

# YONKERS PUBLIC SCHOOLS

## Reopening Central Office Employee Guidelines for COVID 19



*July 2020*

**Yonkers Board of Education**  
One Larkin Center  
Yonkers NY, 10701  
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### **Regarding the information**

The information and protocols in this document are designed to maintain a safety work environment for Yonkers Board of Education employees, our children and families, and the business and community members who need to access the departments in One Larkin Center. The guidelines follow CDC, New York State and Westchester County Health Department guidance as well as other public resources regarding COVID-19 protocols for the workplace.

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COVID-19 has redefined the meaning of “normal” in the workplace

The District stands ready to take appropriate action to assist all Board of Education employees safe return to the workplace.

The COVID-19 crisis has reinforced the significant role of public education in our society and that schools are the heart of our community, not only for learning, but also for nutrition, safety and social emotional well-being. Throughout the crisis, Yonkers has shown its flexibility, skill and creativity in meeting the rapidly changing needs of students, families and staff.

School districts are a subdivision of the State Government and are therefore deemed essential agencies per New York State Executive Order 202.8 and not subject to in-person restrictions, per Department of Health, Interim Guidance on Executive Orders issued for gatherings, public spaces, and public and private sectors entities during COVID-19, dated March 19, 2020.

All Board of Education employees working at One Larkin Center are deemed essential employees.

It is important to remember that the New York on PAUSE was put into effect, so as not to overwhelm the health care system. New York on PAUSE was not intended to remain in place until there is a cure for this virus.

The information and protocols in this document are designed to maintain a safety work environment for Yonkers Board of Education employees, our children and families, and the business and community members who need to access the departments in One Larkin Center. The guidelines follow CDC, New York State and Westchester County Health Department guidance as well as other public resources regarding COVID-19 protocols for the workplace.

Therefore, the key aspects contained in this document are protections for employees, changes to the physical workspace, identifying vulnerable employees, cleaning and disinfecting.

This is a living document and it will continue to evolve as more guidance is provided by various government agencies, as well as ongoing review and assessment by the Superintendent of Schools, Senior Management and input from employees.

# YONKERS BOARD OF EDUCATION

## ENSURING SAFETY!

For the safety of our children and families, we are following the guidelines of the CDC and other public sources of information regarding COVID-19.



**Limited office hours,**  
"By appointment" business processes: registration, transportation, special education



Following CDC recommendations, all employees will have their **Temperature Checked** 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*



Monitor and **limit the number of individuals** in hallways, waiting areas and offices



Practice **frequent hand washing & social distancing**



Requiring employees and visitors to **wear a face covering** when in close proximity of others.



Provide **hand sanitizer stations** throughout the building



Following the "ABCs" of COVID-19 cleaning expectations: **Always Be Cleaning.**  
Facilities Team is on a set cleaning schedule: door handles, tables, high touch areas, and common areas.



Employees and visitors **are discouraged** from eating in waiting areas.



The CDC website provides the latest information about COVID-19 transmission: [www.cdc.gov/coronavirus/2019-ncov/about/transmission.html](http://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html).

## How COVID-19 Spreads

CDC Information Regarding Transmission

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread COVID-19 to other people.

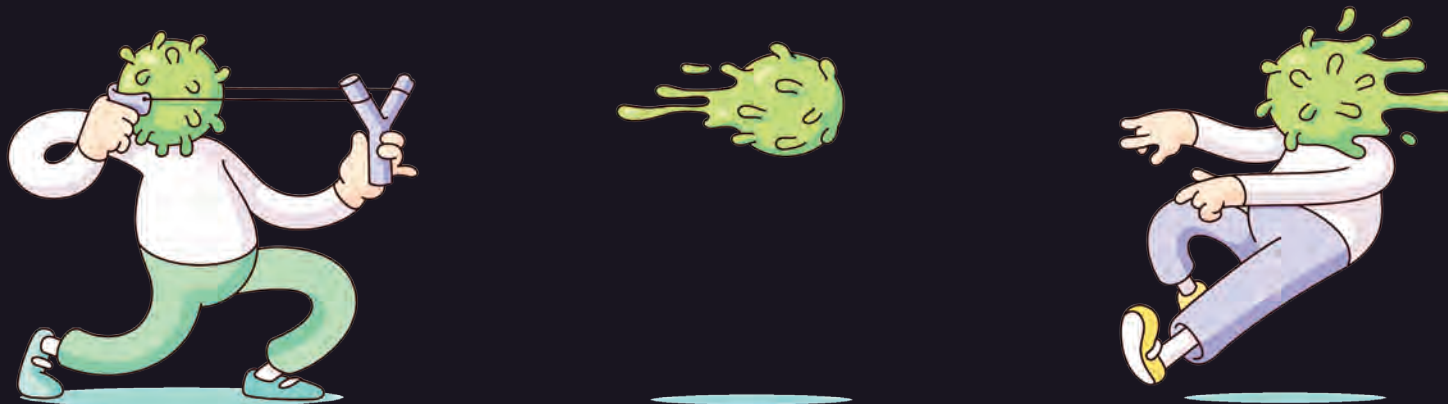
The virus is thought to spread mainly from person-to-person, including:

- *Between people who are in close contact with one another (within about 6 feet)*
- *Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.*

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching his or her own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.



# Worker Exposure Risk To COVID 19

## Occupational Risk Diagram

**VERY  
HIGH  
RISK.**

Jobs with the highest potential for exposure to known or suspected sources of COVID-19.

Worker risk of occupational exposure to SARS-CoV 2, the virus that causes COVID-19, during an outbreak may depend on a number of circumstances.

**HIGH  
RISK.**

Jobs with moderately high potential for exposure to known or suspected sources of COVID-19. May work in high population density work environments.

We have divided job tasks into four risk exposure levels. Most workers will fall in the lower exposure risk.

**MED  
RISK.**

Jobs that require frequent/close contact with potential for exposure to known or suspected sources of COVID-19. May have contact with the general public

OSHA has divided job tasks into four risk exposure levels as shown to the left. Most American Workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

**LOW  
RISK.**

Jobs that do not require contact with people known to be or suspected positive COVID-19.

Workers in this category have minimal contact with the general public and other coworkers.

Based on this information most offices within Central Office are classified as Lower Risk. There will be no contact with people known to be or suspected to be infected, minimal contact with the public and coworkers.



# PREPARING THE BUILDING

This section describes basic steps to reduce the risk of exposure to COVID-19.

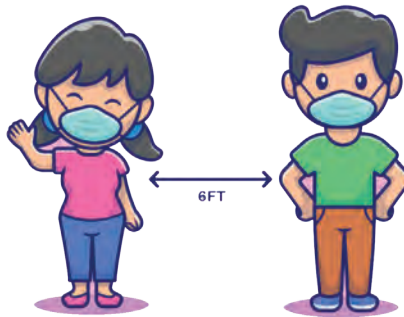
To stay abreast with COVID-19, an Infectious Disease Preparedness and Response Committee will help guide protective actions against COVID-19 as well as to protect our employees and community at large. The role of this committee is to stay up-to-date of guidance from federal, state and local health agencies to incorporate recommendations into our workplace.

We ask that you help us protect you by adhering to set forth protocols in this manual.

## Guidelines for the Reopening of Central Office to Employees

Effective June 1, 2020 the following safety protocol shall be implemented at the Yonkers Public Schools, Central Office Building, One Larkin Center, Yonkers, NY. In accordance with state-guided COVID-19 mitigating directives, 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



## On-site Screening

Employees who have a fever of 100.4 or higher and other signs of illness will not be allowed to come into the building. We encourage staff members to stay home when they are feeling sick or confirmed sick.

Mandatory health screening assessment will be done before employees begin work each day and for essential visitors, asking about:

1. **COVID-19 symptoms in the past 14 days,**
2. **Positive COVID-19 test in the past 14 days, and/or**
3. **Close contact with confirmed or suspected COVID-19 case in the past 14 days.**

District on-site screeners - Medical staff, Public Safety Officers, and some supervisors - will be trained to take the body temperature of all individuals entering One Larkin Center, in accordance with CDC.

Employees with a fever, cough or known COVID-19 symptoms will be sent home and will need a mandatory health screening assessment from a medical provider.

## Physical Distancing

Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations, Student Enrollment waiting area, etc). If safety or work activity requires a shorter distance, face coverings are required.

We can also help in keeping a safe work environment by limiting in-person processes to only one or two appointments at a time, depending on available space. For example, given the space in the Student Enrollment Office, two families should be scheduled every two hours, and no children should be present at the time of the appointment; Special Education should schedule families based on the number of available interview rooms (3-4 people per room, children must be available, and all must wear a mask during the evaluation).

- Tightly confined spaces (e.g. elevators) are limited to no more than 2 individuals at a time, wearing face coverings.
- Limit in-person gatherings as much as possible and use telephone or video conferencing whenever possible. Essential in person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Any materials that can be submitted remotely should be encouraged and promoted.

## Hygiene and Cleaning

Yonkers Public Schools School Facilities Management will adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH). Cleaning and disinfecting of common areas, surfaces, and high traffic areas will be performed in keeping with current guidelines.

Provide and maintain hand hygiene with availability of alcohol-based hand sanitizer containing 60% or more alcohol for areas where hand washing is not feasible.

The current practice to clean and disinfect high touched areas (i.e. door knobs, elevators, card key readers) is an ongoing practice.



Wash hands often with soap and water for at least 20 sec.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash



Clean and disinfect frequently touched objects and surfaces



Avoid close contact with people who are sick



Avoid touching your eyes, nose, and mouth



Stay home when you are sick, except to get medical care

## PREPARING THE BUILDING

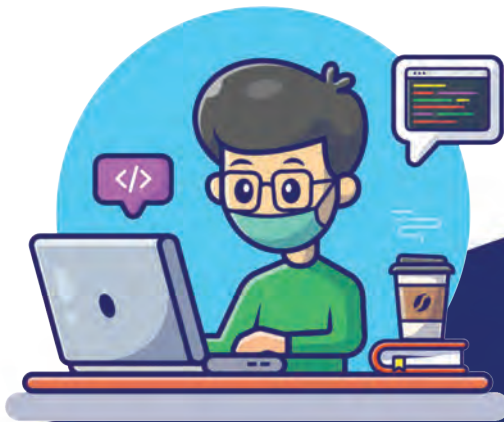
### Protective Equipment

Yonkers Board of Education will provide employees with an acceptable face covering and gloves at no-cost to the employee and have an adequate supply if replacement is necessary.

Acceptable face coverings, include but are not limited, to cloth (e.g. homemade sewn and non-surgical masks, unless the nature of the work requires stricter PPE (e.g. N-95 surgical mask and/or face shield). Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

- Space use/density monitoring
- Evaluation of space in terms of Individual seats, rearrangement of desks, open/create new space, polycarbonate shielding glass barriers
- Circulation routes through workplace, signage, floor markings to direct foot traffic and ensure safe social distancing
- Eliminate meeting and gathering spaces of more than 3 people.
- Appropriate use of shared equipment (*i.e. copiers, fax machines*); eliminate and/or limit appliances (*i.e. coffee makers, microwaves, refrigerators, etc.*); use of gloves, one person at a time in the same space, disinfect, as appropriate.
- Elevator shall require signage two (2) people at a time
- Cleaning and disinfecting the building and frequently touched surfaces.
- Provide hand sanitizer at entry, in stairs, elevator lobbies, copier room and all other building common areas.



### Communication and Contact Tracing

Monitor federal, state, and local public health communications about COVID-19 regulations, guidance, and recommendations.

Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

## BUILDING ENTRY/RECEPTION

The following protocols have been put in place:

- Establish one point of entry from 8:00 a.m. to 9:30 a.m. for screening protocols
- Establish screening protocols upon entry at centralized locations, (*i.e. check list of potential symptoms, temperature check*)
- Provide and maintain hand hygiene with availability of alcohol-based hand sanitizer containing 60% or more alcohol for areas where hand washing is not feasible.
- Floor markings
- Train reception personnel on safe interactions with people entering the building
- Install polycarbonate shielding glass in front of reception areas in Student Enrollment and Public Safety, as well as in office areas where social distancing is not feasible
- Reminders of Social Distancing guidelines

*Please do not come to work if you are not feeling well, it is a matter of respecting your colleagues health and wellbeing.*

## SHIPPING AND RECEIVING

The following protocols have been put in place:

- Review process for inbound and outbound mail and parcels, all deliveries should take place in one designated area
- The main entrance needs to remain open and clear
- Please make sure you send delivery vehicles to the back of the building (**Loading Dock Area**)
- Employees handling mail and parcels must wear PPE to receive parcels, mail, and other deliveries, and be trained in the proper use and disposal of PPE
- Sanitizing the exterior of packaging
- Removing items from boxes and appropriately discarding the boxes

## SAFE WORK PRACTICES



It's recommended that employees to bring should bring their own food, beverage; manage it individually

### Workplace Hygiene Etiquette:

- Respiratory etiquette, cover coughs and sneeze into elbow
- Use of bathrooms, be careful of touch surfaces
- Frequent and thorough hand washing
- Avoid touch points (*e.g., doorknobs, light switches, classroom sink handles, counter-tops, water fountain buttons, elevator buttons*)
- Do not use other people's phones, desk, equipment, etc.
- Cleaning and disinfecting your desk and equipment daily
- Clean Desk Policy; to allow for daily disinfecting and cleaning.

## CONDUCT DAILY CLEANING AND DISINFECTION DURING HEIGHTENED FLU AND VIRUS SEASON

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, water fountain buttons, elevator buttons, phones, desks*).

## HUMAN RESOURCES

Protocol if someone gets sick:

- Seek immediate medical attention
- Identification of High-Risk employees - contact Human Resources if you believe you are at higher risk
- Cleaning protocols – the area will be closed and disinfected after 24 hours
- Provide proper medical documentation
- Obtain all necessary information regarding Families First Coronavirus response Act (FFCRA) and Family Medical Leave Act (FMLA)
- When can you return? When you are symptom and fever free for 72 hours

## STANDARD OPERATING PROCEDURES FOR PREVENTION OF THE VIRUS

Stop the Spread CDC Guidelines recommend the following:

- Implement social distancing practices to eliminate person-to-person spread
- Segregation of key personnel to minimize contamination/spread
- Limit visitors and public access
- Eliminate or reduce sharing of materials, equipment or infrastructure
- Eliminate activities involving large numbers of people
- Reduce the length of time for person-to-person interactions
- Conduct Health Screenings
- Communicate with local health departments and keep track of COVID-19 cases in the community



# STANDARD OPERATING PROCEDURES FOR PREVENTION OF THE VIRUS

## Cleaning and Disinfection Guidelines for Custodial Staff After Persons Suspected/Confirmed to Have COVID -19

Following OSHA and EPA disinfecting guidelines:

- Timing and location of cleaning and disinfection of surfaces
  1. ***It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize exposure to airborne droplets. If possible, wait for up to 24 hours before beginning.***
- Cleaning staff is to gather and put on personal protective equipment (PPE)
- Disposable gowns should be worn while cleaning and disinfecting areas that may have been exposed, along with proper eye, and respirator according to the product or equipment manufacturer.
- Open windows and doors to provide air circulation.
- Cleaning staff should clean and disinfect all areas used by the ill person(s), focusing especially on frequently touched surfaces.
- Restrooms- walls, toilets, urinals, flushometers, partitions, doors, floors, mirrors, light fixtures, doorknobs, and windows.
- Offices- walls, windows, desks, chairs, counters, files, office equipment, doors, doorknobs, floors.
- Treat all body fluids (*respiratory secretions, diarrhea, vomit or blood as infectious.*)
  1. ***Wear PPE equipment, including disposable gloves, place material in biohazard bag or a secured plastic bag labeled "Biohazard"***
  2. ***Clean and disinfect the contaminated surface.***
  3. ***Remove your gloves carefully and wash hands.***
- Head Custodian is to prepare check list with the items that were completed for that room and the staff that worked in the room for monitoring purposes.

# REFERENCES

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