



building, there are two separate operators (for example, a school district collaborating with a private preschool special class program at a school district building site), each operator is responsible for submitting its own separate survey but should coordinate and communicate on their respective reopening plan applicable to that site.

Please note that unlike the previous processes used to collect Continuity of Learning, Child Care, and Child Nutrition plans, the information submitted through the Portal will not include detailed narratives or descriptions of specific actions to be taken by a BOCES, district, or school as part of their Reopening Plan. Instead, those details must be articulated in the materials that are publicly posted on the school or district website. This approach will allow BOCES, districts, and schools to develop plans in their preferred format, to rapidly address changes that may be needed based on local needs, and to update their plan materials on a regular basis.

Once BOCES and districts, and charter schools have completed and submitted their survey within the Portal, a confirmation notice indicating that the completed survey has been received by NYSED will be generated and sent to the Chief Executive Officer. Plans should be implemented with fidelity upon submission and should be considered as approved unless the district or school is notified that modifications are necessary to ensure compliance with this guidance.

As a final step, districts and schools must complete a short companion Department of Health survey, accessible from the [guidance released by DOH on July 13, 2020](#). BOCES, districts, and schools are encouraged to provide weblinks to the publicly posted plans within the “Plan Description” portion of the DOH survey.

## **BOCES**

BOCES are required to create comprehensive reopening plans that include each program and site that the BOCES directly oversees. Plans must be posted on the BOCES’ public website.

BOCES District Superintendents will submit plan links and assurances through [SED’s Monitoring and Vendor Reporting System](#). The first section of the survey will contain a dynamic table. If the BOCES has developed individual Reopening Plans for specific sites and/or programs, the BOCES Superintendent should create individual rows for each program/site and provide link(s) to the individual program and/or site’s Reopening Plan. The District Superintendent will then provide assurances that every program and site plan includes the mandatory elements outlined in the Reopening Guidance document.

Please note:

If a BOCES is located on multiple sites, the same plan may be submitted for each site if the plan includes specific information for all sites. Alternatively, a BOCES may choose to create different plans for each site.

BOCES must include sites that the BOCES does not directly own or manage. With respect to cleaning and other site maintenance responsibilities, the BOCES should assure that the site is in full compliance with DOH

requirements. (For BOCES programs housed on school district property, the school district is covered under the DOH Guidance).

### **Public School Districts, including Special Act School Districts, Except NYCDOE**

All public school districts, including Special Act school districts, are required to create comprehensive Reopening Plans that are either specific to each school in the district, or that include all schools in the district.

Superintendents will submit the link(s) to the district's plan(s) and assurances through [SED's Monitoring and Vendor Reporting System \("The Portal"\)](#). The first section of the survey contains a table that is pre-populated with the names and BEDS code of each school in the district. For each school, the Superintendent will provide a link to the individual school's Reopening Plan or to a plan that specifically includes the school. A

**Charter Schools**