



SENECA FALLS CENTRAL SCHOOL DISTRICT HEALTH MANAGEMENT PLAN FOR A PANDEMIC

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**LETTER TO PARENTS/LEGAL GUARDIANS REGARDING DISTRICT EXPECTATIONS
AND PROTOCOLS DURING COVID-19 PANDEMIC AS SCHOOL REOPENS**

Dear School Community:

As the state and our schools are continuing to reopen, COVID-19 remains a concern. The District is making every effort to comply with the many mandates and guidelines provided by the CDC, NYS Education department and the NYS Department of Health to bring students back on campus safely. Parents, we need your help. We trust you will help us achieve our goal to keep COVID-19 cases down so we can educate our children in our school buildings.

Therefore, this is a public health reminder that every member of our school community must do her and his part to follow rules of safety and personal hygiene for yourself and others as this Pandemic continues to pose a threat. Please remind your children that we are still in the middle of a pandemic. This means they need to practice physical distancing as much as they can, wear a face covering, and practice good hand washing often. Students must try to keep their hands away from their faces and other people. If they need to sneeze or cough, they should do it into the crook of their arm or tissue and dispose of it into a trash can. They must wash their hands afterward with soap and water or use hand sanitizer, which will be available in all classrooms.

Visitors are discouraged in the building until COVID-19 is under better control. We ask that parents call or email the school to avoid the need to enter a building. You will be turned away at the main entrance, unless it is an emergency or you were requested to enter the building. The Governor has directed us to limit visitors to the building. Given restrictions placed on schools with physical distancing, we are asking those parents who can drive their child to school rather than ride the bus to please do so. If your child must take the bus, please do not send them to the bus or bus stop if they are showing any of the symptoms outlined on the screening survey.

NYS requires that each child be screened daily for signs and symptoms of COVID-19. We are asking that you do the screening each day at home before you send your child to school. This survey can be located towards the end of the document. Please follow the directions on the screening form each day until the COVID-19 Pandemic is over, and please keep your child home if they are sick. If your child or another family member has a positive COVID-19 test or a presumed COVID-19 diagnosis by your physician, please do not send your child to school until your child has been tested and is negative for COVID-19. If your child is presenting signs and symptoms of COVID-19, please contact your family doctor and please notify the school nurse by email or phone. If your child has tested positive for COVID-19, please follow all guidelines and directives of your physician and the health department and please contact the school nurse so she is aware.

While you do your part during the continued COVID-19 Pandemic, the District is taking the following steps to keep our children safe while in school:

- ✓ Requiring the use of masks
- ✓ Enforcing physical distancing as much as possible and always when required per NYS Department of Health, the Governor and NYS Department of Education
- ✓ Creating cohorts to the best of our ability (same group of students remain together for the day)
- ✓ Continuous cleaning and disinfecting
- ✓ Continuous reminders about good hygiene (washing hands, using hand sanitizer, sneezing and/or coughing)

Thank you for being the most important part of our District. We will get through this difficult time together.

Jeremy Clingerman

Superintendent of Schools

GENERAL PRACTICES

Physical Distancing

To ensure employees comply with physical distancing requirements, the Seneca Falls Central School District will do the following:

- ✓ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- ✓ Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If area is occupied by more than one person, keep occupancy under 50% of maximum capacity.
- ✓ Post physical distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations, reception areas)
- ✓ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) will adhere to the strict guidelines of physical distancing among participants.
- ✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

Common situations that may not allow for 6 ft. of distance between individuals:

- ✓ Custodial and Maintenance Work
- ✓ Bus Maintenance and Repairs
- ✓ Food Preparation and Distribution
- ✓ Faculty/staff providing instruction to students

Measures implemented to ensure the safety of students and employees:

- ✓ Ensure adequate Personal Protective Equipment (PPE) is available.
- ✓ Any time personnel are less than 6 ft. apart from one another, personnel must wear appropriate face coverings
- ✓ Wash hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% ethanol or 70% isopropyl alcohol

Personal responsibility

- ✓ Avoid touching eyes, nose, and mouth
- ✓ Cough/sneeze into a tissue you dispose of immediately or into the crook of your elbow, not into your hands
- ✓ Practice personal hygiene protocols at all times but especially while on district premises
- ✓ Personal hygiene:
 - Everyone should wash hands often with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol if soap and water are not readily available, (especially during key times when persons are likely to be infected by or spread germs):
 - After blowing one's nose, coughing, or sneezing
 - Before, during, and after preparing food
 - After using the toilet
 - After touching trash
 - Before and after the school/work day
 - Before and after lunch/work breaks
 - After touching objects that have been handled by others

Wear and Care of Face Coverings/Masks

The requirement for wearing masks for all students, employees and visitors will be to wear them at all times, with the following exceptions:

- ✓ While eating snack (teacher directed for students)
- ✓ While eating breakfast/lunch
- ✓ Being outside, at least 6 feet apart and directed by the faculty/staff member supervising the class
- ✓ Visitors will wear a mask at all times unless attending an event that allows for different protocols
- ✓ Cloth or disposable face coverings will be provided by the district (washable masks will be provided to start the year, we ask that you please care for these so they can be used for the duration of the year as disposable masks are in short supply across the nation)
- ✓ Disposable face covering should not be laundered but disposed of properly
- ✓ Face covering care will be the responsibility of the family/employee
- ✓ Everyone may provide their own cloth or disposable face covering/mask
- ✓ When wearing it, it must cover your nose and mouth completely
- ✓ Fit snugly but comfortably against the side of the face
- ✓ Be secured with ties, elastic or ear loops
- ✓ Include multiple layers of fabric
- ✓ Allow for breathing without significant restriction
- ✓ Be able to be laundered and machine dried without damage or change to shape

Hand hygiene

- ✓ Wash hands often with soap and water for at least 20 seconds, especially after blowing noses, coughing, or sneezing, or having been in a public place
- ✓ Use hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol, if soap and water are not available. Additionally, employees should:
- ✓ Wash hands or use 60% ethanol or 70% isopropyl alcohol hand sanitizer after putting on or taking off the face covering
- ✓ Wash your hands frequently with soap and water or use 60% ethanol or 70% isopropyl alcohol hand sanitizer
- ✓ Practice hand hygiene protocols at all times but especially while on district premises

Do Not Come to Work if:

- ✓ You have tested positive for COVID-19 or a presumed diagnosis by your physician or other healthcare provider
- ✓ You have been in contact with a person with an actual positive COVID-19 test or presumed COVID-19 diagnosis by their healthcare provider
- ✓ You feel sick
 - Contact your physician or other healthcare provider to discuss your medical condition
 - Parents, notify the school nurse
 - Employees, notify your direct and/or department supervisor immediately

If you feel sick while at school/work:

- ✓ If you start to feel sick when at school/work:
 - Employees, see the nurse and notify your supervisor
 - Students, notify the adult supervising you at the time and go to the nurse

- ✓ Be sure to share what you were doing and where you were in the building before you became ill as the devices and locations must now be considered potentially contaminated
- ✓ In coordination with the school nurse:
 - Employees, contact your physician or other healthcare provider to discuss your medical condition
 - Students, contact your parent(s)

Engagement with Visitors:

- ✓ Visitors must follow the 6-foot social distancing mandate and follow regulations for wearing protective equipment to limit the spread of illness while on site
- ✓ Limit nonessential visitors to all school buildings, including district offices and transportation facilities
- ✓ Do not allow outside vendors
- ✓ Hold parent meetings and other meetings by phone/virtual conferences
- ✓ Cancel all public use of school facilities
- ✓ Avoid the use of shared writing utensils and clipboards for sign in
- ✓ Discontinue the use of toys, magazines, and other shared items in waiting areas
- ✓ Eliminate reception seating areas
- ✓ Request that visitors phone ahead from the parking lot when entrance to the building is essential
- ✓ Confirm the necessity of the visit
- ✓ Phone calls, e-mail, mail, or video conference should be used whenever possible, even if this means turning someone away at the door

General Office Area

- ✓ Stagger shift start and end times greater than normal when possible (while still ensuring safe operations), to eliminate employees from congregating during the shift change-over, and from over-crowding at entrances and exits
- ✓ Reduce tasks requiring large amounts of people to be in one area
- ✓ Encourage staff not to linger or socialize in common areas
- ✓ Eliminate reception seating areas and request that visitors phone ahead or install a plastic partition at the reception area
- ✓ Review floor plans and remove or reconfigure seats, furniture and workstations as needed to preserve recommended physical distancing in accordance with guidelines
- ✓ Reconfigure workstations so that employees do not face each other, or establish partitions if facing each other cannot be avoided
- ✓ Employees should 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, all local, state, and federal guidelines must be followed
- ✓ Consider placing markings (whether in tape or otherwise) periodically on the ground in the corridor to demarcate six (6)-foot lengths to provide for greater physical distancing by all students and employees while in line

Conference Rooms

- ✓ Consider limiting in-person meetings (refer to NYS guidance), if virtual meetings are not feasible
- ✓ If meetings are to occur in person, they should be conducted in a quick manner
- ✓ Practice physical distancing among participants
- ✓ Lingering and socializing before and after meetings is not allowed

Break Rooms and Lunch Rooms

- ✓ Food will not be available in common areas where students/employees may congregate
- ✓ Create that allow-for physical distancing
- ✓ Congregating in kitchen areas is prohibited

Copier Rooms/Areas

- ✓ Congregating in copier rooms/areas should be discouraged

Elevator Use

- ✓ Encourage one person in an elevator at a time
- ✓ Any time students/employees are less than 6 ft. apart from one another, they must wear acceptable face coverings

Common School Specific Shared Objects and Frequently Touched Areas

Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects. The district will use an EPA-approved disinfectant. District will provide and require cleaning and disinfectants to wipe down common items (i.e. such as copier machines, shared maintenance supplies, etc.) after each use. Computer keyboards are difficult to clean due to the spaces between keys and the sensitivity of its hardware to liquids. Every effort will be made to provide one device per faculty/staff member and student.

Restrooms

- ✓ Place signs asking students/employees to wash hands before and after using the restroom
- ✓ Provide paper based towels in restrooms.
- ✓ Open top trash can should be provided
- ✓ Increase efforts to keep bathrooms clean and properly disinfected by cleaning regularly through the day

Cleaning of Areas

To ensure employees comply with hygiene and cleaning requirements, the Seneca Falls Central School District will do the following:

- ✓ Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health and maintain cleaning logs onsite that document date, time, and scope of cleaning.
- ✓ The Director of Facilities will require cleaning logs to be completed daily for all spaces. Logs will be kept and monitored in the Senior Custodial office of each building
- ✓ Provide and maintain hand hygiene stations for students/employees, including hand washing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% ethanol or 70% isopropyl alcohol for areas where hand washing is not feasible. Stations will be located at the entrance to each building as well as individual sanitizers throughout the building hallways and classrooms/offices
- ✓ Training will be provided to promote healthy hygiene practices. Training will include, but is not limited to:
 - Proper hand washing techniques
 - Use of hand sanitizer
 - Respiratory etiquette, including covering coughs and sneezes
 - Proper use of face coverings
 - Encourage students and employees to stay home when sick
 - Post signs on how to stop the spread of COVID-19, proper hand washing technique, promote everyday protective measures, and the proper wearing of a face covering

- ✓ Conduct regular cleaning and disinfection daily, or more frequently as needed, along with frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed
- ✓ Disinfectants used must be on the New York State Registered Disinfectants Based on EPA List: http://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf

Communication

To ensure the district and its employees comply with communication requirements, the Seneca Falls Central School District will do the following:

- ✓ Post signage throughout the buildings to remind employees, students and visitors (limited) to adhere to proper hygiene, physical distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols
- ✓ Establish a communication plan for employees, visitors, and parents/guardians with a consistent means to provide updated information. This will be accomplished through:
 - Website, Email and Social media
 - Print copy mailings
 - Voice and/or video messaging
 - Mass notifications through the Blackboard system
- ✓ Entry logs will be kept at the main entrance of each building. Logs will allow the district to track those individuals that enter the building during the school/work day
- ✓ If a worker tests positive for COVID-19, the school district will contact the Seneca County Health Department and cooperate with contact tracing efforts, including notification of potential contacts, such as students, employees and/or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations

Posters/Signage

Classroom, Office Area, and Common Areas Signage (Examples):

- ✓ Post CDC Hand washing <https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>;
- ✓ Post CDC Cover Your Cough Poster https://www.cdc.gov/flu/pdf/protect/cdc_cough.pdf

Restrooms:

- ✓ Post CDC Hand washing <https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>;
- ✓ Post CDC Stop the Spread of Germs Poster <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

Building Entry - Door Signage:

- ✓ CDC Stay Home If Your Are Sick Poster https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-B-StayHomeFromWork_Poster.pdf

Website/Social Media:

- ✓ Notices will be placed on all district run websites and social media accounts utilized by the district indicating changes and expectations for returning to school
- ✓ CDC Communication Resources (POSTERS)

https://www.cdc.gov/coronavirus/2019-ncov/downloads/superhero_poster.pdf

https://www.cdc.gov/coronavirus/2019-ncov/downloads/cover-your-cough_poster.pdf

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/daycare-1200px675px.jpg>

https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread_poster.pdf

https://www.cdc.gov/coronavirus/2019-ncov/downloads/wash-your-hands-bubbles_poster.pdf

https://www.cdc.gov/coronavirus/2019-ncov/downloads/germs-all-around-you_poster.pdf

DAILY SCREENING AND CONTACT TRACING

To ensure the school district and its employees and students comply with protective requirements, the Seneca Falls Central School District will do the following:

Implement mandatory health screening assessment before employees/students begin each day, asking about:

- COVID-19 symptoms in past 14 days,
- Cough
- Shortness of breath or difficulty breathing
- Fever (100.0 F)
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Positive COVID-19 test in past 14 days
- Close contact with confirmed or suspected COVID-19 case in past 14 days.

If the answer to any of these are YES, the employee/visitor/student should not enter a bus or school building. Employees should contact your supervisor and Students should contact the nurse.

If the answer is NO, employees/visitor/student entering the building should be logged in (electronically or sign-in sheet) and provided a cloth mask, if the person does not have one, and asked to wash hands prior to reporting to their designated work space

The district will utilize a 3rd party application to track employee and student responses. Assessment responses are reviewed every day and documented. Responses are monitored by the School Nurse during the academic months and by the District Office during the summer months. If the employee/visitor/student refuses screening they will not be allowed to enter the building.

Temperature Readings

A student, employee and/or visitor who has a temperature of 100.0F cannot enter a bus or school building. Refer to NYSDOH guidelines. If a student or employee has a body temperature at or above 100.4°F, the student/employee must be sent home immediately and the following completed:

Date the employee/student was sent home: _____

Are visible signs of respiratory illness present? Yes No

Please follow existing policy for returning to school/work:

- ✓ If a person is not diagnosed by a healthcare provider with COVID-19 they can return to school/work once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours
- ✓ If a Healthcare Provider/Public Health confirms the cause of the persons' fever or other symptoms is not COVID-19 and provides appropriate documentation for the employee/student to return to school/work

Close Contact with an Infected Person

Employees or students may have been exposed if they are within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time (15 minutes):

- ✓ Potentially exposed employees/students who have symptoms of COVID-19 should quarantine and follow local health department guidance and CDC recommended steps
- ✓ Potentially exposed employees/students, or a close contact of an infected person who does not have symptoms, should monitor for symptoms and follow the directions of health care provider or Department of Health.

All other employees/students/parents & guardians should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should:

- ✓ Students- stay home and notify the school nurse
- ✓ Employees- stay home and notify their supervisor and stay home

When a Person Tests Positive:

In most cases, the entire facility may not need to shut down. Certain areas used for prolonged periods of time by the sick person may need to be shut down to be cleaned/disinfected before being occupied:

- ✓ The notification of a positive case should come from the local Department of Health. Follow their recommendations for contact tracing, isolation, quarantine, potential closure, and communication to employees and families.

Contact Tracing and Disinfection of Contaminated Areas

Public Health Officials assume the task of contract tracing, once notified. To ensure the school district and its employees comply with contact tracing and disinfection requirements, the Seneca Falls Central School District will do the following:

- ✓ Have a plan for cleaning, disinfection, and notifying Public Health in the event of a positive case. In the case of an employee testing positive for COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- ✓ Close off areas used by the person who is sick
- ✓ School districts do not necessarily need to close operations, if they can close off affected areas
- ✓ Open outside doors and windows to increase air circulation in the area
- ✓ Wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible
- ✓ Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and copier machines
- ✓ Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available
- ✓ Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms
- ✓ Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- ✓ Once area has been appropriately disinfected, it can be opened for use
- ✓ Workers without close contact with the person who is sick can return to work immediately after disinfection
- ✓ If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary
- ✓ Continue routine cleaning and disinfection. This includes everyday practices that the district uses to maintain a healthy environment

BUILDING CONSIDERATIONS

Security Cameras and Software

Verify that cameras are operational, they may be useful if you have to track the movement of an individual through a building that is suspected to have or has the COVID-19 virus. District policy regarding use of cameras and recordings will be followed.

Exterior Doors

Ensure that proper signage is posted on exterior doors to inform building occupants and visitors of what needs to be considered prior to coming into the building.

Fire Code Compliance

Maintain buildings according to all codes established from NYS & NYSED

- ✓ Do not block egress paths with screening stations, barriers or other items
- ✓ Maintain at least 36" aisles between desks (which will be 72" during the Pandemic)
- ✓ Maintain at least 8' clear width in hallways
- ✓ Only install products that are fire retardant or fire proof

Cleaning & Disinfecting

When cleaning and disinfecting, employees should always wear Personal Protective Equipment (PPE) appropriate for the chemicals being used. Additional Personal Protective Equipment (PPE) may be needed based on an area of the building and the product used.

Follow CDC cleaning and disinfection recommendations. Surfaces must be cleaned prior to disinfection. Disinfectants must be products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and be appropriate for the surface.

Frequently touched surfaces in common areas shall be cleaned and disinfected at least daily. Examples include (but are not limited to): Door knobs, light switches, handrails, faucet handles and drinking fountains

For frequently touched electronic devices it is recommended that hand sanitizing stations are provided to sanitize hands before and after use of the device. Examples include (but are not limited to):

- ✓ Touch screens
- ✓ Copier controls
- ✓ Tablets

HVAC System

- ✓ Building ventilation systems should be evaluated and adjusted to run according to optimal manufacturer recommendations. Please refer to manufacturers specs for more information
- ✓ Occupied areas shall be provided with mechanical ventilation of at least 15 cfm per occupant of outside air during periods of occupancy
- ✓ Ventilation and air filtering capacity may be increased, within design parameters, as needed
- ✓ Verify that systems can handle changes such as:
 - o An increase in MERV filter ratings
 - o Switch to HEPA filters
 - o Switching operating schedules to meet needs of the space

*It is recommended that buildings run HVAC systems in occupied mode, in all areas, for a week prior to employees returning to the building.

HVAC Information

Filters consist of media with porous structures of fibers or stretched membrane material to remove particles from airstreams. Some filters have a static electrical charge applied to the media to increase particle removal. The fraction of particles removed from air passing through a filter is termed “filter efficiency” and is provided by the Minimum Efficiency Reporting Value (MERV) under standard conditions.

- ✓ MERV ranges from 1 to 16; higher MERV = higher efficiency
- ✓ MERV \geq 13 (or ISO ePM1) are efficient at capturing airborne viruses

The District is investigating current filter efficiency. Increased filter efficiency generally results in increased pressure drop through the filter. Ensure HVAC systems can handle filter upgrades without negative impacts to pressure differentials and/or air flow rates prior to changing filters.

Overall effectiveness of reducing particle concentrations depends on several factors:

- ✓ Filter efficiency
- ✓ Airflow rate through the filter
- ✓ Size of the particles
- ✓ Location of the filter in the HVAC system or room air cleaner

HVAC Servicing

For HVAC systems suspected to be contaminated with SARS-CoV-2, it is not necessary to suspend HVAC system maintenance, including filter changes, but additional safety precautions should be taken. The risks associated with handling filters contaminated with coronaviruses in ventilation systems under field-use conditions have not been evaluated. Workers performing maintenance and/or replacing filters on any ventilation system with the potential for viral contamination should wear appropriate Personal Protective Equipment (PPE):

- ✓ A properly-fitted respirator (N95 or higher)
- ✓ Eye protection (safety glasses, goggles or face shield)
- ✓ Disposable gloves

Some things to remember include:

- ✓ Consider letting the filter load up further than usual to reduce frequency of filter changes
- ✓ Don't let pressure drop increase enough to disrupt room pressure differentials
- ✓ Confirm filters remain snug in their frames

When feasible, filters can be disinfected with a 10% bleach solution or another appropriate disinfectant, approved for use against SARS-CoV-2, before removal. Filters (disinfected or not) can be bagged and disposed of in regular trash.

When maintenance tasks are completed, maintenance personnel should immediately wash their hands with soap and water or use an alcohol-based hand sanitizer.

Water Systems

The building water distribution system and all outlets shall be flushed for at least 10 minutes before buildings are reoccupied. Consider documenting flush times.

Bubblers/Drinking Fountains

Consider closing off bubblers/drinking fountains to reduce the spread of the virus. If you close off bubblers/drinking fountains, water must be made available for building occupants. Consider the installation of a hydration station that comes equipped with a bottle filler.

Consider the following, if bottle filling stations are available:

- ✓ Providing sport bottles with the student and staff name on them to discourage sharing of water bottles
- ✓ Provide paper cups and an open garbage can for waste
- ✓ Aerators should be removed before the purge process and sanitized (or replaced - recommended) before reinstalling. Learn how to easily remove the aerator from a BASYS faucet.
- ✓ Automatic (sensor) faucets are easily flushed by placing a hand under the faucet for a minimum of 90 seconds.

Building staff should inspect and clear (flush) all water-using appliances like:

- Ice machines
- Dishwashers
- Mechanical equipment
- Cooling towers
- Boilers
- Pumps
- Backflow preventers

The entire water system for a building (kitchens, laundry, etc.) also needs to be flushed.

While not all stagnant water is problematic, this water could have a bad taste, unpleasant odor, debris, or more serious problems, like elevated levels of lead and copper. It may also contain little or no residual disinfectant, such as chlorine, leading to elevated levels of bacteria and other microbiological contaminants. It is recommended that buildings purge the entire water distribution system within their commercial facility to ensure fresh water is present before flushing/clearing fixtures and fittings as a best practice.

Flushometers for Water Closets and Urinals

- ✓ It is recommended that you start at the water closets and urinals that are located farthest from the branch lines in the restroom entry. Flush the farthest water closet and/or urinal at least three times. Each subsequent water closet or urinal need only be flushed twice. If the urinal is an ultra-low flush volume (0.125-0.25 gpf), then flush five to six times each. This will purge the pipes from the main branch to the urinal valve. Flush each valve the maximum amount if the branch line location is unknown.
- ✓ Debris from stagnant water can dislodge and foul diaphragms and pistons within a flushometer, causing additional valve run-on situations. If you experience these conditions, check and clear the diaphragm or piston with the proper tools.

Replace the cartridge for water free or hybrid urinal fixtures. Bedpan washer flushometers should be engaged in the downward (fully open) position and flushed three times.

Pressure-Assisted and Tank Type Toilets

- ✓ Flush a pressure-assisted toilet a minimum of three times, allowing full setup/re-pressurization between each flush.

- ✓ Troubleshooting information and videos can be found on the Flushmate website, and OEM parts are located on the online parts finder.
- ✓ Tank type toilets located farthest from the branch lines in the restroom entry should be flushed at least three times. Each subsequent water closet need only be flushed twice. Flush each toilet the maximum amount if the branch line location is unknown.

Construction projects

- ✓ Determine how Construction Workers will be screened (look at contractor protocols). If possible, obtain a copy of submission and affirmation that was provided to NYS.
- ✓ Construction workers shall wear face covering/masks at all times when not able to physical distance. If one construction worker tests positive then it is likely their co-workers will be quarantined for 14 days. This can drastically affect the project timeline and coordination with other subcontractors, as well as the final project cost.
- ✓ Keep a daily log of all persons entering the building; name, date, time in, time out. This can be used for contact tracing if/when a person tests positive.

Hallways

Consider the following for hallways:

- Place directional movement (signage)
- Walk on the right side with your right shoulder toward the wall.
- Where lines may form place markings every 6 feet.

Break rooms:

- ✓ Temporarily remove amenities that are handled with high contact frequency, such as water coolers, coffee makers, toasters, refrigerators, and bulk snacks and replace them with alternatives
- ✓ Use of these items by multiple people should be discouraged. If they must be used then each person should wipe the touch surfaces with disinfectant wipes or use a cleaning spray to wipe them off, before and after use
- ✓ Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate
- ✓ Stagger lunch breaks to minimize occupancy in break rooms and allow for physical distancing
- ✓ Congregating in kitchen areas prohibited
- ✓ Seating and tables must promote physical distancing
- ✓ Postings and reminders must be placed in these areas
- ✓ Cleaning and/or disinfecting supplies must be supplied in these areas

TRAINING

NYS requires employers to train all employees and students on new protocols and to frequently communicate safety guidelines. The district will train all employees and students on the precautions listed below either remotely in person.

- ✓ Proper hand hygiene. Promote frequent and thorough hand washing by providing employees, students and visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% ethanol or 70% isopropyl alcohol. Provide training on proper handwashing and hand sanitizer use
- ✓ Prevention of disease spread by staying home when they are sick
- ✓ Proper respiratory etiquette, including covering coughs and sneezes

Training topics for all staff (but are not limited to)

- Proper hand washing
- Proper cough & sneeze etiquette
- Physical Distancing
- Operating procedures (various)
 - Entrance into the building
 - Cleaning procedures
 - Sick child pickup
 - Staff who are sick or suspected to be sick
- Proper cleaning techniques
- Hazard Communication – Right-To-Know
 - Proper use of chemicals
 - No chemicals from home
 - Transfer of hand sanitizer in smaller containers
- Exposure Control Plan – with a focus on Pandemic/COVID-19
- Personal Protective Equipment - PPE
 - Update Hazard Assessment & Personal Protective Equipment (PPE) Selection Worksheet for all identified employees
 - Cleaning and sanitizing of the face covering (if applicable)
 - Provide training for staff and students on wearing, putting on, removing and discarding PPE including in the context of their current and potential duties
- Respirator Protection (N95) (required for identified employees per NYS)
- Mental Health Training (optional trainings)
 - Mental health and wellbeing
 - Frustration with use/knowledge of remote technology

Available Training Resources

You Tube – CDC Ad Council Videos

- https://youtu.be/Ltl_uasz6to - Protect Yourself
- <https://youtu.be/Dh2dCWk85Zw> - How to Protect Against the Coronavirus

Safe Schools – Utica National

- CDC Hand Washing
- Respiratory Protection
- PPE

- Coronavirus Awareness
- Coronavirus – CDC Guidelines for Making and Wearing Cloth Masks
- Coronavirus – Cleaning and Disinfecting Your Workplace
- Coronavirus – Managing Stress and Anxiety
- Coronavirus – Preparing your Household
- Coronavirus – Transitioning to a Remote Workforce

Public School Works

- M-852 COVID-19 Cleaning & Disinfecting (30 minutes)
- M-850 COVID-19 Protecting Yourself and Others (25 minutes)
- M-576 Communicable Diseases: Prevention and Control (20 minutes)
- M-226 Flu Pandemic Preparedness (For Administrators) (20 minutes)
- M-227 Flu Prevention (20 minutes)

Department of Health and CDC Guidance Documents

<http://www.nysed.gov/common/nysed/files/programs/coronavirus/nysed-covid-19-first-guidance-3-9-20.pdf>

<https://www.healthychildren.org/English/ages-stages/gradeschool/school/Pages/When-to-Keep-Your-Child-Home-from-School.aspx>

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-for-schools.html

<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/worker-safety-support/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/staffing.html>

POSTERS

General (48 CDC Posters)

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-11x17-en.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

Personal Responsibility to Protect Against the Virus

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

https://coronavirus.health.ny.gov/system/files/documents/2020/04/13067_coronavirus_protectyourself_poster_042020.pdf

https://www.cdc.gov/flu/pdf/protect/cdc_cough.pdf

https://www.cdc.gov/coronavirus/2019-ncov/downloads/cover-your-cough_poster.pdf

https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread_poster.pdf

<https://www.osha.gov/Publications/OSHA3994.pdf>

Hand washing

https://www.cdc.gov/handwashing/pdf/19_309599-A-Frankson_Handwashing.pdf

https://www.cdc.gov/handwashing/pdf/keep-calm-wash-your-hands_11x17.pdf

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>

<https://www.cdc.gov/handwashing/pdf/18-294906-germs-are-everywhere-p.pdf>

<https://www.cdc.gov/handwashing/pdf/294906-handwashing-superhero-boy-p.pdf>

Physical Distancing

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-B-StayHomeFromWork_Poster.pdf

<https://www.isri.org/docs/default-source/covid19/covid-19-tips-letter.pdf?sfvrsn=0>

Entryway Signs

https://coronavirus.health.ny.gov/system/files/documents/2020/03/13066_coronavirus_novisitors_poster.pdf

https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-B-StayHomeFromWork_Poster.pdf

<https://www.creativesafetysupply.com/signs/coronavirus-covid-19-signs/>

CLEANING

Procedures for Cleaning

- ✓ Create and retain a log that states:
 - o Date
 - o Time
 - o Scope of cleaning and disinfection
- ✓ Schedule regular cleaning and disinfecting of touched surfaces during the regular school day. Cleaning and disinfecting should include frequently touched surfaces (PE equipment, door handles, sink handles, and shared objects (toys, games, art supplies) between uses. Consider scheduling this task late morning and early afternoon
- ✓ Ensure safe and correct application of disinfectants ensuring adequate contact times
- ✓ Keep products away from children
- ✓ Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, or other methods
- ✓ Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) risk to children using the facility. Follow NYS DOH and/or local Public Health guidelines
- ✓ Take steps to ensure that all water systems and features (for example, water bottle filling stations, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water
- ✓ Soft Surfaces - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces
- ✓ Electronics
 - o District is reviewing options for providing wipe-able covers on electronics
 - o Follow manufacturer's instructions for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% isopropyl alcohol. Dry surface thoroughly

Cleaning/Disinfecting Procedure

Step 1. Clean

- Wear disposable gloves or any other required PPE to clean and disinfect
- Clean surfaces using an appropriate cleaner making sure you produce friction on the surface
- Read all labels and follow instructions (PPE may be required)
- Cleaning reduces the number of germs, dirt and impurities on the surface. Friction action breaks biofilm on any virus allowing disinfectant to contact the area
- Consider changing out cleaning cloths (microfiber) often or use disposable products
- Clean surfaces prior to disinfecting
- Practice routine cleaning of frequently-touched surfaces. Be sure not to miss high touch surfaces (i.e. PE equipment, door handles, sink handles, and water bottle filling stations)

Step 2. Disinfect

- Disinfecting kills germs on surfaces
- Ensure the area or item is cleaned with a cleaning agent before disinfecting
- Then disinfectant can be used
- Take all precautions on the label such as PPE, and safe handling procedures
- Consider changing out cleaning cloths (microfiber) often or use disposable products
- Use EPA-registered disinfectant. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
 - Keeping the surface wet for the entire contact/dwell time (see product label)
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product
- Diluted bleach solutions may also be used if appropriate for the surface
 - ½ cup bleach per gallon of water - highly concentrated solutions may result in adverse health effects, discoloration and residue
 - Bleach solutions should be made fresh and not kept for more than 24 hours
 - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection
 - Unexpired bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation
 - Never mix bleach with ammonia or any other cleanser
 - Leave solution on the surface for at least 1 minute

Laundering

Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely or disinfect with an EPA-registered disinfectant

- ✓ Washing face coverings in a washing machine and drying in a dryer is recommended to properly clean a face covering
- ✓ If masks are hand washed prepare a bleach solution of 4 teaspoons household bleach per quart of room temperature water. Soak the face covering for 5 minutes. Rinse the face covering thoroughly with cool water. Air dry, in direct sunlight, when possible. Wash hands for 30 seconds after washing the mask
- ✓ Face coverings must be completely dry before wearing
 - Wear disposable gloves when handling dirty laundry
 - Dirty laundry from a person who is sick can be washed with other people's items

- Do not shake dirty laundry
- Clean and disinfect clothes hampers according to guidance above for surfaces
- Remove gloves and wash hands right away

Classrooms

- ✓ Teachers may be responsible for general cleaning within the classrooms and should be provided with appropriate cleaning supplies
- ✓ Keep cleaning supplies out of reach of children
- ✓ Schedule regular cleaning and disinfecting of touched surfaces during the regular school day. Cleaning and disinfecting should include frequently touched surfaces (PE equipment, door handles, sink handles, water bottle filling stations). Consider scheduling this task late morning and early afternoon, ensuring adequate contact time for the disinfection
- ✓ In order to facilitate cleaning and disinfection, classroom materials should be removed to the greatest extent possible
- ✓ Trained Custodial staff should be responsible for heavier cleaning and disinfecting within classrooms

Suggested Cleanliness and Disinfection Standards

This section outlines the process and expectations **following an extended school closure** for the continued levels of cleanliness and disinfection required to meet federal and state mandates.

Classroom

- Clean and disinfect high touch surfaces (but not limited to):
 - Classroom desks and chairs
 - Door handles and push plates
 - Bathroom faucets
 - Light switches
 - Shared telephones
 - Shared desktops
 - Shared computer keyboards and mice
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and counter tops
- Window in the classroom door is cleaned at minimum once per week
- Walls are spot cleaned
- Carpets are spot cleaned
- Make sure all windows are locked
- Clean/Disinfect classroom sink and toilet area (if applicable)
- Vacuum carpet daily if applicable
- Re-stock all paper and soap products
- Replace Lights (Notify Custodian or Maintenance)

Restrooms and Locker Rooms

- Clean and disinfect toilets, sinks and shower areas
- Clean and disinfect high touch surfaces (but not limited to):

- o Water bottle filling stations and Drinking Fountains
- o Door handles and push plates
- o Light switches
- o Handrails
- All trash receptacles emptied and trash removed from the room
- Floors full mopped
- Clean Doors and Partitions in Restrooms and Locker Rooms
- Walls are spot cleaned
- Check that toilets, faucets, and drains are working
- Check Sanitary Napkin Boxes
- Clean Exterior of Dispensers
- Make sure all windows are locked
- Restock all toilet paper and soap products
- Replace Lights (Notify Custodian or Maintenance)

Common Areas (Hallways)

- Clean and disinfect high touch surfaces
- All trash receptacles emptied and trash removed
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Walls are spot cleaned, when soiled
- Carpets are spot cleaned
- Make sure all windows are locked
- Water bottle filling stations
- Make sure all unoccupied classrooms are locked

Medical Office

- Clean and disinfect health cots regularly (after each student use)
- Discard or launder coverings after each use
- Cover treatment tables and use pillow protectors
- Clean and disinfect high touch surfaces
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors full mopped
- Wipe clean: Tables, furniture and counter tops
- Window in the door is cleaned at minimum once per week
- Walls are spot cleaned
- Carpets are cleaned
- Make sure all windows are locked
- Clean/Disinfect sink and toilet area if
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures – Weekly
- Replace Lights (Notify Custodian or Maintenance)

Clerical/Admin Offices

- Clean and disinfect high touch surfaces
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and counter tops
- Window in the door is cleaned at minimum once per day
- Walls are spot cleaned
- Make sure all windows are locked
- Clean/Disinfect shared sink and toilet area if applicable
- Vacuum carpet daily if applicable
- Restock all paper and soap products
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

Athletic Areas (when available for use)

- Establish a regular cleaning schedule for shared environmental surfaces such as wrestling mats or strength training equipment
- Disinfect mats and other high-use equipment at least daily
- Clean and disinfect high touch surfaces
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and counter tops
- Window in the door is cleaned at minimum once per week
- Walls are spot cleaned
- Make sure all windows are locked
- Re-stock all paper and soap products
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

Restrooms

- Clean and disinfect toilets, sinks and shower areas
- Wear proper PPE, avoid splashes
- Clean and disinfect high touch surfaces
- Floors full mopped
- Clean Doors and Partitions in Restrooms and Locker Rooms
- Walls are spot cleaned
- Check that toilets, faucets, and drains are working
- Check Sanitary Napkin Boxes
- Clean Exterior of Dispensers
- Make sure all windows are locked
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

EMERGENCY RESPONSE DRILLS & CLOSURE CONSIDERATIONS

COVID-19 Adapted (Evacuation Drills & Lockdown Drills)

The 2020-2021 school year may include hybrid models of the traditional school day. Emergency response drills, including evacuation and lockdown drills, may be spread across the different student populations dependent on the day each population is present the day the drills are scheduled.

Emergency Response Protocols:

- ✓ Shelter-In-Place
- ✓ Hold-In-Place
- ✓ Evacuation
- ✓ Lockout
- ✓ Lockdown

Shelter-In-Place

Identify areas that will be used for the Shelter-in-Place along with areas that cannot be used for due to certain types of environmental hazards (i.e.: high winds, tornado, etc.). Shelter-In-Place protocols will be the same with the following changes:

- ✓ If possible, provide 6 feet of space between students and staff during the Shelter-In-Place
- ✓ Use of face coverings throughout the entire event may be considered
- ✓ If 6 feet between staff and students cannot be achieved, face coverings must be worn at all times
- ✓ Plan to have extra face coverings on hand in the event that a person does not have one
- ✓ Listen for updates and respond accordingly

Hold-In-Place

Hold-In-Place protocols will be the same with the following changes:

- ✓ Provide 6 feet of space between students and staff during the Hold-In-Place
- ✓ Use of face coverings throughout the entire event may be considered
- ✓ If 6 feet between people cannot be achieved, face coverings must be worn at all times during the event
- ✓ Plan to have extra face coverings on hand in the event that a person does not have one
- ✓ Listen for updates and respond accordingly

Evacuate

Evacuation protocols will be routinely the same with some minor adjustments:

- ✓ Identify areas outside of the building in advance that will allow 6 feet of separation of students and staff. Verify that students and staff will not impede emergency responders
- ✓ In effort to get all staff and students out of the building as quickly and efficiently as possible, face coverings must be worn at all times
- ✓ Plan to have extra face coverings on hand in the event that a person does not have one
- ✓ Identify, in advance, who will be holding the door to get out of the building, therefore reducing the amount of people touching the door hardware when leaving the building. Personnel that will be conducting this task may be assigned to holding the door for one or more classrooms or until confirmation that everyone has vacated.
- ✓ As written in the established protocols, bring all necessary items needed and consider adding the following items: extra face coverings, in the event a face covering becomes unusable and hand sanitizer
- ✓ If no extra face coverings are available, instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

Lockout

Lockout protocols will be the same, besides maintaining 6 feet of space between students and staff in the area.

Lockdown

During a Lockdown, there may be a violation of the 6 foot recommendation between people, in order to protect lives.

Lockdown protocols will be mostly the same process as they have been conducted in the past.

- ✓ Evaluate, in advance, if there is room to social distance without being in the line of sight
- ✓ Face coverings must be worn during the event at all times
- ✓ Plan to have extra face coverings on hand in the event that a person does not have one
- ✓ Instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth

CLOSURE CONSIDERATIONS

When a person has been identified (confirmed) or suspected to be COVID-19 positive; the process could include, at a minimum:

- ✓ Having school administrators collaborate and coordinate with local health officials to make school closure and large event cancellation decisions
- ✓ Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with the Local DOH. Establishing a decision-making tree at the district level
- ✓ Develop a plan for continuity of education, medical and social services, and meal programs. Establish alternate mechanisms for these to continue
- ✓ Schools might need to implement short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:
 - Closing off areas used by ill person(s) and locking off area(s), signage can also be used to ensure no one enters the area. If possible, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Do not use the area(s) until cleaning and disinfection has taken place
 - Opening outside doors and windows to increase air circulation in the area
 - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces
 - Communicating as soon as possible with staff, parents, and students
- ✓ Using DOH guidance/procedures for when someone tests positive.
 - In consultation with the Local DOH, a school official may consider whether school closure is warranted and period of time (prior to re-opening) based on the risk level within the specific community as determined by the Local DOH
 - In accordance with guidance for quarantine at home after close contact, the classroom or office where the COVID-19-positive individual was based will need to close temporarily
 - Additional close contacts at school outside of a classroom should also quarantine at home
- ✓ Keeping in mind that the closing of schools could be a regional decision.
 - 7 metrics - NYS Dashboard
 - Schools may re-open if a region is in Phase IV and the daily infection rate remains below 5% using a 14-day average
 - Schools will close if the regional infection rate is greater than 9% using a 7-day avg. after Aug 1,2020
- ✓ Thresholds will be determined on a case-by-case basis dependent on the numbers (school closures may be a response). Buildings may consider closing if required cleaning products (bleach and water can be used as a cleaning product) and Personal Protective Equipment (PPE) are not available

Standard Operating Procedure

Department: Custodial – Maintenance

Training Department Specific

- ✓ Hazard Communication/Right-To-Know (annual)
- ✓ Personal Protective Equipment (PPE)
- ✓ Exposure Control/Blood borne Pathogen (BBP)
- ✓ Respirator Training (If required)
- ✓ COVID Awareness
- ✓ New cleaning protocols
- ✓ Hand washing
- ✓ Face Covering (sizing, use, wear & care)
- ✓ Personal Health and Hygiene
- ✓ Respiratory Etiquette
- ✓ Special working conditions with face coverings (strenuous activity)

Required Personal Protective Equipment (PPE)

- ✓ Disposable gloves
- ✓ Face Covering
- ✓ Face Shield (if required)
- ✓ Respirator (SDS)
- ✓ Gown/Apron (if applicable)

Roles and Responsibilities

Supervisor

- ✓ Create weekly/bi-weekly plans per guidance
- ✓ Inventory necessary materials and supply chain for cleaning, disinfecting, and preventing spread of disease
- ✓ Conduct a facility walkthrough to ensure that the classrooms, offices, common spaces, and the exterior are ready for staff and students
- ✓ Provide training to staff members on operating procedures, proper cleaning techniques, proper use of chemicals and personal protective equipment
- ✓ Provide ongoing communication and feedback to staff on a weekly basis
- ✓ Participate in planning meetings as needed

Cleaning & Maintenance Staff

- ✓ Maintain physical distancing as much as possible
- ✓ Wear face coverings where physical distancing measures are difficult to maintain
- ✓ Use all chemical cleaners and disinfectants in the manner recommended by the manufacturer and your supervisor
- ✓ Wear all required Personal Protective Equipment (PPE) when cleaning and using chemicals
- ✓ Follow US CDS Guidelines for Cleaning and Disinfecting Your Facility
- ✓ Wash hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% ethanol or 70% isopropyl alcohol.

Facility Considerations

- ✓ Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety or health risk to children using the facility
- ✓ Take steps to ensure that all water systems and features (i.e., water bottle filling stations, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water

School Visitors

- ✓ Limit nonessential visitors to all school buildings, including district offices and transportation facilities
- ✓ Visitors must follow the 6-foot physical distancing mandate and follow regulations for wearing protective equipment to limit the spread of illness while on site
- ✓ Screen before entry to the building
- ✓ Restrict outside usage of building (all outside groups, recreational sports)

Waste and Laundering

- ✓ Laundry for clothing (uniforms), towels, linens and other items
- ✓ Cloth materials (e.g., linens, aprons, etc.) should be washed and dried on the highest temperature setting allowable for the fabric
- ✓ Wear disposable gloves when handling dirty laundry
- ✓ Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely or disinfect with an EPA-registered household disinfectant
- ✓ Do not shake dirty laundry
- ✓ Clean and disinfect clothes hampers according to guidance above for surfaces
- ✓ Remove gloves and wash hands right away

Cleaning/Disinfecting Protocols

General Cleaning

- ✓ Ensure all cleaning staff have been trained on any new PPE, cleaning products and techniques
- ✓ Ensure safe and correct application of disinfectants and keep products away from children
- ✓ Ensure the facility has been cleaned/disinfected as per current NYSDOH/CDC protocols and that all high touch surfaces are routinely cleaned/disinfected (document and define frequency)
- ✓ Clean surfaces using soap and water. Practice routine cleaning of frequently-touched surfaces

General Disinfecting

- ✓ Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant
- ✓ Use EPA-registered disinfectant. Follow the instructions on the label to ensure safe and effective use of the product

General Classrooms

- ✓ Teachers may be responsible for general cleaning within the classrooms and should be provided with appropriate cleaning supplies
- ✓ Janitorial staff should be responsible for heavier cleaning and disinfecting within classrooms
- ✓ Frequency of room cleaning should be greater than the regular cleaning schedule/rotation

Standard Operating Procedure

Department: General Office Areas

Required Personal Protective Equipment (PPE)

- ✓ Maintain physical distancing of 6ft whenever possible and wear Face Covering/Mask when in areas where more than one person is present and 6ft of physical distancing is not possible
- ✓ Face Shield (if applicable)
- ✓ Face coverings and hand sanitizer are available for you to use while you are in the building or working on site
- ✓ Use and dispose of Personal Protective Equipment (PPE) properly

If you find that soap, towels, hand sanitizer, or face coverings are not available, please alert an administrator or custodian immediately

Visitor Management

- ✓ Ensure that employees and employee backups are available and trained in the screening process
- ✓ They will be in charge of maintaining the Continuous Log & Screening Assessment of each staff member or visitor who enters the site. They will ensure each person has a mask or face covering
- ✓ Consider the layout of your building and greeter area to ensure safety of employees and visitors
- ✓ Consider limiting point of entry to the building and monitoring each entry
- ✓ Update website and or communicate information to the school community to update and prepare for reopening
- ✓ Communicate what entryways are open with a log at these areas
- ✓ Add signage outside the building to inform visitors of new policies and posters
- ✓ Revise visitation policy/procedures
- ✓ Determine whether visitors are necessary. If so, what visitors would be allowed in buildings?
- ✓ Consider having visitors call in to verify that they are at the site and to wait in car until called to come into the building
- ✓ Keep track of time in and out of anyone that enters the building (teachers, visitors)
- ✓ Operations and Maintenance staff must check in and out at each building visited
- ✓ Employees could be tracked by swipe cards or access log. Please use a policy/procedure that has been established for these logs
- ✓ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means

Front Desk/Greeter Safety

- ✓ Use of visitor management software (Raptor)
Wash hands or use hand sanitizer or gloves after handling each visitor's driver's license
- ✓ Use of sign in sheets, Have the greeter sign in and out
- ✓ If the visitor fills out the document, sign in pens need to be disinfected in between uses
- ✓ By appointment only, define to the school community that items should only be dropped off if absolute necessity
- ✓ Avoid greeter handling of items
- ✓ Have students/staff come to retrieve items

- ✓ Have a bin for parents to place items and students/staff to retrieve

Mask offering

- ✓ If a visitor is not wearing a face covering/mask upon entry they will be directed to put one on
- ✓ Have face covering/mask ready where it can be easily accessed by visitors or hand out one face covering to the visitor(s)
- ✓ Do not leave containers of face coverings/masks where they would be touched or contaminated by visitors
- ✓ Display signage on how to properly wear a face covering/mask

Temperature Monitoring for Visitors

- ✓ Procedures require taking the temperature of visitors to school property or in situations where there is reason to believe that the person may be ill
- ✓ If someone is sneezing, coughing or appears ill, he or she may be not permitted to enter the building to minimize the spread of bodily fluids, even if the person is not exhibiting other signs of COVID-19

Standard Operating Procedure

Department: IT Operations

Required Personal Protective Equipment (PPE)

- ✓ Gloves
- ✓ Face Coverings, Face shields (if applicable)

Face coverings, gloves and hand sanitizer are available for you to use while you are in the building or working on site. Use and dispose of Personal Protective Equipment (PPE) properly.

If you find that soap, towels, hand sanitizer, or face coverings are not available, please alert an administrator or custodian immediately. Hand Washing before putting on gloves and after glove removal is very important. If you do not have hand-washing facilities available use a 60% ethanol or 70% isopropyl alcohol-based hand sanitizer.

Listed are considerations involving technology that has been loaned to students and/or staff that is: being returned, has been returned, needs repair, a replacement device being provided and/or a device that will be sent back out for use. If possible, send an alternative device out as a replacement. This helps avoid having to touch something while it could still be considered contaminated.

How to receive district devices that are returned to IT?

- ✓ Consider a drive through style drop off - device is placed in bins upon return
- ✓ If handling the devices, employee must wear gloves and face coverings while collecting the units
- ✓ If the device needs to be serviced or is no longer needed, keep it stored for 3-4 days. It should remain untouched in the bin to allow any virus that could potentially be on the device to die
- ✓ Person coordinating drop off should maintain physical distancing – use their own pen and clipboard
- ✓ Determine how each device will be identified and all parts accounted for (did they turn in all cords, was the device turned in damaged, who was assigned this device?)

Once a device is received, how should it be cleaned/decontaminated?

- ✓ Wear a face covering, face shield (if applicable), and gloves. Wash hands or use hand sanitizer before and after handling devices
- ✓ When possible, leave all returned devices for a period of 4 days to allow any live virus to die
- ✓ If you are able to do this, then the device can be cleaned/repaired and put back into service as normal
- ✓ Maintain a clean and a dirty pile - it is best to visibly mark the piles so there is no confusion
- ✓ If a device must be repaired and returned to the field - consider this device as potentially contaminated
- ✓ Wear a face covering, face shield (if applicable), and gloves. Wash hands or use hand sanitizer before and after handling devices
- ✓ With the device Powered DOWN, use an appropriate cleaning detergent and cloth to clean any visible dirt and grime from the screen and keyboard
- ✓ After the device has been cleaned – Use an appropriate cleaning wipe, safe for electronics (use a Clorox wipe, or 70% isopropyl alcohol solution), as well as a lint free cloth to wipe the device and keys - allow this to air dry before working on the device
- ✓ Do not spray any aerosols on the screen or keyboard
- ✓ When handing of the device, do so in a manner that physical distancing. If possible, put the device down, walk 6 feet away and have the user retrieve the device

What to Avoid

Sharing of equipment between IT personnel, staff/students

- ✓ If sharing of equipment between IT personnel is unavoidable, there are safety precautions that must be taken into consideration:
 - Access to hand sanitizer to use before and after if equipment cannot be cleaned/disinfected
 - Access to disinfecting wipes/alcohol or cleaning cloths
 - Training to affected staff on cleaning/wiping of devices before and after each use
 - Using covers or plastic over keyboards that can be changed in between users

Standard Operating Procedure

Department: Medical/Nursing (Medical Director, Nurse, Health Aide)

Health Office Space / Containment

- ✓ Each building will have health office space for non-sick students and a containment space for sick students
- ✓ Containment spaces will be separated by floor to ceiling curtains
- ✓ District will make the attempt to place Health Offices in each building towards the front exit for easy transition of sick students.
- ✓ Health Office spaces will have windows for additional ventilation

Hand Washing before putting on gloves and after glove removal is very important. If you do not have hand washing facilities available, use a 60% ethanol or 70% isopropyl alcohol hand sanitizer.

Health Education & Communication:

Communicate to students, staff, parents and community members:

- ✓ Post signs in the Nurse's area(s) on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering
- ✓ Hand washing should be the primary way to clean your hands. Hand washing should be done with soap and water for at least 20 seconds. Hand sanitizer should only be used if soap and water is not available. Hand sanitizer works best on clean hands. Hands should be rubbed with sanitizer until completely dry
- ✓ Have on hand, approved letters/messages for COVID-19 cases or potential cases for various school audiences
- ✓ Communicate procedures for sick child pickup. Parent/guardian should stay in their car and call to announce their arrival. The sick child will be escorted out at a safe distance, while wearing PPE, to have the parent/guardian sign the student out
- ✓ Encourage parents to be on the alert for signs of sickness in the children and keep them home when they are sick
- ✓ Remind/encourage students and staff to stay home if they feel sick
- ✓ Review and understand the process for staff calling in sick. Consider providing a list of questions to supervisors to clarify what type of sickness is occurring (COVID related or not). Illnesses may need to be tracked differently in the future
- ✓ Advocate to staff and students on wearing, putting on and removing face covering and/or Personal Protective Equipment (PPE). Communicate guidance to parents and students
- ✓ Communicate the importance of physical distancing, monitoring symptoms of COVID-19 and when to stay home
- ✓ Confirm that Nurse substitutes are willing to work and have been trained on new protocols
- ✓ Ensure that PPE, cleaning supplies, face coverings of appropriate size are available for Nursing staff
- ✓ Re-enforce that proper decontamination procedures are followed
- ✓ Train unlicensed assistive personnel on the administering of the flow chart, proper temperature taking procedure (if applicable)

Monitoring For COVID-19

- ✓ Check State and Local Health Department notices daily about transmission in the area and adjust operations accordingly
- ✓ Check for signs and symptoms - based on state guidance

Daily Screening

- ✓ Implement screenings safely and respectfully, in accordance with any applicable privacy laws or regulations, where staff and families for self-reporting of symptoms and notification of exposures and closures
- ✓ Confidentiality shall be maintained
- ✓ Individuals who have a fever of 100.4°F or above or other signs of illness should not be admitted to a school building or onto a school bus
- ✓ Employers should inform and encourage staff to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure
- ✓ Monitor absenteeism and have a roster of trained back-up staff for the health office
- ✓ Monitor health clinic traffic. School nurses and other healthcare providers play an important role in monitoring health clinic traffic and the types of illnesses and symptoms among students
- ✓ Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them
- ✓ Ensure safe and correct application of disinfectants and ensure they are stored properly away from children.

Test refusal

- ✓ Individual must quarantine for 14 (fourteen) days

Cleaning (Nurses Office)

Nurse's Offices need to be thoroughly cleaned on a regular, defined basis. Cleaning of this area must occur at least daily.

- ✓ First clean surfaces using an appropriate cleaner
- ✓ After cleaning the area, use an EPA-registered disinfectant. (EPA's list of products for use against SARS-CoV-2, the virus that causes COVID-19)
- ✓ Follow the instructions on the label to ensure safe and effective use of the product
- ✓ Keep the surface wet with disinfectant for the entire contact time (see product label for dwell time).
Precautions such as appropriate PPE and making sure you have good ventilation should be followed during use of the product
- ✓ Soft Surfaces - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces
- ✓ Clean and disinfect health cots after each student use
- ✓ Discard or launder coverings after each use
- ✓ Cover treatment tables and use pillow protectors
- ✓ Clean and disinfect high touch surfaces
- ✓ All trash receptacles emptied and trash removed from the room
- ✓ Window in the door is cleaned daily
- ✓ Tables, furniture and counter tops wiped clean, high and low dusting
- ✓ Walls are spot cleaned
- ✓ Clean/Disinfect sinks and toilet area

Launder

- ✓ Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely
- ✓ District will clean isolation curtains in the Nurse's Office regularly
- ✓ Wear disposable gloves when handling dirty laundry

School Nurse's Regarding Office Procedures

- ✓ Nurses will check the temperature for students/staff who have been sent to the nurse office for treatment
- ✓ Nurse shall check if the student/staff have symptoms that include fever, cough, shortness of breath, vomiting diarrhea etc. If yes, they are to wait in the contaminated area until parent pickup
- ✓ Allow for appropriate distancing between cots and chairs in the nurse's office. Pre-determine how many people can be in the area before re-opening. As of right now, 6 feet between people is acceptable
- ✓ Provide visual aids (i.e., painter's tape, stickers, signage, etc.) to illustrate traffic flow and appropriate spacing to support physical distancing
- ✓ Have teachers and staff call before sending students to the nurse's office (minimize crowding in the office space, give nurse warning of a student exhibiting flu-like symptoms). Keep in mind that emergency visits should be seen by the nurse during this time
- ✓ Keep door(s) in the Nurse's office shut to allow time for the Nurse to put on PPE before coming in contact with the student. Door knobs will be frequently cleaned

- ✓ Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces
- ✓ Have hand sanitizer and tissues readily available for use by students and staff (supervision required)
- ✓ Have open or foot operated trash containers available in the nurse's office
- ✓ Use screens to set up areas for daily nurse duties – giving meds, general first aid. Set up in a separate area
- ✓ Nurses should clean and disinfect between students

Standard Operating Procedure

Department: Mental Health Professionals

(e.g., School Social Workers, Counselors, Psychologists, Psychiatrists, etc.)

Face coverings/masks should be available and used per district policies/regulations and procedures

If you find that soap, hand sanitizer, or masks are not available, please alert an administrator or custodian immediately

Mental Health Supports for Employees and Students

Upon arrival back to schools during the COVID-19 epidemic, both faculty and staff may require mental health services. Mental health services should be made available for faculty, staff and students. Lower income families may require more support.

- ✓ School Mental Health Professionals should have a list of outside resources for families to use if needed (i.e., family counselors, etc.)
- ✓ School Mental Health Professionals should also have a list of resources to use if needed
 - Create a template/letter to disperse to the school community of places to go and contact information for them
- ✓ Be prepared to teleconference with parents and students for permission to work with the child/family
- ✓ Appropriately use any PPE provided by the district including any barriers/shields between people
- ✓ Coordinate schedules to limit the number of people in the room at one time
- ✓ When working with outside agencies, ensure all procedures are being followed (i.e., hand washing, physical distancing, etc.)

Crisis Response

- ✓ Create a protocol for crisis response that can be delivered virtually
- ✓ Explore the use of support groups, state and local agencies to assist with this process (Mental Health Association in New York State, Inc. – MHANYS)
- ✓ Promote the district's use of the WFL BOCES Employee Assistance Programs (EAP), determine in advance what services they can provide remotely and in-person

Potential Issues for Mental Health Professionals to Think About

- Crisis identification
- Mental health and well-being
- Coping techniques
- Mindfulness and empathy
- Loss/sicknesses of parents, grandparents, friends, school members etc.
- Behind on school work/class-work

- Having to send child back to school
- Secondary traumas
- Increased anxiety/stress
- Increase in abusive tendencies
- Isolated/Lonely
- Change in routine
- Relocation
- Unemployment situation/job loss
- News, constant bad news
- Previous mental health issues worsening
- Frustration with use/knowledge of remote technology

Everyone reacts differently to stressful situations

- ✓ Older people and people with chronic diseases who are at higher risk for severe illness from COVID-19
- ✓ Children and teens
- ✓ People who are helping with the response to COVID-19, like doctors, other health care providers, and first responders
- ✓ People who have mental health conditions including problems with substance use

Emotional reactions to coming out of quarantine may include

- ✓ Mixed emotions, including relief after quarantine
- ✓ Fear and worry about your own health and the health of your loved ones
- ✓ Stress from the experience of monitoring yourself or being monitored by others for signs and symptoms of COVID-19
- ✓ Sadness, anger, or frustration because friends or loved ones have unfounded fears of contracting the disease from contact with you, even though you have been determined not to be contagious
- ✓ Guilt about not being able to perform normal work or parenting duties during quarantine
- ✓ Other emotional or mental health changes

Addressing Social-Emotional Health

- ✓ Establish/sustain a culture that supports and emphasizes mental health services available for faculty, staff, students and families
- ✓ Explore the use of Restorative Practices (use of healing/restorative circles for both staff and students)
- ✓ Assist in adequate training for staff/faculty as requested to assist them in understanding:
 - Social Emotional Learning (SEL) competencies; self-awareness, self-management, social awareness, relationship skills, and responsible decision-making
 - The warning signs for quarantine related mental health needs
 - How to access crisis support and other mental health services

What Mental Health Professionals can do in Schools

- ✓ Educate staff, parents, and students on symptoms of mental health needs and how to obtain assistance
- ✓ Promote social emotional learning competency and build resilience
- ✓ Help ensure a positive, safe school environment
- ✓ Teach and reinforce positive behaviors and decision-making
- ✓ Encourage helping others
- ✓ Encourage good physical health

- ✓ Help ensure access to school-based mental health supports; facilitate the expansion of school-based mental health supports
- ✓ Ensure effective Social Emotional Learning (SEL) Programs K-12. Efforts to care for the emotional well-being of children and families can extend beyond the classroom and into the entire school. School-based SEL programs can focus on promoting mental wellness, preventing mental health problems, and providing treatment. These programs can also benefit educators within the schools

Standard Operating Procedure

Department: Food Service/Kitchen

Training Department Specific

- ✓ Hazard Communication/Right-To-Know (annual)
- ✓ Personal Protective Equipment (PPE)
- ✓ Exposure Control/Blood borne Pathogen (BBP)
- ✓ Respirator Training (If required)
- ✓ COVID Awareness
 - New cleaning Protocols
 - Hand washing
 - Face Covering (sizing, use, wear & care)
 - Personal Health and Hygiene
 - Respiratory Etiquette
 - Special working conditions with face coverings (strenuous activity)

Required Personal Protective Equipment (PPE)

- ✓ Gloves
- ✓ Face Covering/Mask
- ✓ Face Shield (if applicable)

Face coverings/masks, gloves, and hand sanitizer are available for you to use while you are in the building. Use and dispose of Personal Protective Equipment (PPE) properly.

If you find that gloves, hand sanitizer, or face coverings/masks are not available, please alert your direct supervisor or administrator immediately.

Roles and Responsibilities

Supervisor

- ✓ Create weekly/bi-weekly plans per guidance
- ✓ Inventory necessary materials and supply chain for cleaning, disinfecting, and preventing spread of disease
- ✓ Provide training to staff members on operating procedures, proper cleaning techniques, proper use of chemicals and personal protective equipment
- ✓ Provide ongoing communication to staff and feedback to staff on a weekly basis
- ✓ Participate in planning meetings as needed

Food Service Staff

- ✓ Maintain physical distancing as much as possible
- ✓ Wear face coverings at all times unless the employee is not in the food preparation area or in the serving area and more than 6ft. from others
- ✓ Use all chemical cleaners and disinfectants in the manner recommended by the manufacturer and your supervisor
- ✓ Wear all required Personal Protective Equipment (PPE) when cleaning and using chemicals
- ✓ Follow US CDC Guidelines for Cleaning and Disinfecting Your Facility
- ✓ Wash hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% or 70% isopropyl alcohol

Communication

- ✓ Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering

Physical/Social Distancing in a kitchen/cafeteria setting

- ✓ If physical distancing practices are required/recommended, work with Administration to establish areas on campus where physical distancing will be most effective and use only Facility Department authorized products to provide visual cues for spacing
- ✓ Distance tables so that one table is at least 6 feet from another table
- ✓ Suspend use of common areas

Facility Considerations

- ✓ Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety or health risk to children using the facility
- ✓ Take steps to ensure that all water systems and features (for example, water bottle filling stations, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water

Cafeteria

- ✓ Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60% ethanol or 70% isopropyl alcohol (for staff and older children who can safely use hand sanitizer), tissues, wipes, and no-touch trash cans throughout the area
- ✓ Ensure adequate PPE is available: If reusable face masks are used, ensure staff are trained in proper sizing, fitting, use and decontamination procedures. Determine what equipment is shared for all areas of operations to develop disinfection protocols
- ✓ Determine any new cleaning products/protocols and decide how many times per day high touch areas will be disinfected (and the product to use)
- ✓ Close communal use spaces such as cafeterias if possible
- ✓ Ensure adequate cleaning and disinfection of tables between each use
- ✓ Avoid sharing of foods and utensils
- ✓ Provide reminders about the importance of not sharing utensils, food or drinks
- ✓ If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal
- ✓ Restrict access to vending machines
- ✓ Shorten and/or stagger meal times

- ✓ Consider alternate locations (i.e., classrooms) for eating breakfast and lunch
- ✓ If a cafeteria or group dining room is typically used, serve meals in classrooms instead or any adequate space where physical distancing is possible. If eating in classrooms, ensure daily cleaning of those classrooms
- ✓ Serve individually plated meals and hold activities in separate classrooms

Food Preparation Areas and Contact Surfaces

- ✓ If possible, minimize shared workspaces
- ✓ Consider dedicating employees to certain tasks, at separate workstations, for the task duration
- ✓ Place adhesive floor mats or signs at entrances and at the entrances of food preparation areas
- ✓ Cover any exposed clean silverware, dishes, glasses, pots and pans
- ✓ Provide silverware wrapped or covered at the table
- ✓ Consider providing pre-packaged condiments
- ✓ Use disposable napkins only

Waste and Laundering

Single-use items and used disinfection materials can be treated as regular waste, following food safety guidelines.

Laundry for clothing, towels, linens and other items

- ✓ Cloth materials (i.e., linens, aprons, etc.) should be washed and dried on the highest temperature setting allowable for the fabric
- ✓ Wear disposable gloves when handling laundry
- ✓ Do not shake dirty laundry
- ✓ Clean and disinfect clothes hampers according to guidance above for surfaces
- ✓ Remove gloves and wash hands right away

Cleaning/Disinfecting Protocols

General Cleaning

- ✓ Review cleaning protocols for cafeteria furniture, meal preparation and serving areas, point-of-sale transactions and dishes/utensils and update accordingly
- ✓ Ensure all cleaning staff have been trained on any new PPE, cleaning products and techniques
- ✓ Ensure safe and correct application of disinfectants and keep products away from children
- ✓ Ensure the facility has been cleaned/disinfected as per current NYSDOH/CDC protocols and that all high touch surfaces are routinely cleaned/disinfected (document and define frequency). Responsible Parties must ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. Responsible Parties must maintain logs that include the date, time, and scope of cleaning and disinfection
- ✓ Clean surfaces using a cleaner or soap and water. Practice routine cleaning of frequently-touched surfaces

General Disinfecting

- ✓ Clean the area or item with soap and water or another detergent. Replace the cleaning agent frequently. Then, use disinfectant
- ✓ Use EPA-registered disinfectant. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:

- Keep surfaces wet for the entire contact time (see product label)
- Precautions such as wearing proper PPE and making sure you have good ventilation during use of the product
- Diluted bleach solutions may also be used if appropriate for the surface
- Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection
- Unexpired bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation. Never mix bleach with ammonia or any other cleanser
- Leave bleach solution on the surface for at least 1 minute
- Soft Surfaces - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces

Cleaning Daily Cafeteria/Kitchens

- ✓ Consider establishing a single staff position whose responsibility is to disinfect. This person should be continuously cleaning and visible to customers
- ✓ Each table and chair will be disinfected after each customer. Clean and disinfect all food preparation areas (at least once daily)
- ✓ Clean and disinfect high touch surfaces
- ✓ Floors fully mopped
- ✓ Window in the door is cleaned at minimum once per
- ✓ Walls are spot cleaned
- ✓ Clean/Disinfect sink and toilet area
- ✓ Re-stock all paper and soap products

Electronics

- ✓ Research potential use of scanning option for students to purchase food from their account (QR Code)
- ✓ Place wipeable covers on electronics (if possible)
- ✓ Follow manufacturer's instructions for cleaning and disinfecting. If there is no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol
- ✓ Dry surface thoroughly

Standard Operating Procedure

Department: Classrooms & Libraries

Required Personal Protective Equipment (PPE)

- ✓ Face Covering/Mask
- ✓ Face Shield (if applicable)

Face coverings/masks and hand sanitizer are available for you to use while you are in the building. Use and dispose of Personal Protective Equipment (PPE) properly

If you find that hand sanitizer or face coverings/masks are not available, please alert your direct supervisor or administrator immediately

Classroom operations under COVID-19 precautions may include the following:

- ✓ Designating classrooms that house the same students (cohorts) where teachers rotate, instead of students, to various classrooms to provide instruction
- ✓ Arrange all instructional and non-instructional rooms in a school to comply with social distancing standards to the maximum extent practicable
- ✓ Have soap, hand sanitizer and tissue readily available
- ✓ Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas
- ✓ Plan how you will handle lunch in your classroom
- ✓ Open windows when possible to air out the rooms
- ✓ Make sure unit ventilators are operating if applicable
- ✓ Commonly used items that can be considered "shared classroom supplies" such as pencils, paper, books, pencil sharpeners (consider switching to mechanical pencils), and other commonly shared items need to have procedures developed and explained to students regarding their use. If unable to restrict sharing of supplies, the communal use of shared items should be limited with all shared items cleaned and disinfected after each use
- ✓ Teachers will need to clean/disinfect between classes including desks and frequently touched surfaces.
- ✓ Develop interactive online lessons for students who are at high risk of catching COVID-19 and are not attending school
- ✓ Collaborate with other teachers within the district to develop standard operating procedures

Classroom Areas

- ✓ Remove all items with soft covered surfaces, including items that are shared frequently and cannot be cleaned/disinfected properly (upholstered couches/chairs, stuffed animals, toys etc.)
- ✓ Remove carpets/throw rugs, bean bag chairs, personal lamps
- ✓ Remove desks to meet physical distancing requirements of 6ft or 12ft (PE, Music/Chorus)
- ✓ Options include using physical barriers between desks and turning desks to face the same direction (rather than facing each other) or having students sit on only one side of the table, spaced apart
- ✓ Do not face desks toward each other or in a square
- ✓ Educate on the need for personal protection that includes the use of Personal Protective Equipment (PPE). Promote and reinforce healthy hygiene practices
- ✓ Physical distancing - Use visual clues to promote physical distancing - decals, tape on floor, signs, etc.
- ✓ Face coverings/masks - When to wear them, how to appropriately put them on and take them off, how to clean cloth face coverings when soiled, and disposal of the face covering when necessary
- ✓ Hand washing - Demonstrate how to properly wash hands

Special Education Considerations

Working Closely to Others

If staff must have close person to person contact (within 6 feet) with students or other staff (e.g. special needs persons) then follow these precautions:

- ✓ If contact is expected then both persons should:
 - Wear a face covering/mask and face shield if possible

- Wash hands or use hand sanitizer before and after contact
- ✓ When unexpected contact may occur:
 - Staff should wear a face covering/mask and face shield at all times and wash hands regularly or after they become soiled
- ✓ Use polycarbonate barriers when necessary for instruction/communication to occur when face masks cannot be worn and students/staff cannot be more than 6ft. apart

Library Considerations

Under COVID-19 precautions, no matter how the library is utilized (i.e. holding area, classroom, etc.) the following may be considered:

- ✓ The library must comply with physical distancing standards to the maximum extent practicable
- ✓ Books are not considered a high transmission route (source), however it is recommended to leave books untouched once returned for 24-72 hours on a cart before returning to the shelf. This is the standard recommendation by the Institute of Museum and Library Services (IMLS) based on testing conducted for libraries and museums
- ✓ Electronic devices should be wiped down with a solution that is at least 70% alcohol and approved for electronic devices. Let dry
- ✓ If the library will be used as a classroom, designate it to house the same students (cohorts) where teachers rotate, instead of students, to provide instruction
- ✓ Open windows when possible to air out the rooms. Make sure unit ventilators are operating if applicable
- ✓ Commonly used items that can be considered “shared classroom supplies” such as pencils, paper, books, pencil sharpeners (consider switching to mechanical pencils), and other commonly shared items need to have procedures developed and explained to students regarding their use. If unable to restrict sharing of supplies, the communal use of shared items should be limited with all shared items cleaned and disinfected after each use
- ✓ Staff will need to clean/disinfect between classes including desks and frequently touched surfaces. Do not expect that custodial personnel will be readily available to provide this service

Standard Operating Procedure

Department: Itinerant Staff/Home Visitors Conducting Home Visits

Many schools have suspended home visits and recommend the use of telephone and/or video communication in lieu of face-to-face home visits in order to protect the health and safety of families, and the employee visiting the home. Districts are encouraged to follow CDC, NYSDOH, and Local DOH, home visiting model guidance.

The role of home visiting during a public health emergency

- ✓ Home visitors can support families by identifying local and national COVID-19 related resources, to determine when added precautions are needed. In addition, home visitors can:
 - Connect families to needed health, mental health, childcare and other services
 - Identify strategies for managing family stress and social isolation
 - Keep families informed about current public health recommendations related to COVID-19
 - Promote family emergency planning strategies

Identifying Risks

If face-to-face home visits are occurring, home visiting programs may need to identify and prioritize the need to visit to provide ongoing support. Prior to making home visits in these cases, home visitor staff should:

- ✓ Identify their own risk of transmitting infection and risk of complications if they get infected
- ✓ Identify family members in the visited home who may be at greater risk of transmitting infection or having complications if infected with COVID-19
- ✓ Contact families (e.g. by telephone, email, text) prior to the home visit and ask about the following:
 - Signs or symptoms of a respiratory infection, such as a fever (subjective or confirmed >100.4 degrees F), cough, sore throat, or shortness of breath
 - Contact, within the last 14 days, with someone with or under investigation for COVID-19, or ill with respiratory illness
 - Travelled internationally or to a state(s) with significant community spread of COVID-19 in the last (fourteen) days
 - The immune status/risk of household members; those who have a weakened immune system, over the age of 60 years, have chronic health conditions (e.g. heart disease, lung disease, diabetes), or other COVID-19 risk factors
 - The need for: social/physical distancing, good hygiene practices, utilization of face coverings, and the shared responsibility for public health

If the response is yes to any of the questions above, or if the family is unwilling to abide by the need for social/physical distancing, good hygiene practices, utilization of face coverings, and the shared responsibility for public health, the districts should reconsider the face-to-face visit and proceed with an alternative mode for the visit (i.e. telephone and/or video communication).

Precautions for Home Visitors

If none of the indicators are positive for the above, and a decision is made that going into the home is within the best interest of the family, then home visitors and staff should continue to take precautions to prevent the spread of COVID-19. As a precaution, the home visitor should:

- ✓ Maintain a distance of at least 6 feet between the home visitor and family members during a visit, and if possible, the home visit can take place outside
- ✓ Use face coverings to prevent asymptomatic spread of the disease never violate requirement of physical distancing (6ft.)
- ✓ Perform daily measurements of temperature for fever and an assessment of symptoms of infection prior to entering the home
- ✓ Exit the home immediately and notify your supervisor if any person is found to be ill within the home
- ✓ Minimize contacting frequently touched surfaces at the home
- ✓ Wash your hands or use hand sanitizer before entering the home and after exiting. Use a hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol
- ✓ Avoid touching eyes, nose, and mouth
- ✓ Disinfect shared teaching aids and equipment after leaving the home

Self-care and Managing Stress

- ✓ This can be a stressful time for home visitors and other home visiting program staff. Here are some considerations for home visiting staff and supervisors:
 - Any home visitor with signs and symptoms of a respiratory illness or other related illnesses should not report to work

- Staff at higher risk of severe COVID-19 complications (those who are older or have underlying health conditions) should not conduct in-person home visits
- If a home visitor develops signs and symptoms of illness while on the job, they should stop working, notify their supervisor, and follow protocols established by the district
- If after delivering a home visit, a home visitor is identified as being positive for COVID-19, they should notify their supervisor as soon as possible
- ✓ Emotional reactions to stressful situations such as this public health emergency are expected. Be prepared to respond to people that might be stressed about current events by listening, and providing resources and contact information to assist their need(s)

Standard Operating Procedure

Department: Transportation

Roles and Responsibilities

Supervisor

- ✓ Ensure employees are equipped with proper Personal Protective Equipment (PPE) and protective measures to keep them safe
- ✓ Be sure employees maintain annual training requirements. Update employees on new policies and/or procedures adopted during COVID-19 pandemic
- ✓ Work with administrative team to develop policies for physical distancing, density reduction, bus capacity, routing issues, cleaning and disinfection
- ✓ Enforce new policies
- ✓ Inventory and order PPE with sufficient lead time for use when schools open
- ✓ Provide access to mental health resources for transportation staff in crisis or under stress
- ✓ Review employee medical records (19a files) and accommodate (if feasible) employees with underlying medical conditions
- ✓ Regularly inspect busses and other transportation vehicles for cleanliness (document all cleanings/inspections via trackable log)
- ✓ Enforce and communicate the self-screening program for staff before coming to work
- ✓ Be prepared for a lack of drivers due to increased absences. Have a protocol established in advance to address these absences
- ✓ Provide ongoing communication and feedback to staff on a regular basis

Employees

- ✓ Self-screen before coming to work. Do not come to work if sick
- ✓ Maintain physical distancing as much as possible
- ✓ Wear an appropriate face covering that covers the mouth and nose when physical distancing measures cannot be maintained
- ✓ Use all chemical cleaners and disinfectants in the manner recommended by the manufacturer and your supervisor
- ✓ Wear all required Personal Protective Equipment (PPE) when cleaning and using chemicals
- ✓ Wash hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% ethanol or 70% isopropyl alcohol. Follow current rules regarding the use of hand sanitizer on buses and other transport vehicles. Wash hands with soap and water as soon as possible

Communication

- ✓ District should emphasize to parents and students prior to reopening schools that the District has thoroughly disinfected all buses and student transportation vehicles
- ✓ District should communicate with parents and students that student transportation vehicles are included in the district's COVID-19 plans and what part students and parents will play in ensuring safety and minimizing infection while utilizing District transportation services
- ✓ Advise parents not to send their children to school or board the bus if sick or with an elevated temperature
- ✓ Survey parents regarding transportation including an "opt-out" option
- ✓ Remind students/parents/guardians that physical distancing requirements extend to the bus stop
- ✓ Communicate with administration multiple routing scenarios for different instructional scheduling options (split session, alternating days, hybrid option)

Density Reduction, Physical Distancing, Bus Capacity

- ✓ CDC guidelines suggest creating distance between children on the school bus when possible.
- ✓ As a density reduction strategy, consideration is to seat 1 student per seat, all students wearing masks. (Source: National council on school facilities and cooperative strategies).
 - This results in approximately 22 students on a 66-passenger bus
 - Allow siblings or those that live in the same household to sit together
- ✓ Consider floor decals or tape to indicate where students should sit and to mark six-foot distances in aisles
- ✓ Consider face shield to protect the driver and monitor
- ✓ When possible, do not seat students directly behind the driver
- ✓ When possible, provide additional adult supervision (monitors) on buses to manage physical distancing
- ✓ Students shall wear face masks while in transit when physical distancing is not possible
- ✓ Drivers will take student attendance on every route, every day, to and from school. The attendance sheets should be documented in writing and retained for contact tracing

Routing

- ✓ Develop multiple routing scenarios for administration to analyze different instructional scheduling options
 - Split sessions
 - Alternating days
 - Hybrid schedules – some grade levels in person learning at school buildings, other grade levels virtual remote learning
 - Utilize computerized routing programs to provide different routing scenarios and analyze cost/feasibility
- ✓ Limit rotation of substitute drivers and aides if possible
- ✓ Limit student movement between bus routes
- ✓ Discontinue allowing students to ride different buses on different days of the week unless parent or guardian makes plausible requests (childcare, custody arrangements)
- ✓ If possible, mirror AM and PM routes, so bus riders are the same group each day

Loading/Unloading & Pickup/Drop-off

- ✓ Students shall be loaded in sequential route order. First student on the bus sits in the back, when going to school, last student off sits in the back when going home from school
- ✓ Dismissal times can be staggered to best suit district needs and to promote social distancing
- ✓ Consider adding bus routes to reduce load levels on buses
- ✓ Consider retaining buses scheduled for replacement until actual student ridership is determined

Transporting to BOCES

- ✓ Districts that are transporting to BOCES will need to be following similar protocols
- ✓ School Districts must keep a log of attendees on the trip in both directions from the BOCES building. Upon request, schools may need to supply the log of passengers in addition to cleaning logs in the event BOCES must assist in contact tracing due to exposures either at the BOCES buildings, or during transportation

Cleaning and Disinfecting

Refer to the "Cleaning" standard operating procedures guidance for further information.

- ✓ Buses and other transportation vehicles will be cleaned (focus on high touch areas) in between runs if scheduled for multiple routes. At the end of the day clean and disinfect the entire bus
- ✓ Daily Cleaning
 - All trash removed
 - Floors swept and dust mopped
 - Walls and windows cleaned
- ✓ Use only cleaning and disinfecting products that are approved by the EPA. Read all labels and follow instructions. Wear appropriate PPE (disposable gloves or any other required PPE) to clean and disinfect
- ✓ Ensure proper ventilation during cleaning. Open windows, roof hatches, and turn fans on during route operation
- ✓ Prohibit eating and drinking on the bus
- ✓ Follow up with frequent inspections to be sure cleaning/disinfecting protocols are followed on district owned and contracted buses
- ✓ Document and submit all cleanings/inspections (via trackable log)

Special Education Considerations

- ✓ Make sure that none of the practices/protocols employed are interfering with the students' IEP or 504 Plan
- ✓ Collaborate with special education staff to determine best practices for face mask use, physical distancing, and other safety considerations
- ✓ Consider alternate schedules and transport vehicles for medically fragile children
- ✓ Increase training for bus aide staff to manage issues that arise on a bus transporting student(s) with special needs

Transportation Operation Center

- ✓ Provide appropriate PPE and cleaning supplies to office and garage workers (i.e.: face coverings/masks, gloves, face shields)
- ✓ Provide hand sanitizer of at least 60% ethanol or 70% isopropyl alcohol. Follow current rules regarding the use of hand sanitizer on buses and other transport vehicles
- ✓ Provide appropriate training for staff
- ✓ Develop density reduction protocols to maximize physical distancing in the bus garage, office, and dispatch areas
 - Practice social distancing in lounge areas
 - Eliminate gathering at dispatch area
- ✓ Cross train staff to provide coverage in the event of absenteeism
- ✓ Limit non-essential visitors to the transportation operations center

RESOURCES

NEW YORK STATE DEPARTMENT OF HEALTH

- School (PreK-12) Guidance: COVID-19
<https://coronavirus.health.ny.gov/system/files/documents/2020/03/covid-19-p-12-school-guidance-03092020.pdf>
- Interim Cleaning and Disinfection Guidance for Primary and Secondary Schools for COVID-19:
<https://sunypoly.edu/sites/default/files/health-alerts/COVID-19-School-Cleaning-Guidance-FINAL.PDF>

CENTERS FOR DISEASE CONTROL AND PREVENTION

- Interim Guidance for Administrators of US K-12 Schools and Child Care Programs:
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>
- K-12 Schools and Child Care Programs
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>
- Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- Guidance for Cleaning & Disinfecting Public Spaces, Workplaces, Businesses, Schools, And Homes:
https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf
https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf
- Cleaning and Disinfecting Your Facility
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Cleaning and Disinfecting

<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

- Handwashing: Clean Hands Save Lives
<https://www.cdc.gov/handwashing/index.html>
- Keeping Hands Clean
<https://www.cdc.gov/healthywater/hygiene/hand/handwashing.html>
- Use of Cloth Face Coverings to Help Slow the Spread of COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- About Cloth Face Coverings
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>
- Considerations for Wearing Cloth Face Coverings
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
- K-12 Schools and Child Care Programs
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>
- Childcare, Schools, and Youth Programs
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- What School Nutrition Professionals and Volunteers at Schools Need to Know about COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/school-nutrition-professionals.html>
- Schools During The Covid-19 Pandemic (Administrator's Decision Tree)
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>
- Return to Work Criteria for HCP with Suspected or Confirmed COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html#practices-restrictions>
- Interim Considerations for K-12 School Administrators for SARS-CoV-2 Testing

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-testing.html?source=email>

- Considerations for Youth Sports

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html>

- Considerations for Schools <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

- School Communication Print Resources

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf>

- CDC Recommends One Student Per School Bus Seat, Skipping Rows

<https://stnonline.com/news/cdc-recommends-one-student-per-school-bus-seat-skipping-rows/>

- Considerations for K-12 Schools: Readiness and Planning Tool

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf>

- Guidance for General Laboratory Safety Practices during the COVID-19 Pandemic | CDC

<https://www.cdc.gov/coronavirus/2019-ncov/lab/lab-safety-practices.html>

OSHA

- Guidance on Preparing Workplaces for COVID-19

<https://www.osha.gov/Publications/OSHA3990.pdf>

- COVID-19 Frequently Asked Questions

<https://www.osha.gov/SLTC/covid-19/covid-19-faq.html>

MENTAL HEALTH AMERICA

- Mental Health and COVID-19 – Information and Resources:

<https://mhanational.org/covid19>

NATIONAL ALIANCE FOR MENTAL ILLNESS

- COVID-19 Resource and Information Guide:

<https://www.nami.org/covid-19-guide>

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

- Disinfectants for Use Against SARS-CoV-2:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

- EPA Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes

<https://www.epa.gov/coronavirus/guidance-cleaning-and-disinfecting-public-spaces-workplaces-businesses-schools-and-homes>

AMERICAN FEDERATION OF TEACHERS

- AFT resources on the COVID-19 coronavirus

<https://www.aft.org/coronavirus>

ASHRAE

- COVID-19 (Coronavirus) Preparedness Resources:

<https://www.ashrae.org/technical-resources/resources>

- ASHRAE Position Document on Infectious Aerosols

https://www.ashrae.org/file%20library/about/position%20documents/pd_infectiousaerosols_2020.pdf

- HVAC Strategies to Control Airborne Pathogens

<https://www.grainger.com/know-how/business-operations/emergency-and-disaster-preparedness/kh-hvac-strategies-to-control-airborne-pathogens>

FEDERATION OF EUROPEAN HEATING VENTILATION AND AIR CONDITIONING ASSOCIATION (REHVA)

- REHVA COVID-19 guidance document, April 3, 2020:
https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf

NEW YORK'S DIVISION OF MILITARY AND NAVAL AFFAIRS

- Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees Interacting with the Public During the COVID-19 Outbreak
http://dmna.ny.gov/covid19/docs/all/DOH_COVID19_EO20216EmployeeFaceCovering_041420.pdf

AMERICAN COLLEGE OF OCCUPATIONAL AND ENVIRONMENTAL MEDICINE

- COVID-19 Resource Center
[https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwim-ZvAgcHqAhWrj3IEHUbgCnUQFjAKegQICRAB&url=http%3A%2F%2Facoem.org%2FCOVID-19-Resource-Center%2FCOVID-19-Q-A-Forum%2FWhat-alternatives-to-face-coverings-or-masks-\(e-g-%2C-face-shields\)-are-being-considered-or-used-for-n&usg=AOvVaw3FLssE8fm1SMgyZ9-QKrtF](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwim-ZvAgcHqAhWrj3IEHUbgCnUQFjAKegQICRAB&url=http%3A%2F%2Facoem.org%2FCOVID-19-Resource-Center%2FCOVID-19-Q-A-Forum%2FWhat-alternatives-to-face-coverings-or-masks-(e-g-%2C-face-shields)-are-being-considered-or-used-for-n&usg=AOvVaw3FLssE8fm1SMgyZ9-QKrtF)

WORLD HEALTH ORGANIZATION

- Key Messages and Actions for COVID-19 Prevention and Control in Schools
https://www.who.int/docs/default-source/coronaviruse/key-messages-and-actions-for-covid-19-prevention-and-control-in-schools-march-2020.pdf?sfvrsn=baf81d52_4&gclid=Cj0KCQjwgJv4BRCrARIsAB17JI6I2ITy-q0uVPXvIQE55R4nOwUPGGDH7CTOVT1Lyl82FjVnpA47AioaAhqcEALw_wcB

NEW YORK STATE

- Phase One Guidelines
<https://forward.ny.gov/phase-one-industries#phase-one--construction-guidelines>
- Phase Two Guidelines
<https://forward.ny.gov/phase-two-industries>
- NYSDOH School Guidelines – July 13, 2020 (PowerPoint during press conference)

NEW YORK ASSOCIATION FOR PUPIL TRANSPORTATION

- NYAPT Task Force on Resuming Transportation Services
<https://www.nyapt.org/Resource>

EDUCATION WEEK

- School Buses and Social Distancing: A Downloadable Guide
<https://www.edweek.org/ew/section/multimedia/school-buses-and-social-distancing-downloadable-guide.html>
- The Socially Distanced School Day
<https://www.edweek.org/ew/issues/reopening-schools/the-socially-distanced-school-day.html>

CAPITAL REGIONAL BOCES

- Interim Guidance on Re-Opening Schools Following COVID-19 Closures
https://www.ceasd.org/wp-content/uploads/2020/05/SchoolReOpeningGuidance_050120.pdf

NATIONAL RECREATION and PARK ASSOCIATION

- The National Recreation and Park Association Statement on Playgrounds and Play Structures During COVID-19 Pandemic

<https://www.nrpa.org/about-national-recreation-and-park-association/press-room/nrpa-statement-on-playgrounds-and-play-structures-during-covid-19-pandemic/aiha>

AIHA

- Reopening: Guidance for General Office Settings

https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Guidance-Documents/Reopening-Guidance-for-General-Office-Settings_GuidanceDocument.pdf

- Reopening: Guidance for Gyms and Workout Facilities

<https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Guidance-Documents/Reopening-Guidance-for-Gyms-and-Workout-FacilitiesGuidanceDocument.pdf>

- Reopening: Guidance for the Restaurant Industry

https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Reopening-Guidance-for-the-Restaurant-Industry_GuidanceDocument.pdf

CALIFORNIA DEPARTMENT OF EDUCATION

- Stronger Together: Guidebook for The Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

NEW JERSEY DEPARTMENT OF EDUCATION

- The Road Back: Restart and Recovery Plan to Education

<https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

THE HEALTH RESOURCES AND SERVICES ADMINISTRATION

- Important Home Visiting Information During COVID-19

<https://mchb.hrsa.gov/Home-Visiting-Information-During-COVID-19>

HARVARD

- Harvard Healthy Buildings Program

<https://news.harvard.edu/gazette/story/2020/06/harvard-expert-outlines-recommendations-for-school-reopenings/>

Repurposed Nurse's Office Space

Cady Stanton Elementary School

The nurses office has been move to the Cady Stanton Faculty Room. This is the room labeled "FACULTY" Room 12. The repurposed room contains two nurse's desks (Shape A and B). The room also has a Floor to ceiling curtain (dotted line) to allow for a private space for sick students. Student beds are located at shape C and D.

This space was selected as its located near the front door of the building allowing for quicker exit of the building and less contact with the rest of the building occupants. This space also contains windows across the entire width of the room allowing for air movement.

The repurposed space required a new phone line and a network drop for a multipurpose printer and nurse desktop. This space already contained a sink and bathrooms for student needs.

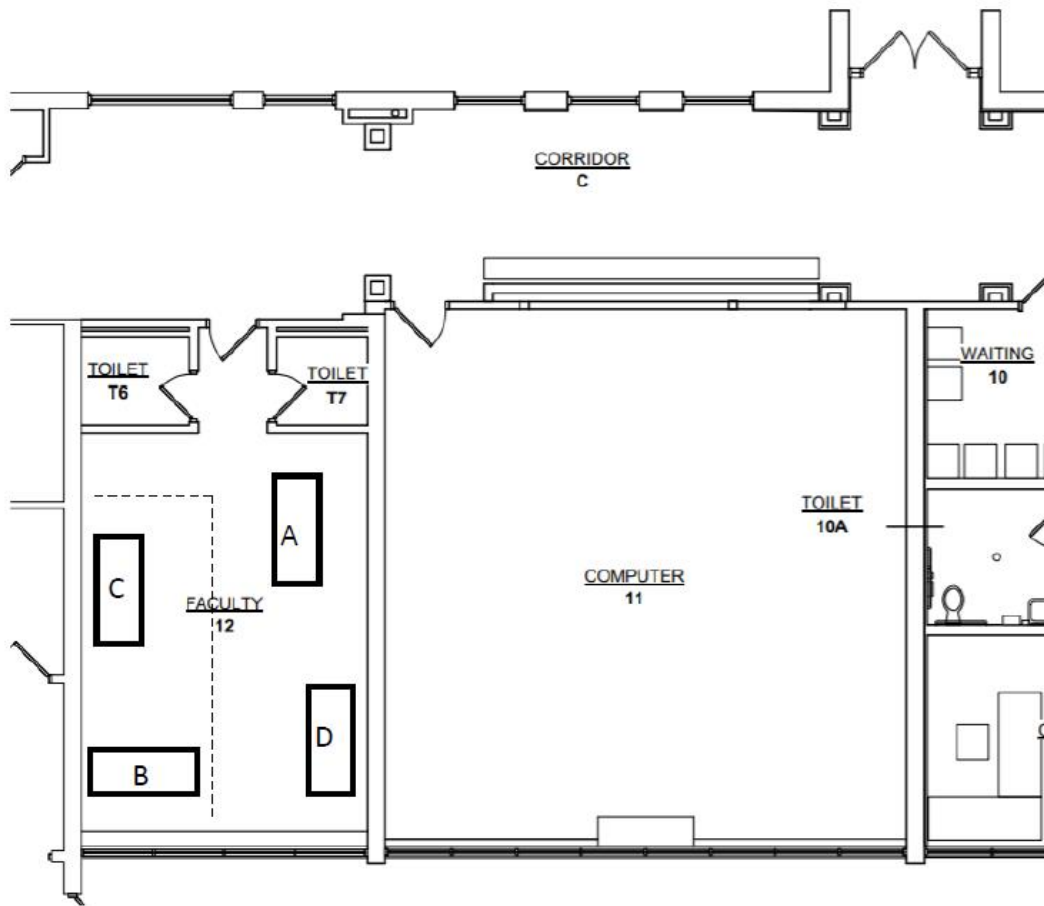
Repurposed Nurse's Office Space

Frank Knight Elementary School

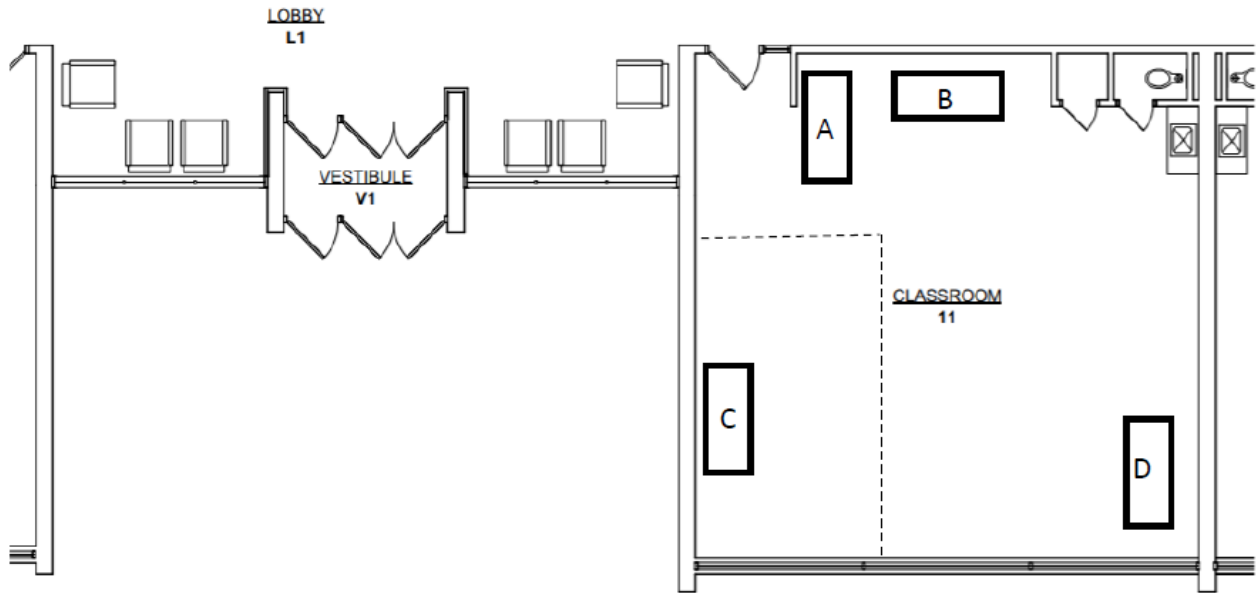
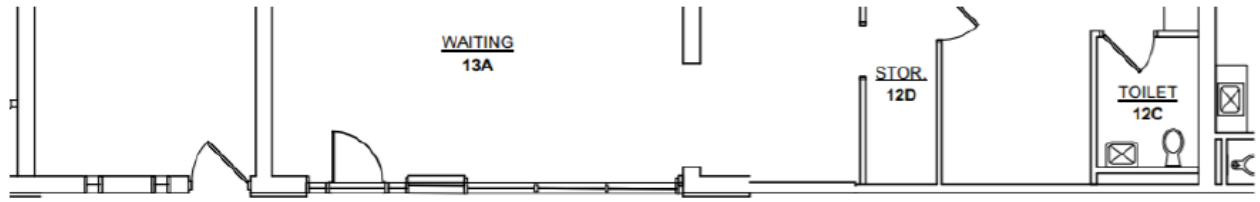
The nurses office has been move to a former Frank Knight Computer Lab Classroom. This is the room labeled "CLASSROOM" Room 11. The repurposed room contains two nurse's desks (Shape A and B). The room also has a Floor to ceiling curtain (dotted line) to allow for a private space for sick students. Student beds are located at shape C and D.

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SENECA FALLS CENTRAL SCHOOL DISTRICT
ELIZABETH CADY STANTON
REPURPOSED NURSE'S OFFICE



SENECA FALLS CENTRAL SCHOOL DISTRICT
FRANK KNIGHT ELEMENTARY
REPURPOSED NURSE'S OFFICE