Emergency Response Plan
Districtwide School Safety Plan
2020-2021

Addendum
Pandemic Planning

Pandemic Planning – Background

On September 7, 2020, Governor Andrew Cuomo signed into Law Chapter 168 of the Laws of 2020 that requires public employers, including school districts, to adopt a continuation of operation plans in the event that the governor declares a public health emergency involving communicable disease. The legislation – S.8617-B/ A amends subdivision 2 of §2801-a of New York State Education Law to that District Safety Plans include protocols responding to a declared public health emergency involving a communicable disease.

The effective date of the law is September 7, 2020 with operation plans to be established and adopted by April 1, 2021.

Communicable Disease - Pandemic Plan

Our District-Wide School Safety Plan is based on addressing the currently accepted phases of emergency management (Prevention/Mitigation, Protection, Response, and Recovery). This concept is more simplistically defined as a way of looking at a potential emergency before, during and after the event.

This Pandemic Plan is built upon components in the Yonkers Public Schools 2020-2021 School Reopening Plan and in conjunction with our existing District-Wide School Safety Plan which incorporates our Building-Level Emergency Response Plans. It is a flexible plan that was developed in collaboration with a cross-section of the school community and public health partners in June 2020 and will be updated regularly to reflect current best practices. The Pandemic Plan will be evaluated routinely as part of the overall exercise of the District-Wide School Safety Plan.

The Pandemic Plan will not conflict with the Yonkers Council of Administrators, Yonkers Federation of Teachers and Civil Service Employees Association collective bargaining agreements.

District-Wide School Safety Team

The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this plan and implementation at the building level through the Building-Level Emergency Response Team.

The Assistant Superintendent for Pupil Services and Special Education will help coordinate our pandemic planning and response effort and will work closely with the District-Wide School Safety Team that responsible for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan.

District-Wide School Safety Team Members and/or their designee(s) may include, but are not limited to:

- Chief Medical Officer and Nursing staff
- Director of Technology
- Commissioner of Human Resources
- Executive Director of Facilities
- Director of Food Services
- Director of Transportation
- Public Information Officer
- Director of Safety and Security
- Manager of Administration
- Assistant Superintendent(s)
- Principals
- Teachers
- Public Safety Officers
- Custodial Workers

The Yonkers Public Schools Pandemic Response Plan addresses the required components in the sections as noted below:

Prevention/Mitigation

(1)   A list and description of positions and titles considered essential with justification for that determination.

(2)   The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.

(3)   A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.

Protection/Preparedness

(4)   Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with PPE devices needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

Protection/Response

(5)   Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.

(6)   Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.

(7)   Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

Prevention/Mitigation:

- We will work closely with the Westchester County Department of Health to determine the need for plan activation.

    o   Coronavirus Hotline: 888-364-3065

- The Westchester County Department of Health will monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.

- The District-Wide School Safety Team will review and assess any obstacles to implementation of the plan.

- The school district will emphasize handwashing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at http://www.cdc.gov/flu/school/.

- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

Reference:

www.yonkerspublicschools.org/**Reopening September 2020 /Guidance Documents/ NYS DOH COVID-19 Pre-K to Gr 12 COVID-19 Toolkit**

(1)   Essential Positions/Titles

In the event of a government ordered shutdown, similar to our response to the Coronavirus in the spring of 2020, we are required to consider how we would prepare for future shutdowns that may occur.

As part of our planning we are required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. The following information is addressed in the table below:

1.   Title – a list of positions/titles considered essential (could not work remotely) in the event of a state-ordered reduction of in-person workforce.

2.   Description – brief description of job function.

3.   Justification - brief description of critical responsibilities that could not be provided remotely.

4.   Work Shift – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.

5.   Protocol – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

A chart has been completed by the District, which includes Central Administration, Human Resources, Facilities, Transportation, Food Service, Communications, Technology, Instructional Programs, Athletics, Special Education, Messenger/Mail Services, and Security (these are examples).

2) Protocols Allowing Non-Essential Employees to Telecommute

Ensure Digital Equity for Employees

- Mobile/Portable Device Assessments:

  Survey agency departmental staff to determine who will need devices at home to maintain operational functions as well as instructional services

  Conduct a cost analysis of technology device needs

- Internet Access Assessments:

  Survey agency departmental staff to determine the availability of viable existing home Internet service

  Conduct a cost analysis of Internet access needs

- Providing Mobile/Portable Devices and Internet Access:

  To the extent practicable, decide upon, develop procurement processes for, order, configure, and distribute, if and when available, appropriate mobile devices to those determined to be in need.

  To the extent practicable and technically possible, decide upon, develop procurement processes for, and when available, provide appropriate Internet bandwidth to those determined to be in need. WIFI hotspots and residential commercial Internet options will be evaluated for anticipated effectiveness in particular situations.

Technology & Connectivity for Students - Mandatory Requirements:

- To the extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;
- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and
- Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

Mobile/Portable Devices –Teaching and Learning:

Technology offers schools and districts increased options for continuing learning during extended closures. Technology can be leveraged in different ways to meet local needs, including but not limited to:

- Communication (e-mail, phone, online conferencing, social media)
- Teacher/student and student/student interaction (daily TEAM meetings by period, Flex-day social/emotional supplemental support)
- Providing multiple ways for students to learn using synchronous or asynchronous teaching and learning. i.e. TEAMS, SeeSaw or Clever platforms, Zoom
- Learning Materials and Content (digital content, online learning activities, instructional packets)
- Identify students' technology needs to include adaptive technologies
- Use the Asset Tracking Management System procedures to check out all mobile/portable devices

In the event of an abrupt shutdown, plan a pick-up time and location, and/or arrange to deliver devices to those unable to pick them up.

(3)   Building Occupancy/Safety Protocols

Depending on the exact nature of the communicable disease and its impact, the Yonkers School District is prepared to enact numerous strategies to minimize building occupancy and adhere to safety protocols as determined by state or local authorities.

The following will be considered:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable as determined by state or local authorities.
- Implement alternate work day/week in accordance with collective bargaining agreements
- Establish and require on-site temperature screening for all employees and visitors prior to entering the building
- Require all employees and visitors to complete a communicable disease Questionnaire- Attestation Form
- Direct employees to follow social distancing, and wear a mask at all times.
- Recommend employees not gather in classrooms or shared spaces to the extent possible.
- Limit employee travel within the building.
- Limit restroom usage/numbers to specific work areas within existing parameters.
- No more than 2 individuals at a time in tightly confined spaces, such as elevators
- Monitor arrival and dismissal times while in school.
- Limit or eliminate visitors to the building.

The school district will utilize these basic strategies and expand upon them as necessary in order to address any public health emergency.

Reference:

www.yonkerspublicschools.org /Reopening 2020 /Guidance Documents/

NYS Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools

Protection/Preparedness

- To assure complementary efforts, we will be collaborating with our partners; representatives from the Westchester County Department of Health, Yonkers Police Department, Yonkers Fire Department, Yonkers Office of Emergency Management, Department of Mental Health and others will be invited to attend our District-wide School Safety Team meetings in the future. This will allow us to send consistent messages to the school community on pandemic related issues.

The District-wide Command Center will be at One Larkin Center, Yonkers, New York 10701 and will be activated at the direction of the School District Incident Commander. We have established our District-wide Incident Command Structure as follows:

- Dr. Edwin Quezada, Superintendent   914-376-8100
- Brian Schulder, Director of Safety & Security   914-376-8678
- John Carr, Executive Director of Facilities   914-376-8008
- Dr. Ammir Rabadi, Chief Medical Officer   914-376-8226
- Dr. Fenix Arias, Manager of Administration   914-376-8031

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems.

We are recommending central office administrators and school building principals complete the IS 100 (Introduction to Incident Command) IS 362 (Multi-Hazard Emergency Planning for Schools) and IS 700 (National Incident Management System) training courses which are available on-line through the FEMA website.

All District-wide School Safety Team members, administrators, principals, nurses and others are encouraged to take the Johns Hopkins University COVID-19 Contact Tracing Course which is offered free-of-charge at https://www.coursera.org/learn/covid-19-contact-tracing.

Communication

Communication is most important throughout a pandemic outbreak to communicate with parents, students, staff, and the school community.

- Communication methods may include, but are not limited to: Blackboard Connect phone calls, PowerSchool parent portals, district/school website postings, general mailings; e-mails; special presentations; phone calls, and social media.

- The district Public Information Officer has been designated to coordinate this effort and act as the central point for all district communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with the district Director of Technology to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available. (Blackboard Connect is the main communication system and notification method available in the school district).

Continuity of operations and central office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:

- Overall Operations – we have defined the following decision-making authority for the district (Superintendent, Assistant Superintendent(s), Executive Directors, Directors, etc.). Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by handheld radios, cell phones and phone mail (text), e-mail, Blackboard Connect/district automated phone notification system (Normal Phone System, Cell Phones, 2-Way Radios and School Messenger messaging system).

- City of Yonkers and Yonkers Public Schools Central Office staff at One Larkin Center is essential for maintaining overall function and facilities operation. Personnel from the City of Yonkers will be important to maintain purchasing and payroll responsibilities.

- Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Executive Director of Facilities or designee(s) will keep central office staff informed of such status and of the point at which buildings can no longer be maintained. The Executive Director of Facilities or designee(s) provide building custodians with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems).

If necessary, we will pool custodial staff to form a mobile central team to help assist in essential building function and cleaning of critical areas such as bathrooms. We will provide sanitizing wipes for each classroom teacher. Desktops will be misted by custodial staff with the provided disinfectant and left to dry.

- Human Resources will be essential in monitoring the Aesop attendance program and assuring appropriate delegation of staff. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by Human Resources. The Commissioner of Human Resources provides cross-training of staff to ensure essential functions. The Superintendent will help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal workday such as alternate or reduced work hours, working from home, etc. Working with administration and local officials, the Superintendent will help to decide if schools need to be closed.

- Continuity of instruction will be critical in the event of significant absences or school closure. Restructuring of the school calendar may become necessary and we will work closely with the New York State Education Department throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include:

  o Hard copy, self-directed lessons
  o Use of mobile media storage devices for lessons
  o On-line instruction; on-line resources; on-line textbooks – Microsoft Teams, Clever Portal
  o Communication modalities for assignment postings and follow-up: PowerSchool Parent Portal, Blackboard Connect, Remind, U.S. postal mailing, landline/cell phone calls/text/mail, text messages, e-mail; individual school and/or district website postings.

(4)   Obtaining and Storing Personal Protective Equipment (PPE)

PPE & Face Covering Availability:

- When requested, the school district will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Cloth face coverings are meant to prevent the spread of infection
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks are essential in times when social distancing is difficult.
- Procurement, other than some very basic preliminary purchases will be done on a consolidated basis.
- Face coverings are mandatory when any individual enters the school building.
- 6 feet social distancing must be maintained at all times.

We have encouraged all staff to utilize their own personal face coverings but have secured and will provide PPE for any employee requesting such protection. Specialized PPE (N95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. Those individuals that are required to wear N-95 respirators will be fit-tested if able, and medically screened prior to use to assure they are physically able to do so. We will work in partnership with the local hospitals to provide this capability. Parents will also be encouraged to provide face coverings for students however, pediatric face coverings will be provided for any student that cannot provide their own.

Reference

www.yonkerspublicschools.org./**Reopening 2020/Guidance Documents/ Health and Wellness/Face Mask & Covering: Need to Know**

Protection/Response:

The Superintendent and Health Services Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Westchester County Department of Health and other experts. Each Building- Level Emergency Response Team will be informed that the Plan has been activated.

- The Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. The teams will meet to discuss the activation of the plan; review responsibilities and communication procedures.

- The Public Information Officer will work closely with the Director of Technology to test all communication systems to assure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.

- In collaboration with our partners, and to send a message consistent with public health authorities, the Public Information Officer will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.

- The Executive Director of Facilities will meet with staff and monitor ability to maintain essential functions. The Executive Director of Facilities or designee(s) will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with staff. Facilities staff will work closely with the Superintendent or designee to implement the plan as necessary.

- The Human Resources Department will meet with building Administration and staff to review essential functions and responsibilities of personnel. The Human Resources Department will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.

- Based on recommendations from local and state authorities, schools may be closed; our plan for continuity of instruction will be implemented as previously described.

(5)   Preventing Spread, Contact Tracing and Disinfection

Contact Tracing in Coordination with Local Health Authorities

Immediately upon being informed of a positive COVID-19 diagnostic test result of an individual within school facilities or on school grounds, including students, faculty, staff, and visitors, the District will notify our local New York State Health Department. By utilizing the New York State Contact Tracing Program, the District will also assist the local Health Department with tracing the transmission of COVID-19.

The District will assist in tracing all contacts of exposed individuals in accordance with protocols, training, and tools provided by relevant agencies. This assistance includes:

- Maintaining accurate attendance records of students and staff members,
- Ensuring student schedules are up to date,
- Maintaining a log of any visitors (date and time, and where in the school they visited) and
- Assisting the local health department in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program.
- Conducting interviews with the source person to identify any student or staff member in contact with someone experiencing symptoms of COVID or if asymptomatic, diagnosed with COVID within 48 hours that had:
  - Over 10 minutes of cumulative interactive time with that person in an enclosed space over a 24 hour period that occurred < 6 feet away from the individual.
  - Any person staff or student present in a classroom with the positive case.
  - Any person that has had physical contact with a person with COVID.

Confidentiality, as required by state and federal laws and regulations must be maintained. Employees should not attempt to determine who is to be excluded from school, based on contact without following guidance and direction from the local health department. For more information about how COVID-19 containment efforts will be communicated to all stakeholders, visit the District website and review our Reopening Plan (https://bit.ly/YPS-Reopening-Plan).

Should large-scale testing need to be conducted at schools, District administration will work with Medline, St. John's Riverside Hospital and St. Joseph's Medical Center, in close consultation with the Westchester County Department of Health.

Reference:
yonkerspublicschools.org /Reopening September 2020/Guidance Documents
Contact Tracing Protocols

CDC and NYSDOH Recommendations:

- Staff and visitor triage with appropriate referrals if presenting to the building with symptoms, ideally prior to them entering the building.
- Isolation of the symptomatic student until the parent or guardian is available for safe transport.
- Discontinuing use of an area, (desks, rooms, table, etc…) deemed contaminated by a confirmed or suspected case of COVID for, ideally, 24 hours.
- Cleaning and disinfection of all areas with a confirmed or suspected case according to all applicable state and federal laws, prior to reuse.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- Increased ventilation to all areas by opening windows as appropriate, to increase air circulation.
- Refer to DOH's Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure for information on "close and proximate" contacts.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning or disinfection is not necessary, but routine daily cleaning and disinfection will continue.

Return to School After Illness:

Schools must follow CDC and Local Health Department guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once they have completed a 10-day isolation period, their symptoms have dramatically improved and they have not had a fever for three consecutive days without the use of fever reducing medication;

- If the student of staff member has symptoms of COVID and their test is negative they can return to school if an alternative diagnosis is provided by their medical provider and they are symptom free for 24 hours.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms, or does not get a COVID- 19 test but has had COVID symptoms, they will not be allowed in school until:

- o It has been 10 days since the start of symptoms and,
- o their symptoms have dramatically improved, and
- o they have not had a fever for three consecutive days without the use of fever reducing medication.

The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end.

Quarantine of Direct Contacts:

It can take up to 14 days for COVID to manifest after an exposure. The CDC and NYS Guidelines recommend a 10-day quarantine for individuals identified as being close direct contacts with someone diagnosed or exhibiting symptoms of COVID, with an additional 4 days of self-monitoring to identify those persons who may be incubating the infection after exposure.

Reference:

yonkerspublicschools.org /Reopening September 2020/Guidance Documents

NYS Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools

Staff Absenteeism

● Instructional staff will call into the Absence Management System (AESOP) when they are absent due to illness. Substitutes will be provided as necessary and as requested.

● Instructional departments will develop a plan to monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff.

Employee Assistance Program (EAP)

● Employee Assistance Program (EAP) is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. This program addresses a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders.

The Human Resources Department will continue to disseminate information to employees about EAP and any additional resources available.

Medical Accommodations

● The Human Resources Department will continue to review medical and COVID-19 requests for accommodations.

New York State Contact Tracing Program

If a student or staff member tests positive for Coronavirus the New York State Contact Tracing Program will be implemented. As such, it is important for everyone to understand how contact tracing works. The information below is provided by the New York State Contact Tracing Program:

New York State has partnered with Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health and Vital Strategies to create the NYS Contact Tracing Program, a nation-leading initiative to help slow the spread of COVID-19 and make it safer to begin to return to normal again.

Contact Tracers work with people who have tested positive for COVID-19 to identify people they have had contact with and let them know they may have been exposed to the disease.

If you get a call from "NYS Contact Tracing" (518-387-9993), PLEASE answer the phone. Answering the phone will keep your loved ones and community safe.

A Contact Tracer will:

- NEVER ask for your Social Security number
- NEVER ask for any private financial information
- NEVER ask for credit card information
- NEVER send you a link without proper authentication procedures

If you test positive, a COVID Contact Tracer will connect you with the support and resources you may need through quarantine, such as help getting groceries or household supplies, child-care, medical care or supplies. The Tracer will work with you to identify and reach out via phone and text to anyone you've been in contact with while you were infectious to trace and contain the spread of the virus.

People who have come in close contact with someone who is positive are asked to stay home and limit their contact with others. By staying home during this time, IF you become sick yourself, you have not infected many others along the way. This is how we stop the spread!

Testing, medical and quarantine support for yourself and your loved ones will be arranged. We will not release your name to anyone. Your information is strictly confidential and will be treated as a private medical record. This nation-leading program will place emphasis on areas with the highest rates of infection and on regions ready to open. The program will operate through the next flu season. It will be implemented in coordination with New Jersey and Connecticut.

Your caller ID will say "NYS Contact Tracing" (518-387-9993).

Please answer the phone so we can keep NY moving forward and stop the spread of COVID-1

Reference:

www.yonkerspublicschools.org/Reopening September 2020/ Guidance Documents/ Contact Tracing Protocols

Facilities: Cleaning and Sanitizing

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Visibly soiled surfaces and objects must be cleaned before disinfecting. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

Routine cleaning of school settings includes, but is not limited to:

- Cleaning or disinfection of high contact surfaces that are touched by many different people, such as light switches, handrails, and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning and disinfecting restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

Classroom/Therapy Rooms:

Yonkers City School District will provide related service providers with additional cleaning supplies to ensure continuous disinfecting of classrooms and resource rooms that service students with complex disabilities where multiple tools are used for communication, mobility, and instruction.

Common Areas:

Smaller common areas, like kitchenettes and copy room areas, should have staggered use. Every effort will be made to provide additional spaces for lunch and breaks to the extent possible. Signage has been posted in common areas to remind staff of health and safety etiquette.

Disinfecting:

Disinfecting kills germs on surfaces or objects by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- Cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health will be adhered to.
- Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection of restrooms. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned.
- Hand hygiene stations will be provided and maintained, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Regular cleaning and disinfection of 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 will be conducted.
- Regular cleaning and disinfection of restrooms will be performed, and cleaning logs will be maintained.
- Cleaning and disinfection of exposed areas will be performed 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 shared surfaces.
- Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff as approved by Central Administration. Training will be provided regarding the appropriate use and handling of cleaning and disinfection supplies.
- Additional paper towel dispensers may be installed in other designated spaces.

Upon request, Facilities Services will provide CDC approved disinfecting solutions for additional on the spot disinfecting to building administration. This should be done daily or between uses as much as possible. Examples of frequently touched areas in schools may include:

- Classroom desks and chairs.
- Door handles and push plates.
- Handles on equipment (e.g., athletic equipment).
- Handrails, ballet barres.
- Kitchen and bathroom faucets.
- Light switches.
- Lunchroom tables and chairs.
- Special Education and Resource Rooms.
- Shared computer or piano keyboards and mice.
- Shared desktops.
- Shared telephones.

Hand Sanitizing:

- Hand sanitizer dispensers will be located and installed in approved locations.
- Yonkers City School District ensures that all existing and new alcohol-based hand-rub dispensers, installed in any location, are in accordance with the Fire Code of New York State (FCNYS) 2020 Section 5705.5.

Trash removal:

- Trash will be removed daily.
- Trash receptacles or processes for collecting trash during lunch periods in classrooms will be increased where necessary.
- No-touch trash receptacles will be utilized, where possible.

References:

www.yonkerspublicschools.org/Reopening September 2020/ Guidance Documents/ Facilities Reports/COVID-19 Cleaning Protocol

COVID-19 Protocols for Central Office Employees Entering One Larkin Center

(6)   Documenting Precise Hours/Work Locations of Essential Workers

It is recognized that as the work environment changes to adapt to the emergency situation, and typical work schedules are modified, it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis. Our plan to track such individuals can be found in the addendum. Emergency Housing for Essential Employees

Emergency housing for essential workers is not considered to be generally required for school employees as opposed to healthcare workers and other critical care employees. However, we have canvassed local hotels/motels so we may be prepared for an unanticipated need and should be able to access the following if necessary:

Yonkers City School District have also established city and school building shelter sites across the city in cooperation with the City of Yonkers Office of Emergency Management which may be utilized in the event of any emergency situation. If deemed necessary, school districts will work closely with Office of Emergency Management to determine housing options.

Recovery:

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods and our Public Information Officer will keep the school community aware of the transition process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff, make recommendations for appropriate intervention and commit to address the needs in person or remotely using available resources.
- The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned. Information from the Public Information Officer, Business Office, Human Resources, Facility Director, and Curriculum Supervisor, Yonkers Council of Administrators, Yonkers Federation of Teachers and Civil Service Employee Association will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis have been and will continue to be developed and implemented.

Essential Employees by Title/Department	Responsibilities and Duties include, but are not limited to:
Superintendent of Schools	• Maintain authority over all pandemic and crisis management plans • Maintain protocol for personnel policies appropriate for both possible long and short-term duration of pandemic absences • Communicate with the media, parents, students and staff • Guide principals in the communication process • Ensure district functions continue i.e Central Office, Facilities & Maintenance
Chief Medical Officer • **Nurses**	• Work closely with Department of Health to monitor cases and advise District to appropriate actions • Coordinate and ensure all safety protocols are implemented • Work in partnership with local hospitals to provide screening • Notify NYS and Westchester County Health Department of a positive COVID-19 Diagnostic test result of an individual within school community by utilizing New York State Contract Tracing Program. • Keep accurate attendance records of students and staff members in accordance with CDC protocols
Administration: **Assistant Superintendents** **Executive Directors** **Directors**	• Provide leadership and guidance to all relevant stakeholders. • Provide guidance on all aspects of distance learning; maintain academics and student learning • Ensure district functions continue i.e Central Office, Facilities & Maintenance, Personnel, Technology, Public Information
Assistant Superintendent **Pupil Support Services**	• Provide all necessary services to ensure consistency with the student's individualized education program (IEP) and English as a New Language (ENL) student needs • Coordinates out of district student placements • Collaborate with community partners to provide counseling activities • Provide support for students at-risk
Executive Director **Facilities & Maintenance** • **Supervisors** • **Maintenance Mechanics/Drivers** • **Custodial Staff**	• Maintain safe and operational environment • Establish vigorous cleaning policies and practices • Monitor cleaning and sanitizing all facilities
Manager of Administration	• Monitor and maintain the following departments prior to and during emergency: Transportation, Food Services, Technology • Work with the supervisors in each area to ensure proper responses to any emergency

Essential Employees by Title/Department	Responsibilities and Duties include, but are not limited to:
Director **Food Services** • **Food Service Workers**	• Provide all students with access to free school meals each school day • Ensure compliance with all applicable health and safety guidelines • Ensure compliance with Child Nutrition requirements
Director **Transportation** • **Dispatchers**	• Continue to provide transportation in accordance with Yonkers Board of Education policy and NYS Education regulations and guidelines • Ensure School bus contractors implement bus sanitizing process using CDC/DOH recommended products • Ensure all students, bus drivers and bus monitors wear acceptable face coverings and follow safety protocols
Director **Technology** • **Technicians**	• To the extent possible, provide access to devices and internet to students, and teachers • Assistance with devices and instructional technology • Assistance with log in and password issues • Assign technicians to school buildings to provide support
Director **School Safety & Security** • **Public Safety Officers**	• Schedule and assign Public Safety Officers to maintain a safe environment for students and staff • Provide security guidance • Liaison to Police, Fire and Office of Emergency Management
Public Information Officer	• Disseminate all necessary information to District staff, students, parents/guardians • Maintain District website, social media platforms • Disseminate consistent messaging regarding new protocols, procedures, expectations, requirements and options related to school operations throughout the pandemic and return to school setting.
Commissioner **Human Resources**	• Review essential functions of personal with building and District administration • Review all medical and COVID-19 requests by staff for accommodations, medical leaves, etc. • Monitor absenteeism to ensure appropriate staffing
Principals **Assistant Principals**	• Provide leadership and guidance to all school based staff, i.e. teachers, school aides, clericals. • Provide guidance on all aspects of distance learning; maintain academics and student learning • Provide consistent communication with students, staff and parents through Blackboard Connect, school websites, social media, etc. • Ensure compliance with all applicable health and safety guidelines
Clericals **Central Office/School Level**	• Assist District and school building administrators to ensure the smooth operation of the District • Duties include, but are not limited to attendance, payrolls, assisting parents, etc.
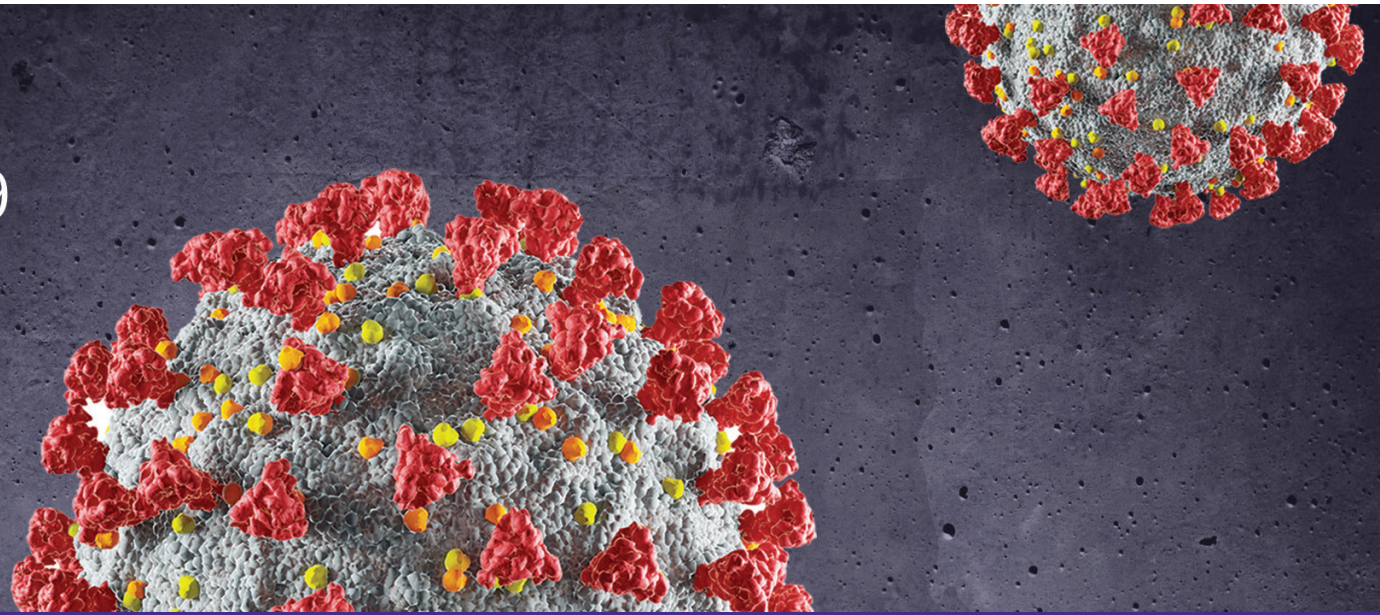
Pre-K to Gr 12 COVID-19 Toolkit

NYSDOH COVID-19 In-Person Decision Making Flowchart for Student Attendance

Can My Child Go To School Today?

In the past 10 days, has your child been tested for the virus that causes COVID-19, also known as SARS-CoV-2?

YES / **NO**

Was the test result positive OR are you still waiting for the result?

In the last 14 days, has your child:
- Traveled internationally to a **CDC level 2 or 3 COVID-19 related travel health notice country;** or
- Traveled to a state or territory on the **NYS Travel Advisory List;** or
- Been designated a contact of a person who tested positive for COVID-19 by a local health department?

NO

Does your child currently have (or has had in the last 10 days) one or more of these new or worsening symptoms?
- A temperature greater than or equal to 100.0° F (37.8° C)
- Feel feverish or have chills
- Cough
- Loss of taste or smell
- Fatigue/feeling of tiredness
- Sore throat
- Shortness of breath or trouble breathing
- Nausea, vomiting, diarrhea
- Muscle pain or body aches
- Headaches
- Nasal congestion/runny nose

YES

Your child **cannot** go to school today.

They must stay in isolation (at home and away from others) until the test results are back and are **negative** OR if **positive**, the local health department has released your child from isolation.

YES

Your child **cannot** go to school today.

They must stay at home until your local health department releases your child from quarantine, at least 14 days.

A negative diagnostic COVID-19 test does not change the 14-day quarantine requirement.

YES

Your child **cannot** go to school today.

Your child should be assessed by their pediatric healthcare provider (HCP). Call your child's HCP before going to the office or clinic to tell them about your child's COVID-19 symptoms. If your child does not have a HCP, call your local health department.

NO

Your child CAN go to school today.

Make sure they wear a face covering or face mask, practice social distancing, and wash their hands!

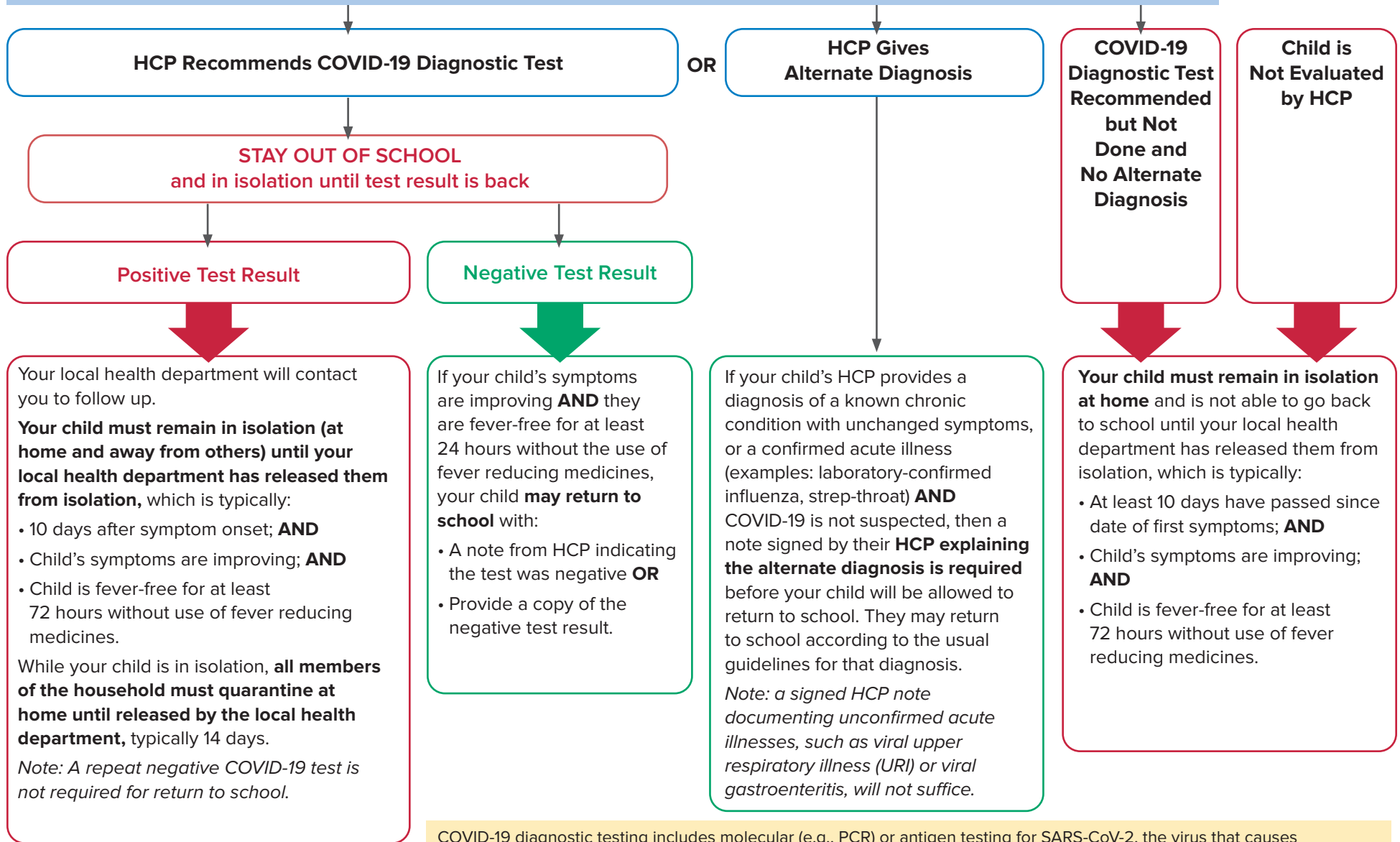Report absences, symptoms, and positive COVID-19 test results to your child's school.

SEEK IMMEDIATE MEDICAL CARE IF YOUR CHILD HAS:

- Trouble breathing or is breathing very quickly
- Prolonged fever
- Is too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, irritability, or confusion

My child has COVID-19 symptoms. When can they go back to school?

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)

HCP Recommends COVID-19 Diagnostic Test   **OR**   **HCP Gives Alternate Diagnosis**   **COVID-19 Diagnostic Test Recommended but Not Done and No Alternate Diagnosis**   **Child is Not Evaluated by HCP**

STAY OUT OF SCHOOL
and in isolation until test result is back

Positive Test Result

Negative Test Result

Your local health department will contact you to follow up.

Your child must remain in isolation (at home and away from others) until your local health department has released them from isolation, which is typically:

• 10 days after symptom onset; **AND**

• Child's symptoms are improving; **AND**

• Child is fever-free for at least 72 hours without use of fever reducing medicines.

While your child is in isolation, **all members of the household must quarantine at home until released by the local health department,** typically 14 days.

Note: A repeat negative COVID-19 test is not required for return to school.

If your child's symptoms are improving **AND** they are fever-free for at least 24 hours without the use of fever reducing medicines, your child **may return to school** with:

• A note from HCP indicating the test was negative **OR**

• Provide a copy of the negative test result.

If your child's HCP provides a diagnosis of a known chronic condition with unchanged symptoms, or a confirmed acute illness (examples: laboratory-confirmed influenza, strep-throat) **AND** COVID-19 is not suspected, then a note signed by their **HCP explaining the alternate diagnosis is required** before your child will be allowed to return to school. They may return to school according to the usual guidelines for that diagnosis.

Note: a signed HCP note documenting unconfirmed acute illnesses, such as viral upper respiratory illness (URI) or viral gastroenteritis, will not suffice.

Your child must remain in isolation at home and is not able to go back to school until your local health department has released them from isolation, which is typically:

• At least 10 days have passed since date of first symptoms; **AND**

• Child's symptoms are improving; **AND**

• Child is fever-free for at least 72 hours without use of fever reducing medicines.

COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

NYSDOH COVID-19 In-Person Decision Making Flowsheet for Staff To Go To Work

Can I Go to Work at the School Today?

In the past 10 days, have you been tested for the virus that causes COVID-19, also known as SARS-CoV-2?

YES ↓

Was the test result positive OR are you still waiting for the result?

NO →

In the last 14 days, have you:
- Traveled internationally to a **CDC level 2 or 3 COVID-19 related travel health notice country;** or
- Traveled to a state or territory on the **NYS Travel Advisory List;** or
- Been designated a contact of a person who tested positive for COVID-19 by a local health department?

NO →

Do you currently have (or have had in the last 10 days) one or more of these new or worsening symptoms?
- A temperature greater than or equal to 100.0° F (37.8° C)
- Feel feverish or have chills
- Cough
- Loss of taste or smell
- Fatigue/feeling of tiredness
- Sore throat
- Shortness of breath or trouble breathing
- Nausea, vomiting, diarrhea
- Muscle pain or body aches
- Headaches
- Nasal congestion/runny nose

YES ↓

You **cannot** go to work at the school today and must stay in isolation (at home and away from others) until your test results are back and are **negative OR** if **positive**, the local health department has released you from isolation.

YES ↓

You **cannot** go to work at the school today.

If you have had any of these exposures, you must stay at home until your local health department releases you from quarantine, at least 14 days from the date of your last exposure. A negative diagnostic COVID-19 test does not change the 14-day quarantine requirement.

School staff are not essential workers and **must** quarantine.

YES ↓

You **cannot** go to work at the school today.

You should be assessed by your health care provider (HCP). Call your HCP before going to any in-person visits to tell them about your COVID-19 symptoms. If you do not have a health care provider, call your local health department.

NO ↓

You can go to work at the school today!

Make sure you wear a face covering or face mask, practice social distancing, and wash your hands frequently.

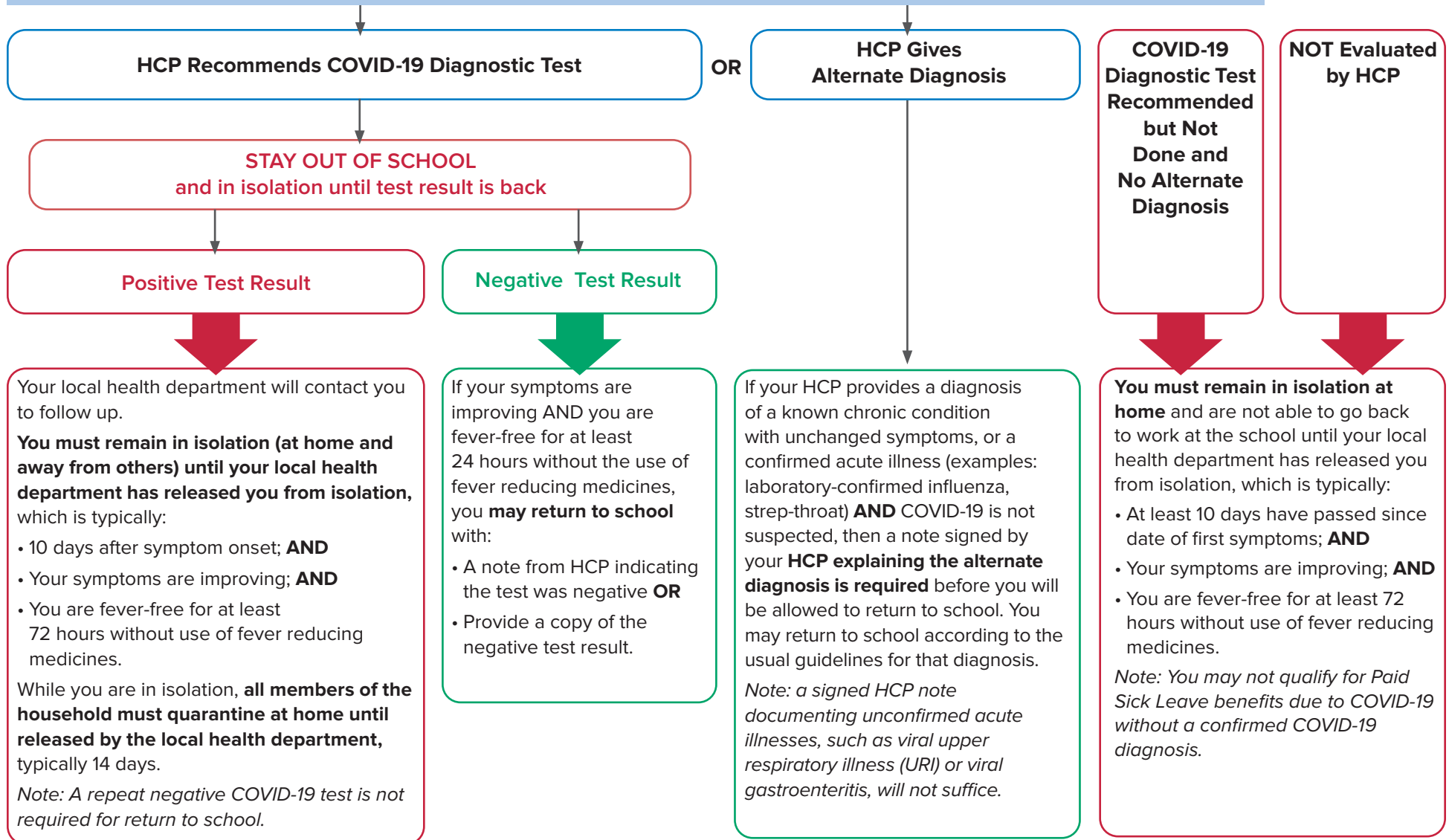Report absences, symptoms, and positive COVID-19 test results to your school.

SEEK IMMEDIATE MEDICAL CARE IF YOU HAVE:

- Trouble breathing or are breathing very quickly
- Are too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, irritability, or confusion

I have COVID-19 symptoms. When can I go back to work at the school?

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)

HCP Recommends COVID-19 Diagnostic Test OR **HCP Gives Alternate Diagnosis** | **COVID-19 Diagnostic Test Recommended but Not Done and No Alternate Diagnosis** | **NOT Evaluated by HCP**

STAY OUT OF SCHOOL and in isolation until test result is back

Positive Test Result

Negative Test Result

Positive Test Result

Your local health department will contact you to follow up.

You must remain in isolation (at home and away from others) until your local health department has released you from isolation, which is typically:

- 10 days after symptom onset; **AND**
- Your symptoms are improving; **AND**
- You are fever-free for at least 72 hours without use of fever reducing medicines.

While you are in isolation, **all members of the household must quarantine at home until released by the local health department,** typically 14 days.

Note: A repeat negative COVID-19 test is not required for return to school.

Negative Test Result

If your symptoms are improving AND you are fever-free for at least 24 hours without the use of fever reducing medicines, you **may return to school** with:

- A note from HCP indicating the test was negative **OR**
- Provide a copy of the negative test result.

HCP Gives Alternate Diagnosis

If your HCP provides a diagnosis of a known chronic condition with unchanged symptoms, or a confirmed acute illness (examples: laboratory-confirmed influenza, strep-throat) **AND** COVID-19 is not suspected, then a note signed by your **HCP explaining the alternate diagnosis is required** before you will be allowed to return to school. You may return to school according to the usual guidelines for that diagnosis.

Note: a signed HCP note documenting unconfirmed acute illnesses, such as viral upper respiratory illness (URI) or viral gastroenteritis, will not suffice.

COVID-19 Diagnostic Test Recommended but Not Done and No Alternate Diagnosis / NOT Evaluated by HCP

You must remain in isolation at home and are not able to go back to work at the school until your local health department has released you from isolation, which is typically:

- At least 10 days have passed since date of first symptoms; **AND**
- Your symptoms are improving; **AND**
- You are fever-free for at least 72 hours without use of fever reducing medicines.

Note: You may not qualify for Paid Sick Leave benefits due to COVID-19 without a confirmed COVID-19 diagnosis.

COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

NYS DOH COVID-19 Guide for School Administrators and Schools Nurses

COVID-19 Screening Flowsheet for Students and Staff

In the past 10 days, has the student or staff been tested for the virus that causes COVID-19, also known as SARS-CoV-2?

YES ↓   **NO** →

Was the test result positive OR are they still waiting for the result?

YES ↓

The student or staff **cannot** go to school today.

They must stay in isolation (at home and away from others) until the test results are back and are **negative** OR if **positive**, the local health department has released the individual from isolation.

In the last 14 days, has the student or staff:
- Traveled internationally to a **CDC level 2 or 3 COVID-19 related travel health notice country;** or
- Traveled to a state or territory on the **NYS Travel Advisory List;** or
- Been designated a contact of a person who tested positive for COVID-19 by a local health department?

NO →

YES ↓

Students or staff **cannot** go to school today.

They must stay at home until the local health department releases the individual from quarantine (at least 14 days from the date of their return from travel or last exposure). A negative diagnostic COVID-19 test does not change the 14-day quarantine requirement.

School staff are not essential workers and **must** quarantine.

Does the student or staff currently have (or has had in the last 10 days) one or more of these new or worsening symptoms?
- A temperature greater than or equal to 100.0° F (37.8° C)
- Feel feverish or have chills
- Cough
- Loss of taste or smell
- Fatigue/feeling of tiredness
- Sore throat
- Shortness of breath or trouble breathing
- Nausea, vomiting, diarrhea
- Muscle pain or body aches
- Headaches
- Nasal congestion/runny nose

YES ↓

The student or staff **cannot** go to school today.

They should be assessed by their health care provider (HCP). If they do not have an HCP, they should call their local health department. If they do not receive COVID-19 testing, or are not cleared to return to school by their HCP, then they are required to be isolated at home. See next page for more information.

NO ↓

The student or staff CAN go to school today!

Make sure they wear a face covering or face mask, practice social distancing, and wash their hands frequently.

Communicate to your students and staff that they must report absences, symptoms, and positive COVID-19 test results to your school.

CALL 911 IF A STUDENT OR STAFF HAS:

- Trouble breathing or is breathing very quickly
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
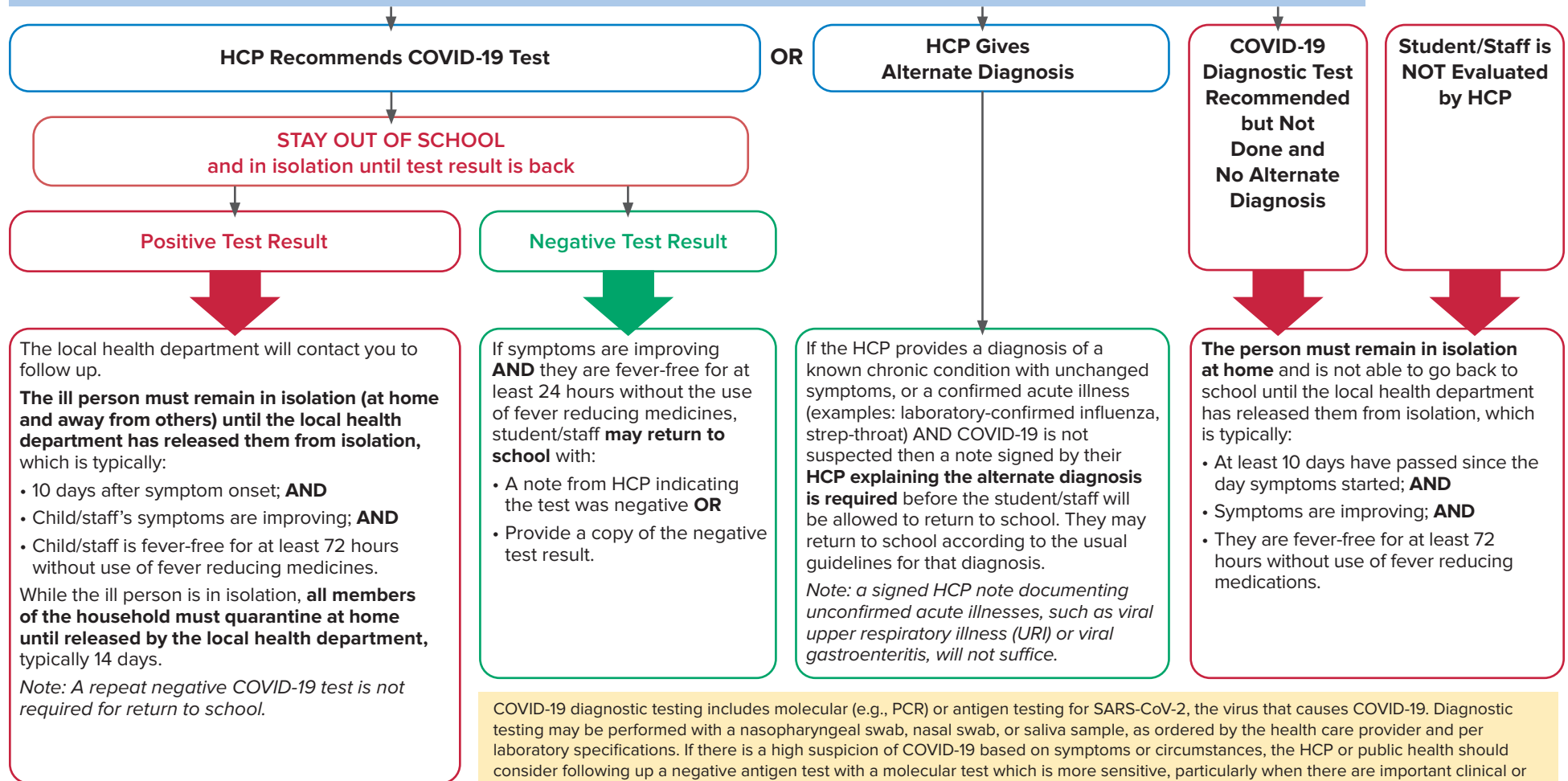- Lethargy, irritability, or confusion

COVID-19 Flowsheet for Student or Staff with COVID-19 Symptoms

Student/staff has symptoms consistent with COVID-19:
- Student/staff member should keep face mask on.
- Staff members should be sent home immediately.
- Students awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present using appropriate personal protective equipment (PPE).
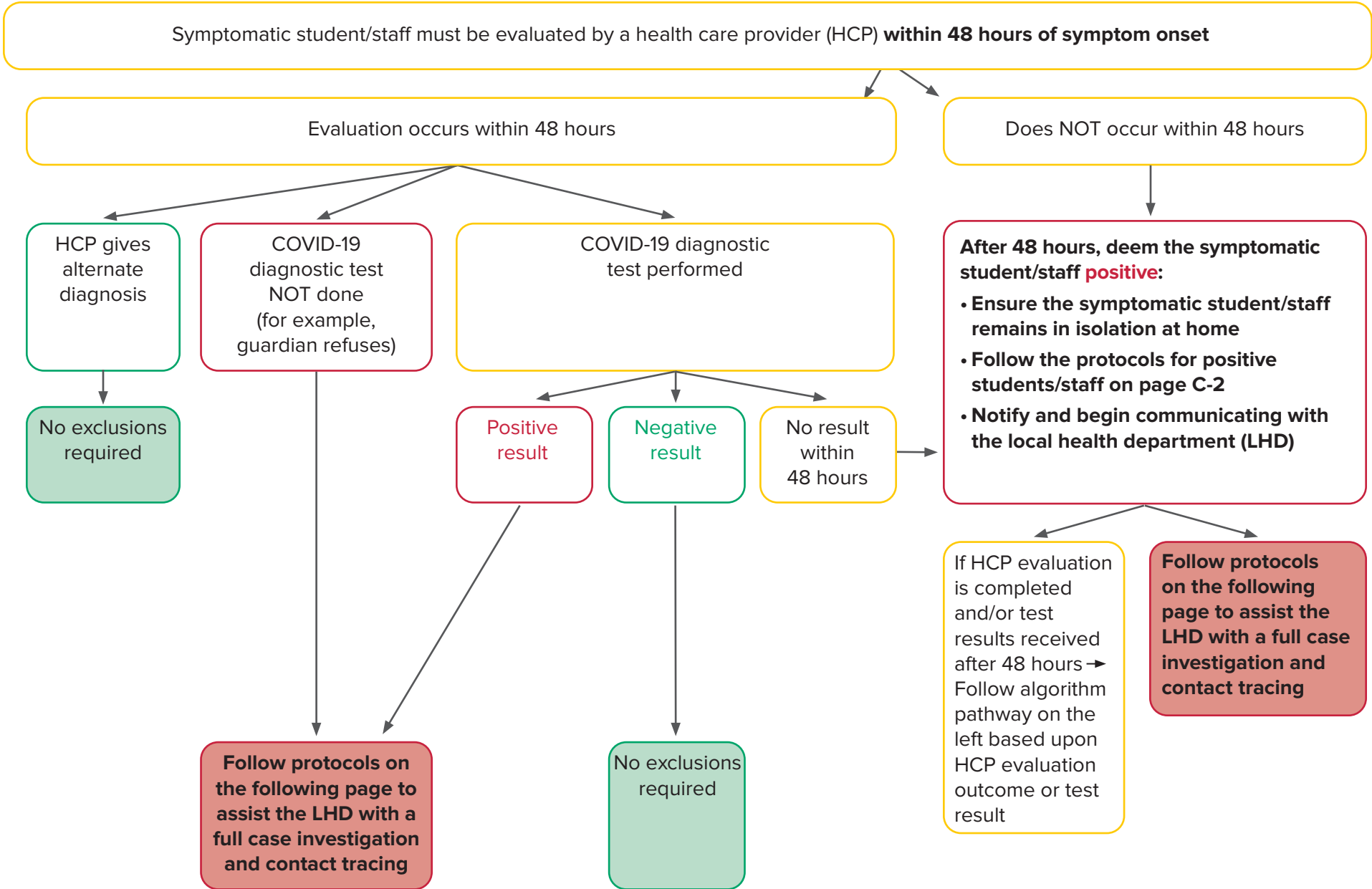- School administration and the parent/guardian should be notified.

- Provide instructions that the individual must be seen by an HCP for evaluation and have COVID-19 testing (unless determined not necessary by HCP). If they do not have an HCP they should call their local health department.
- Schools should provide a list of local COVID-19 testing locations.
- Clean and disinfect area where the student/staff member was located.

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)

HCP Recommends COVID-19 Test OR **HCP Gives Alternate Diagnosis** **COVID-19 Diagnostic Test Recommended but Not Done and No Alternate Diagnosis** **Student/Staff is NOT Evaluated by HCP**

STAY OUT OF SCHOOL and in isolation until test result is back

Positive Test Result

Negative Test Result

The local health department will contact you to follow up.
The ill person must remain in isolation (at home and away from others) until the local health department has released them from isolation, which is typically:
- 10 days after symptom onset; **AND**
- Child/staff's symptoms are improving; **AND**
- Child/staff is fever-free for at least 72 hours without use of fever reducing medicines.

While the ill person is in isolation, **all members of the household must quarantine at home until released by the local health department,** typically 14 days.

Note: A repeat negative COVID-19 test is not required for return to school.

If symptoms are improving **AND** they are fever-free for at least 24 hours without the use of fever reducing medicines, student/staff **may return to school** with:
- A note from HCP indicating the test was negative **OR**
- Provide a copy of the negative test result.

If the HCP provides a diagnosis of a known chronic condition with unchanged symptoms, or a confirmed acute illness (examples: laboratory-confirmed influenza, strep-throat) AND COVID-19 is not suspected then a note signed by their **HCP explaining the alternate diagnosis is required** before the student/staff will be allowed to return to school. They may return to school according to the usual guidelines for that diagnosis.

Note: a signed HCP note documenting unconfirmed acute illnesses, such as viral upper respiratory illness (URI) or viral gastroenteritis, will not suffice.

The person must remain in isolation at home and is not able to go back to school until the local health department has released them from isolation, which is typically:
- At least 10 days have passed since the day symptoms started; **AND**
- Symptoms are improving; **AND**
- They are fever-free for at least 72 hours without use of fever reducing medications.

COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. If there is a high suspicion of COVID-19 based on symptoms or circumstances, the HCP or public health should consider following up a negative antigen test with a molecular test which is more sensitive, particularly when there are important clinical or public health implications. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

COVID-19 exclusion protocol for <u>contacts</u> of symptomatic students and staff

Symptomatic student/staff must be evaluated by a health care provider (HCP) **within 48 hours of symptom onset**

Evaluation occurs within 48 hours

Does NOT occur within 48 hours

HCP gives alternate diagnosis

COVID-19 diagnostic test NOT done (for example, guardian refuses)

COVID-19 diagnostic test performed

After 48 hours, deem the symptomatic student/staff positive:
- **Ensure the symptomatic student/staff remains in isolation at home**
- **Follow the protocols for positive students/staff on page C-2**
- **Notify and begin communicating with the local health department (LHD)**

No exclusions required

Positive result

Negative result

No result within 48 hours

Follow protocols on the following page to assist the LHD with a full case investigation and contact tracing

No exclusions required

If HCP evaluation is completed and/or test results received after 48 hours → Follow algorithm pathway on the left based upon HCP evaluation outcome or test result

Follow protocols on the following page to assist the LHD with a full case investigation and contact tracing

COVID-19 School and Local Health Department Coordination for Contact Tracing

Notify the local health department (LHD):
- **Immediately upon learning of a positive case**
- **48 hours after symptom onset in a staff member or student if no HCP evaluation or test result has been received.** The LHD will collaborate with the school for contact tracing and to identify contacts.

Begin to identify contacts of the case to provide to the LHD.

Provide the LHD with contact information of school personnel who will assist in the LHD's contact investigation. Include the names and phone numbers of at least two points of contact, as appropriate, such as:
- School Principal
- Administrative Support Person
- Principal Designee

Provide the LHD with a list of people who are possible contacts of the case including:
- Contact's full name
- Parent(s)/Guardian(s) full name(s)
- Phone number(s)
- Home address
- Nature of contact (e.g., persons in same classroom, bus, etc.)
- Student, teacher, or type of staff member

Contacts will include students/staff who had exposure to the individual suspected or confirmed to have COVID-19 beginning two days before their symptom onset (or if the case was asymptomatic, two days before the date they were tested) until the case is excluded from the school and in isolation. Schools and LHDs should work together to ensure any before, after, or other daycare; transportation; extracurricular; and other non-school setting contacts are identified and notified of their exposure risk.

THEN

Move forward with preestablished communication plan in consultation with LHD (e.g., notifying the school community of confirmed case(s), as appropriate).

THEN

The LHD will determine which students/staff should be quarantined and excluded from school in addition to any other close contacts, such as social or household contacts. Contacts will be quarantined and excluded from school for 14 days from the date of last exposure to the case, advised to monitor for symptoms, and recommended to get a diagnostic COVID-19 test at least 3 days after their last date of exposure. The local health department will initiate isolation and quarantine orders.

When to welcome back affected students/staff:

The LHD will determine when students and staff are released from isolation or quarantine and can return to school.
The LHD should communicate to the school a release from isolation or quarantine in order for the student/staff to be welcomed back to the school.

INTERIM GUIDANCE FOR IN-PERSON INSTRUCTION AT PRE-K TO GRADE 12 SCHOOLS DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

When you have read this document, you can affirm at the bottom.

As of July 13, 2020

Purpose

This Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools during the COVID-19 Public Health Emergency ("Interim COVID-19 Guidance for Schools") was created to provide all elementary (including pre-kindergarten), middle, and high schools, as well as their employees, contractors, students, and parents/legal guardians of students with precautions to help protect against the spread of COVID-19 for schools that are authorized to provide in-person instruction in the 2020-2021 school year.

This guidance is intended to address all types of public and private (both secular and non-secular) elementary (including pre-kindergarten), middle, and high schools. In addition to affirming to understand and meet the requirements described herein, school districts, boards of cooperative educational services (BOCES), charter schools, and private schools must develop individual plans for reopening and operating during the COVID-19 public health emergency. Each plan must meet the minimum standards set forth in this guidance and reflect engagement with school stakeholders and community members, including but not limited to administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and, where appropriate, affiliated organizations (e.g., union, alumni, and/or community-based groups). Specifically, each school district, BOCES, charter school, and private school must develop and submit to the New York State Department of Health (DOH) and the New York State Education Department (NYSED), or the State University of New York (SUNY) for charter schools authorized by SUNY, a plan that, at minimum, covers:

(1) Reopening of school facilities for in-person instruction,

(2) Monitoring of health conditions,

(3) Containment of potential transmission of the 2019 novel coronavirus (COVID-19), and

(4) Closure of school facilities and in-person instruction, if necessitated by widespread virus transmission.

Core Health and Safety Principles and Definitions

- **Responsible Parties**: Responsible Parties shall be responsible for developing the plan, affirming to having read and adhere to this guidance, and meeting the standards set forth herein. For school districts and BOCES, the district superintendent, or another party as may be designated by the district superintendent, and for private and charter schools, the head of school, or another party as may be designated by the head of school, is the Responsible Parties. The designated party can be an individual or group of individuals responsible for the operations of the school or schools.

- **Face Coverings**: Responsible Parties must maintain protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate personal protective equipment (PPE) is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Specifically, appropriate PPE means, at least, an acceptable face covering, which is strongly

recommended to be worn by all individuals at all times but is <u>required</u> to be worn any time or place that individuals cannot maintain appropriate social distancing. However, if face coverings are to be worn by all individuals at all times, Responsible Parties should allow students to remove their face covering during meals, instruction, and for short breaks so long as they maintain appropriate social distance. Acceptable face coverings include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose.

- **Social Distancing**: Responsible Parties must maintain protocols and procedures for students, faculty, and staff to ensure appropriate social distancing to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Specifically, appropriate social distancing means six feet 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, or otherwise present a health or safety risk. If used, physical barriers must be put in place in accordance with United States Department of Labor's Occupational Safety and Health Administration (OSHA) <u>guidelines</u>, and may include strip curtains, cubicle walls, plexiglass or similar materials, or other impermeable divider or partition.

- **Spaces**: To reduce social density, Responsible Parties should consider and assess additional and/or alternate indoor space(s) that may be repurposed for instruction or other required purposes in support of in-person instruction within the school facility, school grounds, municipal facilities, municipal grounds, or community (e.g., community centers), as well as outdoor space(s) where health and safety conditions (e.g., allergies, asthma) allow for such potential usage.

- **In-Person Instruction**: To ensure equity in education, Responsible Parties should prioritize efforts to return all students to in-person instruction at this time. However, based on the dynamic nature of local community transmission of the COVID-19 virus, a phased-in approach or hybrid model combining in-person instruction and remote/distance learning may be necessary at various times through the 2020-2021 school year. In planning for these approaches and models, school plans should indicate if certain students will be prioritized to return to in-person instruction first or more frequently based on educational or other needs (e.g., early grades, students with disabilities, English language learners), given requirements for equity, capacity, social distancing, PPE, feasibility, and learning considerations.

- **Cohorts**: Responsible Parties should "cohort" students, to the extent practicable, to limit potential exposure to the COVID-19 virus. Cohorts, particularly for younger students, are self-contained, pre-assigned groups of students with reasonable group size limits set forth by the Responsible Parties in their plans. Responsible Parties should enact measures to prevent intermingling between cohorts, to the extent possible (e.g., separation by appropriate social distancing, particularly if there are multiple cohorts in one area). Responsible Parties should make reasonable efforts to ensure that cohorts are fixed – meaning contain the same students – for the duration of the COVID-19 public health emergency. Faculty may instruct more than one cohort so long as appropriate social distancing is maintained.

- **Screening**: Responsible Parties 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. Specifically, all individuals must have their temperature checked each day. 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. Responsible Parties must also 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. Remote health screening (e.g., by electronic survey, digital application, or telephone, which may involve the parent/legal guardian) before any individual reports to school, is strongly advised.

- **Transportation**: Consistent with State-issued public transit guidance, Responsible Parties must develop protocols and procedures, which include that individuals must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated), and that individuals should maintain appropriate social distancing, unless they are members of the same household. Responsible Parties should encourage parents/legal guardians to drop off or walk students to school to reduce density on buses.

- **Food Services**: Responsible Parties must continue to provide school breakfast and/or lunch to students who were previously receiving school meals, both on site and remote. For students on site, Responsible Parties must provide meals while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced. Responsible Parties may serve meals in alternate areas (e.g., classrooms) or staggered meal periods to ensure social distancing and proper cleaning and disinfection between students.

- **Ventilation**: Responsible Parties should increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols, particularly for younger students.

- **Hygiene, Cleaning, and Disinfection**: Responsible Parties must adhere to and promote hygiene, cleaning, and disinfection guidance set forth by DOH and the Centers for Disease Control and Prevention (CDC). Responsible Parties must train all students, faculty, and staff on proper hand and respiratory hygiene. Responsible Parties must maintain logs that include the date, time, and scope of cleaning and disinfection, as well as identify cleaning and disinfection frequency for each facility and area type and assign responsibility to staff.

- **Contact Tracing**: Responsible Parties must notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors. In the case of an individual testing positive, Responsible Parties must develop and maintain 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. Confidentiality must be maintained as required by federal and state law and regulations. Responsible Parties must cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.

- **Return to School:** Responsible Parties must establish protocols and procedures, 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 at school. This return to school protocol shall include, at minimum, documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation. Responsible Parties should refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

Plan Requirements

Reopening of in-person instruction includes protocols and procedures for restarting school operations including students, faculty, and staff returning to in-person instruction. At a minimum, plans must incorporate the following:

- **Capacity:** Phasing and quantity of students, faculty, and staff allowed to return in-person, considering factors such as ability to maintain appropriate social distance, personal protective equipment (PPE) availability, local medical capacity, and availability of safe transportation;

- **Social Distancing**: Protocols and procedures for students, faculty, and staff to ensure appropriate social distancing when on school grounds and in school facilities;

- **PPE and Face Coverings**: Protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate PPE is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Plans for all students, faculty, and staff to have the required PPE (i.e., acceptable face coverings) before entering school facilities, grounds, or any other space owned or administered by the school or school district (e.g., school buses);

- **Operational Activity:** Determinations on how classes, shared spaces, and activities may be adapted in various phases of learning and operations (e.g., identify which, if any, students will be offered alternate approaches, such as alternative schedules or hybrids of in-person and remote learning; how additional and alternative – school and non-school – spaces can be used for, or in support of, in-person instruction; how such schedules could be administered to create overlap for students from the same household; how shared spaces, such as cafeterias, libraries, playgrounds, and gymnasiums, will be modified and used, if and how cohorts will be implemented). Policies regarding field trips, special congregate events, and visitors considering risks for COVID-19 transmission, as well as protocols and procedures for social distancing, PPE usage, and cleaning and disinfection, which may include conducting virtual events;

- **Restart Operations:** Plans to safely reopen facilities and grounds, such as cleaning and disinfection, and restarting building ventilation, water systems, and other key facility components, as applicable;

- **Hygiene, Cleaning, and Disinfection:** Protocols and procedures for school-wide cleaning and disinfection of classrooms, restrooms, cafeterias, libraries, playgrounds, school buses, and all other school facilities, as well as training and promotion of hand and respiratory hygiene among all individuals in school facilities and on school grounds;

- **Extracurriculars:** Policies regarding extracurricular programs and which activities will be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). Policies should consider how to maintain cohorts, if applicable, or members of the same household. Responsible Parties should refer to DOH's "Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency" to assist in development of these policies; however, interscholastic sports are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming;

- **Before and Aftercare:** Policies regarding before and aftercare programs, considering social distancing, PPE usage, and cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Policies should consider how to maintain cohorts, if applicable, or group members of the same household;

- **Vulnerable Populations:** Policies regarding vulnerable populations, including students, faculty and staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment, to allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances. These accommodations may include but are not limited to remote learning or telework, modified educational or work settings, or providing additional PPE to individuals with underlying health conditions. Responsible Parties must also identify and describe any modifications to social distancing or PPE that may be necessary for certain student or staff populations, including individuals who have hearing impairment or loss, students receiving language services, and young students in early education programs, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible;

- **Transportation:** Consistent with State-issued public transit guidance, protocols and procedures, which include that individuals must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated), and that individuals should maintain appropriate social distancing,

unless they are members of the same household. Protocols and procedures should include how school buses will be adapted to keep students and staff safe (e.g., how face coverings will be provided to students in need, how members of the same household will be seated together, how social distancing will be conducted on buses, whether bus schedules will be adapted to accommodate reduced capacity, whether any health screening will be conducted at home before students board buses, how parents/legal guardians will be encouraged to drop off or walk students to reduce density on buses);

- **Food Services:** Protocols and procedures for onsite and remote food services for students, considering appropriate social distancing and any modifications to service that may be necessary (e.g., providing meals in a combination of classrooms and cafeterias, staggering meal periods). Measures to protect students with food allergies if providing meals in spaces outside the cafeteria. Protocols and procedures must also include how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged. Additionally, protocols and procedures must account for cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area (e.g., cafeteria);

- **Mental Health, Behavioral, and Emotional Support Services and Programs:** Available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction (e.g., how they will identify and support students having difficulty with transitioning back into the school setting, especially given the changed school environment). Any training for faculty and staff on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency, as well as information on developing coping and resilience skills for students, faculty, and staff; and

- **Communication:** Communications plans for students, parents/legal guardians of students, faculty, staff and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Plans should describe how schools will communicate with students and families about preparing for the upcoming year, which should include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene. Consider developing webpages, text and email groups, and social media to disseminate information. Schools should develop communication plans in multiple languages, as necessary.

Monitoring includes protocols and procedures to track health conditions at schools. At a minimum, plans must incorporate the following:

- **Screening:** Protocols and procedures for 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. Responsible Parties should consider limiting the number of visitors permitted on school grounds or in school facilities, and, if visitors are allowed, screening of such visitors;

- **Testing Protocols:** Process for the provision or referral of diagnostic testing for students, faculty, and staff for COVID-19, in consultation with local health department officials, when needed, which should include plans for testing of symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory, before allowing such individuals to return to in-person to the school;

- **Testing Responsibility:** Identification of who in the community is responsible for referring, sourcing, and administering testing (e.g., local health department testing site, physician offices, hospital system), particularly in the event that large-scale testing at the school is needed; and

- **Early Warning Signs:** Defined metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by state and local health departments; define and deploy method(s) to monitor against such metrics.

Containment includes protocols and procedures for how to respond to positive or presumed-positive cases, as well as preventative practices. At a minimum, plans must incorporate the following:

- **School Health Offices:** Protocols for safely caring for a student, faculty, or staff member if they develop symptoms of COVID-19 during the school day;

- **Isolation:** Procedures to isolate individuals who screen positive upon arrival, or symptomatic individuals should they become symptomatic while at school, providing appropriate PPE for school health office staff caring for the symptomatic individual. Protocols for safe transportation, including pick-up arrangements, if applicable, for symptomatic students, faculty, and staff;

- **Collection**: Protocols for how parents or legal guardians should pick up their student with instructions that the student must be seen by a health care provider;

- **Infected Individuals:** Requirements that persons who have tested positive complete isolation and have recovered, and will not transmit COVID-19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the local health department.

- **Exposed Individuals**: Requirements that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department;

- **Hygiene, Cleaning, and Disinfection:** Adherence to, and promotion of, hygiene, cleaning, and disinfection guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas;

- **Contact Tracing:** Plans to support local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program – an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies; and

- **Communication:** Plans to share protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, faculty, staff, students and the local community.

Closure includes contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education, and/or closing the school. At a minimum, plans must incorporate the following:

- **Closure triggers:** Identification of the conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, and plan for an orderly closure;

- **Operational Activity:** Determination of which operations will be decreased, or ceased and which operations will be conducted remotely; include process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel; and

- **Communication:** Plan to communicate internally and externally throughout the closure process.

State-Issued Guidance and Minimum Standards

Pre-K through Grade 12 schools involve a variety of activities depending on their specific educational and extracurricular programs and services, and, as such, should reference relevant "industry-specific" guidelines provided by DOH – and available on the New York Forward website – for operations of food services, office workspaces, transportation, and other activities, as applicable. Specifically, operations of cafeterias and other food services must operate in accordance with "Interim Guidance for Food Services during the COVID-19 Public Health Emergency" with additional precautions for students that are contained herein, such as social distancing between students or cohorts of students. Administrative

functions must operate in accordance with, "Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency." Transportation services administered by the school must operate in accordance with "Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency" with additional precautions that are contained herein. Interscholastic athletics are not permitted at the time of publication and must only operate in accordance with forthcoming State-issued guidance.

These guidelines are minimum requirements only and each school is free to provide additional precautions or increased restrictions. These guidelines are based on the best-known public health practices at the time of publication, and the documentation upon which these guidelines are based can and does change frequently. The Responsible Parties – as defined above – are accountable for adhering to all local, state and federal requirements relative to schools and auxiliary activities. The Responsible Parties are also accountable for staying current with any updates to these requirements, and related guidance as stated above, as well as incorporating same into any school activities and/or school reopening plan(s).

Background

On March 7, 2020, Governor Andrew M. Cuomo issued Executive Order 202, declaring a state of emergency in response to COVID-19. Community transmission of COVID-19 has occurred throughout New York. To minimize further spread, social distancing of at least six feet must be maintained between individuals, where possible.

On March 16, 2020, Governor Cuomo issued Executive Order 202.4, ordering all schools to close no later than March 18, 2020. Subsequent Executive Orders 202.11, 202.14, 202.18, and 202.28 extended such closure through the remainder of the 2019-2020 school year. On June 5, 2020, Governor Cuomo issued Executive Order 202.37, allowing in-person special education services and instruction during the summer term, provided that any district offering such services follow state and federal guidance.

On March 20, 2020, Governor Cuomo issued Executive Order 202.6, directing all non-essential businesses to close in-office personnel functions. Essential businesses, as defined by Empire State Development Corporation (ESD) guidance, were not subject to the in-person restriction, but were, however, directed to comply with the guidance and directives for maintaining a clean and safe work environment issued by the New York State Department of Health (DOH), and were strongly urged to maintain social distancing measures to the extent possible.

On April 12, 2020, Governor Cuomo issued Executive Order 202.16, directing essential businesses to provide employees, who are present in the workplace, with a face covering, at no-cost, that must be used when in direct contact with customers or members of the public during the course of their work. On April 15, 2020, Governor Cuomo issued Executive Order 202.17, directing that any individual who is over age two and able to medically tolerate a face-covering must cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining, social distance. On April 16, 2020, Governor Cuomo issued Executive Order 202.18, directing that everyone using public or private transportation carriers or other for-hire vehicles, who is over age two and able to medically tolerate a face covering, must wear a mask or face covering over the nose and mouth during any such trip. It also directed any operators or drivers of public or private transport to wear a face covering or mask which covers the nose and mouth while there are any passengers in such a vehicle. On May 29, 2020, Governor Cuomo issued Executive Order 202.34, authorizing business operators/owners with the discretion to deny admittance to individuals who fail to comply with the face covering or mask requirements.

On April 26, 2020, Governor Cuomo announced a phased approach to reopen industries and businesses in New York in phases based upon a data-driven, regional analysis. On May 4, 2020, the Governor provided that the regional analysis would consider several public health factors, including new COVID-19 infections, as well as health care system, diagnostic testing, and contact tracing capacity. On May 11,

2020, Governor Cuomo announced that the first phase of reopening would begin on May 15, 2020 in several regions of New York, based upon available regional metrics and indicators. On May 29, 2020, Governor Cuomo announced that the second phase of reopening would begin in several regions of the state, and announced the use of a new early warning dashboard that aggregates the state's expansive data collection efforts for New Yorkers, government officials, and experts to monitor and review where and how the virus is being contained to ensure a safe reopening. On June 11, 2020, Governor Cuomo announced that the third phase of reopening would begin on June 12, 2020 in several regions of New York. On June 24, 2020, Governor Cuomo announced that several regions of the state were on track to enter the fourth phase of reopening, starting on June 26, 2020.

On May 8, 2020, Governor Cuomo launched New York's Reimagine Education Advisory Council – made up of educators, students, parents, and education leaders – to help school districts, colleges, and universities reimagine teaching and learning as they prepare to reopen while protecting the health and safety of students and educators. The collective expertise and experience of this advisory council helped address key questions about how to strengthen New York's entire education system and helped inform this guidance. Specifically, this distinguished Council recommended the following key principles, which are reflected throughout these guidelines:

- Develop Flexible Plans: Schools must allow students, faculty, and staff to return to an in-person classroom setting with safety rules in place, while creating plans that are flexible and adaptable to ever-changing circumstances, especially given the possibility of a resurgence of COVID-19.
- Enact Safeguards to Protect the Health of Students and Employees: Essential safeguards for in-person education must be embedded in schools' plans, including but not limited to developing procedures for hand hygiene, cleaning and disinfection; providing proper PPE; maintaining social distancing; developing screening procedures; considering implications of busing and transportation; developing mitigation measures in cases of student and staff infections; considering needs of higher risk and vulnerable populations.
  - o Develop proper procedures for hand washing, cleaning and disinfection, ventilation, and appropriate use of PPE.
  - o Schools should provide proper PPE for those staff that must come into close contact with students, e.g. those who work with students that have certain disabilities.
  - o Schools should develop a plan for group purchasing of PPE.
  - o To maintain the safety of students and staff school districts plans must include physical/social distancing of six feet. In instances when six feet cannot be maintained proper face coverings must be worn in common areas such as hallways or on school buses. Provide exemptions or alternatives for those medically unable to wear masks.
  - o Place students in cohorts throughout the school day where feasible, and determine appropriate meal service options to ensure social distancing.
  - o Develop a plan for screening of students and staff.
  - o Consider the implications of busing (and limited busing) on students' ability to attend school in person.
  - o Work with state and local health departments to develop mitigation measures—such as additional disinfecting, postponing in-classroom instruction, or school closures—in cases of student and staff infections.
  - o Consider the needs of vulnerable populations and offer options for students and staff at higher risk of severe illness to limit their risk of exposure (e.g., virtual learning and teaching opportunities, respectively).
  - o Schools must work with state and local health departments as conditions may change. The flexible plan must adhere to federal and state guidelines for cleaning, sanitization and social distancing protocols.

- Prioritize In-Classroom Instruction for Students that Need it the Most: Schools should include steps to facilitate face-to-face instruction as much as possible, with a particular emphasis on in-person instruction for younger students, low-income students, special education students, English Language Learners, and those with limited access to technology.
- Arts, CTE, Labs, and Other Areas Must be Prioritized: Recognize the unique challenges and opportunities of remote instruction to the arts, career and technical education, physical education, laboratory coursework, and other activity-oriented subjects, understanding it is imperative that schools include in-person instruction in those areas to the extent possible.
- Utilize Innovative Models Such as Community Schools: Schools should be encouraged to expand community schools and wraparound services to support students and their families with essential needs like health and support services. Schools should create partnerships with arts, culture, athletic, and other community-based organizations. As part of this effort, schools should identify and ensure the availability of community resources to support the social, emotional, and health needs of students, families, and staff.
- Establish Best Practices for Hybrid and Remote Learning: Given the potential for intermittent school closures, or limited in-school activity, schools should establish effective hybrid and remote learning strategies in conjunction with stakeholders. In addition, schools should consider providing education/classroom activities in alternative non-traditional school spaces, such as community centers, simulcast lessons and professional development.
- Share Best Practices throughout the Region/State: Given the unprecedented challenges facing schools because of the ongoing public health emergency, schools should collaborate in developing reopening plans and districts should work with their communities and surrounding school districts to share knowledge and resources which promote efficiencies and increased opportunities for students, educators, and communities.
- Collaborate with Stakeholders: Schools should collaborate with stakeholders within districts and create specific processes to ensure that multiple perspectives are considered when developing plans.
- Communicate and Share Plans Widely: School plans should be readily available and accessible in all dominant languages spoken by students and their parents/legal guardians.

In addition to the following standards, schools must continue to comply with the guidance and directives for maintaining clean and safe work environments issued by DOH.

Please note that where guidance in this document differs from other guidance documents issued by New York State, or the respective regulatory or oversight body, such as NYSED or DOH, the more recent guidance shall apply.

Standards for Responsible School Activities in New York State

No school activities can operate without meeting the following minimum State guidance, as well as applicable federal requirements, including but not limited to such minimum standards of the Americans with Disabilities Act (ADA), Centers for Disease Control and Prevention (CDC), Environmental Protection Agency (EPA), and OSHA. The State standards apply to all school activities in operation during the COVID-19 public health emergency until rescinded or amended by the State.

The following guidance is provided to help schools develop their reopening plans and is organized around three distinct categories: people, places, and processes.

I. PEOPLE

A. Social Distancing and Face Covering

Social Distancing

- Responsible Parties must ensure that appropriate social distancing is maintained between individuals while in school facilities and on school grounds, inclusive of students, faculty, and staff, unless safety or the core activity (e.g., instruction, moving equipment, using an elevator, traveling in common areas) requires a shorter distance or individuals are of the same household.

Face Coverings

- Any time or place that individuals cannot maintain appropriate social distancing, individuals must wear acceptable face coverings.

- Face coverings are strongly recommended at all times, except for meals and instruction with appropriate social distancing. However, Responsible Parties can require face coverings at all times, even during instruction; and it is strongly recommended in areas with higher rates of COVID-19 community infection.

    o Responsible Parties requiring the wearing of face coverings by students at all times will need to consider and address developmental appropriateness, feasibility, and ability to implement such policy in a safe, consistent manner.

- Responsible Parties should develop plans for face covering breaks for students when they can maintain social distance.

- All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance; and for this reason, individuals – including students – must wear face coverings in common areas, such as entrances/exits, lobbies, and when traveling around the school.

- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering.

- Responsible Parties should consider assistance to students who may have difficulty in adapting to wearing a face covering.

- Responsible Parties must train all students, faculty, and staff on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings. This training should be extended to contractors and vendors, if the Responsible Parties will be supplying the contractors and vendors with PPE.

Social Distancing for Certain Activities

- Responsible Parties should ensure that a distance of twelve feet 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., participating in gym classes).

Space Configurations

- Responsible Parties are 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, cubbies, entryways, hallways), so that individuals can be socially distanced (e.g., side-to-side and when facing one another), and are not sharing workstations, desks, tables, or other shared surfaces without cleaning and disinfection between use.

- o If Responsible Parties are using a cohort model, cleaning and disinfection may be performed in between each group's use instead of individual's use.

- Where feasible, Responsible Parties should put in place measures to 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 six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., outdoor spaces, libraries, classrooms, cafeterias, health screening stations).

- Responsible Parties should determine which facilities, grounds, or portions thereof (e.g., libraries, recreational facilities) will be closed to the public (i.e., not students, faculty, or staff) or offer limited, specific hours to members of the general public. Any use of a school facility or grounds by the general public must be subject to the same guidelines required during all other school operations.

- Responsible parties 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.

Schedules

- Responsible Parties 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. However, students should not carry an unreasonable number of books or materials throughout the day.

Signage

- Responsible Parties must post signs throughout the school and should regularly share similar messages with the school community, consistent with DOH COVID-19 signage regarding public health protections against COVID-19. Responsible Parties can develop their own customized and age-appropriate signage specific to their school or educational setting, provided that such signage is consistent with the Department's signage. Signage should be used to remind individuals to:

  - o Stay home if they feel sick.

  - o Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.

  - o Properly store and, when necessary, discard PPE.

  - o Adhere to social distancing instructions.

  - o Report symptoms of, or exposure to, COVID-19, and how they should do so.

  - o Follow hand hygiene, and cleaning and disinfection guidelines.

  - o Follow respiratory hygiene and cough etiquette.

B. Gatherings

Meals

- Responsible Parties must ensure social distancing between individuals while eating in school cafeteria. If not feasible, meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students.

  - o Responsible Parties must prohibit sharing of food and beverages (e.g., buffet style meals, snacks), unless individuals are members of the same household. Adequate space should be reserved for students, faculty, and staff to observe social distancing while eating meals.

Small Spaces

- Responsible Parties should limit gathering in small spaces (e.g., elevators, supply rooms, faculty 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. However, even with face coverings in use, occupancy should not exceed 50% of the maximum capacity of the space, unless it is designed for use by a single occupant.

Faculty and Staff Meetings

- Pursuant to their school reopening plan, Responsible Parties may consider choosing to use video or teleconferencing for faculty and staff meetings and conferences to reduce the density of congregations, per CDC guidance "Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)". When videoconferencing or teleconferencing is not preferable or possible, Responsible Parties may choose to hold meetings in open, well-ventilated spaces and ensure that individuals maintain appropriate social distance (e.g., leave space between chairs, have individuals sit in alternating chairs).

Ventilation

- Responsible Parties should increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols.

Common Areas

- Responsible Parties should take additional measures to prevent congregation in elevator waiting areas and limit density in elevators, by, for instance, enabling the use of stairs.

- Responsible Parties 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. If open, Responsible Parties should make hand sanitizer or disinfecting wipes available near such amenities or areas (e.g., vending machines, communal coffee stations).

  o However, Responsible Parties should not provide cleaning and disinfecting supplies to students, particularly younger students, nor should students be present when disinfectants are in use.

- Responsible Parties 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.

- To the extent practical, Responsible Parties 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).

C. Operational Activity

Cohorts

- Responsible Parties are recommended to cohort students to the extent practicable to limit potential exposure. "Cohorts," particularly for younger students, are self-contained, pre-assigned groups of students with reasonable group size limits set forth by the school in their plan. Responsible Parties should enact measures to prevent intermingling across cohorts, to the greatest extent possible (e.g., separation by appropriate social distancing, particular if there are multiple cohorts in one area). Responsible Parties should make reasonable efforts to ensure that cohorts are fixed – meaning contain the same students – for the duration of the COVID-19 public health emergency. Faculty may instruct more than one cohort so long as appropriate social distancing is maintained.

In-Person Instruction

- While the goal is to return all students to in-person instruction, due to the dynamic nature and risk of community transmission of COVID-19, Responsible Parties 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. In such approaches and models, Responsible Parties may use video or teleconferencing in lieu of in-person gatherings (e.g., classes, office hours), per CDC guidance "Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)".

  - 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 (e.g., early grades, students with disabilities, English language learners), and must balance this with equity, capacity, social distancing, PPE, feasibility, and learning considerations.

  - If COVID-19 cases develop, Responsible Parties may consider restricting access within school facilities and across school grounds, particularly in affected areas to avoid full school closures. In such instances, Responsible Parties may choose to temporarily move classes where an individual has tested positive for COVID-19 to remote/virtual format until all contacts can be identified, notified, tested, and cleared.

- To maximize in-person instruction, Responsible Parties should consider measures that can be implemented to decrease density and congregation in school facilities and on school grounds, when possible, such as:

  - Finding alternative spaces in the community to allow for more in-person instruction;

  - adjusting class or work hours, where appropriate and possible;

  - limiting in-person presence to only those staff who are necessary to be at the school during normal school hours;

  - maintaining or increasing remote workforce (e.g., administrative staff) to accommodate social distancing guidelines;

  - staggering schedules and allowing more time between classes to reduce congestion in hallways, walkways, and buildings; and/or

  - shifting design of class schedules to accommodate social distancing guidelines, including cohorts (e.g., alternative classroom schedules, full-time in-person learning for younger students, and part-time distance learning for older students).

D. Movement and Commerce

Student Drop-Off and Pick-Up

- Responsible Parties 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.

Deliveries

- Responsible Parties should establish designated areas for pickups and deliveries, limiting contact to the extent possible.

Faculty/Staff Entrances and Exits

- To the extent feasible, Responsible Parties 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).

Shared Objects

- Responsible Parties should put in place plans or measures to limit the sharing of objects, such as lockers, cubbies, laptops, notebooks, touchscreens, writing utensils, chalk and dry erase boards, musical instruments, tools, and toys, 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.

II. PLACES

A. Personal Protective Equipment

- Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose. Face shields worn without other face coverings are not considered adequate protection or source control against COVID-19 and should not be used.

  o Responsible Parties and faculty may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the faculty or staff member.

- However, cloth-based face coverings or disposable masks shall not be considered acceptable face coverings for workplace activities that require a higher degree of protection for PPE due to the nature of the work. For those types of activities, N-95 respirators or other PPE used under existing industry standards should continue to be used, in accordance with OSHA guidelines.

- In addition to the necessary PPE as required for certain workplace activities, Responsible Parties must procure, fashion, or otherwise 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, pursuant to Executive Order 202.16, as amended and extended.

- Responsible Parties 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.

- Responsible Parties 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, such as riding in elevators, entering/exiting classrooms or student centers, walking in hallways, and traveling around school buildings.

- Responsible Parties must allow students, faculty, and staff to use their own acceptable face coverings, but cannot require faculty and staff to supply their own face coverings. Further, this guidance shall not prevent employees from wearing their personally owned protective coverings (e.g., surgical masks, N-95 respirators, face shields), as long as they adhere to the minimum standards of protection for the specific activity. Responsible Parties may otherwise require employees to wear more protective PPE due to the nature of their work. If applicable, employers should comply with all applicable OSHA standards.

- Responsible Parties 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.

- Face coverings should be cleaned or replaced after use and must not be shared. Students and parents/legal guardians should take responsibility for maintaining their face coverings. Please consult CDC guidance for additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning.

B. Hygiene, Cleaning and Disinfection

Hygiene

- Responsible Parties must ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19," and the "STOP THE SPREAD" poster, as applicable. Responsible Parties must maintain logs that include the date, time, and scope of cleaning and disinfection. Responsible Parties must identify cleaning and disinfection frequency for each facility type and assign responsibility.

- Responsible Parties 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.

- Responsible Parties must provide and maintain hand hygiene stations around the school, as follows:

    o For handwashing: soap, running warm water, and disposable paper towels.

    o For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.

        ▪ School medical or health directors should approve and permit the use of alcohol-based hand sanitizers in school facilities without individual's physician orders as alcohol-based hand sanitizers are considered over-the-counter drugs. Student use of alcohol-based hand sanitizers should always be supervised by adults to minimize accidental ingestion and promote safe usage; supervision is required for elementary school students. Parents/guardians can inform the school that they do not want their child to use alcohol-based hand sanitizers by sending a written notice to the school. Schools must provide accommodations for students who cannot use hand sanitizer, to allow for their use of handwashing stations.

    o 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 possible.

        ▪ Responsible Parties should place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.

        ▪ Responsible Parties should remind individuals that alcohol-based hand sanitizers can be flammable and may not be suitable for certain areas in school facilities and on school grounds.

- Responsible Parties should place receptacles around the school for disposal of soiled items, including paper towels and PPE.

Cleaning and Disinfection

- Responsible Parties should ensure that cleaning and disinfection are the primary responsibility of the school's custodial staff. However, Responsible Parties may also choose to provide appropriate cleaning and disinfection supplies to faculty and staff for shared and frequently touched surfaces:

    o Consider providing disposable wipes to faculty and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before and/or after use, followed by hand hygiene.

    o To reduce high-touch surfaces, Responsible Parties should install touch-free amenities, such as water-bottle refilling stations, trash receptacles and paper towel dispensers, where feasible.

- o If installing touch-free amenities is not feasible, Responsible Parties should, at a minimum, make hand sanitizer available near high-touch surfaces (e.g., trash receptacles, paper towel dispensers).

- o Responsible Parties should consider closing water drinking fountains (unless they are configured as a bottle refilling station) and encourage students, faculty, and staff to bring their own water bottles or use disposable cups.

- Responsible Parties 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. If cohorts are used, cleaning and disinfection may take place between each cohort's use rather than each individual. Cleaning and disinfection must be rigorous and ongoing and should occur at least daily, or more frequently as needed. Please refer to DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" and "Interim Guidance for Cleaning and Disinfection of Primary and Secondary Schools for COVID-19" for detailed instructions on how to clean and disinfect facilities.

  - o Responsible Parties must ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.

  - o Responsible Parties should ensure that materials and tools used by employees are regularly cleaned and disinfected using registered disinfectants. Refer to the Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA as effective against COVID-19.

    - ▪ If cleaning or disinfection products or the act of cleaning and disinfection causes safety hazards or degrades the material or machinery, Responsible Parties must put in place hand hygiene stations between use and/or supply disposable gloves and/or limitations on the number of employees using such machinery.

  - o Best practices to implement in residential, shared (i.e., communal) bathrooms include, but are not limited to:

    - ▪ Installation of physical barriers between toilets and sinks if six feet of separation is not feasible; and

    - ▪ Use of touch-free paper towel dispensers in lieu of air dryers.

  - o Responsible Parties must ensure distancing rules are adhered to by using signage, occupied markers, or other methods to reduce restroom occupancy at any given time, where feasible.

Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case

- Responsible Parties 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.

- Responsible Parties are expected to follow CDC guidelines on "Cleaning and Disinfecting Your Facility," if someone is suspected or confirmed to have COVID-19:

  - o Close off areas used by the person who is suspected or confirmed to have COVID-19.

    - ▪ Responsible Parties do not necessarily need to close operations, if they can close off the affected areas (e.g., classroom, restroom, hallway), but they should consult with local health departments in development of their protocols.

  - o Open outside doors and windows to increase air circulation in the area.

  - o Wait 24 hours before you clean and disinfect, unless waiting 24 hours is not feasible, in which case, wait as long as possible.

- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
  - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
  - Refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" for information on "close and proximate" contacts.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.

C. Coordination and Phased Reopening

- Responsible Parties 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.

D. Communications Plan

- Responsible Parties 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.
  - Please note that the State will decide on reopening dates for Pre-K through Grade 12 schools in early August 2020.
- Responsible Parties must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing reopening plans. Plans for reopening should identify the groups of people involved and engaged throughout the planning process.
- Responsible Parties 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. Responsible Parties may consider developing webpages, text and email groups, and/or social media groups or posts.
- Responsible Parties must ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
- Responsible Parties 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, specifically acceptable face coverings, when a social distance cannot be maintained.
- Responsible Parties should designate a coordinator or other point(s)-of-contact to be the main contact upon the identification of positive COVID-19 cases and to be responsible for subsequent communication. Coordinators should be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.

- o Coordinators should also work closely with local health departments and other schools to monitor public health conditions and jointly develop monitoring strategies.

E. Residential Living Considerations

- For schools with students who reside on campus, Responsible Parties must consider the following as they develop their plans:
  - o Residence halls: Plans should include protocols for capacity limits, enhanced cleaning and disinfection, appropriate social distancing, use of acceptable face coverings in common areas, restrictions on non-essential gatherings and activities, limited access by students to other residential facilities (e.g., dormitories), restrictions of visitors, special housing considerations for students who are immunocompromised or who have an underlying health condition, separate living spaces for persons undergoing isolation or quarantine, and a modified set of rules for students to follow;
  - o Residential testing: Plan for screening all students and faculty upon return, and to ensure diagnostic testing for any students or faculty members who screen positive for potential COVID-19 infection upon return, especially including any individuals with recent international or long-distance travel, or travel from designated states with widespread community transmission of COVID-19, as identified through the New York State Travel Advisory;
  - o Residential isolation and quarantine: Isolation (for individuals with suspected or confirmed case of COVID-19) or quarantine (for individuals exposed to a suspected or confirmed case of COVID-19, or who have recently traveled internationally or in states with widespread COVID-19 transmission) of individuals residing on school grounds may become necessary and schools should develop plans, in consultation with the local health department, that specify where individuals will be residing (e.g., dedicated residence hall, hotel, home) and the support system that will be implemented to meet daily needs (e.g., food, medication, psychosocial, academic and/or other support) throughout the duration of their isolation or quarantine. Plans should include measures to monitor and provide medical care and other health services to students who test positive and are in isolation, need more advanced medical care, or who are awaiting test results; and
  - o Residence move-out: Plans need to be put in place for how students should safely depart residence halls in the event of a closure. Schools should consider policies for students who may not be able to depart campus quickly (e.g. international students).

III. PROCESSES

A. Screening and Testing

Health Screening and Temperature Checks

- Responsible Parties 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.
  - o Temperature checks should be conducted per U.S. Equal Employment Opportunity Commission or DOH guidelines. Specifically, 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.

- o Responsible Parties must also 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.
    - ▪ Responsible Parties are 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).
  - o 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.
    - ▪ Remote screening should be coordinated to identify individuals who should not go to school and should be referred to their health care provider for further evaluation and COVID-19 testing.
    - ▪ On-site screening should be coordinated in a manner that prevents individuals from intermingling in close or proximate contact with each other prior to completion of the screening.
  - o Screening for all students, faculty, staff, and, where practicable, visitors, contractors, and vendors, must be completed using a questionnaire that determines whether the individual has:
    - (a) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
    - (b) tested positive through a diagnostic test for COVID-19 in the past 14 days;
    - (c) has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
    - (d) has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.
- • As able, Responsible Parties should consider implementing health screening practices for unscheduled visitors (e.g., members of the public allowed to use school grounds).
- • Refer to CDC guidance on "Symptoms of Coronavirus" for the most up to date information on symptoms associated with COVID-19.
  - o Please note that the manifestation of COVID-19 in children, although similar, is not always the same as that for adults. Children may be less likely to present with fever as an initial symptom, and may only have gastrointestinal tract symptoms, which should be taken into consideration during the screening process. Schools should also consider reminding parents/guardians that students may not attend school if they have had a temperature of greater than 100.0°F at any time in the past 14 days, even if a fever-reducing medication was administered and the student no longer has a fever.
- • Responsible Parties should 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, pursuant to current CDC and DOH guidance, as well as Executive Order 205.

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.
- Responsible Parties should provide such individuals with information on health care and testing resources, if applicable.
- Responsible Parties must immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19.

- Responsible Parties must require individuals to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of school hours.

- Responsible Parties 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. This returning to learning protocol must include at minimum documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution, or if COVID-19 positive, release from isolation.

- Responsible Parties must designate a central point of contact(s), which may vary by activity, location, shift or day, 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-19-related symptoms or COVID-19 exposure, as noted on the questionnaire.

In-Person Screening

- Responsible Parties must ensure that any personnel performing in-person screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious individuals entering the facilities. Personnel performing screening activities should be trained by employer-identified individuals who are familiar with CDC, DOH, and OSHA protocols.
- Screeners should be provided and use PPE, which includes at a minimum, an acceptable face covering or mask, and may also include gloves, a gown, and/or a face shield.

B. School Health Offices

- Responsible Parties 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.
- Responsible Parties 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 until they can go home or to a health care facility, depending on severity of illness;
  - Plans to ensure that symptomatic students who are waiting to be picked up remain under the visual supervision of a staff member who is socially distanced;
  - PPE requirements for school health office staff caring for sick individuals, which must include both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (i.e., goggles or face shield) should be added. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, and a fit-tested N-95 respirator should be used, if available (or surgical face mask and face shield, if not available), as well as eye protection. Please consult CDC guidance for additional information; and
  - Required guidelines for cleaning and disinfection.

- Responsible Parties must develop protocols for asthma-related acute respiratory treatment care using up to date standard of care:
  - Nebulizer treatments and suctioning are identified by the CDC as aerosol-generating procedures requiring a N-95 mask fitted to the healthcare worker;
  - Consult with students' healthcare providers for alternate asthma medication delivery systems; and
  - Consult with school maintenance and facilities department for environmental controls.

C. Tracing and Tracking

Metrics

- Responsible Parties 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, as defined by state and local health departments.
  - Responsible Parties 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 the local health department.
  - Responsible Parties may choose to modify operations prior to instituting school-wide closures to help mitigate a rise in cases.

Notification

- Responsible Parties 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, including students, faculty, staff, and visitors.

Tracing Support

- In the case of an individual testing positive, Responsible Parties 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. Confidentiality must be maintained as required by federal and state law and regulations. Responsible Parties must cooperate with state and local health department contact tracing, isolation, and quarantine efforts.
  - If feasible, Responsible Parties may offer optional tracing and tracking technology (e.g., mobile applications) to streamline contact tracing and communication process among their students, faculty, staff, parents/legal guardians of students, and community.
  - Responsible Parties should partner with local health departments to train older students, faculty, and staff to undertake contact tracing efforts for populations in school facilities and on school grounds, where feasible.

Quarantine, Isolation, and Return to School

- State and local health departments will implement monitoring and movement restrictions of COVID-19 infected or exposed persons, including isolation or quarantine.

- Responsible Parties 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.

- Responsible Parties should refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for

faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

IV. SUBMISSION OF SCHOOL PLANS

Responsible Parties must submit an affirmation at the below link that they have read and understand this guidance. Further, pursuant to this guidance, Responsible Parties must prepare and submit plan(s) for reopening and operating during the ongoing emergency by July 31, 2020. If an extension is required, Responsible Parties should contact DOH and either NYSED if they are a school district, BOCES, private school, or NYSED-authorized charter school, or SUNY if they are a SUNY-authorized charter school, for an extension. Plans should be presumed to be approved upon submission, unless otherwise notified by the State that modifications are necessary to ensure compliance with this guidance.

Plans should reflect engagement with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups), particularly local health department(s), and, in accordance with the minimum requirements referenced herein, cover: (1) reopening of school facilities for in-person instruction, (2) monitoring of health conditions, (3) containment of potential transmission of the 2019 novel coronavirus, and (4) closure of school facilities and in-person instruction, if necessitated by widespread virus transmission.

Responsible Parties must conspicuously post completed reopening plans at the school and on their website for faculty, staff, students, and parents and legal guardians of students to access.

School districts and BOCES should use the following submission form link to file their plans with NYSED and DOH. DOH and/or NYSED may require such school districts and BOCES to modify their plans, to the extent necessary to ensure compliance with this guidance. Plans will be made publicly available.

> https://forms.ny.gov/s3/PK-12-Education-Reopening-Plan, then select "School Districts and BOCES"

Charter schools should use the following submission form link to file their plans with DOH and their authorizer (i.e., NYSED or SUNY). DOH and/or NYSED/SUNY may require charter schools to modify their plans to the extent necessary to ensure compliance with this guidance. Plans will be made publicly available.

> https://forms.ny.gov/s3/PK-12-Education-Reopening-Plan, then select "Charter Schools"

Private schools should use the following submission form link to file their plans with NYSED and DOH. DOH and/or NYSED may require private schools to modify their plans to the extent necessary to ensure compliance with this guidance. Plans will be made publicly available.

> https://forms.ny.gov/s3/PK-12-Education-Reopening-Plan, then select "Private Schools"

Additional safety information, guidelines, and resources are available at:

New York State Department of Health Novel Coronavirus (COVID-19) Website
https://coronavirus.health.ny.gov/

New York State Education Department Coronavirus (COVID-19) Website
http://www.nysed.gov/coronavirus

Centers for Disease Control and Prevention Coronavirus (COVID-19) Website
https://www.cdc.gov/coronavirus/2019-ncov/index.html

Occupational Safety and Health Administration COVID-19 Website
https://www.osha.gov/SLTC/covid-19/

At the link below, affirm that you have read and understand your obligation to operate in accordance with this guidance:

https://forms.ny.gov/s3/ny-forward-affirmation

Why Do We Need Them?

Cloth face coverings and masks are meant to protect other people in case the wearer is unknowingly infected and may not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

All individuals in school facilities and on school grounds must be prepared to wear a face covering if another person unexpectedly cannot socially distance. All students and staff members must wear cloth face coverings or masks:

- Whenever they are within 6 feet of someone;
- In hallways;
- In restrooms; and
- In other congregate settings, including buses
- Whenever possible

Schools will allow an employee to wear their own acceptable face covering. Individuals without a face covering will be provided one.

Who Should Not Wear A Face Covering?

Face coverings should not be placed on:

- Children younger than 2 years old;
- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction;
- Anyone who has trouble breathing or is unconscious;
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

Supporting Students Who May Struggle with Wearing a Face Covering

For a student with a significant disability that limits their tolerance for wearing a face covering, PPE and other support will be provided to staff based on NYSED/DOH guidance, knowledge of the child's needs, and consideration of additional documentation or information shared by the parent.

It is important that this expectation not lead to conflict between or among children and teaching staff. Children who refuse to wear a face covering, are crying, or are dysregulated may be experiencing mental distress. In these cases, teaching staff and families should use positive, nurturing strategies to prevent conflicts over face covering, and encourage the child to consistently use a face covering over time.

For children who need additional support acclimating to the face covering requirement, a positive behavior intervention plan will be developed that supports a child towards consistently wearing a face covering.

For prolonged refusal due to significant disabilities, please contact School Administration, Health Services and the Special Education Department.

YONKERS
PUBLIC SCHOOLS

FACE COVERINGS
GUIDANCE

All students, employees and visitors entering Yonkers Public Schools and facilities MUST wear a mask/cloth face covering in compliance with New York State and Westchester County Departments of Health.

Mask Breaks

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school.

Masks breaks will be scheduled during the day as long as social distancing parameters can be maintained. Ideally, they occur outside and in a well-ventilated area when able.

Types of Masks

There are many different types of masks for use. Surgical masks are most common as are facial cloth coverings. Both are acceptable for use. In most instances a more advanced "medical" mask or N95 or KN95, is not recommended for daily use.

Can Face Shield Be Used Instead of a Mask?

Currently the CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings because of a lack of evidence of their effectiveness.

However, wearing a mask may not be feasible in every situation for some people for example, people who are deaf or hard of hearing – or those who care for or interact with a person who is hearing impaired and other special situations.

What about a mask with an exhalation valve or vent?

The CDC does not recommend use of masks or cloth masks for source control if they have an exhalation valve or vent because air flows more freely through the vent apparatus. This can result in expelled respiratory droplets that can reach others.
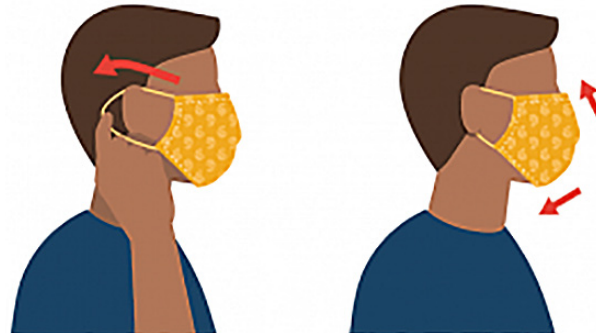
How Do I Correctly Wear A Mask?

- Wash your hands before putting on your mask

- Put it over your nose and mouth and secure it under your chin

- Try to fit it snugly against the sides of your face

- Make sure you can breathe easily

Individuals should be frequently reminded not to touch the face covering or mask and to wash their hands or use hand sanitizer frequently.

- Don't put the mask around your neck or up on your forehead

- Don't touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect

How Do I Correctly Take Off A Mask?

- Untie the strings behind your head or stretch the ear loops

- Handle only by the ear loops or ties

- Fold outside corners together

Adherence with Face Covering Requirements

All students, staff and visitors are expected to comply with face covering requirements Refusal to wear an appropriate face covering will be subject to interventions in accordance with the *Yonkers Public Schools Code of Conduct* (Revised and Adopted October 16, 2019) (pp. 24-44).

Medical Exemptions

STAFF: Employees with healthcare provider documentation stating they are not medically able to tolerate face covering cannot be required to do so. A letter from a healthcare provider must be submitted to Health Services for staff members.

STUDENTS: Parent must submit documentation from a doctor or other health care provider specifically documenting the medical condition and why the student's condition makes the student unable to wear or tolerate a face covering. A letter from a healthcare provider must be submitted to the school nurse for students.

Health Services will review the request and supporting documentation. Decisions on exemption will be based upon such documentation.

Questions can be directed to the school nurse or Health Services at: healthservices@yonkerspublicschools.org or you can call: 914-376-8226.

Staff and Students will be permitted to attend school while requests are reviewed. Staff and Students with face covering exemptions must continue to adhere to all health and safety requirements, including hand hygiene and physical distancing requirements.

COVID CONTACT TRACING PROTOCOLS

YONKERS PUBLIC SCHOOLS

COVID COORDINATORS: Dr. Ammir Rabadi • healthservices@yonkerspublicschools.org • 914.376.8226

LEVEL	DISTRICT IS NOTIFIED OF:	IMMEDIATE ACTION	NOTIFY	CONTACT TRACING	CLEANING AND DISINFECTING	CLOSING	RETURN
1	**COVID+ STUDENT/STAFF** *(Lab Confirmed Positive Test)*	Confirm Name Confirm Location	Health Services COVID Coordinator School Nurse Administrator	DOH directed with district support	Follow CDC/DOH guidance	Closing possible 24-72 hours (dependant on DOH)	NYS DOH guidelines Medical Clearance
2	**QUARANTINED** *(Contact of a known COVID+)*	Confirm Name Confirm Location	Health Services COVID Coordinator School Nurse Administrator	District log *(unless person under quarantine tests positive)*	Follow CDC/DOH guidance	NO ACTION REQUIRED	Upon completion of issued quarantine orders *(unless person under quarantine tests positive)* Medical Clearance
3	**COVID TEST PENDING**	Confirm Name Confirm Location	Health Services COVID Coordinator School Nurse Administrator	DOH directed with district support	Follow CDC/DOH guidance	NO ACTION REQUIRED	If COVID+ follow Level 1 Medical Clearance
4	**A CONTACT OF A CONTACT** *(Of a known COVID+)*	NO ACTION REQUIRED	Health Services COVID Coordinator School Nurse Administrator	NO ACTION REQUIRED	Follow CDC/DOH guidance	NO ACTION REQUIRED	NO ACTION REQUIRED

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| ! | **STUDENT/STAFF PRESENTS WITH COVID SYMPTOMS AT SCHOOL** | **C**ontact Nurse **H**old in Place **I**solate **L**imit Access Staff **L**imit Access Students | • Building Nurse • COVID Coordinator • Custodian • Safety Team | COVID Coordinator to update log | Seal room for 24 hours if possible, and clean and disinfect | NO ACTION REQUIRED | Follow health office protocol |

Preparedness Phase: No community transmission, no reported COVID19 positive individuals in the building

Intensify Cleaning and Disinfection Efforts

- Routinely clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops). Clean with the cleaners typically used. Use EPA-approved cleaning products according to the directions on the label.

- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.

- Provide EPA-registered disposable wipes to teachers and staff that want to be helpful so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before and after use.

- Ensure adequate supplies to support cleaning and disinfection practices. Many cleaning products are on backorder with District suppliers but an adequate supply is currently on hand.

Cleaning and Disinfecting Materials

The District will use EPA-registered disinfectants and cleaners using manufacturers' recommendation. Approved products being used include but are not limited to the following:
- Clorox multi surface disinfectant
- Clorox clean up disinfectant
- Lysol Multi surface disinfectant spray
- Clorox Pro total 360
- Oxivir wipes and solution
- Ecolab Neutral disinfectant
- Diluted household bleach (5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water).

Currently, there are 10 Clorox 360(CLX1100) Electrostatic Sprayers and Disinfectant Cleaners.

Actionable Phase: A COVID19 Positive Individual(s) is/are Identified in a School

- **Classroom closure** will be implemented in a school building regardless of community spread, if an infected person(s) has been identified by a positive COVID-19 test confirmed by the District's Chief School Physician. If this happens, in compliance with contact tracing protocols, the District's Health Services staff working with the Westchester County Department of Health (WCDOH) will follow WCDOH guidelines and directives. CDC recommends and the District will commence with the following procedures:

- All of the areas where the individual(s) spent time will be appropriately cleaned and disinfected according to current CDC and NYSDOH guidelines the evening we have a confirmed case and/or over the weekend.

- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.

Actionable Phase: A COVID19 Positive Individual(s) is/are Identified in a School

➢ **Short-term building closure** will be implemented regardless of community spread, if infected persons have been identified by positive COVID-19 tests confirmed by the District's Chief School Physician. If this happens, in compliance with contact tracing protocols, the District's Health Services staff working with the Westchester County Department of Health (WCDOH) will follow WCDOH guidelines and directives. CDC recommends and the District will commence with the following procedures:

- School will be closed to students and non-essential staff for the number of days designated by the Superintendent of Schools in consultation with WCDOH. Essential staff will have access, as necessary, to the facility.

Clean and disinfect thoroughly:

- Close off areas used by the individuals with COVID-19, follow CDC guideline for cleaning and disinfection. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.

Potential Cleaning by Outside Parties

On February 9, 2020, the District approved an Emergency Declaration for the District to retain the services of firms who specialize in the sanitizing of facilities, in the event the District should require assistance in handling the added sanitizing workload and/or in preparation of a District decision not to self-perform the sanitizing of its facilities.

COVID19 Daily Cleaning Protocols.

- Clean and sanitize at least twice per school day all bathrooms, high touch surfaces e.g. door knobs, railings, switch plates, etc.
- Repeat nightly and includes desks.
- Wednesdays clean and disinfect entire building including gyms, auditorium, cafeterias, etc.
- Friday evenings clean and disinfect entire building.
- Breakfast and lunch served in the cafeterias: Food Services clean the tables, kitchen serving areas. Custodians sweep and clean (mop) floors, remove garbage.   In classrooms, custodians set out garbage receptacles in hallways, clean all spills, remove garbage and disinfect as needed.

Cleaning Products

All products used for cleaning comply with NYS Chapter 584 of the Laws of 2005 - New York State Green Cleaning Law and currently include the following.

Daily Cleaning Products:
- Diversy Raindance Neutral Cleaner (Floors)
- Diversy Morning Mist bathroom cleaning
- Diversy Glance glass cleaner
- Diversy Breakdown Odor Eliminator

Sanitizing Products:
- EcoLab Peroxide Multi Surface Cleaner and Disinfectant (wipes)
- EcoLab A-456 Peroxide (mix for electrostatic sanitizing wands)
- Oxivir wipes
- Clorox 360 electrostatic spray

Cleaning products and Globally Harmonized System of Classification and Labeling of Chemicals Safety Data Sheets are available on the District's Reopening September 2020 website Guidance Documents, Facilities Reports.
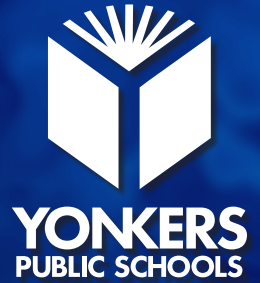
The following safety protocols have been implemented at One Larkin Center, Yonkers, NY, in accordance with New York State Department of Health and CDC guidance for COVID-19 mitigation, the phased-in reopening of business shall include:

- On-site Temperature Screenings
- Physical Distancing
- Provision of Personal Protective equipment (PPE)
- Hygiene and Cleaning
- Communication and Contact Tracing strategies

TEMPERATURE CHECKS

Following CDC recommendations for all employees before entering the facility. All employees are under strict guidelines not to report to work if they are feeling ill and/or have a cough or a fever.

HEALTH SCREENING QUESTIONS: HAVE YOU...

Had Coronavirus (COVID-19) symptoms in the past 14 days?

and/or

Tested positive for Coronavirus (COVID-19) in the past 14 days?

and/or

Had close contact with confirmed or suspected Coronavirus (COVID-19) case in past 14 days?

If the answer is "Yes" to any of these questions, you need to speak a member of Health Services staff.

Thank you.

COVID-19 Protocolos para los Empleados de la Oficina Central que entran a One Larkin Center

MAYOR MIKE SPANO

YONKERS PUBLIC SCHOOLS

Los siguientes protocolos de seguridad se han implementado en One Larkin Center, Yonkers, NY, de acuerdo con el Departamento de Salud del Estado de Nueva York y la orientación de CDC para la mitigación de COVID-19, la reapertura gradual del negocio incluirá:

- Pruebas de Temperatura
- Distanciamiento Social
- Provisión de Equipo de Protección Personal (EPP)
- Higiene y Limpieza
- Estrategias de Comunicación y Seguimiento de Contactos

PRUEBAS DE TEMPERATURA

Siguiendo las recomendaciones del CDC para todos los empleados antes de entrar en la instalación. Todos los empleados están bajo pautas estrictas de no presentarse al trabajo si se sienten enfermos y/o tienen tos o fiebre.

PREGUNTAS DE EXAMEN DE SALUD: HA TENIDO...

¿Ha tenido síntomas de coronavirus (COVID-19) en los últimos 14 días?

y/o

¿Ha dado positivo a la prueba del coronavirus (COVID-19) en los últimos 14 días?

y/o

¿Tuvo contacto cercano con un caso confirmado o sospechado de Coronavirus (COVID-19) en los últimos 14 días?

Si la respuesta es "Sí" a cualquiera de estas preguntas, usted debe hablar con un miembro del personal de Servicios de Salud.

Gracias.