

ORISKANY CENTRAL SCHOOL DISTRICT



Mission Statement

*The mission of the Oriskany Central School District is to **educate, engage, and empower** students to excel in an ever-changing world. We are committed to our tradition of personal attention, positive relationships, and an innovative climate for learning.*

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|---------------------------------|----------------------------------|
| Name of School District: | Oriskany Central School District |
| Address: | 1313 Utica Street |
| Superintendent of Schools | Timothy J. Gaffney |
| Contact Information: | (315) 768-2058 |
| Human Resources Representative: | Karen Blackwell |
| Contact Information: | (315) 768-2054 |

EMPLOYEE GUIDANCE

The following recommendations are subject to change and are not meant to supersede any regulatory agency

VERSION 1.0

ISSUE DATE: JULY 15, 2020

PLEASE PROTECT
ONE ANOTHER FROM
COVID-19



Wear a face covering and keep 6 feet apart from others in public spaces.



Fit coverings snugly but comfortably against the side of the face



Use the ties or ear loops to take your mask on and off



Face coverings should have multiple layers



Make sure you can breathe while wearing the face covering



Wash and dry cloth coverings daily



Children should only wear them with adult supervision

TOGETHER IS BETTER

Join us in maintaining a safe and healthy work environment for all staff, so that we can continue serving our students, staff, school district, and community.

RE-ENTERING THE WORKPLACE

The following information is subject to change and is not meant to supersede any regulatory agency.

As the State is gradually reopening and staff are returning in various stages, COVID-19 remains a concern. We expect it will continue to be a concern until widespread vaccination, with an effective vaccine, has taken place. Therefore, this is a public health reminder that all Oriskany Central School District staff must adhere to the same judicious precautions of safety and hygiene for yourself and others, as this pandemic continues to pose a threat to everyone. **Remember that we are still in the midst of a pandemic and everyone you encounter, even someone who does not appear to be sick, may still be a carrier of COVID-19.**

Information in this document is taken from guidance provided by the Centers for Disease Control (CDC), the NYS Department of Health and other local, state and federal agencies. Additionally, the OHM BOCES Safety Office has worked closely with other safety personnel from across the State to lead in the development of this information and has provided these guidelines to all OHM component school districts to utilize in their reopening plans.

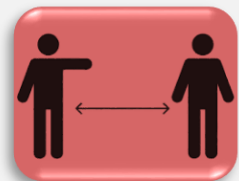
EVERYONE MUST TAKE THE FOLLOWING STEPS TO PROTECT THEMSELVES AT WORK

- Follow the procedures of the Oriskany Central School District as described in this document related to illness, cleaning and disinfecting, and work meetings and travel.
- Stay home if sick, except to get medical care.
- To the extent possible, avoid touching high-touch surfaces in public places (SEE PERSONAL HYGIENE SECTION).
- Avoid all non-essential travel as there may be areas where mandated quarantining is in effect (SEE TRAVEL SECTION).



MAINTAIN SOCIAL/PHYSICAL DISTANCING

- Do not go near anyone with respiratory symptoms of cough, fever, trouble breathing or other flu-like illness.
- Practice social/physical distancing at all times, but especially while on the Oriskany Central School District campus.
- Keep six (6) feet away from other persons.
 - Some common examples that may not allow for 6 feet of distance between individuals and will require the use of a mask could include:
 - Custodial and Maintenance Work
 - Bus Maintenance and Repairs
 - Food Preparation and Distribution
- Maintain and adhere to work shifts that reduce the number of employees in the worksite at one time and/or in common areas of the buildings and grounds.
- Reduce tasks requiring large amounts of people to be in one area.
- Staff should not linger or socialize in common areas. Stagger lunch breaks to minimize occupancy in break rooms and allow for social distancing.
- Limit group meetings as much as possible, explore virtual meetings as appropriate, do not congregate after meetings.
- Limit time in common areas such as break rooms, copier rooms, conference space, etc. **Always wear a face mask/covering** when in these common areas.
- Limit room occupancy to ensure at least 36 square feet per person is maintained.
- While in hallways, travel with your right shoulder close to the wall. Do not touch the wall while walking down the hallway. **Always wear face mask/covering** when walking in the hallways.
- Evaluate the need for large group activities such as trainings, and student events. **If social distancing is not possible, consideration must be given to cancel or postpone the event.**
- Establish designated areas for pick-ups and deliveries, limiting exposure contact to the extent possible.



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 access to the buildings until they have completed a health self-assessment.
- Avoid use of shared writing utensils, clipboards for sign in. An employee of the OCS District will sign each visitor in and out, record movements in the building and date and time of visit.
- Socially-distance or remove reception seating areas.

INSTALLATION OF BARRIERS

All work spaces and environments have been and will continually be assessed to ensure appropriate distancing per Centers for Disease Control (CDC) distancing protocols and guidelines.

- Areas with frequent close person to person contact may have barriers (polycarbonate glass) or other material installed to separate individuals. Such areas may include:
 - Main Office, SPED Office, and Counseling Office
 - Nursing Office



PERSON-TO-PERSON CONTACT

If you are unable to maintain six feet of social distance and must have contact with another individual, then both persons must follow these precautions:

- Wear a face mask/covering.
- Wash hands or use hand sanitizer before and after contact.
- People working closely with students must, at a minimum, wear a face mask/covering and wash hands regularly.



PERSONAL RESPONSIBILITY

- Avoid touching eyes, nose and mouth.
- Cough/sneeze into a tissue and dispose of it immediately or cough/sneeze into the crook of your elbow, not into your hands.
- Practice personal hygiene protocols at all times, but especially while on the Oriskany CSD campus.
- Wipe down common area high touch surfaces/items after accessing them (SEE PERSONAL HYGIENE SECTION).



PERSONAL HYGIENE

Employees must wash hands often with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% alcohol if soap and water are not readily available. Hand sanitizer is available and easily accessible throughout the facilities.



Employees must wash hands or use hand sanitizer:

- After blowing one's nose, coughing or sneezing
- Before, during and after food preparation
- After using the toilet
- After touching the trash
- Before and after the work shift
- Before and after work breaks
- After touching objects that have been handled by others

Examples of high touch areas in schools:

- Classroom desks and chairs
- Lunchroom tables and chairs
- Door handles and push plates
- Handrails
- Kitchen and bathroom faucets
- Light switches
- Handles on equipment (e.g., athletic equipment)
- Buttons on vending machines and elevators
- Shared telephones
- Shared computers/keyboards

WEAR AND CARE OF FACE MASK/COVERINGS

- While on the Oriskany Central School campus, you must have in your possession a face mask/covering at all times.
- Face masks/coverings are to be worn upon entering the building, while walking throughout the building and while interacting with others if social distancing of six (6) feet cannot be maintained.
- Face masks/coverings are not required while sitting at your workstation.
- Face masks/coverings must cover both the nose and mouth.
- Face masks/coverings may be available through the Oriskany Central School District, and you are free to wear your own face mask/covering.
- Disposable masks will be available at main entrances. Please see your supervisor for a supply of masks.
- It is the employee's responsibility to launder any Oriskany Central School-supplied reusable masks.
- Washing face masks/coverings in a washing machine and drying in a dryer is recommended to properly clean them.
- Disposable face masks/coverings must be properly discarded when use is finished.
- If you have a medical reason that prevents you from wearing a face mask/covering, please discuss this with your supervisor.

RETURNING TO WORK

The below practices must to be followed each day to protect yourself and others when coming to work:

SYMPTOMS AND EXPOSURE

- If you are experiencing any of the following symptoms prior to leaving your home to come to work, contact your immediate supervisor. Symptoms include but are not limited to:
 - Fever, cough, difficulty breathing or shortness of breath, chills, new loss of smell or taste, muscle aches, sore throat
- If you start to exhibit any of the above symptoms while at work, notify your supervisor and return home immediately.
- If you have had exposure to someone who has tested positive for COVID-19, you need to contact your supervisor and follow CDC/DOH guidelines following exposure.
- If you have tested positive for COVID-19, you must to contact your immediate supervisor and must not come to work.

TRAVEL

If you or someone in your household is planning to or has traveled outside of New York within the past 14 days, please notify your immediate supervisor. Per Executive Order from Governor Cuomo, individuals who have traveled to certain states that have experienced an increase in COVID-19 cases will be required to quarantine for a period of 14 days. Access the link for updated restrictions at <https://www.governor.ny.gov/keywords/public-safety>. *It is your responsibility to know if there are travel restrictions for any state you travel to. **As of July 14, the list of states is:***

- | | | | | |
|--------------|-----------|------------------|------------------|-------------|
| • Alabama | • Florida | • Louisiana | • New Mexico | • Texas |
| • Arkansas | • Georgia | • Minnesota | • Ohio | • Utah |
| • Arizona | • Iowa | • Mississippi | • Oklahoma | • Wisconsin |
| • California | • Idaho | • North Carolina | • South Carolina | |
| • Delaware | • Kansas | • Nevada | • Tennessee | |

ARRIVING AT WORK

Upon arrival at work you will be required to wear a face mask/covering from the time you exit your vehicle until you are at your work station.

To enter the building, all employees must swipe their identification badge. This provides a record should information be needed for contact tracing purposes. You are also required to sign in AND out in the main office of your building on the iPad – please sanitize when done signing in. The only doors accessible will be the main entrance. During the summer the school buildings will be open from 8 am – 2:30 pm, Monday – Friday only, no access on week-ends, contact your immediate supervisor should you require emergency weekend access. If you are not scheduled to be in the building, please complete the Google Form, which will be sent out via email, and follow the above steps for contact tracing.

- Do not hold open or prop entry doors for others.
- Do not congregate at the building entrances.
- Maintain six (6) feet of distance between yourself and others entering the building ahead of you.
- Do not congregate in the main office of the building.

WELLNESS CHECK

By using your identification badge or security fob to enter the building you are affirming the following statements are true to the best of your knowledge:

- I am feeling healthy and well today, I have:
 - No fever
 - No cough
 - No difficulty breathing or shortness of breath
 - No chills
 - No new loss of smell or taste
 - No muscle aches
 - No sore throat
- I have not been in close contact with anyone who is suspected of or has been diagnosed with COVID-19 within the last 14 days.
- I have not tested positive nor have I been diagnosed as COVID-19 by a healthcare provider within the last 14 days.

CONCERNS WITH YOUR WORK ENVIRONMENT

It is our goal to create a safe work environment for all employees. This can only be accomplished with each of your help by following the procedures outlined in this document related to social distancing, use of face masks/coverings, personal hygiene and attendance at work. By using strategies that help prevent the spread of COVID-19 in the workplace, you will help protect all employees. ***Should you have concerns about your work environment, they must be brought to the attention of your immediate supervisor.***

CLEANING

Cleaning protocols will be in place to ensure, at least, daily disinfection of all areas. ***Please contact your immediate supervisor should you have any concerns regarding cleaning of an area.*** Disinfection protocols will include the use of EPA-registered disinfectants that will be applied in accordance with manufacturer guidelines. Disinfecting wipes or other EPA-registered disinfectants will be available in break rooms and copier areas. Please wipe down any areas touched before and after use.

TRAINING


Required training will be provided to all staff regarding COVID-19. Additional information will follow at a later date.

Stay Safe everyone! ~ OCS District Office



MAINTAIN PERSONAL HYGIENE DURING PANDEMIC

- WASH HANDS FREQUENTLY
- CLEAN AND DISINFECT HOME
- USE TISSUES WHEN COUGHING/SNEEZING
- PRACTICE SOCIAL DISTANCING
- WEAR MASK



HEALTH FIRST

STAY 6' APART



SOCIAL DISTANCING IN EFFECT

ORISKANY CENTRAL SCHOOL DISTRICT



THANK YOU!!

for your continued
support and cooperation

**District Office:
315-768-2058**

**Curriculum & Instruction Office:
315-768-2048**

**SPED Office:
315-768-2048**

**Building and Grounds Office:
315-768-2032**

**Transportation Office:
315-768-2060**

**Jr./Sr. High School Office:
315-768-2063**

**N.A. Walbran Elementary Office:
315-768-2149**

WE ARE IN THIS TOGETHER!
Oriskany Central School District