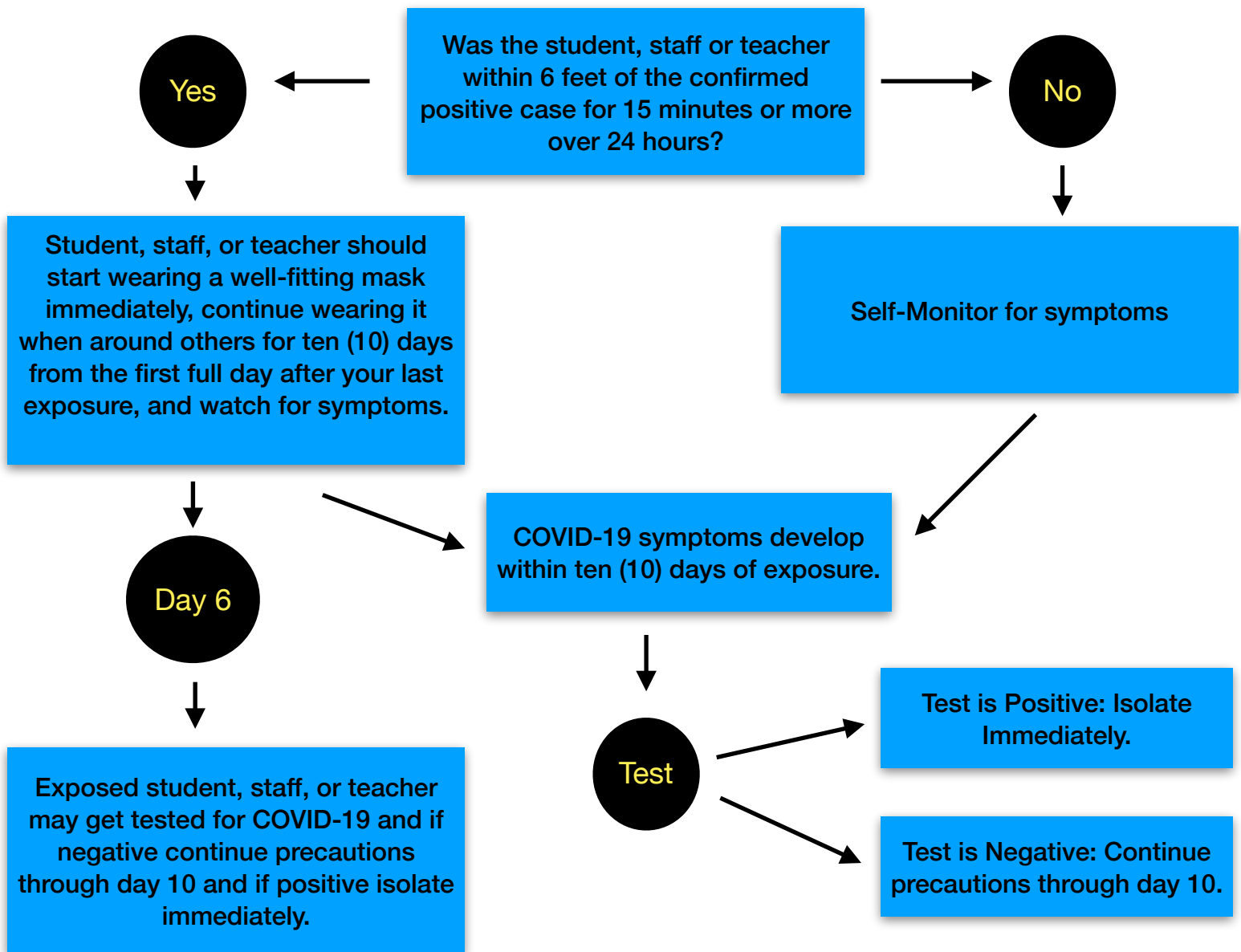


# General process for student, staff, or teachers who are exposed to a lab-confirmed positive case of COVID-19 based on 8/2022 CDC Guidelines



If a student, staff, or teacher tests positive for COVID-19 they should isolate immediately and should follow the procedure below:

- Stay home for at least five (5) days & isolate from others in the house.
- If they have no symptoms, isolation may end after day five (5).
- If they had symptoms, isolation may end after day five (5) if:
  - Fever-free (without meds for 24 hours) & symptoms are improving
- After isolation has ended, wear a well-fitting mask through day ten (10), unless they test negative twice in a row 48 hours apart.

## 1 – Maintaining In-Person Instruction

Frankfort-Schuyler CSD is prioritizing efforts to maintain in-person instruction in the safest, most equitable manner possible. Following guidance received from the New York State Department of Health (NYSDOH) that is based on recommendations from the United States Centers for Disease Control and the American Academy of Pediatrics, FSCSD is implementing a layered approach to preventing the spread of COVID-19 in its school buildings. By combining these layers of protection FSCSD is providing as safe an environment for in-person learning as possible during the current phase of the COVID-19 Pandemic.

Based on the dynamic nature of local community transmission of the COVID-19 virus, local vaccination rates, and mandates from New York State these efforts have changed and may change again throughout the year. COVID-19 Community Levels and the current level in the County can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>.

### Capacity

Each building in the district was canvassed to identify existing and potential additional instructional spaces to maintain room occupancy that meets physical distancing recommendations.

FSCSD has maintained a direct line of communication with the local health department to monitor the capacity of local and regional hospitals.

### Physical Distancing

FSCSD has developed a written protocol to ensure all persons in school buildings maintain appropriate social distancing keep social distance of at least three (3) feet whenever possible.

The recommendations for distancing, as of March 2022 are, three (3) feet in all directions, but may be increased or decreased based on the availability of other strategies to prevent the spread of COVID-19. This distance may change throughout the school year based on various factors, including the level of community transmission and local hospital capacity.

The district will maximize the amount of space to greatest extent possible when individuals are in the school cafeteria and prohibit the sharing of food and beverages.

Students will never be excluded from in-person learning based on distancing requirements.

### PPE/Masks

As of March 2, 2022, the state requirement for universal masking in P-12 school settings has ended.

NYSDOH recommends students, staff, and teachers wear a well-fitted mask when:

- They feel more comfortable wearing a mask for personal reasons.

- They were in the same room within the school as someone diagnosed with COVID-19 for 15 minutes or longer.
- They are known to have been exposed to COVID-19 in any setting within the last 10 days.
- They are moderately-to-severely immunocompromised and have discussed the need to mask with their doctor.

Mask are no longer required on school buses or vans, unless the person is required to be masked for another reason.

FSCSD will train all Students, Faculty, Staff, contractors, and vendors on how to adequately put on, take off, clean, and discard PPE, as needed.

#### Hygiene/Cleaning, and Disinfecting

Frankfort-Schuyler CSD has developed a written protocol to instruct Staff and Students in appropriate hand and respiratory hygiene. This protocol will be reinforced with signage in various, conspicuous locations in its buildings.

Students and staff will be instructed on how to practice good hand hygiene to help reduce the spread of COVID-19. The district will plan time in the school day schedule to allow for hand hygiene, especially at the start of school, after using the restroom, before/after eating, after recess, at the start and end of PE class and before leaving school. Hand hygiene includes:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds)
- Use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available, and hands are not visibly dirty
- Providing hand sanitizer throughout common areas (e.g., entrances, cafeteria), near high touch surfaces, and use touch free dispensers when able
- Signage will be placed near hand sanitizer indicating visibly soiled hands should be washed with soap and water
- Students or staff who are unable to use alcohol-based hand sanitizers for health reasons will be permitted to wash their hands with soap and water

Additionally, since COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes, Students and Staff will be instructed on how to practice good respiratory hygiene to help reduce the spread of COVID-19. This includes:

- Instructing Students and Staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately
- Providing a supply of tissues and trash cans nearby should be available in each room

If no tissue is available, Students and Staff will be instructed to use the inside of the elbow (or shirtsleeve) to cover the mouth or nose and to always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

FSCSD will ensure adherence to cleaning and disinfection recommendations from the CDC which can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>.

Students will not be present when disinfectants are in use and will not participate in cleaning and/or disinfection activities.

#### Extracurriculars

If FSCSD is fully closed for in-person instruction during the school year due to an increase in confirmed COVID-19 cases, school sponsored sports and extracurriculars will be suspended until in-person education is resumed.

#### Transportation

In order for full-time, in-person instruction to take place, no capacity limits will be implemented on Frankfort-Schuyler CSD's school buses. Mask are no longer required on school buses or vans, unless the person is required to be masked for another reason. FSCSD may implement assigned seating on each bus.

#### Food Service

Frankfort-Schuyler CSD will continue to provide school breakfast and/or lunch to students who were previously receiving school meals.

For students on-site, FSCSD will provide meals while maintaining the maximum physical distancing between students as possible.

FSCSD faculty and staff will stress the importance of proper hand hygiene before and after eating. Sharing of food will be discouraged. If FSCSD can utilize a common area to eat, it will be cleaned and disinfected according to CDC guidelines.

All food service activities in the school buildings will operate in accordance with the latest guidance.

#### Mental Health/Behavioral/Emotional Support Services and Programs

The mental health and well-being of the students, faculty, and staff of FSCSD are of the utmost importance, especially during the COVID-19 Pandemic and as the district transitions back to full-time, in-person learning. In order to address those needs, FSCSD has various resources available for its school community:

#### Communications

Frankfort-Schuyler CSD will communicate the importance of adhering to guidelines from the Centers for Disease Control, as well as applicable protocols to Students, Parents, Legal Guardians of Students, Staff, and potential visitors.

This information will be shared in variety of ways, including letters sent home, emails, social media posts, and through the use of the district's "all call" messenger system. FSCSD has also developed a COVID-19 Information website (<https://www.frankfort-schuyler.org/>) the topics covered in the communications and on the website will include:

- Face Covering and Social Distancing requirements
- Trainings the district will be providing related to COVID-19

Specific messages related to potential changes to protocols/requirements will be sent as needed and added to the district's website.

Frankfort-Schuyler CSD has designated a district employee as a COVID-19 Safety Coordinator with identified responsibilities that include:

- Continuous compliance with all activities of FSCSD's reopening plans

The COVID-19 Safety Coordinator is a district administrator. The COVID-19 Safety Coordinator will coordinate activities with the local Public Health Department and the Herkimer-Fulton-Hamilton-Otsego BOCES Safety Service to insure consistency across the region.

For students on-site, FSCSD will provide meals while maintaining the maximum physical distancing between students as possible. While eating on-site, students do not need to wear masks when seated and eating as long as they are six (6) feet apart.

Students will never be excluded from in-person learning based on distancing requirements.

FSCSD faculty and staff will stress the importance of proper hand hygiene before and after eating. Sharing of food will be prohibited. If FSCSD can utilize a common area to eat, it will be cleaned and disinfected according to CDC guidelines.

All food service activities in the school buildings will operate in accordance with the latest guidance.

#### Mental Health/Behavioral/Emotional Support Services and Programs

The mental health and well-being of the students, faculty, and staff of Frankfort-Schuyler CSD are of the utmost importance, especially during the COVID-19 Pandemic and as the district transitions back to full-time, in-person learning. In order to address those needs, FSCSD has a variety of comprehensive wrap around support resources available for its school community.

#### Communications

Frankfort-Schuyler CSD will communicate the importance of adhering to guidelines from the Centers for Disease Control, as well as applicable protocols to Students, Parents, Legal Guardians of Students, Staff, and potential visitors.

This information will be shared in variety of ways, including letters sent home, emails, social media posts, and through the use of the district's "all call" messenger system. FSCSD has also developed a COVID-19 Information website ([www.frankfort-schuyler.org](http://www.frankfort-schuyler.org)) the topics covered in the communications and on the website will include:

- Face Covering and Social Distancing requirements
- Trainings the district will be providing related to COVID-19

Specific messages related to potential changes to protocols/requirements will be sent as needed and added to the district's website. Signage has been placed at the entrances to each of the district's buildings regarding COVID-19 and face covering requirements. The district has also placed posters in various, conspicuous locations in its buildings regarding; social distancing requirements, hand hygiene, face coverings, and COVID-19 symptoms.

FSCSD has designated a district employee as a COVID-19 Safety Coordinator with identified responsibilities that include:

- Continuous compliance with all activities of FSCSD's reopening plans

The COVID-19 Safety Coordinator is a district administrator. The COVID-19 Safety Coordinator will coordinate activities with the local Public Health Department and the Herkimer-Fulton-Hamilton-Otsego BOCES Safety Service to insure consistency across the region.

## 2 – Monitoring Health Conditions

In order to keep our students and staff safe and healthy and maintain full-time, in-person learning, Frankfort-Schuyler CSD will be proactive regarding students and staff who are experiencing COVID-19 symptoms.

Students and staff should stay home if they are showing signs and symptoms of COVID-19 until tested. Parents should screen their children for COVID-19 symptoms before sending them to school each day. Symptoms of COVID-19 include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The CDC maintains an updated list of COVID-19 symptoms here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Students, teachers, and staff who exhibit new or worsening COVID-19 symptoms will be sent home and should not return until standard criteria for attendance or the following are met:

- They receive a negative COVID test,
- Remain home for five (5) days.

### Testing Protocol & Responsibility

Without a statewide mask requirement, COVID-19 testing remains a recommended public health strategy to find infected individuals quickly so that they can isolate and avoid spreading COVID-19 further.

Whenever someone in school (student, staff, or teacher) is determined to have been exposed, they should be tested for COVID-19 as follows:

- Immediately upon learning of the exposure,
- At least five (5) days after the last date of exposure (regardless of vaccination status),
- If not fully vaccinated, asymptomatic, and attending or working at school after an exposure more frequent (every other day, twice within 5 days, etc.) testing is strongly encouraged.

Students, teachers, and staff who test positive and symptomatic individuals should stay home for five (5) days. Upon returning to school, those individuals must wear a well-fitting mask for another five (5) days.

Exposed individuals, regardless of vaccination status, may remain in school by appropriately wearing a well-fitting mask and undergoing recommended testing and may participate in school-based extracurricular activities.

Frankfort-Schuyler CSD operates as an approved site under Herkimer-Fulton-Hamilton-Otsego BOCES' Limited-Service Laboratory License, and may offer diagnostic COVID-19 testing on an as needed basis, free of charge.

According to a New York State Department of Health determination, FSCSD will conduct weekly screening testing of its staff (teachers, subs, student teachers, administrators, support staff, bus drivers, and paraprofessionals). Staff who are fully vaccinated (14 days post final vaccination injection) may opt out of this testing.



### **3 – Containment**

Frankfort-Schuyler CSD will maintain protocols and procedures for how to respond to positive or presumed-positive cases of COVID-19, as well as preventative practices that have allowed safe operation of full-time, in-person learning during the COVID-19 Pandemic.

#### School Health Offices

FSCSD has developed processes and protocols for safely caring for a student, faculty, or staff member if they develop symptoms of COVID-19 during the school day. These processes and protocols follow New York State Department of Health recommendations.

#### Isolation

FSCSD has developed a written protocol that will require any Students or Staff with a temperature, or signs of illness to be sent directly to a pre-determined location. Staff with a temperature, or with signs of illness will be sent directly home.

The CDC maintains an updated list of COVID-19 symptoms here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

#### Parent Pick-Up

Students should be escorted from the pre-determined location to their Parent/Guardian. The Parent or Guardian be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center.

#### Infected/Exposed Individuals

To protect themselves and others and stop the spread of COVID-19 in the household and community, FSCSD will notify affected school staff, students, and their parents/guardians whenever an individual either:

1. Was in the same room as an infected individual and was exposed (in the same classroom as an infected individual for longer than 15 minutes), or
2. Was identified as being exposed because they were a close contact of an infected individual.

FSCSD and the NYSDOH use the CDC's definition of a "close contact" in schools. The CDC defines a close contact, in settings without universal masking, as anyone within six (6) feet of an infected individual for more than 15 minutes over a 24-hour period.

FSCSD has a written protocol, that complies with Centers for Disease Control guidance, for the return to school/work for Students and Staff following an illness, or diagnosis of confirmed case of COVID-19, and following a quarantine due to contact with a confirmed COVID-19 case.

Students who are being sent home will be immediately separated from other students and supervised until their parent/legal guardian or emergency contact can retrieve them from school.

The duration of any isolation, as well as who will be placed in isolation, will be determined by the local health department and the district will follow the local health department's guidance.

Prior to being sent home, any ill Students or Staff will be assessed by the School Nurse. Staff will be instructed to follow-up with their healthcare provider. FSCSD has the capacity to provide diagnostic COVID-19 testing on an as needed basis.

Frankfort-Schuyler CSD will work with any student in isolation to minimize learning loss during that time.

#### Previous COVID-19 Infection

***Asymptomatic individuals who have recovered from a laboratory confirmed COVID-19 infection during the previous three (3) months DO NOT*** need to quarantine or isolate and may remain in the school building if exposed to COVID-19, but must monitor for symptom development and should test appropriately; FSCSD should be notified if the individual develops any COVID-19 symptoms and FSCSD has the capacity to provide diagnostic testing following exposure to someone with COVID-19.

#### Exclusion from School

Frankfort-Schuyler CSD will monitor mask wearing and may track the use of recommended testing. When FSCSD becomes aware of failure to comply with recommended testing, then individuals who are not up to date on COVID-19 vaccination should stay home for five (5) days after exposure. Individuals who are up to date on COVID-19 vaccination should be encouraged to complete the recommended testing but are not required to be excluded from school.

#### Hygiene/Cleaning, and Disinfecting

Frankfort-Schuyler CSD has developed a written protocol to instruct Staff and Students in appropriate hand and respiratory hygiene. This protocol will be reinforced with signage in various, conspicuous locations in its buildings.

Students and staff will be instructed on how to practice good hand hygiene to help reduce the spread of COVID-19. The district will plan time in the school day schedule to allow for hand hygiene, especially at the start of school, after using the restroom, before/after eating, after recess, at the start and end of PE class and before leaving school. Hand hygiene includes:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds)
- Use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available, and hands are not visibly dirty
- Providing hand sanitizer throughout common areas (e.g., entrances, cafeteria), near high touch surfaces, and use touch free dispensers when able
- Signage will be placed near hand sanitizer indicating visibly soiled hands should be washed with soap and water
- Students or staff who are unable to use alcohol-based hand sanitizers for health reasons will be permitted to wash their hands with soap and water

Additionally, since COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes, Students and Staff will be instructed on how to practice good respiratory hygiene to help reduce the spread of COVID-19. This includes:

- Instructing Students and Staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately
- Providing a supply of tissues and trash cans nearby should be available in each room

If no tissue is available, Students and Staff will be instructed to use the inside of the elbow (or shirtsleeve) to cover the mouth or nose and to always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

FSCSD will ensure adherence to cleaning and disinfection recommendations from the CDC which can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>.

Students will not be present when disinfectants are in use and will not participate in cleaning and/or disinfection activities.

### Communication

At this stage of the pandemic, while there are still many individuals who remain at higher risk for severe COVID-19, hospitalization, and death, and the next stages of the pandemic are uncertain, it remains important to alert exposed individuals or their parents/guardians so they can make good decisions about protecting family and others that they might expose.

Frankfort-Schuyler CSD will communicate the importance of adhering to these guidelines, as well as applicable protocols to Students, Parents, Legal Guardians of Students, Staff, and potential visitors.

This information will be shared in variety of ways, including letters sent home, emails, social media posts, and through the use of the district's "all call" messenger system. FSCSD has also developed a COVID-19 Information website (<https://www.frankfort-schuyler.org/>) the topics covered in the communications and on the website will include:

- Face Covering and Social Distancing requirements
- Trainings the district will be providing related to COVID-19

Specific messages related to potential changes to protocols/requirements will be sent as needed and added to the district's website.

Signage has been placed at the entrances to each of the district's buildings regarding COVID-19 and face covering requirements. The district has also placed posters in various, conspicuous locations in its buildings regarding; social distancing requirements, hand hygiene, face coverings, and COVID-19 symptoms.

### Contact Tracing

In the case of an individual testing positive for COVID-19, Frankfort-Schuyler CSD has developed plans to support the local health department in tracing contacts of that individual related to their time in a school building or during school-sponsored events/activities. These plans include:

- Definitions of close and proximate contacts from the local department of health
- Notifying the local health department to determine what steps are needed for the school community.
- Forwarding all appropriate information to the Public Health Department to help determine the extent of potential quarantines.
- Return to school/work protocols
- Seating charts, class/bus rosters

Due to HIPPA protections and NYS Education Department guidelines, the district will not necessarily notify the community of a positive COVID-19 test in the district, though individuals will be alerted if they have been identified as coming into close or proximate contact with a confirmed or suspected case of COVID-19. Any announcement or notification will come from the local Public Health Department.

### Communication

Frankfort-Schuyler CSD will communicate the importance of adhering to guidelines from the Centers for Disease Control, as well as applicable protocols to Students, Parents, Legal Guardians of Students, Staff, and potential visitors.

This information will be shared in variety of ways, including letters sent home, emails, social media posts, and through the use of the district's "all call" messenger system. FSCSD has also developed a COVID-19 Information website ([www.frankfort-schuyler.org](http://www.frankfort-schuyler.org)) the topics covered in the communications and on the website will include:

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Signage has been placed at the entrances to each of the district's buildings regarding COVID-19 and face covering requirements. The district has also placed posters in various, conspicuous locations in its buildings regarding; social distancing requirements, hand hygiene, face coverings, and COVID-19 symptoms.

#### **4 – Closure of School Facilities**

The goal of the 2021-2022 school year will be to maintain full-time, in-person learning for as many students as possible for as long possible while maintaining a safe and healthy environment.

In the unlikely case the local situation changes dramatically, and in order to be prepared and provide a safe, high quality educational experience for its students, FSCSD has developed contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education, or closing its buildings to in-person activities and/or instruction as a result of increased numbers of COVID-19 cases, community transmission, exposures, etc.

##### Operational Activity

Frankfort-Schuyler CSD will make all decisions based on which operations will be decreased, or ceased and which activities it may conduct remotely as informed by guidance from appropriate governmental agencies and current COVID-19 Community Levels as indicated by the CDC. This could be any of the following, depending on the situation:

- Cancelling of Extracurricular Activities/Sports
- Limiting capacity of buses
- Implementing screening COVID-19 testing protocols for unvaccinated students
- Switch to Remote Learning (fully or hybrid)
- Closing of Building(s) to all outside visitors
- Implementing strict cohort models

##### Communication

Frankfort-Schuyler CSD will communicate internally and externally in a variety of ways regarding potential changes in the way it is operating, including letters sent home, emails, social media posts, and through the use of the district's "all call" messenger system. FSCSD has also developed a COVID-19 Information website (<https://www.frankfort-schuyler.org/>) that will include needed information regarding closures to in-person learning and/or the phased closure of school activities.

## **5 –Staffing Solutions**

Frankfort-Schuyler CSD will continuously implement staffing solutions to ensure the health & safety of our staff, students, and community while maintaining the continuity of our learning plan.

### School Structure & Supports

Frankfort-Schuyler CSD has designed and implemented an instructional model where equity and access remain a priority for all students in FSCSD. The district plans will be adjusted as needed based on guidance from the NYSED. All related services will be provided for students, including special education and english as a new language services to the greatest extent possible.

Additional (or maintained) staffing solutions to assist with school structure & supports made possible through federal grant funding:

- An additional Teaching Assistant for each building to counter the learning loss due to COVID and interrupted instruction
- A grade 4-6 Band teacher to provide continuity of instruction through the music department
- Middle School Social Studies Teacher to combat learning loss and aide in the continuity of instruction for all students
- Middle School / High School Library Media Specialist to combat learning loss and aide in the continuity of instruction for all students
- Middle School English Language Arts Teacher to combat learning loss and aide in the continuity of instruction for all students
- A teacher on special assignment for STEAM K-5 and districtwide data analysis
- Middle School / High School ELL teacher to combat learning loss and aide in the continuity of instruction for all students within our vulnerable ELL population
- Champions of Curriculum team members instituted to examine the curriculum horizontally and vertically to locate troubled areas of learning loss

### Mental Health/Social-Emotional Learning

The district will identify students and families in need of additional support during the transition. Resources will be made available to address mental health, behavioral and emotional needs of students. SEL will be incorporated into daily instructional and social practices at all grade levels. The district will focus on the five core competencies of SEL (as defined by the Collaborative for Academic, Social, and Emotional Learning (CASEL)). These include self awareness, self management, social awareness, relationship skills and responsible decision making. The district will continue to use the multi-tiered system of support, to help determine and provide services for students. It includes three tiers of social-emotional support for students' various needs. Referrals for school based counseling and support services can be made by the teacher or parent by contacting the building. Referrals to outside services and supports can be made by the school counselor, school social worker, or school psychologist.

Additional (or maintained) staffing solutions to assist with mental health/social emotional learning made possible through federal grant funding:

- An additional Teaching Assistant for each building to counter the learning loss due to COVID and interrupted instruction
- A district wide licensed social worker to assist with mental health and social emotional well being
- Middle School Social Studies Teacher to combat learning loss and aide in the continuity of instruction for all students
- Middle School / High School Library Media Specialist to combat learning loss and aide in the continuity of instruction for all students
- Middle School English Language Arts Teacher to combat learning loss and aide in the continuity of instruction for all students
- A teacher on special assignment for STEAM K-5 and districtwide data analysis
- Champions of Curriculum team members instituted to examine the curriculum horizontally and vertically to locate troubled areas of learning loss

#### After School Care

Any day that students have in-person instruction, after school care will be offered through a community based organization. Staff will be required to follow all school health/ safety protocols, including social distancing/use of PPE. All staff will be required to conduct a self screening prior to work through the district's tool. Each location will clean and disinfect these areas nightly. The community based organization and school district will work in collaboration with the local health department in the event a staff member contracts COVID-19.

Additional (or maintained) programs and opportunities to assist with after school care made possible through federal grant funding:

- After school exploratory enrichment K-5
- After school enrichment opportunities for MS students through advisors and clubs
- After school enrichment opportunities for HS students through advisors and clubs