



OPERATIONS, HEALTH AND SAFETY DISTRICT GUIDELINES 2021-2022

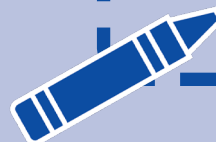
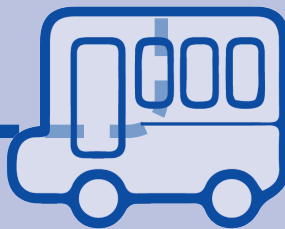


TABLE OF CONTENTS:

- COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT3
- HEALTH AND SAFETY4
- FACILITIES10
- NURTITION12
- ACCESS TO TECHNOLOGY14
- ATHLETICS AND EXTRACURRICULAR ACTIVITIES.....14
- VACCINE PROMOTION15
- SCREENING TESTING OF STUDENTS/EMPLOYEES15
- CHANGE TO REMOTE INSTRUCTION16

The safety and health of our students, staff, and their families are our top priority. Having healthy students and staff are not only critical to the education children receive, but also to the teachers and staff who deliver that high-quality education. Our plan incorporates recommendations and guidance from the Centers for Disease Control and Prevention (CDC) and the American Academy of Pediatrics (AAP). Students returning to safe in-person learning is the goal of the community, District, staff, and families.

To prevent the spread of COVID-19 infection in the RCSD, the District will follow CDC recommendations by promoting the following prevention strategies:

- Promoting vaccination
- Mandatory and correct mask use
- Physical distancing
- Ventilation
- Handwashing and respiratory etiquette
- Staying home when sick and getting tested
- Contact tracing, in combination with isolation and quarantine
- Cleaning and disinfection

COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT STAKEHOLDER ENGAGEMENT

The District will:

- Notify parents weekly through automated messaging system of any confirmed positive cases of COVID-19 within the school community.
- Notify staff weekly via email of any confirmed positive cases of COVID-19 within the school community.
- Immediately update the local health department about potential COVID-19 cases and work closely with local health department guidelines for contact tracing and coordination as needed.
- Post and maintain all school Health and Safety Plans on the District website (www.rcsdk12.org).
- Provide updates and communications with students, parents/guardians, staff, and visitors via the District's website (www.rcsdk12.org), automated messaging, and the District's social media ([Facebook](#) and [Twitter](#)). Updates and communications will be available in languages spoken by District families.
- Hold parent and staff forums communicating the District's COVID-19 safety plans, mitigation strategies, and learning plans.

Communication Plan

Training for Staff

- Hand Hygiene
- Proper Face Covering
- Social Distancing
- Respiratory Hygiene
- Return to Work Staff Handbook

Signage

The District will create and deploy signage throughout the District to address public health protection surrounding COVID-19. Signage will address protocols and recommendations in the following areas:

- Proper use of PPE
- Handwashing
- Adherence to social distancing instructions
- Symptoms/prevention of COVID-19

HEALTH AND SAFETY

The health and safety of our students, our staff, and their families are our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our Health and Safety Plan incorporates recommendations and guidance from the Centers for Disease Control and Prevention (CDC) and the American Academy of Pediatrics (AAP) COVID-19 Guidance for Safe Schools.

PROTOCOLS AND PROCEDURES

The following protocols and procedures will be in place in all District schools and programs for the 2021-2022 school year. For more information about how health and safety protocols and training will be communicated to students, families, and staff members, please see the Communication/Family and Community Engagement section of our plan.

HEALTH CHECKS

The District has developed resources to educate parents/guardians and staff members regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school. The resources include the requirement of any student or staff member with a fever of 100.4°F or greater and/or symptoms of possible COVID-19 virus infection to not come to school. The CDC list of Coronavirus symptoms was used to develop these resources. The Rochester City School District will implement the following practices to conduct health screening.

Daily Screenings/Questionnaire for Staff

Screenings will include a daily questionnaire/health screening for staff. Staff will complete an online questionnaire daily. This screening questionnaire will be emailed to staff each morning and must be completed prior to them coming into work. Staff includes temporary employees and community-based partners working in our schools.

Staff who does not have access to their email must complete the screening using the kiosks at their school location. The screening includes a self-temperature check, which staff must complete prior to arriving at work.



Daily Screening and Observing Signs of Illness in Their Children for Parents/Guardians

The District has developed resources (COVID-19 Back-to-School Guide) to educate parents/guardians regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school. The resources include the requirement for any student with a fever of 100.4°F or greater and/or symptoms of possible COVID-19 virus infection to not come to school. [The CDC list of Coronavirus symptoms was used to develop these resources.](#)

In addition, parents/guardians will receive weekly robo calls as a reminder to observe their child for signs and symptoms of COVID-19 prior to arrival at school.

Staff will notify the school building principal or supervisor when they develop symptoms, or if their answers to the questionnaire change during or outside school hours.

Symptomatic staff will be required to stay home and contact the Benefits Department. See the “Returning to School Following an Illness” guidance outlined in this plan.

Observing Signs of Illness in Students for Staff

The District has developed resources to educate staff members regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school. The resources include the requirement of any staff member with a fever of 100.4°F

or greater and/or symptoms of possible COVID-19 virus infection to not come to school. [The CDC list of Coronavirus symptoms was used to develop this resource.](#)

In school, ill students and staff will be assessed by the school nurse. If a school nurse is not available, students and staff will be sent home for follow up with a healthcare provider.

Parents who are picking up children due to an illness will be asked to wait in the foyer and their children will be brought to them.

Dedicated Isolation Area

If an individual has a temperature of 100.4°F or greater, or has a positive response to a screening question, they will be isolated from others and immediately dismissed from school. Each school building will have an isolation space.

Visitors

Parents and other visitors who are stopping by the school on a limited basis, are considered visitors. Visitors should be limited by purpose, duration, and need. Visitors are required to complete our screening questionnaire at school kiosks and have their temperature taken upon arrival. All visitors are required to wear a mask while on school grounds.

Whenever possible, parents/guardians picking up students should wait in the foyer or outside, ensuring and maximizing social distancing while wearing a mask.

Anyone who works with our students (e.g., TES, substitutes, student teachers, CBO partners, contractors, consultants) are considered as staff and are expected to show weekly testing or proof of vaccination. They are not considered visitors.

Volunteers have to be vaccinated and must go through the RCSD Volunteer Application Process before being allowed to volunteer in any school, program, and classroom.

Masking

Students, staff, and visitors to our schools are required to wear a mask indoors and outdoors, including on the school bus.

Students will be allowed to remove masks only during designated meals, snacks, and while drinking.

Speech/ESOL/ASL

Students who must engage in therapies or activities where a mask is removed, such as speech therapy, ESOL, and ASL, must maintain six feet of distance. Clear masks may be used and will be provided for these instances.

Chorus/Instrumental Classes

Every effort will be made to maximize space while singing and playing instruments. Students will be

masked while singing. Cohorting, staggering classes, and use of alternative spaces will be strategies used to maximize space during these classes.

Instrumental masks will be provided to students and staff, if needed, at no cost. Acceptable masks for COVID-19 include, but are not limited to, cloth-based coverings and surgical masks that cover the mouth, nose, and chin.

Students who are unable to medically tolerate a mask must have an approved mask exemption. Parents/Caregivers must submit documentation from a doctor to the medicalexemption@rcsdk12.org for review by RCSD Medical Director.

The District will instruct students, parents/guardians, staff, contractors, and vendors on:

- The proper way to wear a mask.
- Proper hand hygiene before and after putting on and taking off a mask.
- Proper way to discard disposable masks.
- Any other relevant training related to social distancing, masking, or PPE.

Social Distancing

The District will always maximize social distancing in all buildings. Because of the importance of in-person learning, implementation of physical distancing will be provided to the extent possible within each school building without excluding students from in-person learning.

- Classrooms will be set up with maximum distancing provided based on classroom size.
- Cafeterias and other areas within buildings will be used to maximize space during mealtimes.
- Students will be cohorted at mealtimes and will remain with the same group each school quarter.
- Access to students' cubbies and lockers will be managed to maintain social distancing.
- Social distancing markers will be used in hallways and other commonly used areas to denote six feet of spacing.
- Teachers/staff must maintain six feet of distancing between students and other teachers/staff when possible.

Employees are encouraged to use virtual meeting tools in lieu of in-person meetings whenever possible. If in-person meetings or trainings are essential, masks must be worn and physical distancing of six feet must be maintained. The number of people will be dependent on the size of the space and the ability to distance.

Lingering and social gatherings are discouraged.

The use of staff breakrooms and lunchrooms is discouraged. When necessary, lunch breaks will be staggered to minimize occupancy and allow for social distancing.

Riders in an elevator cannot exceed 50% of the elevator capacity.

INFECTION CONTROL STRATEGIES

Health Hygiene

The District will emphasize healthy hygiene practices for students and staff by providing initial and refresher education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs will be posted throughout the school (e.g., entrances, restrooms, cafeterias, classrooms, administrative offices, auditoriums, custodial staff areas) and regular messaging will be shared with the school community. Signage will be used to remind individuals to:

1. Stay home if they feel sick.
2. Wear masks that cover their nose, mouth, and chin.
3. Properly store and, when necessary, discard PPE.
4. Adhere to social distancing instructions.
5. Report symptoms of, or exposure to, COVID-19.
6. Follow hand hygiene, and cleaning and disinfection guidelines.
7. Follow respiratory hygiene and cough etiquette.

Respiratory Hygiene

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, the District will emphasize the importance of respiratory hygiene.

Students and staff must follow these respiratory hygiene practices:

- Cover a cough or sneeze using a tissue. If a tissue is used, it should be thrown away immediately.
- If a tissue is not available when sneezing or coughing, sneeze into your elbow.
- Wash your hands after sneezing or coughing.
- Masks are protective. Wearing a mask will keep the respiratory droplets and aerosols from being widely spread in the air.

Hand Hygiene

Students and staff must follow these hand hygiene practices:

- Wash hands routinely with soap (any kind) and water for at least 20 seconds.
- Dry hands completely after washing. Use paper towels to dry hands instead of a hand dryer if they are available.
- If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol. Hand sanitizer should be rubbed on the hands until it is completely absorbed. DO NOT dry hands if sanitizer is used.
- Hand sanitizer will be available and used in between use of copy machines.
- Hand sanitizer will be used by students upon entering and exiting classrooms.

Handwashing should occur:

- Before and after eating (e.g., snacks and lunch).
- After going to the restroom or after assisting a student with toileting.
- After using a tissue.
- Before and after using shared materials.

- Before and after putting on or taking off masks.
- After coming in from the outdoors.
- Anytime hands are visibly soiled.

MANAGEMENT OF ILL PERSONS, CONTACT TRACING, AND MONITORING

Management of Ill Persons

The District requires students and staff members who develop COVID-19 symptoms during the school day to report to the nurse's office. If there are several students waiting to see the school nurse, students must wait at least six feet apart.

The District has designated areas to separate individuals with symptoms of COVID-19 from others until they can go home or to a healthcare facility, depending on the severity of illness. One area will be used to treat injuries, provide medications or nursing treatments, and the other area will be used for assessing and caring for ill students and staff. Both areas will be supervised by an adult and have easy access to a bathroom and sink with hand hygiene supplies.

PPE requirements for school health office staff caring for sick individuals includes both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (e.g., goggles or face shields) should be added. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, eye protection, and a fit-tested N-95 respirator will be used, if available. If an N-95 respirator is not available, a surgical mask and face shield will be used.

School health office cleaning will occur after each use of cots, bathrooms, and health office equipment (e.g., blood pressure cuffs, otoscopes, stethoscopes).

Confirmed Case of COVID-19

When caring for a confirmed individual with COVID-19, gloves, a gown, eye protection, and a fit-tested N-95 respirator will be used, if available. If an N-95 respirator is not available, a surgical mask and face shield will be used.

Contact Tracing

The District will notify the 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, staff, and visitors of the District. To assist the local health department with tracing the transmission of COVID-19, the District has developed and maintained a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program.

The District will support contact tracing by:

- Keeping accurate attendance records of students and staff members.
- Ensuring student schedules are up to date.
- Maintaining a log of any visitor, which includes date, time, and location of their visit.
- Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program.

Returning to School Following an Illness

The District has established protocols and procedures, in consultation with the local health department, 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. A student's return to school will be determined and managed by the school nurse.

This protocol includes:

- Documentation from a healthcare provider following evaluation.
- Negative COVID-19 diagnostic test result.
- Symptom resolution.
- Or, if a COVID-19 positive individual is released from isolation by the local health department.

Staff returning to work following a positive test for COVID-19, a positive screening result, a suspected COVID-19 case, or official quarantine will be determined by the Benefits Department.

- Individuals with COVID-19 symptoms will not be permitted to return without a negative COVID-19 test and a note from their healthcare provider or documentation that 10 days have passed since the onset of symptoms.
- Individuals who test positive for COVID-19 or are quarantined by the local health department will not be permitted to return onsite until they are officially released. A copy of the quarantine or isolation order must be provided to Benefits by staff.

Students Recovering from COVID-19 and Return to Physical Activity/Sports

Per the AAP guidance, all children and adolescents who test positive for COVID-19 should notify their healthcare provider. All K-12 students will be required to submit a note from their healthcare provider before returning to physical activity or sports. Additionally, those students 12 years and older who play competitive sports must follow a gradual return to play protocol.

FACILITIES

To prevent the spread of COVID-19 infection in the District, facilities operations will be geared toward meeting social distancing requirements and cleaning frequently touched spaces regularly. In carrying out projects or tasks supporting infection control, requirements will be met for changes associated with building spaces.



GENERAL HEALTH AND SAFETY ASSURANCES

Daily Cleaning

The District will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC, including [CDC Cleaning and Disinfecting Your Facility](#).

Disinfection of Contaminated Areas

In the event that a student or staff member is a suspected or confirmed COVID-19 case, the area of use will be cleaned and disinfected.

Cleaning

High-touch areas will be cleaned and disinfected more frequently. Staff will be instructed to clean high frequently used items before and after use and trained in how to safely use cleaners and disinfectants. Staff will also be provided with proper PPE when required. Cleaning disinfectants will be provided that are on the Environmental Protection Agency (EPA) list and approved for the use against COVID-19. Students are not permitted to use disinfectants.

USE OF FACILITIES

The District will only allow school-sponsored activities and/or groups to use school facilities in the 2021-2022 school year. All building-use permits by school personnel must be reviewed and approved and adhered to CDC requirements.

EMERGENCY DRILLS

Lockdown and Evacuation Drills

Lockdown and evacuation drills shall be conducted and completed as required by education law and regulation and the fire code, without exceptions. The drills required by Education Law § 807 include eight evacuation drills and four lockdown drills.

School buildings will identify how drills will be conducted using the following considerations:

- Students will be instructed on actual emergency procedures to maintain social distancing whenever possible. However, in an actual evacuation or lockdown distancing is not the first priority
- Evacuation drills shall be conducted on a staggered schedule, only evacuating one or a few classrooms at a time, allowing appropriate distance to be kept between students to the evacuation site. Staggering by classroom will minimize contact of students in hallways, stairwells, and at the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all students in the school building on that school day.

PLUMBING FACILITIES AND FIXTURES

Drinking Water Facilities

The District will meet the minimum number of plumbing fixtures, such as drinking fountains, that must be available for use in a building as established in the building code. In addition, bottle-filler stations will be used and disposable paper cups and/or reusable water bottles will be provided.

HVAC AND VENTILATION CONSIDERATIONS

The District maintains adequate code required ventilation (natural or mechanical) as designed. The District will 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.

Filter Changes

The District has cleaned all room univents and replaced the filters with a MERV 13 filter per manufacturer guidelines. The District has also replaced all rooftop unit filters with MERV 13 filters per manufacturer guidelines. These units will run with as much outside air as possible while still having the units cool or heat their corresponding spaces. The District will continue to monitor its energy management system to ensure systems are working properly and supplying as much fresh air as possible. Staff will be encouraged to open windows whenever possible.

NUTRITION

MEAL DELIVERY/DISTRIBUTION

In-Person

For buildings utilizing the classroom for meal service, meals will be made available for pick-up and delivery to the classroom at breakfast and lunch. Students may remove their masks only while eating and drinking.



In order to maximize social distancing, meals may be eaten in alternate areas (e.g., classrooms) or in staggered meal periods, with proper cleaning and disinfection occurring between students. When meals occur in the classroom, social distancing will be maximized based on the space and number of students.

In the cafeterias, spacing markers will be placed in front of the serving lines while students are waiting to pick up food. All self-serving meals will be pre-packaged.

Remote

Breakfast and lunch grab-and-go will be available daily in the event the District must move to a remote learning model.

HYGIENE

Hand Hygiene

Students will perform hand hygiene before and after eating. Hand hygiene will be promoted through the use of age-appropriate instruction and signage in bathrooms and in classrooms.

Food Sharing

The sharing of food and beverages is not permitted. Staff members will monitor student mealtimes and discourage sharing.

CLEANING AND DISINFECTING

Cafeteria/Shared Spaces

Shared tables and desks will be sanitized between group use.

TRANSPORTATION

SCHOOL BUS

Masks and Social Distance

All students must wear masks on the bus unless a student is medically unable to tolerate a mask. Family members are encouraged to sit together but must remain masked. Students who ride on Regional Transit Services (RTS) transportation must be masked per the RTS mask requirement for all riders.

Cleaning and Disinfecting

All buses used for student transportation will be cleaned and disinfected daily. High- contact spots will be wiped down after the morning and afternoon runs depending upon the disinfection schedule.

SCHOOL BUS STAFF

PPE

School bus drivers, monitors, attendants, and mechanics must wear a face mask at all times. PPE will be provided for bus drivers and monitors as needed.

Health Screening

It is the role of the contractor to ensure that their employees perform a self-health assessment daily before arriving at work.

Training

Transportation staff will be trained and provided periodic refreshers on the proper use of PPE and the signs and symptoms of COVID-19.

STUDENTS ON TRANSPORTATION

Masks

Students must adhere to the following practices:

- Wear a mask while riding the bus.
- Socially distance to the extent possible on the bus.
- Students who do not have a mask will be provided one by the District.
- Students with an approved mask exemption must maintain six feet of distance from others while on the bus whenever possible.

ACCESS TO TECHNOLOGY

The District will continue to support a one-to-one take-home Chromebook model for all students in grades Pre-K - 12. The Information and Management Technology Department (IM&T) is strongly encouraging each school to create a culture of responsibility with regard to the safe keeping of the student devices. If schools need assistance or guidance, school administration can reach out to IM&T for support. IM&T will provide backup chargers and power strips to schools for devices that may need to be charged throughout the day.

Pre-K

Devices for Pre-K will be distributed in the early fall.

Students K-2

Students in grades K - 2 will be on a Chromebook take-home model that is at the discretion of the school. Meaning, if there is an instructional need for students to keep their devices at school for a period of time, that will be at the discretion of the school's administration.

Students 3-12

Students in grades 3-12 will have the opportunity to take their Chromebooks to and from school daily.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

INTERSCHOLASTIC ATHLETICS

The District will follow CDC guidance regarding interscholastic athletics along with NYSPHSAA and/or Section 5 of the NYSPHSAA, Inc. for guidance in conducting interscholastic athletics for the 2021- 2022 school year.

Athletic Practices

When possible, athletic practices and events will be held outdoors. Students will wear a mask both indoors and outdoors during practice.

Spectators and Sporting Events

Physical distancing of six feet and masking will be mandatory for all spectators who attend sporting events. The District may limit attendance if the venue cannot maintain adequate distancing dependent on current local guidance and community transmission rates.

VACCINE PROMOTION

Per the CDC, COVID-19 vaccination among all eligible students as well as teachers, staff, and household members is the most critical strategy to help schools safely resume full operation.

The District has and will continue to collaborate with the Monroe County Department of Health and Walgreens to provide vaccination opportunities to District students, families, and staff. These vaccine clinic opportunities will be shared and promoted through the District website, robo calls, emails, and social media outlets.

School Based Health Centers at East, Edison, Douglas Campus, Charlotte Campus, School #9 and School #33 have the COVID vaccine available to students who are enrolled. Parents/Students who are interested should call the centers to make an appointment.me

SCREENING TESTING OF STUDENTS/EMPLOYEES

Screening testing identifies infected people, including those with or without symptoms, who may be contagious, so that measures can be taken to prevent further spread. Per the CDC guidance, it is recommended that schools provide screening testing based on community transmission. The District will make all efforts to provide screening testing weekly to staff and students based on the CDC recommendations.

Staff Testing

As part of the federally funded “Increased Community Access to Testing” (ICATT) program, the District has partnered with Walgreens to offer free COVID-19 testing to all staff at no cost at any local Walgreens. Information will be forthcoming on how to easily make appointments and access this testing.

Student Testing

As part of the federally funded “Increased Community Access to Testing” (ICATT) program, the District has partnered with Walgreens to provide students whose parents consent the opportunity to be tested in school. The screening test will be used to help evaluate and adjust prevention strategies and provide added protection for our schools that are not able to provide optimal physical distancing.

Parents will be informed and encouraged to participate through information sent home and robo calls. Consent for these shallow nasal Polymerase Chain Reaction (PCR) tests can be completed online or through a paper consent process. Information will be forthcoming on the frequency, schedule, and communication to parents regarding the testing and consent process.

CHANGE TO REMOTE INSTRUCTION

In-person learning may shift to remote instruction based on COVID-19 spread. These decisions will occur in consultation with the local health department. This may involve a shift to remote instruction for a classroom or an entire school, depending on the quantity of suspected and/or confirmed COVID-19 cases. In instances where the local health department determines that the identified close contacts are excluded from the school and facility, there may be no need to switch to remote learning, and the school may continue normal operations. A modification in academic programming in the District may be necessary in some situations and will be implemented on a case-by-case basis.

