVID-19 symptoms during the school day. These protocols must include: ● Identification of a dedicated area to separate students, faculty, or staff with symptoms of COVID-19 from others. ● Ensure that symptomatic students waiting to be picked up remain under the visual supervision of a socially distanced staff member. ● PPE requirements for school health office staff caring for sick individuals **must** include both standard and transmission-based precautions. ● Required guidelines for cleaning and disinfection.	X		● Space planning software ● Digital signage ● Student/staff/parent communications ● Community Connections ● Emergency Notification ● Door Access	● **Space planning software** to identify and implement quarantine areas that meet all NYS requirements. ● **Digital signage, communications, connections** and **Emergency Notifications** to keep students and other stakeholders informed if an incident occurs. ● **Door Access** to seal off certain areas of a building after a suspected or reported incident.
	Must develop protocols for asthma-related acute respiratory treatment care using up-to-date standard of care.	X			

Component	Description	Required	Recommended	System(s) Affected	Effect(s)
C. Tracing and Tracking					
Metrics	**Should** identify clearly defined measures that will serve as warning signs that the level of COVID-19 transmission may be increasing in the school setting beyond an acceptable level.		X	● Health Monitoring ● Contact Tracing ● Emergency Services ● Door Access ● Emergency Notification ● Student/staff/parent communications ● Community Connections ● Facility Scheduling software ● Work Order software	● **Health Monitoring** and **Contact Tracing** systems to identify and report suspected COVID-19 positive incidents via **Emergency Services** to local and NYS health officials. ● **Door Access systems** would allow incident areas to be shut down immediately to reduce the possibility of spreading. ● **Emergency Notification** would be used in schools to inform occupants of the incident and of emergency closings. ● **Student/staff/parent communications** and **Community Connections** would inform stakeholders about local incidences and provide real-time updates. ● **Facility Scheduling and Work Order software** to quickly change internal and external event calendars if an incident affects scheduled events (i.e., mass cancel feature). ● **Work Order software** to schedule, implement and report on post-incident cleaning and disinfecting.
	Must include a process in their plan if/when COVID-19 cases are discovered at school, including closing areas or classes where individuals were infected or more broadly the entire school in consultation with local health dept.	X			
	May choose to modify operations prior to instituting school-wide closures to help mitigate a rise in cases		X		
Notification	**Must** notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds.	X			
Tracing Support	In the case of an individual testing positive, the district **must** develop plans to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program.	X			
Quarantine, Isolation, and Return to School	**Must** ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted to such exposure via tracing, tracking or other mechanism.	X			