

COVID-19 Protocols and Procedures Quick Guide

<p>Buses</p> <ul style="list-style-type: none"> All students and staff will wear masks on buses. Masks will be provided to students if they arrive to the bus without one – yellow buses only. Students will sit one per seat, unless living in the same household. RTS has to follow NYS DOH Guidance for Public Transportation. 	<p>Arrival – Temperature Screening & Staff Daily Screening</p> <ul style="list-style-type: none"> Students and staff use automated temperature screening by making fist and putting it under the scanning device like they are punching the red dot. Anyone that fails the automated temperature screening will have their temperature retaken by the nurse with an oral thermometer. Students that have a temperature over 100.0°F will wait in the Isolation Room, supervised, until they can be picked up. 	<p>Student Interaction</p> <ul style="list-style-type: none"> Staff members can come within 6 feet of students to assist the student. Masks must be worn. If a student has an official mask exemption, the staff member should also wear a face shield. Students should be reminded to keep 6 feet away from one and other.
<p>Dismissal</p> <ul style="list-style-type: none"> It may be necessary to allow more time for dismissal. Students should be released in a way that allows for social distancing. 	<ul style="list-style-type: none"> Staff that have temperature over 100.0°F will go home. Staff must take the Daily Screening Assessment either remotely from home or upon arrival at the kiosk. Staff must not report to work if they fail the screening. Staff that fail the screening need to contact their supervisor to report their absence and Benefits 262-8206 or email the Benefits inbox. NYSDOH COVID-19 In-Person Decision Making Flowchart for Attendance 	<p>Shared Items</p> <ul style="list-style-type: none"> Items can be shared, but must be disinfected in between use. If the item can't be disinfected, it can be put aside for 7 days and then used by another student. Washing and drying of items is allowed and the item is considered disinfected. Smartboards and other electronics can be used, but students should have clean hands prior to use (washed or hand sanitizer). Students should use their own devices whenever possible.
<p>Breakfast, Lunch & Snacks</p> <ul style="list-style-type: none"> Six feet of space in all directions or a physical barrier must be in place when eating or drinking Cafeterias can be used as long as six feet of space is provided or a barrier. Disinfection must take place in between students. 		<p>Toileting & Diapering</p> <ul style="list-style-type: none"> Staff that have to toilet or diaper students will be provided with a face shield to wear in addition to their mask. As before, gloves must also be worn. Changing tables must be disinfected between students. A 1 minute disinfectant will be provided for this purpose. Please see the Diapering & Toileting Training Guide for detailed information.

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<p>Classroom Set-up</p> <ul style="list-style-type: none"> Classroom furniture should not be rearranged. It isn't necessary to remove furniture unless it is necessary to get space. Identify desks that shouldn't be used. It may be necessary to block cubbies or other items with desks to have enough space to set-up the room. 	<p>Building Signage</p> <ul style="list-style-type: none"> Buildings are required to have posted signage throughout Refer to the Signage & Location List for specific locations Building Signage 	<p>Other Building Changes</p> <ul style="list-style-type: none"> Many water fountains will be covered. There are bottle fillers in all buildings and paper cups and dispensers were delivered to buildings. Ceiling fans were disabled. Hand dryers were disabled. Paper towels will be used.
<p>Mask Wear</p> <ul style="list-style-type: none"> Everyone will wear a mask that covers the nose, mouth, and chin at all times unless 6 feet of space in all directions is available or a physical barrier is in place Students can only be excused if they have a signed MCDPH Mask Exemption Form. Additional PPE will be provided to staff that work with students with a mask exemption. Physical barriers may be used. Their desk must be at least 6 feet from other students. There are no mask exemptions for staff. Masks will be worn at all times in classrooms unless a mask break is given. Mask breaks should only be a few minutes in duration and should take place when quiet work is being done. Six feet must be available. One option, is to give mask breaks to students by row. Staff should not eat together unless there is six feet of space. URMC Mask Toolkit 	<p>Building Disinfection</p> <ul style="list-style-type: none"> Shared spaces will be disinfected at least once daily and more often if necessary by building custodial staff High-touch surfaces in shared spaces will be disinfected multiple times throughout the day by building custodial staff Classrooms will be disinfected every Wednesday and Friday by building custodial staff Cleaning & Disinfecting Teachers will be provided with disinfecting spray and paper towels for use in their classrooms The disinfectant provided to classrooms has a 10 minute contact time. A water rinse is required if the surface will be used for food consumption or preparation. Staff CANNOT bring in disinfectants and cleaners from home. 	<p>Supplies</p> <ul style="list-style-type: none"> Initial building supplies have been delivered. Classrooms in Phase 1 have been supplied with masks, gloves, hand sanitizer, disinfectant, water to rinse desks after disinfection, paper towels, and soap if there are is a sink in the room. One face shield was included with this initial delivery. More will be supplied when requested. Principals need to monitor building supplies and request more from Joe Griffin prior to depletion. Building Supply Inventory

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<p>Sick Students & Staff</p> <ul style="list-style-type: none"> • If a student becomes ill contact the Health Office. The nurse will assess the student outside of the classroom. If it is determined by the nurse that they have a symptom of COVID-19 they will go to the Isolation Room where they will be supervised by a health office staff member until they are picked up. If a health office staff member isn't available, another adult will have to monitor the room. • If a staff member becomes ill with COVID-19 symptoms they will report it to their supervisor and then go home. They also need to contact Benefits. If they can't leave immediately, they will wait in the isolation room. • Individuals need to contact their personal healthcare professional for follow-up. • Locations that the sick individual were in throughout the day need to be identified and the custodian needs to be notified so that disinfection can take place that evening. If the individual is positive for COVID-19 no further disinfection will need to take place. 	<p>Positive Case</p> <ul style="list-style-type: none"> • If a staff member tests positive or finds out they are positive while at school, they need to notify their supervisor and go home. They also need to contact Benefits and their personal HCP. • If a student tests positive, their parent needs to be notified and they need to wait in the Isolation Room, supervised, until they are picked up. • Anyone who tests positive on a rapid test that is asymptomatic should be advised to get a confirmatory PCR test. • The room(s) that the person were in need to be disinfected. Have the occupants relocated while disinfection takes place. This will take about 20 minutes. • Follow the Positive COVID-19 Case Checklist for Administrators. • If notified of a positive case from a staff member or student follow the Positive COVID-19 Case Checklist for Administrators. 	<p>Onsite Testing</p> <ul style="list-style-type: none"> • Testing will be performed by health office staff • Principals will be responsible for managing the testing program • Individuals selected to be tested must be at random and unique until you exhaust your testing pool • Students must have a consent form filled out prior to testing. • Do not test a student that refuses • Staff cannot refuse testing • Report quantity of tests needed in an email to Stacie Darbey and Erin Graupman • Yellow Zone - 20% of the combined in-person staff and student total must be tested over 2 weeks. Testing can stop if the positivity rate is lower than the 7 day average of the yellow zone. • Orange Zone – 20% of the combined in-person staff and student total must be tested over a month period with 10% being tested every 2 weeks. • Red Zone - 30% of the combined in-person staff and student total must be tested over a month period with 15% being tested every 2 weeks. • If the random sampling generates 9 or more positive cases in any school, or if for a sample size of more than 300 weekly tests, achieves a positivity rate of 2% or higher (6 cases or more depending on sample size) then the school will be required to close. • COVID-19 Testing Protocols
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Quarantine & Isolation	Quarantine or Isolation Return	Isolation Room
<ul style="list-style-type: none">• If you test positive for COVID-19 you should isolate immediately. People living in your household need to quarantine.• The MCDPH will reach out to provide further instruction. This can take a few days after a positive test.• If you had close contact (more than 15 minutes, within 6 feet, without a mask) with someone who tests positive in the last 48 hours you should not come to work and you should self-quarantine.• The county typically does not quarantine entire classrooms unless masks are not being worn.• A classroom may be asked to quarantine for 24 hours to allow for proper contact tracing.	<ul style="list-style-type: none">• Individuals returning after a County mandated quarantine or isolation will receive an email or text notifying them of their release• Staff must forward their release to the Benefits inbox and their supervisor – they do not need to wait to hear back from Benefits• Students must send their release to the school nurse prior to or on the day of their return• Staff members quarantined due to travel must contact Benefits prior to their return to work. They must have proof of testing within 3 days of their entry into NYS and 4 days after entering NYS or they must quarantine for 14 days. Insurance may not cover out of state testing.	<ul style="list-style-type: none">• The school nurse will stock the Isolation Room with supplies.• Supplies required are gloves, disposable masks, gown or an apron, disinfectant, paper towels, and hand sanitizer.• The room should be set up with 1-2 tables, a cot, and chairs that are spaced at least six feet apart.• The room should be close to the Health Office.