

HAWTHORNE CEDAR KNOLLS UFSD



HEALTH AND SAFETY: The health and safety of the students and staff of the Hawthorne Cedar Knolls UFSD is paramount. Health and safety considerations must always come first in every decision made and every action taken by our districts. The Hawthorne Cedar Knolls is committed to implementing everyday preventive actions to prevent the spread of COVID-19 and reopen our schools safely.

As students and staff return to school and work, we are returning to a new normal, new requirements and continually evolving guidance during the Covid-19 pandemic. Therefore, the Principals or designee in each building will be the direct contact for students and staff to report Covid-19 concerns. Below are the identified administrators for the Hawthorne Cedar Knolls UFSD:

- ***CKA – Aisha Prendergast***
- ***Linden Hill – Rob Worden***
- ***Achieve Alternative High School – Eric Ford***
- ***Geller House School – Vikki Palmer***

Back up Administrator:

- ***CKA – Ray Raefski***
- ***Linden Hill – Eric Ford***
- ***Achieve Alternative High School – Rob Worden***
- ***Geller House School – Ellen Bergman***

The Superintendent of Schools will be the district representative and direct contact for students, parents/guardians, residential/ agency staff and school staff.

Below are the ***Return to School*** health and safety guidelines for the Hawthorne Cedar Knolls UFSD.

Contact Tracing: The Hawthorne Cedar Knolls Superintendent of Schools must notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors.

In the case of an individual testing positive the Hawthorne Cedar Knolls UFSD Superintendent must develop and maintain plans to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program.

***Confidentiality must be maintained as required by federal and state law and regulations. Responsible Parties must cooperate with all state and local health department contact tracing, isolation, and quarantine efforts**

The Hawthorne Cedar Knolls UFSD has implemented the following protocols and procedures to monitor and track health conditions at schools:

Screening: For all students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus will be require a mandatory health screenings/ temperature check, prior to entering the school building.

The Hawthorne Cedar Knolls UFSD will limit the number of visitors permitted on school grounds or in school facilities, and, if visitors are allowed, screening of such visitors will be mandatory.

The Hawthorne Cedar Knolls UFSD will refer all students, faculty, and staff for COVID-19 diagnostic testing, in consultation with local health department officials, when needed. This includes the referral for testing of symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory, before allowing such individuals to return in-person to the school.

Testing Responsibility: The school nurse and building administrators (identified above) are responsible for advising staff and parents/ students when they should be tested. In the event that large-scale testing at the school is needed, the Superintendent of Schools will work closely with the DOH to facilitate the sourcing, and administering testing (e.g., local health department testing site, physician offices, hospital system).

Early Warning Signs: The Hawthorne Cedar Knolls UFSD will adhere to the Mid- Hudson Valley Region and New York State's metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by state and local health departments. The Hawthorne Cedar Knolls UFSD will adhere to all mandatory school closures set forth by the Governor's Executive Order/s.

The Hawthorne Cedar Knolls UFSD's containment plan includes protocols and procedures for how to respond to positive or presumed-positive cases, as well as preventative practices. The plan incorporates the following:

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

Any faculty or staff member that does not pass the *Employee Screening Survey* will be required to stay home and follow the district's call out procedures. Any faculty or staff member that does not pass the *Temperature Screening* or develops COVID-19 symptoms will immediately be sent home and directed to follow up with their personal physician. The building administrator will follow up with that staff member.

Isolation: Any residential student that does not pass the *Temperature Screening* or develops COVID-19 symptoms will immediately be escorted to the infirmary and back to their unit where they will follow the Jewish Board of Family & Children Services (JBFCS) Covid-19 intervention plan. The building administrator will follow up the agency AOD (Administrator on Duty).

Any day student that does not pass the *Temperature Screening* upon arrival to school, will be evaluated by the school nurse and sent home. The building administrator will immediately follow up with the student's parent/ guardian and recommend that the student be seen by their personal physician.

Any day student that develops COVID-19 symptoms will immediately be evaluated by the school nurse and then isolated in the school building's *Covid-19 Isolation Room*. This procedure is to isolate individuals who screen positive upon arrival, or symptomatic individuals should they become symptomatic while at school.

All school health office staff, caring for the symptomatic individual, will be provided appropriate PPE.

The Hawthorne Cedar Knolls UFSD will facilitate safe transportation, including pick-up arrangements, for symptomatic students. If applicable, the Hawthorne Cedar Knolls UFSD will facilitate safe transportation for faculty and staff.

Collection: The building administrator will facilitate the pick-up and transportation of all residential and day students. Residential staff or parents/guardians will be called to pick up their student with instructions that the student must be seen by a health care provider.

Infected Individuals: The Hawthorne Cedar Knolls UFSD will require that all persons who have tested positive completed isolation and have recovered, and will not transmit COVID-19 when returning to in-person learning. **Discharge from isolation and return to school will be conducted in coordination with the local health department.**

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

Hygiene, Cleaning, and Disinfection: The Hawthorne Cedar Knolls UFSD is committed to the promotion of, hygiene, cleaning, and disinfection guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas.

Contact Tracing: The Hawthorne Cedar Knolls UFSD is committed to supporting the local health department in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program – an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies.

Communication: The Hawthorne Cedar Knolls UFSD plans to share protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, faculty, staff, students and the local community. **The Hawthorne Cedar Knolls UFSD has posted all its plans (Reopening, Remote Learning and Contact Tracing) on the district’s website for all students, parents/guardians, faculty and staff members to access.**

The Hawthorne Cedar Knolls UFSD’s plans includes contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education, and/or closing the school.

Closure: The Hawthorne Cedar Knolls UFSD will monitor closure triggers and identify conditions that may warrant reducing in-person education or closing the school. The Hawthorne Cedar Knolls UFSD will do this in consultation with state and local health departments, and plan for an orderly closure when needed.

Operational Activity: Upon a school closure, the Hawthorne Cedar Knolls UFSD will transition to remote learning and determine which district operations will be decreased, or ceased and which operations will be conducted remotely. This will include an orderly closure which may include phasing, milestones, and involvement of key personnel.

Communication: The Hawthorne Cedar Knolls UFSD will coordinate with the local and state DOH and communicate with the NYSED regarding return to school timeline.

The Hawthorne Cedar Knolls UFSD’s Superintendent of Schools in consultation with the local health department(s), will determine when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school.

The Hawthorne Cedar Knolls UFSD’s return to school requirements will include:

- Documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation

The Hawthorne Cedar Knolls UFSD will refer to DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the

faculty or staff member had close or proximate contact with a person with COVID-19. The Hawthorne Cedar Knolls UFSD will follow the guidance below:

Return to Work

Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure

As employers slowly begin to return employees back to the workplace, diligence must be paid to the health and safety of employees, especially for those employees that previously tested positive for COVID-19 or had close or proximate contact with a person with COVID-19 for a prolonged period of time.

Employers and employees should take the following actions related to COVID-19 symptoms or exposure:

- If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms.
 - The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine. However, if such an employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination by their supervisor and a human resources (HR) representative in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior

to and during their work shift, which should be monitored and documented by the employer and employee:

1. Regular monitoring: The employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 12 hours and symptoms consistent with COVID-19 under the supervision of their employer's occupational health program.
2. Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure.
3. Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
4. Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
5. Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure. ***If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.**