Paula Tibbitts

From: Anita Murphy <anita.murphy@neric.org>
Sent: Friday, March 13, 2020 1:53 PM
To: 2nd Patterson email address (pgreen6415@gmail.com); Brian Bailey - RCS; Brian Dunn - Middleburgh; Carl Mummenthey - Cobleskill-Richmondville; Carol Pallas - Schalmont; Cosimo Tangorra - Nisky; David Blanchard - Schoharie; David Perry - South Colonie; Frank Macri - Voorheesville; Jeffery Ziegler - Duanesburg; Jennifer Spring - Cohoes; Jody Monroe - Bethlehem; Joseph Corr - North Colonie; Joseph Dragone; Kaweeda Adams - Albany City; Kimberly Ross - Green Island; Larry Spring - Schdy; Lori Caplan - Watervliet; Marie Wiles - Guilderland; Maureen Long - Menands; Oliver Robinson; Patrick McGrath - BH-BL; Patterson Green - Sharon Springs; Shannon Shine - Mohon; Susan Swartz - S-G; Timothy Mundell - BKW
Cc: Adrienne Leon; Jennifer Bennett; Mark Jones; Lauren Gemmill
Subject: building closure information -- MUST do with a building closure.
Attachments: notification-school-building-closure.pdf

Importance: High

Good afternoon,
I know that we are talking about using unused snow days or emergency days ….. for Monday but if you close due to the virus you must notify SED (the Commissioner) please see below and attached.
Thanks,
Anita

MUST KNOW

School Closure Reporting for COVID-19 (attachment)

- Commissioner's Regulation 155.17(f), requires each superintendent of a school district, BOCES and county vocational education and extension board, the chancellor of the NYCDOE, and charter school leaders to notify the Commissioner immediately when the emergency plan or building-level school safety plan is activated and results in the closing of a school building, including closure for an outbreak of COVID-19.
- The **Report of School Closure** form must be submitted by the CEO of each **LEA (school district, BOCES, or charter school**) using the steps found in the attached memo.
- When it is determined it is safe to re-open the school(s), the **Report of School Re- Opening** form must then be submitted by the CEO of each **LEA** using the steps outlined int the attached memo.
- This memo and other COVID-19 information is posted on the NYSED COVID-19 webpage: http://www.p12.nysed.gov/sss/schoolhealth/schoolhealthservices/coronavirus.html

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

Interim Commissioner of Education
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March 6, 2020

Dear Colleagues,

In the last few weeks, the State Education Department has been working closely with the New York State Department of Health to provide every school and school district with up to date information regarding the Novel Coronavirus (COVID-19) and to provide timely responses to your questions. Some of those questions concern what to do if a school is required to close due to an outbreak of COVID-19.

The State Education Department must be able to monitor when schools are closing across the State during a crisis and when a school's emergency response plan is activated. Pursuant to Commissioner's Regulation 155.17(f), each superintendent of a school district, every board of cooperative educational services (BOCES) and county vocational education and extension board, the chancellor of the City School District of the City of New York, and each charter school Leader shall notify the Commissioner immediately when the emergency plan or building-level school safety plan is activated and results in the closing of a school building, including closure for an outbreak of COVID-19, and shall provide such information as the Commissioner may require.[1] Additionally, pursuant to Education Law §215, the Commissioner may require duly verified reports from any school or institution under the educational supervision of the State and may require such information and in such form as Commissioner may prescribe.[2]

Therefore, effective immediately each public school district, charter school or BOCES must notify the Department immediately when the emergency plan or building-level school safety plan is activated and results in the closing of a school building using the **Report of School Closure** form. Similarly, when it is determined that it is safe to re-open the school building(s) each public school district, charter school or BOCES must inform the Department via the **Report of School Re-Opening.** Both reports are available in the SED Monitoring and Vendor Support System application in the NYSED Business Portal. Information is provided below regarding how to access the SED Monitoring Application and the necessary forms.

[1] Note that this requirement does not apply to school closure for routine snow or weather conditions.
[2] Charter schools are required to meet these requirements pursuant to Education Law §§2853(2), 2854(1)(b) and Commissioner's Regulation 155.17.

The Department has a strong commitment to keeping every child in the State healthy and safe. We will continue to work with our partners in the public health community to ensure that you have access to the latest updates and guidance which will be made available via the Department's Office of Student Support Services' Coronavirus web page or the NYS School Health Technical Assistance Center webpage. If you have questions about the information to be reported related to school closure, please contact the Office of Student Support Services at StudentSupportServices@nysed.gov or (518) 486–6090.

Thank you as always for your continued service to our students.

Sincerely,

Shannon L. Tahoe

Shannon L. Tahoe
Interim Commissioner

Procedure for providing notification to the Commissioner regarding activation of a school or district emergency plan or building-level school safety plan resulting in the **closure of a school building** pursuant to Commissioner's Regulation 155.17(f)

The **Report of School Closure** form must be submitted by the Chief Executive Officer[3] of each **LEA (school district, BOCES, or charter school**) using the following steps:

1. Go to https://portal.nysed.gov/;
2. Click on the "Log In" button;
3. Enter your existing SEDDAS username and password;
4. Under the heading "My Applications," click the link to "SED Monitoring and Vendor Performance System;"
5. Click the link for "School Closure;"
6. In the inbox, CEO's will see the **"Report of School Closure"** form.

When it is determined it is safe to re-open the school(s), the **Report of School Re-Opening** form must be submitted by the Chief Executive Officer of each **LEA (school district, BOCES, or charter school**) using the following steps:

7. Go to https://portal.nysed.gov/;
8. Click on the "Log In" button;
9. Enter your existing SEDDAS username and password;
10. Under the heading "My Applications," click the link to "SED Monitoring and Vendor Performance System;"
11. Click the link for "School Closure;"
12. In the inbox, CEO's will see the **"Report of School Re-Opening"** form.

If you have questions or problems accessing the business portal or the SED Monitoring and Vendor Performance System, please contact the SEDDAS helpdesk at SEDDAS@nysed.gov.

If you have questions about the information to be reported related to school closure, please contact the Office of Student Support Services at StudentSupportServices@nysed.gov or (518) 486–6090.

[3] The Chief Executive Officer (CEO) of each public school, charter school, and BOCES building as recorded in SEDREF (https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_qry_vw$.startup) has been entitled to enter information into SED Monitoring and the School Closure electronic application in SEDDAS. If the CEO information in SEDREF is incorrect, you must update it by following the instructions here: http://www.oms.nysed.gov/sedref/home.html.