



RETURN TO WORK GUIDE FOR STAFF

August 2021



Information is accurate as of

August 19, 2021.

Information may be forthcoming as
changes come from the
CDC and NYSED.

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GUIDING PRINCIPLES

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. The responsibility to reduce the impact of COVID-19 outbreaks is the responsibility of all RCSD staff and students. This guidance document is intended for planning purposes. Additional guidance may be needed as COVID-19 outbreak conditions change, including new information about the virus, its transmission, variants, and impacts, as it becomes available.

We are committed to transparent communication about this disease and its impact on you and our students. The health and safety of our students, our staff, and their families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics (AAP), and the New York State Education Department (NYSED).

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies and stay-at-home orders from the Governor. It is also possible that the guidance that we receive from the CDC, AAP, and NYSED may change. The infection level, the spread of the virus, and response to the disease in our community will be at the forefront of our decision-making as we move to open our schools.

Welcome Back, Staff!

August 19, 2021

Welcome back! I am excited that we are returning to school, and I cannot wait to see all our students and staff in person. Thank you for your courageous and tireless work throughout the past year and a half to support and advocate for our scholars, schools, and programs.

The health and safety of students and staff remains our top priority and is critical to providing a high-quality learning experience. Having healthy students and staff is critical to the education children receive, and to the teachers and staff who deliver that high-quality education. This return to work guide for staff provides important information and resources to help ease the transition to in-person learning five days a week. While we know how rapidly circumstances can change with COVID-19, we are prepared to act quickly as necessary, with guidance and support from Monroe County health officials.

I hope you will join me in embracing our theme for the 2021 – 2022 school year, which is Refocus, Renew, and Reimagine. This theme provides us an opportunity to evolve, advance, and improve our approach to learning and instruction. This school year, we will forge partnerships in new and innovative ways to support our students and our staff.



Thank you for your support of the RCSD community. As we work together, we will engage, lift up, collaborate, and lead our students and staff through a successful school year!

Sincerely,

A handwritten signature in blue ink that reads "Lesli C. Myers-Small". The signature is fluid and cursive.

Lesli Myers-Small, Ed.D.
Superintendent of Schools

Safety, Health, and Facilities

The safety and health of our students, staff, and our families are our top priority. Having healthy students and staff is not only critical to the education children receive, but also to the teachers and staff who deliver high-quality education. This plan incorporates recommendations and guidance from the Centers for Disease Control and Prevention (CDC), the New York State Education Department (NYSED), the American Academy of Pediatrics (AAP).

In order to prevent the spread of COVID-19 infection and its variants, the District will follow New York State Education Department and CDC recommendations while making every effort to have all students present for in-person learning. The District will be using the following layered risk mitigation strategies as recommended by the CDC: promoting acquisition of vaccines, maximizing physical distancing, continued implementing of a strict masking policy, testing all unvaccinated staff weekly, testing asymptomatic students who consent, routinely inspecting ventilation systems, encouraging proper hand hygiene and respiratory etiquette, continued daily health screening of staff, reminding families to screen their students prior to arrival at school every day, continued contact tracing working with the Monroe County Department of Public Health, and continued cleaning and disinfection. In addition, we will be providing frequent reminders to stay home when sick and to go home when sick. Symptomatic students and staff will be returned to work or school only after a negative COVID-19 test.

The District will be utilizing the Guidance for COVID-19 Prevention in Kindergarten (K)-12 Schools developed by the CDC released on July 9, 2021. Key takeaways from this guidance include:

- Students benefit from in-person learning, and safely returning to in-person instruction in the fall 2021 is a priority.
- Vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic. Promoting vaccination can help schools safely return to in-person learning as well as extracurricular activities and sports.
- Masks shall be worn indoors by all individuals (age two and older). Consistent and correct mask use is especially important indoors and in crowded settings, when physical distancing cannot be maintained.
- CDC recommends schools maintain at least three feet of physical distance between students within classrooms, combined with indoor mask wearing by vaccinated and unvaccinated people, to reduce transmission risk. When it is not possible to maintain a physical distance of at least three feet, such as when

schools cannot fully reopen while maintaining these distances, it is especially important to layer multiple other prevention strategies, such as indoor masking.

- Screening testing, ventilation, handwashing and respiratory etiquette, staying home when sick and getting tested, contact tracing in combination with quarantine and isolation, and cleaning and disinfection are also important layers of prevention to keep schools safe.
- Students, teachers, and staff shall stay home when they have signs of any infectious illness and be referred to their healthcare provider for testing and care.
- Many schools serve children under the age of 12 who are not eligible for vaccination at this time. Therefore, this guidance emphasizes implementing layered prevention strategies (e.g., using multiple prevention strategies together consistently) to protect people who are not fully vaccinated, including students, teachers, staff, and other members of their households.
- COVID-19 prevention strategies remain critical to protect people, including students, teachers, and staff, who are not fully vaccinated, especially in areas of moderate-to-high community transmission levels.
- Localities shall monitor community transmission, vaccination coverage, screening testing, and occurrence of outbreaks to guide decisions on the level of layered prevention strategies (e.g., physical distancing, screening testing).

Vaccine Promotion

The District will continue to promote vaccination. Getting vaccinated is the leading public health prevention strategy to end the COVID-19 pandemic. People who are fully vaccinated against COVID-19 are at low risk of symptomatic or severe infection. The District plans to host vaccine clinics throughout the school year.

COVID-19 vaccine appointments are available for those ages 12 and up through Monroe County vaccination sites. As a reminder, Pfizer is the only vaccine currently available for those ages 12-17.

- Visit www.monroecounty.gov/health-covid19 or call (585) 753-5555 to schedule an appointment
- Appointments can also be found on the Fingers Lakes Vaccine Hub at www.flvaccinehub.com/

Staff Vaccination and Testing

Vaccinated staff who voluntarily present confirmation of their vaccination status by Friday, September 3, 2021, will not be required to participate in the weekly COVID-19 testing. Staff who present confirmation after this date will continue to test until their status is confirmed by our office.

Submitting Proof of Vaccination

Vaccinated staff can provide confirmation of their vaccination status by one of the following secure methods:

1. Secure Electronic Submission (Preferred Option)

- a. Complete a secure electronic form by visiting the following link or scanning the QR code.
 - i. <https://tinyurl.com/RCSDvaccination>
 - ii.



2. In-Person Submission

- a. Visit the Office of Human Capital at 131 W. Broad Street, Monday through Friday from 9 am to 4 pm, and confidentially present the Office of Human Capital desk clerk your CDC vaccination card. The card will be electronically scanned into the District's secure system.
- b. Onsite support: Please note that there will be an onsite person at the following dates/times to help staff in the submission of the information:
 - i. Hudson location, August 20, 1:00-3:00 pm and August 24, 8:00 – 10:00 am
 - ii. Freddie Thomas Campus, August 31, 8:00-10:00 am and September 1, 8:00-11:00 am

Mandated Testing of Staff

If a vaccinated individual does not provide proof of vaccination for any reason, the individual will be required to participate in weekly COVID-19 testing.

Weekly testing will need to take place outside the staff member's work hours, and may be completed at any local Walgreens Pharmacy without cost to the staff member. Participating at any local Walgreens will ensure data are submitted directly to the District on completion. If a staff member prefers to test elsewhere, evidence of testing will need to be submitted to the Office of Human Capital Benefits Team. Testing results will need to be scanned and emailed to the Office of Human Capital Benefits Team at Benefits@rcsdk12.org with "COVID Test" on the subject line.

Staff members who submit their vaccination status information after the September 3 deadline will be required to continue to test until notified by the Office of Human Capital Employee Benefits Team that their information has been processed.

For full information on the reporting, vaccination, and testing/masking requirements for faculty and staff, [please visit the FAQ](#).

Please do not hesitate to contact the Office of Human Capital Employee Benefits Team at Benefits@rcsdk12.org or by calling 585-262-8206.

Screening and Health Checks

The District will provide resources to educate parents/caregivers 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 for 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.



Staff will be trained to observe students and other staff members for signs of illness, such as flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue or irritability, and frequent use of the bathroom.

Screening Assessment - Staff and Visitors

Staff will receive a daily email to self-screen prior to coming to work. If staff are unable to complete the digital screening prior to their arrival, there will be kiosks available onsite to complete the assessment. A positive screening will result in an onscreen directive to not report to work or to leave immediately and to contact their healthcare provider, supervisor, and the Office of Human Capital Employee Benefits Team. An email will go directly to the employee's supervisor and to the Office of Human Capital Employee Benefits Team.

Staff will be provided with training on how to use the screening assessment tool, what to do if they do screen positive and to stay home if they will screen positive if they use the onsite screening kiosk.

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 office. See "return to work" guidance outlined in this plan.

Visitors (those who do not work in the building and are there for a brief appointment/visit) will not be allowed in the building without prior approved authorization from the school. If a visitor comes inside a building, they must be

logged and screened. Parents/caregivers picking up their child will wait outside or in the foyer and school staff will escort the child to the parent.

Screening Assessment – Students

Parents/caregivers will be provided with information on how to assess their child prior to school each day. This will include monitoring of symptoms and temperature and to have the child stay home if symptoms are present. At-home screening information will be provided on the District webpage, social media sites, and via email and automated phone messages.

Reminders to continue daily student screenings will be sent regularly on social media sites, email, and automated phone messages. Written notices will be provided in native languages when necessary. Parents/caregivers will be asked to complete a periodic screening questionnaire.

The District will randomly screen students while at school based on a temperature check. Any students with a temperature of 100.4°F or above will be sent to the nurse's office for further assessment.

Positive Screening or Signs of Illness

Students and staff are required to notify the District when they develop symptoms or if their answers to the screening assessment change during or outside of school hours. When outside of school hours, staff shall call or email the Benefits Department, and students, or students' parents/caregivers shall call or email the school nurse.

Students and staff exhibiting symptoms of illness with no other explanation will be sent to the school health office for an assessment by the school nurse. If a school nurse is not available, students or staff with COVID-19 symptoms not explained by chronic health conditions will be isolated and sent home for follow-up with their healthcare provider.

A dedicated space will be identified at each school for students or staff members who screen positive, present with a temperature, or show signs of illness. Multiple students or staff members may use the same space provided they can be separated by six feet.

Employees will be directed to leave immediately, if possible, and to contact their direct supervisor, the Office of Human Capital Employee Benefits Team, and their healthcare provider.

Students will be supervised in the isolation room until they are picked up or otherwise sent home.

Students should be escorted from the isolation room to the parent/caregiver.

Students or the students' parents/caregivers will be advised to contact their healthcare provider and provided with information on testing resources.

Symptomatic students or staff members will follow [CDC's Stay Home When You Are Sick guidance](#) unless otherwise directed by a healthcare provider or the local department of health.

Staff will be trained to observe students and other staff members for signs of illness, such as flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue or irritability, and frequent use of the bathroom.

If the student or staff member has emergency warning signs, such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face, or severe abdominal pain, staff will be trained to call 911 and notify the operator that the person may have COVID-19 or symptoms of Multisystem Inflammatory Syndrome in Children (MISC).

Staff will be trained on the symptoms of MISC associated with COVID-19, which is a serious condition associated with COVID-19 in children and youth. The school will notify the parent/caregiver if a child shows any of the following symptoms and recommend the child be referred for immediate follow up with a healthcare provider:

- Fever
- Abdominal pain
- Vomiting
- Diarrhea
- Neck pain
- Rash
- Bloodshot eyes
- Feeling more tired or extra tired

Notification to the Office of Human Capital Employee Benefits Team

Contact the District's Office of Human Capital Employee Benefits Team at 585-262-8206 or email benefits@rcsdk12.org if:

- You are diagnosed with COVID-19;
- A healthcare provider instructs you to self-isolate because you are experiencing COVID-19 symptoms;
- You are experiencing COVID-19 like symptoms and/or you have been in close contact with someone who has COVID-19 (even if not experiencing symptoms);
- You have been mandated to isolate or quarantine by the Monroe County Department of Public Health (MCDPH).

Engagement with Visitors

Nonessential visitors will be limited at all District buildings, including school buildings, District offices, and facilities.

Visitors will follow the six-foot social distancing and will wear a mask at all times to limit the spread of illness while onsite. Reception seating areas will be limited and set up to allow for social distancing (six feet separation).

All visitors will have to complete a screening assessment and will have their temperature taken.

When possible, student placement is being handled virtually. In-person student placement will be performed by appointment only.

When possible, parent meetings and other meetings will be held as phone/virtual conferences.

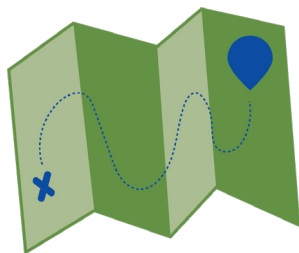
The District will only approve building permits by school-sponsored activities and/or groups. Only activities approved by the State will be allowed and must adhere to all CDC and NYSED requirements.

Staff Accommodations

If you need or have submitted an accommodation request, you should contact the Office of Human Capital Employee Benefits Team at Benefits@rcsdk12.org or call (585) 262-8206.

Travel Guidance

CDC guidance provides that you should delay travel until you are fully vaccinated. Below are recommendations from the CDC.



Vaccinated Staff:

If you have traveled, take the following steps to protect others:

- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
- Follow all State and local recommendations or requirements.

Unvaccinated Staff:

Delay travel until you are fully vaccinated. If you must travel, take the following steps to protect yourself and others:

- Get tested 1-3 days before travel.
- Get tested 3-5 days after travel and stay home and self-quarantine for a full 7 days.

- Even if you test negative, stay home and self-quarantine for the full 7 days.
- If your test is positive, isolate yourself to protect others from being infected.
- If you do not get tested, stay home and self-quarantine for 10 days after travel.
- Avoid being around people who are at increased risk for severe illness for 14 days, whether tested or not.
- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
- Follow all State and local recommendations or requirements.

Please notify your supervisor and contact the Office of Human Capital Employee Benefits Team at Benefits@rcsdk12.org or call (585) 262-8206.

Please note: COVID-19 tests taken as a result of travel may not be covered by the RCSD health plan.

Exposures, Symptoms, Testing and Illness

Isolation and Quarantine

What is isolation?

Isolation means separating people who are ill from others who are not ill to keep the disease from spreading.

What is quarantine?

Quarantine means staying at home. A typical period is a minimum of 10 days since last exposure and symptom free.

Exposure to COVID-19 Case

If you have been exposed to someone who has been diagnosed with COVID-19, depending on your vaccination status you may be asked to quarantine by the Monroe County Department of Public Health (MCDPH). If you are subject to quarantine, they will be in daily contact and will assess when you will be released to return back to work. You can contact the Office of Human Capital Employee Benefits Team at Benefits@rcsdk12.org or call (585) 262-8206 to discuss leave options. Return to work or use of sick time will be discussed with you individually.

Return to work: A quarantine release notice from MCDPH is required before returning. You may not return to work until criteria is met and documentation is analyzed by the Office of Human Capital Benefits Team. The quarantine order must be provided to Benefits for staff and to the school nurse for students.

Positive Diagnosis for COVID-19 (Isolation)

If a staff member tests positive for COVID-19, the staff member must stay home for a 10-day isolation as directed by the MCDPH.

If you have been told to isolate, you cannot attend onsite work. The option to work remotely, if any, must be discussed with your supervisor and the Office of Human Capital Benefits Team. You can contact the Office of Human Capital Employee Benefits Team at Benefits@rcsdk12.org or (585) 262-8206.

Return to work: An isolation release notice from MCPHD is required before returning. In addition, the employee must be 24-hours with no fever (without the use of fever-reducing medications) and all other symptoms of COVID-19 are improving. You may not return to work until criteria is met and documentation is analyzed by the Office of Human Capital Benefits Team. The isolation order must be provided to Benefits for staff and to the school nurse for students.

Building Protocols for COVID-19 Positive test for in-school staff

If a staff member tests positive in a school, principals can relocate the classroom, utilize emergency substitute plans, the classroom will get sanitized and students can come back to the classroom in 20 minutes after the room has been disinfected.

COVID-19 Positive test for in-school students

The student will be escorted immediately to a containment room and a nurse will contact a parent/caregiver. Students will remain in the room with adult supervision, with all parties adhering to proper social distancing and masks, until a family member can pick them up. If a student tests positive in-school, the building administrator needs to alert transportation immediately. Buses are disinfected in between runs.

Symptomatic Staff (no positive COVID-19 test)

Staff will notify the school building principal 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 benefit office. The option to work remotely, if any, must be discussed with your supervisor and the Office of Human Capital Benefits Team. You can contact the Office of Human Capital Employee Benefits Team at Benefits@rcsdk12.org or (585) 262-8206.

Return to work: 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 10 days

have passed since the onset of symptoms. Individuals who test positive for COVID-19 are placed in isolation by the MCDPH and will not be permitted to return onsite until they are officially released. The isolation order must be provided to Benefits for staff and to the school nurse for students.

Contact Tracing and Reporting

District staff will not try to determine who is to be excluded from school or work based on contact without guidance and direction from the MCDPH.

When possible, staff and students will be notified by the District of possible contact with a symptomatic or COVID-19 positive staff member or student. Confidentiality will be maintained as required by federal and State laws and regulations. The District works with the MCDPH to complete contact tracing for staff and students.

The MCDPH defines close contact as being unmasked and within six feet for at least 15 minutes within 48 hours of symptoms or a positive tests of an infected individual. If a staff member, student, or visitor test positive for COVID-19, the District will immediately notify State and local health departments and cooperate with contact tracing efforts.

The District will assist the MCDPH in all tracing efforts by supplying student and staff attendance and location information, student schedules, and visitor logs.

All employees will be required to use their badge to gain access to buildings. This will be done at each building even if multiple buildings are visited on the same day.

Employees cannot badge in for other employees.

All visitors will be required to sign-in at each building, excluding deliveries that are performed with appropriate PPE or through contactless means.

Student attendance will be taken daily, and up-to-date schedules will be maintained.

The Student Health Services Department, the Environmental Health and Safety Department, and/or the office of the Chief Operating Officer will be responsible for notifying the MCDPH if an employee reports that they have tested positive.

Monroe County Department of Public Health Contact Information: PHONE: (585) 753-5555 EMAIL: COVID19@monroecounty.gov

The Student Health Services Department, the Environmental Health and Safety Department and/or the office of the Chief Operating Officer will work with supervisors and facilities staff to identify locations requiring cleaning and disinfection.

Case notifications will happen weekly by building via an email to staff, robo call to families, and posting on the District website.

Confidentiality of any staff or student who tests positive or has been exposed will be maintained.

Habits at Work

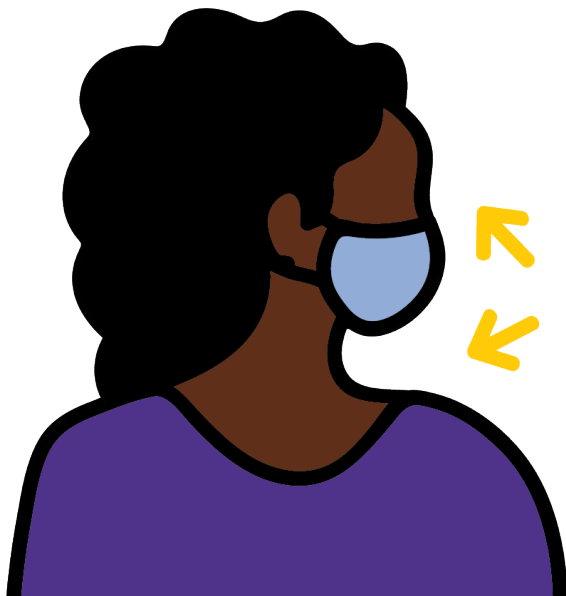
Consistent and Correct Mask Use

Everyone over the age of two shall be masked at all times inside of District buildings unless:

- Eating or drinking in designated space and/or designated time.
- Adults only – seated, alone at their workspace with at least six feet of distance.
- Students only – have a valid mask exemption. Students with a mask exemption shall be provided with six feet of distance unless it is necessary for an adult to be with the student to provide needed support.
- Students only – engaging in an activity that requires a mask to be removed, e.g., speech therapy. Six feet of distance shall be provided.

Masks can be fabric or disposable. Masks must be well fitting and multi-layered. Masks must cover the nose, mouth, and chin. Wearing a face shield without wearing a mask is not permitted.

Disposable masks will be provided if needed.



Masks will be required both indoors and outdoors. Masks should only be removed when eating, drinking or when an employee is in a room alone or distanced six feet from others.

To comply with the CDC order on transportation, masks shall be worn at all times by everyone on buses unless a student has a mask exemption.

Mask Exemptions

Only students with a signed MCDPH Medical Exemption Statement will be exempted from masks. Other current MCDPH acceptable diagnoses to justify exemption include:

- A previously documented neuromuscular disorder that makes it difficult for a child to remove a mask themselves, or
- A child with a previously diagnosed, severe developmental/behavioral problem, or
- A child with a diagnosis of Serious Emotional Disturbance (SED) or other significant mental health problem, currently in the care of a behavioral health team, and it is believed by this team that wearing a face mask would lead to worsening emotional harm. If this is the case, then a signed MCDPH Medical Examination Statement must be provided to the school nurse. Students who are exempted from mask wear, but may tolerate other PPE that may provide some source control, will wear alternative PPE. There are currently no staff exemptions.

Face Shields

A face shield worn alone without a mask is not adequate protection or source control for COVID-19. If wearing a face shield, a mask must also be worn.

Hygiene

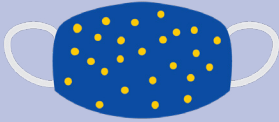


Hand Hygiene and Cough Etiquette

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, cafeteria, classrooms, administrative offices, auditorium, and custodial staff areas). Supplies will be provided to allow for proper hand and respiratory hygiene.

Training and signage will be utilized to encourage good hygiene practices and remind individuals to:

- Stay home if they feel sick.
- Properly wear masks.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.

Which face covering is for me?

	Cloth Face Covering	Disposable Mask	N95 Mask
			
Who should wear	Recommended for staff.	Recommended for staff when cloth mask is not available.	For use by custodial workers, healthcare workers, and staff with medical accommodations only.
How to wear	Loose fitting. Nose and mouth covered. Fit snugly but comfortably against the side of the face, secure with ties or ear loops, include multiple layers of fabric and allow for breathing without restriction.		
Function	Provides some protection. Prevents wearer from possibly transmitting infectious respiratory droplets to others.		
Wash or toss?	Wash routinely after use. Wash hands prior to removal of mask. Once cloth mask is removed, wash before wearing again. If you need to remove mask during the course of your day, have more than one mask available to use.	Disposable. Discard after being soiled by nose or mouth. Do not touch eyes, nose, or mouth when removing. Wash hands immediately after removal.	

- Report symptoms of, or exposure to, COVID-19.
- Follow hand hygiene and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

- After sneezing, wiping, blowing nose, or coughing into hands.
- Anytime hands are visibly soiled.

Hand Hygiene and Hand Sanitizer Use

Hand hygiene stations with soap, water, and paper towels or an alcohol-based hand sanitizer containing 60% or more alcohol will be provided.

Handwashing supplies will be provided in all bathrooms. Hand sanitizer will be provided throughout buildings as needed.

Training and education will be provided on proper hand hygiene, including how to properly wash hands, when to wash hands, and how and when to properly use hand sanitizer.

Hand hygiene will occur:

- After using shared objects or surfaces (e.g., electronic devices, musical instruments, writing utensils, tools, toys, desks, or tabletops).
- Before and after eating.
- After using the bathroom.
- After helping a student with toileting.

Respiratory Hygiene

Training will be provided on proper respiratory hygiene, including coughing and sneezing into a tissue or the inside of an elbow. Tissues will be available.

Medical or Food Grade Gloves

- Gloves are not needed for regular day-to-day activities by most school employees. School personnel, such as nurses, teaching assistants, and food service providers, will continue the need to use gloves. Gloves worn by healthcare providers are worn when it can be reasonably anticipated that contact with blood or other potentially infectious materials, mucous membranes, non-intact skin, potentially contaminated skin, or contaminated equipment could occur. Food service workers also wear gloves to reduce spread of food borne illness.
- Gloves are not a substitute for hand hygiene.
- If a task requires gloves, perform hand hygiene prior to

donning gloves.

- Perform hand hygiene immediately after removing gloves.
- Change gloves and perform hand hygiene during task, if gloves become damaged, or if gloves become visibly soiled following a task.
- Never wear the same pair of gloves in the care of more than one person. Food service workers are to change gloves between preparing raw and cooked foods.
- Carefully remove gloves to prevent hand contamination.
- Perform hand hygiene prior to wearing and after removing gloves.

Personal Protective Equipment

Additional personal protective equipment (PPE) is available for those students and staff who are at risk for severe COVID-19 illness and may need additional PPE, or staff who work with students with certain disabilities. Additional PPE equipment may be requested through a staff member's direct supervisor.

Physical Distancing

Student to Student:

Maximum distance available between students should be maintained to allow return. If less than three feet of distance, additional measures should be undertaken. Masks required regardless of distance.

Student to Adult:

Distance should be maintained at six feet, regardless of vaccination status unless task requires less and everyone is masked.

Adult to Adult:

Distance should be maintained at six feet, regardless of vaccination status unless task requires less and everyone is masked.

Maintain Physical Distance

The District shall maximize physical distance in all buildings. Students will be as distanced as possible. That means they may not be the same distance in every spaces. In some classrooms or spaces students may be at six feet, at others it may be three or even less to allow every student the opportunity to return to in-person learning.

Every effort shall be made to space students at six feet; less space will only be used when necessary. Students shall be masked when inside unless eating or drinking in designated spaces and/or at designated times.

Adults will maintain six feet of space from each other and students unless the task requires them to be closer. Masks must be worn by adults at all times when engaging in activities that bring them closer than six feet to another adult or student.

Social distancing markers will be used to denote six feet spacing in commonly used and other areas as necessary.

When eating or drinking, social distance will be maximized in all buildings with as much distance as possible being provided between students. Masks shall be worn immediately after meals are consumed. To minimize exposure, when six feet of distance is not available for students to eat, students shall be cohorted for meals. This means that they will eat with the same small group during mealtime.

Adults must maintain six feet of social distance when eating or drinking.

Large group events, such as student assemblies, performances, and school-wide parent meetings, will require prior permission to be held. Local transmission rates and vaccination rates will be taken into account to make these decisions.

Virtual meetings will take place whenever possible. If an in-person full staff meeting is necessary, it cannot take place unless there is enough space for proper social distancing and does not exceed current State limits on gathering size.

Office workstations will be arranged so that employees are at least six feet apart. If workstations cannot be separated, a mask must always be worn.

Shared workstations will not be used unless no other option exists. If a shared workstation is used, it will be cleaned and disinfected before and after by the user.

Cohorts of students will be created whenever possible.

Student cubbies and lockers will be assigned and use will be scheduled to maximize social distancing.

Avoid Close Contact

Close contact is defined as exposure for more than 15 continuous minutes, AND within six feet AND during the periods starting 48 hours before symptoms appear until the time the infected person is isolated, AND one or both people were not wearing mask.

Classroom Workspace

All furniture is arranged to maximize distancing. Please do not rearrange furniture.

Non-Classroom Workspace

Your supervisor will ensure that your office space maintains a distance of six feet between staff. If physical barriers do not exist or cannot be made available, then staff will utilize alternate workspaces or rotate work schedules using staggered shifts, every other day models, with work-from-home and telecommuting allowable on that basis. If the nature of the task requires less than six feet of space, masks must be worn at all times.

Transportation

The District will continue to provide transportation to RCSD students assigned transportation, which includes homeless students, students in foster care, those who attend religious, independent, private, parochial, and charter schools – and those with disabilities.

All students will be required to wear masks on buses. Masks will be provided by the bus driver prior to entering for those students who do not have masks.

Social distancing will be maximized on the bus, at stops, and at/during unloading.

Students will be encouraged to sit with family members on the bus.

School buses will be disinfected on a daily basis.

Meetings

Avoid in-person meetings even when in proximity. Use email, teleconference, or phone calls to communicate as needed. Unavoidable in-person meetings should be short and in a large space where people can sit six feet apart from each other; avoid any physical contact, such as handshaking. Staff members are expected to be on camera when meeting and working with students.

Limit Interaction with the Public

Establish practices that encourage the public to limit visits to your office/worksites. Instead, encourage email, phone, or teleconference. The public should be limited from entering worksites and, if necessary, arranged by appointment. Consider setting visitation hours for this purpose. Require face masks and coverings for the public. At this time, there will be no building permits for outside organizations or after-school programs.

Avoid Travel

Eliminate unnecessary travel between schools/sites and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions. Any that are required can be held through phone or teleconference. Limit travel between buildings as much as possible. Always sign in at each building. Complete the self-check list at the beginning of each workday prior to entering first building of the day.

Shared Spaces

For Special Area Rooms (e.g., Music, Art, Dance, PE): when possible, students will have their own supplies. Disinfection and/or hand hygiene will take place when shared objects are used. Students will perform hand hygiene before and after using shared objects. At the elementary level, disinfection of desks/tables will take place between each group use.

Clean and Safe Buildings

Daily Cleaning

The District will adhere to CDC and NYSDOH guidance on cleaning and disinfecting.

- Occupied areas of all buildings will be cleaned and disinfected every evening and periodically throughout the day.
- High-touch areas will be cleaned and disinfected more frequently. High-touch surfaces include doorknobs, light switches, countertops in shared spaces, and handles/handrails.
- Additional cleaning will take place as necessary.
- Staff will be trained on how to safely use cleaners and disinfectants.
- Staff will be provided with appropriate PPE when required.
- Staff will be instructed to clean shared frequently used high-touch items before and after each use.
- A cleaner and disinfectant will be available.
- When a cleaner or disinfectant is not appropriate, a hand sanitizing station and/or gloves will be provided.
- Disinfectants provided will be on the EPA List N: [Disinfectants for Use Against SARS-CoV-2](#).
- Students will not be allowed to use disinfectants and should not be immediately present when disinfectants are in use whenever possible.
- At the elementary level, disinfection will take place when students transition to classrooms other than their homeroom.
- Cafeterias will be disinfected between groups in both the elementary and secondary levels. Hand hygiene will be emphasized.

Disinfection of Contaminated Areas

In the case of a student or staff member with a suspected or confirmed case of COVID-19, CDC guidelines will be

followed regarding cleaning and disinfecting the building:

- Close off areas used by the person who is sick.
- The building does not necessarily need to close operations if affected areas can be closed. Once the area(s) have been appropriately cleaned and disinfected, it can be reopened for use.
- If possible, open outside doors and windows to increase air circulation in the area.
- Clean and disinfect all areas used by the person who is sick, such as offices, classrooms, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and copiers.
- Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
- Do not vacuum a room or space that is occupied. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- Staff and students without close contact with the person who is sick can return to the space immediately after disinfection. Individuals determined to have close contact will be identified and notified through contact tracing done by the MCDPH.
- If it has been more than seven days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection.

Cafeterias

When eating or drinking, social distance will be maximized in all buildings with as much distance as possible being provided between students. Adults must maintain six feet of social distance when eating or drinking.

- Masks must worn immediately after meals are consumed.
- Disinfection will take place between each group use.
- Students will perform hand hygiene before and after eating.

Playgrounds

- Hand hygiene will take place before and after playground use.
- Activities will be limited to cohort groups.

Restrooms

- Restrooms will not be occupied by more people than stalls.
- Six feet of space will be maintained unless in a stall.
- Signs will be posted to wash hands before and after using the restroom.
- Paper towels will be provided in restrooms.
- Open top trash containers will be provided whenever feasible.

- Supervision of students will occur as needed and required by adults for compliance to social distancing rules.

General Office Areas

Tasks requiring large amounts of people to be in one area will be reduced or performed virtually when possible.

- Staff will be encouraged not to linger or socialize in common areas.
- Floor plans will be reviewed. When necessary and possible, seats, workstations, and furniture will be reconfigured to preserve recommended physical distancing in accordance with guidelines.
- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.
- If in-person meetings are essential, the meeting will be limited to the current local, State, and federal guidelines.
- Adults will maintain six feet of space unless the task requires a closer distance.

Conference Rooms

- If a conference room is used by multiple people, six feet of space is required in all directions and masks must be worn.
- In-person meetings are limited to State size restrictions on gatherings in place at the time of the meeting.
- If meetings occur in person, they will be conducted in a quick manner.
- Lingering and socializing before and after meetings will be discouraged.

Break Rooms and Lunchrooms – Adults

The use of break rooms and lunchrooms will be discouraged. When necessary, lunch breaks will be staggered to minimize occupancy in break rooms and allow for social distancing.

When a lunchroom is used, it will have cleaners and disinfectants available to wipe down before and after items are used. Six feet of social distancing is required when eating or drinking. Communal meals and shared food will not be allowed (e.g., bagels, donuts, candy and fruit bowls).

Copier Rooms/Areas

- No congregating in copier rooms will be allowed.
- Copiers are difficult to clean due to the sensitivity of the hardware to liquids.
- Users will be provided hand sanitizer.
- Signs will be posted regarding proper hand hygiene before and after using the copiers to minimize disease transmission.

Water Fountains

- One working water fountain is required for every one hundred building occupants.
- Water fountain use will be limited to bottle fillers whenever possible.
- When a bottle filler is not available, a water fountain must remain in use to meet building code requirements.
- Disposable paper cups will be provided and/or reusable water bottles.
- Signage will be provided at water fountains and bottle fillers on safe use.

Main Office

Sneeze guards and general barriers have been installed in all of the main offices in our schools and on counters frequently used by the public.

Elevator Use

- Whenever possible, only one person should ride an elevator at a time
- Riders in an elevator cannot exceed 50% of the elevator capacity. This will be posted on the outside of the elevator at each call button.
- Staff must wear a mask whenever riding in an elevator.
- The use of stairs will be encouraged.

School Safety Drills

RCSD will conduct fire (evacuation) drills and lockdown drills as required by education law and regulation and the fire code, without exceptions. The drills required by Education Law § 807 include eight (8) evacuation drills and four (4) lockdown drills. These drills will be completed as required.

Schools must continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. Drills will be conducted in a manner that maintains social distancing at exits and gathering points outside the building, while still preparing students to respond in emergencies.

Fire Code Section 404 requires that schools maintain Fire Safety, Evacuation, and Lockdown Plans and these plans include how lockdown and evacuation drills are conducted. Methods to promote and provide for social distancing during the evacuation drills are ultimately the District's or other applicable school's decision and responsibility. Those changes must be included in the Fire Safety Plans.

When planning drills, consideration should be given to how a school may modify their drill procedures to minimize risk of spreading infection. Conducting drills is an important part of keeping students and staff safe in an emergency;

however, steps should be taken to minimize the risk of spreading infection while conducting drills. As such, it may be necessary for schools to conduct drills in the school year using protocols that are different than they are used to.

Regardless of the modification used when conducting a drill, students should be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

Modifications to School Safety Drills may include, but are not limited to:

- Conduct lockdown drill in classroom setting while maintaining social distancing/using masks.
- Evacuation drills can 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.
- If schools reopen with a hybrid in-person model, such as one where students attend school alternate school weeks to reduce the occupancy of the school building, schools must be certain that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person.
- Conduct lockdown drill in classroom without "hiding/sheltering" but provide an overview of how to shelter or hide in the classroom.

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

- Students will be instructed on actual emergency procedures and that maintaining social distancing in an actual evacuation or lockdown is not the first priority.
- Evacuation drills can 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.

Heating Ventilation and Air Conditioning (HVAC)

Adequate, code-required ventilation will be maintained as designed. Preventative maintenance, filter changes, and repair will occur as required. Ventilation was increased and filters were upgraded to MERV-13 or better.

COVID-19 Case Protocols

Training

COVID-19 training for staff will be provided through webinars, professional development sessions, virtual meetings, electronic communication, and signage. Posts concerning COVID-19 will be continuously updated on the Rochester City School District website.

Please direct any questions concerning COVID-19 directly to the building resource person (School Nurse) or the Office of Human Capital Employee Benefits Team at Benefits@rcsdk12.org or (585) 262-8206.

Additional reputable resources for COVID-19 can be found from the Centers for Disease Control and Prevention, New York State Department of Health, and the Monroe County Department of Public Health.

INTERIM COVID-19 FEVER/SYMPTOMS FLOW CHART FOR SCHOOL NURSES AND BUILDING ADMINISTRATORS

TAKE ACTION IF VACCINATED OR UNVACCINATED individual has temp >100.4° F, chills, or any new or worsening symptoms that do not resolve within 30 minutes: Shortness of breath*, Difficulty breathing, Cough*, Sore throat, Nausea, vomiting or diarrhea*, Headache*, Fatigue*, Nasal congestion or rhinorrhea*, Loss of taste or smell, Muscle or body aches*, THEN,

*See Section III A if school nurse has IHP of a pre-existing non-COVID-19 chronic condition that causes symptom, and duration and intensity of that symptom is consistent with its typical presentation.

ACTIONS: NURSE DONS APPROPRIATE PPE (N95 OR EQUIVALENT, FACE MASK, GOWN, GLOVES, EYE PROTECTION) AND ADVISES OR DOES AS INDICATED. MASK AND ISOLATE INDIVIDUAL FROM OTHERS, ARRANGE FOR IMMEDIATE DISMISSAL, REFER TO PRIMARY CARE PROVIDER, PREPARE CONTACT LISTS^^

SYMPTOMATIC INDIVIDUAL TO STAY HOME, ISOLATE, CALL PCP, CREATE CONTACT LIST, SEEK COVID TESTING AND TO CALL BACK NURSE WITHIN 48 HRS.

<p>I. WITH DOH APPROVED ACUTE COVID MOLECULAR OR ANTIGEN TEST NOTE: SEROLOGY (ANTIBODY) TESTS ARE UNACCEPTABLE</p>		<p>II. WITHOUT COVID TEST OR MD, DO, NP, PA DOCUMENTATION</p> <p>NOTE: THIS IS NOT RECOMMENDED; SYMPTOMATIC INDIVIDUALS SHOULD CONTACT MD, DO, NP, PA AND BE TESTED FOR COVID-19</p>		<p>III. WITHOUT COVID TEST BUT WITH MD, DO, NP, PA EVALUATION WITH OR WITHOUT TESTING</p>	
<p>A. POSITIVE***</p>	<p>B. NEGATIVE (If antigen test, suggest repeat PCR test)</p>	<p>A. USE SYMPTOM-BASED CRITERIA FOR RETURN TO SCHOOL:</p>		<p>A. CHRONIC DIAGNOSIS of non-COVID-19 illness</p>	<p>B. ACUTE DIAGNOSIS of non-COVID-19 viral illness</p>
<p>USE SYMPTOM-BASED CRITERIA FOR RETURN TO SCHOOL:</p> <p>A second test is not needed, but DOH release from isolation is required.</p> <p>ACTION: SCHOOL NOTIFY DOH OF ALL CONTACTS^^</p> <p>SCHOOL MAY SEND LETTER TO STAFF AND FAMILIES ONCE LOCAL DOH CONFIRMS POSITIVE CASE</p>	<p>USE SYMPTOM-BASED CRITERIA FOR RETURN TO SCHOOL:</p> <p>Need negative test confirmed by lab result, OR MD/DO/NP/PA parent or staff note of being fever-free off fever-reducing medicine for 24-hours, & symptoms have improved. May return to school sooner than 10 days</p> <p>ACTION: NO SCHOOL LETTER TO STAFF AND FAMILIES IS NEEDED FOR NEGATIVE CAS</p>	<p>WRITTEN EXPLANATION FROM STAFF, PARENT/GUARDIAN OR MD/DO/NP/PA STATING STAFF OR STUDENT HAVE SHOWN:</p> <ol style="list-style-type: none"> At least 72-hours have passed without fever off fever-reducing medications, and Symptoms have improved., and At least 10 days*** have passed since symptoms first appeared, or since test date <p>***Some persons with severe illness or immune compromise may produce competent virus >10 days, & may need isolation up to 20 days after symptom onset. Consider Infectious Disease specialist release & contact local DOH help for return to school release from isolation for those rare cases school is aware of.</p> <p>ACTION: WITHOUT TESTING AND EVALUATION BY MED PROVIDER, REQUIRE WRITTEN PARENT/STAFF DOCUMENTATION FOR ABOVE CRITERIA BEFORE ALLOWING INDIVIDUAL TO RETURN TO SCHOOL</p>		<p>1ST time, consider COVID test. Thereafter MD/DO/NP/PA documentation explaining diagnosis of a CHRONIC medical condition unrelated to COVID-19 but with similar symptoms is needed. If there are no new or worsening or other symptoms present, student may return to school. School nurse may create IHP to avoid future needless referrals and lost instruction. If new or other symptoms unrelated to the chronic condition exist: ACTION: SEE ACUTE DIAGNOSIS SECTION III B</p>	<p>Lab confirmed alternate bacterial or viral diagnoses (flu, strep) where COVID-19 is not suspected requires signed MD, DO, NP, PA note explaining alternate diagnosis. Because of the risk of co-morbid illnesses with COVID-19, unconfirmed ACUTE viral illness without COVID-19 testing is presumed to be COVID-19 & COVID-19 antigen or molecular testing is needed. In those cases: If testing is done: ACTION See Section I A & B. If testing is not done: ACTION: See SECTION II, A</p>

^^CLOSE CONTACT IS <6 FEET, >15 MINUTES CUMULATIVE/24 HR FROM 48 HR BEFORE SYMPTOMS BEGAN; PROXIMATE CONTACT IS BEING IN THE SAME ENCLOSED ENVIRONMENT >6 FT FOR AN EXTENDED PERIOD ^^SCHOOL WILL REPORT ALL SCHOOL CONTACTS TO LOCAL HEALTH DEPARTMENT FOR COLLABORATION ON TESTING, CONTACT TRACING FOR PURPOSES OF ISOLATION AND QUARANTINE

Rev: 8/11/2021 ≠CDC: all persons with symptoms of COVID-19 get tested. All positive symptomatic cases: 10 days isolation. All unvaccinated asymptomatic household & other contacts: quarantined per CDC 10 d standard. All vaccinated asymptomatic cases: tested within 3-5 days of exposure; may be in school with mandated masks at all times for 14 days or until negative.

Need Assistance?

NexGen Employee Assistance Program (EAP)® No-cost, 24/7 confidential solutions to life's challenges.

Whatever the issue, your EAP program can help sort it out.

The program is provided free of charge and offers someone to talk to and resources to consult whenever and wherever you need them, 24 hours a day, seven days a week.

Email

www.nexgeneap.com

Member ID Number: 99037010

Group ID: 9045

Call

1-800-327-2255

Office of Human Capital

Employee Benefits Team

benefits@rcsdk12.org | (585)262-8206

Health Concerns

Centers for Disease Control and Prevention (CDC)

www.cdc.gov

New York State Department of Health

www.health.ny.gov

Monroe County Department of Public Health

COVID19@monroecounty.gov

585-753-5555

COVID-19 Testing Sites

coronavirus.health.ny.gov/covid-19-testing

Walgreens

Walgreens.com



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The Rochester City School District does not discriminate on the basis of an individual's actual or perceived race, color, religion, creed, ethnicity, national origin, citizenship status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, gender (sex), military status, veteran status, domestic violence victim status or political affiliation, and additionally does not discriminate against students on the basis of weight, gender identity, gender expression, and religious practices or any other basis prohibited by New York State and/or federal non-discrimination laws in employment or its programs and activities. The District provides equal access to community and youth organizations.

Updated as of 8/19/21