

- to provide information on how families can access technology and receive technical support to assist with utilization and maintenance of equipment.

Schodack Central School District will utilize communication methods used by the District to inform the school community. Information will be dispersed in a variety of platforms that include, but are not limited to:

- District website
- Call list/ROBO Call
- Email blast
- Online training
- Correspondence (letters) to homes
- Social media accounts used by district
- Town Hall Meetings (Zoom, WebEx, Google Classroom, etc.)

Clear messaging will be prepared and consistently communicated before re-entry, on the first day, during the first week, throughout the first month, and continuously throughout the year. Minimum monthly communication will provide information on the following topics:

- Who to contact with questions, concerns or suggestions.
- Empower people to make a positive difference and communicate the expectation for them to do so.
- The facts as we currently know them (NYSDOH, CDC).
- The importance of social distancing, monitoring symptoms of COVID-19 and when to stay home.
- Set protocols for entrance (screening) and the review process for staff calling in sick. Constant reminders for staff to stay home if they feel sick.
- Encourage and implement social distancing in bathrooms, break rooms, hallways, etc.
- Installing social distancing markers on the floors, etc.
- Practice proper hand hygiene. Staff is allowed to use hand sanitizer, but hand washing with soap and water for at least 20 seconds is still more effective. Hand sanitizer works best on clean hands.
- Encourage and practice proper respiratory etiquette (i.e., coughing or sneezing into your elbow if a tissue is not available).
- Encouraging personal responsibility for yourself and your work area.
- Educating the school community on District policies/procedures, including how to properly wear and dispose of a face mask/respirator.

Health and Safety

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

The following protocols and procedures will be in place in all district schools for the 2020-21 school year should in-person schooling resume. Anyone with questions or concerns should contact our COVID-19 Safety Coordinator at COVID@schodack.k12.ny.us or (518) 732-2297.

To ensure employees and students comply with communication requirements, the Schodack Central School District will:

- Post signage throughout the buildings to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning/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
 - Social media
 - Print copy mailings
 - Voice and/or video messaging
 - Traditional media outlets
- Maintain a continuous log of every person, including staff, workers, and visitors, who may have close contact with other individuals at the work site, school, or area; excluding deliveries that are performed with appropriate PPE or through contactless means.
- If a worker or staff member tests positive for COVID-19, the school district must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

Facility Entry

- Where feasible, entry and egress in and out of all buildings will be limited to a single location. If applicable, a single point entry and single point egress will be identified to minimize cross traffic. All entry to the buildings will occur through the main entrance to a check-in point at the main office of each school.
- A face covering must be worn by all individuals, students, staff, and visitors on Schodack Central School District property at all times.
- Proper face covering includes, but is not limited to, a surgical mask, cloth mask, gaiter mask, or bandana and must completely cover the individual's mouth and nose.
- A plastic face shield alone is not an acceptable face covering.
- All individuals may choose to utilize their own face covering; however, face coverings can and will be provided by the Schodack Central School District daily.

Daily Health Screening

- Prior to entering all Schodack Central School District locations, individuals must complete a medical screening questionnaire. An electronic questionnaire will be made available to parents, faculty, and staff to use prior to reporting to school each day. At the time of submission, the district is currently evaluating several products that may be used. Once determined, we will communicate directions on how to access the screening questionnaire and expectations for use.
- Staff should complete this screening prior to arriving at work via the electronic submission form.

- Staff will be required to monitor their own temperatures prior to arrival on campus. Anyone whose symptoms response changes from a NO to YES during the day, must contact their supervisor immediately and await further instruction.
- Although filing of the health survey is preferred to be done online, paper copies of the questionnaire for visitors will be available at the main office of each school building.
- Students are required to be screened at home each day prior to leaving for school or boarding district transportation. Screening results will be required to be reported using the District's online reporting form. At the time of submission, the district is currently evaluating several products that may be used. Once determined, directions for use will be communicated as well as how to access the screening questionnaire and expectations for use.
 - Parents are required to monitor for temperatures and symptoms prior to sending their student on a bus; however, students not reporting will be required to be screened upon arrival for temperatures prior to being allowed entry to any school building.
 - Essential visitors requiring access to the school will have their temperatures taken upon arrival.
- All staff must sign in and out of each building in the main office *each* time they enter and exit the building.
- Students without fever/symptoms will be signed in, accounted for, and will be able to attend school at which time attendance will be taken.
- For multiple individuals entering the building simultaneously, they will be required to stand at the marked-out locations, maintaining social distance, until they can be signed in and screened.
- Corridors will be created (outside, but preferably covered) where individuals can enter the facility when in-person screening is necessary.
 - Multiple lines and entrances will be coordinated, if needed to reduce crowding.
 - Markings (whether with tape or otherwise) will be placed to indicate six (6) foot lengths to provide for greater social distancing for individuals while in line.
- Only after all individuals have been accounted for, cleared through the medical screening and wearing proper face coverings, will access to the building be granted.
- Should a person fail the medical screening, specific procedures should be followed. Please reference the Suspect or Confirmed COVID-19 Case section for guidance.

Social Distancing

- All individuals on the Schodack Central School District premises must maintain social distancing and use face covering at all times.
- Proper social distancing is defined as a six (6) foot separation between individuals.
- Ensure six (6) foot distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than six (6) feet 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 an area is occupied by more than one person, keep occupancy under 50% of maximum capacity.
- Social distance separation will be using tape or signs that denote six (6) feet of spacing in commonly used and other applicable areas on the site (e.g., main office areas, health screening stations, and reception areas).

- In-person gatherings will be limited as much as possible and we will use tele- or video-conferencing whenever possible. Essential in-person gatherings, such as meetings, will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Designated areas for pick-ups and deliveries will be established, limiting contact to the extent possible.

Personal Hygiene

Hand washing - Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. Our schools will plan time in the school day schedule to allow for hand hygiene.

- Hand hygiene includes:
 - signage encouraging hand washing and correct techniques;
 - traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method. This can be accomplished by singing or humming the happy birthday song twice;
 - adequate facilities and supplies for hand washing including soap and water;
 - use of paper towels or touch-free paper towel dispensers where feasible (hand dryers are not recommended as they can aerolize germs);
 - use of no-touch/foot pedal trash can where feasible; and
 - extra time in the schedule to encourage frequent hand washing.
- Students and staff should wash hands as follows:
 - upon entering the building and classrooms;
 - after sharing objects or surfaces;
 - before and after snacks and lunch;
 - after using the bathroom;
 - after helping a student with toileting;
 - after sneezing, wiping, or blowing nose or coughing into hands;
 - anytime hands are visibly soiled; and
 - when handwashing is not available use a hand sanitizer;
- Hand Sanitizer - At times when hand washing is not available students and staff may use a hand sanitizer. In order for the sanitizer to be effective it must contain a minimum of 60% ethanol or 70% isopropyl alcohol. It should be noted the sanitizers are flammable and students must be monitored and supervised when using these. Using hand sanitizers should include:
 - Signage placed near sanitizer dispensers indicating soiled hands should be washed with soap and water;
 - Sanitizer dispensers placed near entrances, in common areas, and throughout the buildings.

Visitor and Vendor Practices

No outside visitors or volunteers will be allowed on school campuses during school hours, except for the safety and well-being of students. Parents/guardians will report to the main office and not go beyond unless it is for the safety or well-being of their child. Essential visitors to facilities and parent/guardian visitors will be required to wear face coverings and will have restricted access to our school buildings.

Essential Visitors

- No visitor should enter a building unless necessary.
- All meetings should be held outside or via virtual meetings when possible.
- All essential visitors must be wearing proper face covering prior to entering any building and it must be worn at all times.
- All essential visitors check in at the main office of each building for temperature screening and to fill out and submit a proper COVID-19 CHECK-IN SCREENING form. The visitors must sign in with their identification through the Raptor system for a visitor badge when entering Castleton Elementary School or Maple Hill Jr./Sr. High School. This will indicate to all school personnel that the visitor has been screened.
- All essential visitors must sign in and out at the main office of each building stating their destination within that building for contact tracing. All visitors should be accompanied by a staff member.
- Should an essential visitor become ill while on campus, they must alert the staff member they are visiting to report the issue and then immediately seek medical attention.
- At the end of each day, the receptionist/designee at each building must scan the sign-in/out documents for essential visitors, substitutes, traveling and part-time staff into a shared Google folder for contact tracing purposes.

Vendor

- All vendors must be wearing proper face covering when on district property and prior to entering any building and it must be worn at all times.
- All vendors must report to the main office of each building first for temperature screening and to fill out the COVID-19 CHECK-IN SCREENING form. The vendors must sign in with their identification through the Raptor system for a visitor badge when entering Castleton Elementary School or Maple Hill Jr./Sr. High School. This will indicate to all other Security locations that the vendor has been screened. All vendors should be accompanied by a staff member.
- No vendor should enter a building unless necessary for completion of their job.
- All meetings with vendors should be held outside or via Google Meet, Webex, or other virtual meeting application when possible.
- Should a vendor become ill while on campus, they must alert the staff member they are visiting to report the issue and then immediately seek medical attention.

Training

The Schodack Central School District will train all personnel on new protocols and frequently communicate safety guidelines. Training on the precautions listed below will be conducted either remotely or in person. Social distancing and face coverings will be required for all participants if training is conducted in person. Training material is designed to be easy to understand and available in the appropriate language for all workers.

The Schodack Central School District will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face cover wearing, social distancing, and respiratory hygiene. Additional training will be provided on:

- prevention of disease spreads by staying home when they are sick;
- proper respiratory etiquette, including covering coughs and sneezes;
- avoiding the use of communal objects. If communal objects must be used, provide information on proper disinfection procedures between use. Examples of communal objects

include, but are not limited to, other workers' phones, desks, offices, computers or other devices, other work tools and equipment;

- up-to-date education and training on COVID-19 provided to employees and students; and
- risk factors and protective behaviors (i.e., cough etiquette and care of PPE).

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

Training for Screeners

The Schodack Central School District will identify individuals familiar with CDC, OSHA protocols, and DOH guidelines in each building who will be a trained screener. Screeners will wear appropriate employer-provided PPE, including at a minimum, a face covering, face shield, and social distancing. If social distancing or barrier/partition controls cannot be implemented during screening, PPE should be used when within six (6) feet of a student.

Training topics for all staff and substitutes

- Proper hand washing and proper hand hygiene
 - Promote frequent and thorough hand washing by providing employees, the school community, 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. <https://www.cdc.gov/handwashing/when-how-handwashing.html>
 - [Hand washing video](#)
- Proper cough and sneeze etiquette
- Social Distancing
 - Provide training for faculty/staff on how to address close contact interactions with students as part of every day job tasks.
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- Operating procedures (varies by building)
 - Entrance into the building
 - Cleaning procedures
 - Sick child pick up
 - Staff who are sick or suspected to be sick
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Proper cleaning techniques
 - Cleaning and disinfecting
<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.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>
https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf
- Hazard Communication – Right-To-Know
 - Proper use of chemicals and Safety Data sheets
 - <https://www.osha.gov/dsg/hazcom/>
 - No chemicals from home
 - Transfer of hand sanitizer in smaller containers
 - List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)

- <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
 - Exposure Control Plan – with a focus on Pandemic/COVID-19
 - Hard controls include walls, barriers, doors and plastic shields
 - Soft controls to include signs, floor markings, movable barriers, training and PPE
 - Personal Protective Equipment - PPE
 - Update Hazard Assessment and PPE Selection Worksheet for all identified employees.
 - Proper type, use, and size.
 - 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.
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Use of face coverings (donning/doffing) (cloth vs. surgical)
 - [Face coverings don/doff video](#)
 - <https://www.youtube.com/watch?v=PQxOc13DxvQ>
 - Respirator Protection (N95 - required for identified employees per NYS)
 - Inclusive into our existing Respirator Protection Program for medical staff only.
 - Training provided for identified personnel only.
- <https://oshareview.com/2020/04/osha-requirements-for-occupational-use-of-n95-respirators-in-healthcare/>

Signs and Messages

Signs will be posted in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs (such as by [properly washing hands](#) and [properly wearing a cloth face cover](#)).

When Students Eat in Classrooms

- Educate teachers and staff on food allergies, including symptoms of allergic reactions to food.
 - Educate all non-food service staff on any meal service-related activities they will be responsible for.
- https://www.cdc.gov/healthyschools/foodallergies/pdf/13_243135_A_Food_Allergy_Web_508.pdf

Space Design and Capacities

General Office Area

- All offices will be limited to 50% the rated occupancy for the space. Offices must normally maintain a minimum of 150 sq. ft. per individual, maintaining at least six (6) feet of separation between individuals.
- Additional protective barriers may be utilized to create a physical separation without hindrance to egress or airflow.
- Workstations will be reconfigured so that employees do not face each other, or establish partitions if facing each other cannot be avoided.
- Face coverings should be worn in these multiple use office settings.
- Additional breaks may be allotted to allow individuals time to leave the space to remove their masks. Specific determination of these conditions will be determined by the individual's program supervisor.

- Potentially shift/stagger start and end times (while still ensuring safe operations), to eliminate employees from congregating during the shift change-over, and from overcrowding at entrances and exits. Determination will be made once school schedules are finalized.
- Will reduce tasks requiring large amounts of people to be in one area.
- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.
- If in-person meetings are essential, follow local, state, and federal guidelines regarding capacity.

Conference Rooms

- Will limit in-person meetings (refer to NYS guidance), if virtual meetings are not feasible.
- If meetings are to occur in person, they will be conducted in a quick manner.
- Social distancing among participants will be required.
- Lingering and socializing before and after meetings should be discouraged.

Break Rooms and Lunch Rooms

- Break rooms must maintain a minimum of six (6) foot separation when consuming food or drinks. Maximum occupancy will be posted in each location.
- Staff are advised to take their lunch and breaks in their classrooms; in their vehicles or outside at the picnic table throughout the grounds.
- Staggered break schedules may be utilized to assist with separation concerns.
- If staff wish to take breaks together they must do so in a large space or outside, where at minimum a six (6) feet of separation can occur.
- Amenities that are handled with high contact frequency, such as water coolers, coffee makers, and vending machines will be replaced with alternatives where possible or will not be utilized.
- Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate.

Copier Rooms/Areas

- Congregating in copier rooms/areas is discouraged.
- Faculty and staff are encouraged to utilize Central Copying whenever possible.
- Cleaning supplies will be provided at copier stations.
- Staff are encouraged to wipe down touch surfaces post and prior use.

Elevators

- One person in an elevator at a time, unless medically necessary.
- Personnel must wear acceptable face coverings when in elevators as it is a common use area.
- Elevators will be frequently disinfected.

Restrooms

- All bathrooms regardless of size will be limited to one person at a time.
- In special circumstances where a student must be assisted in the use of the lavatory, the adult present must be wearing all applicable PPE including a face covering and when medically applicable, the student will be wearing a proper face covering as well.
- Signage will be posted on entry indicating one person at a time.

- Automatic hand dryer use will be discontinued and replaced with touchless paper towel dispensers.
- Touchless water fixtures will be installed where applicable.

Hallways/Stairwells

- Where feasible hallway traffic may be limited to single flow direction.
- Where single flow is not applicable, bi-direction traffic will be permitted.
- Directional flow will be identified by indications on the floor/stairs.
- Adequate distancing will be obtained between all individuals by taped off lanes on the corridor floors/ stair treads.
- All individuals must also allow for adequate space between when traveling in the same direction.

Classrooms

- Occupancy in each classroom will be specific and determined based off of the overall square footage of the space.
- Each Student, teacher and support staff will receive not less than six (6) feet of separation from others.
- Additional considerations will be taken to account for space utilized for classrooms and teaching material.
- Overall class sizes will be reduced to accommodate all safety parameters.
- Students, teachers and support staff will be required to wear a proper face covering at all times.
- Where possible, special teachers and PPS staff will travel to the classroom to provide instruction.
- Restrict items in the classroom to that of obvious use.
 - Remove any unnecessary furniture.
 - Remove any soft surfaces that are difficult to disinfect such as:
 - Area Rugs
 - Soft fabric chairs

Nurse Stations

- All students and staff are required to wear appropriate face coverings.
 - N95 Respirator use for nurses should be limited to situations of suspected COVID-19 or other appropriate PPE as defined by the New York State Department of Health.
 - Nurses must receive proper training and fitment of N95 Respirators prior to use.
- Where applicable, nurse stations have been reconfigured to:
 - Maintain social distancing of no less than six (6) feet.
 - Create “sick” and “well” zones.
 - Students that receive daily medication should be treated separately from students presenting with symptoms of illness.
 - Nebulizer treatments should be conducted in a separate isolated space with adequate fresh air circulation.
 - Physical separation will be achieved by utilizing:
 - Individual exam rooms;
 - Polycarbonate or other approved barriers; and/or

- Retractable dividing curtain walls.

- Isolation Rooms
 - Individuals presenting with symptoms representative of COVID-19 should be immediately isolated to reduce risk of transmission.
 - A separate room will be utilized where applicable.
 - Reference the Isolation Room/s section for additional information.

Isolation Rooms

- Where applicable, separate, independent room/s with a door in close proximity to the exterior will be utilized for quarantining individuals who present with symptoms representative of COVID-19.
- Where excess space is not available, nurse stations will be equipped with dividing curtains allowing for both a physical divide and at minimum six (6) feet of separation.
- These rooms have been identified in each building:
 - Castleton Elementary School - Room # 154
 - Maple Hill Jr./Sr. High School - Room # 125
 - District Office Building - Room # 103
 - Bus Garage - Break Room

Security Vestibule/Reception areas

Security Stations will remain at the main entrance of each building.

- Where a multi-entrance design is used, additional security posts will be instituted.
- They will serve as the primary location for accounting for all individuals entering and exiting the building.
- Barriers have been installed to protect all individuals.
- Floor demarcations will be installed to indicate where visitors shall stand to maintain social distance.
- Reception areas have had seating removed or adequately spaced to provide at minimum of six (6) feet of separation.
- Frequently touched materials such as magazines have been removed.

Shared Computers and Devices

- The use of shared space and equipment use will be limited where feasible.
- Tables of computers will be reconfigured so as to not face each other or a polycarbonate barrier will be installed to create a physical barrier.
- Cleaning and disinfection of shared devices will be frequent. Keyboards should be wiped and disinfected before and after each use.
- Students should be instructed to wash hands prior to and after touching the keyboards along with other frequently touched surfaces.

Library Spaces

- Remove all soft covered surfaces that cannot be properly cleaned and disinfected.
 - Bean bag chairs
 - Upholstered couches or chairs
 - Area rugs

- Reconfigure space to ensure social distancing.
 - Tables will be limited to one individual at a time where applicable.
 - Polycarbonate or other approved barriers may be installed to create a physical barrier.
 - Desks should be arranged so as to not face each other.
 - Small reading nook use should be discontinued unless:
 - limited to one person at a time; and
 - Cleaned and disinfected routinely.
- Borrowing of materials such as books may need to be discontinued if adequate disinfection cannot be achieved.
- Create directional traffic flow patterns between bookcases to ensure social distancing.

Engineering Controls

- Alcohol based hand sanitizer will be available in each entry, all corridors, and each classroom.
- Bathrooms
 - Limited to one occupant at a time.
 - Automatic hand dryer use will be discontinued.
 - Touchless soap dispensers are in place at each sink.
 - Touchless paper towels dispensers have been installed.
 - Touchless faucets are currently in most bathroom spaces.
 - In areas where old style fixtures exist, they will be replaced as applicable.
 - Entry doors to gang bathrooms will be left open where applicable to reduce the need to handle.
- Vestibules/Reception Areas
 - Barriers have been installed to provide protection for Schodack Central School District staff and visitors to the buildings.
 - Barriers have been designed in accordance with New York State Fire Code.
- Water Fountains
 - As required by New York State Code, a potable water supply will be provided per 150 occupants, but not less than one source per floor.
 - To reduce cross contamination the bubbler/drink spout has been removed or disabled where possible.
 - Automatic/touchless bottle filling equipment is installed in place of the drink spout where applicable.
 - Additional bottle filler stations will be installed where necessary.
 - These appliances will be routinely cleaned and disinfected as described in the Cleaning and Disinfection Section.
- Floor Demarcations
 - All entrances or areas of static wait have floor signage installed allotting for a minimum of six (6) feet of separation between all individuals.
 - All Corridor floors and Stairway treading have been fitted with stripping to indicate directional traffic flow and social distancing.
- Corridor doors will all be affixed open using electromagnetic hold-open devices to minimize the need to touch doors.
- Temperature Screening Equipment
- Exterior Tenting and Corridors

Ventilation

The Schodack Central School District will ensure sufficient ventilation and fresh air to all spaces of occupancy by means of:

- Modifications to the Building Management Systems to allow fresh air dampers to introduce more outside air;
- Air handling systems have been inspected for function with higher MERV rated filters;
- Spaces where fresh air is limited due to original building systems, fresh air will be introduced through open windows and doors;
 - Options for replacement and modification to existing systems will be explored;
- Fan motors speeds will be increased where applicable to ensure volume and flow of 15cfm minimum;
- More frequent maintenance and inspection of the systems will occur to mitigate extra strain on systems; and
- Filter replacement schedules will be more frequent.

Cleaning and Disinfection

The Schodack Central School District will 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. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include but are not limited to:

- Bathrooms
- Athletic training rooms, locker rooms
- Health offices, isolation rooms
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Breakrooms
- Cafeterias/Kitchens
- Computer carts
- Science labs
- Classrooms
- Maintenance offices and work areas
- Bus Garage
- Buses, school vehicles
- Libraries
- Large meeting areas (auditoriums, gymnasiums, music rooms)
- Playgrounds (cleaning only)
- Outdoor seating areas (plastic or metal)

Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home.

The district will provide and maintain hand hygiene stations around the school, as follows:

- for handwashing: soap, running warm water, and disposable paper towels;
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical; and
- Accommodations for students who cannot use hand sanitizer will be made.

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each individual's use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The district will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.

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.

Suspect or Confirmed COVID Cases

- *Emergency Response* - Students and staff with symptoms of illness must be sent to the health office. A school nurse (Registered Professional Nurse, RN) is available to assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat. Proper PPE will be required anytime a nurse may be in contact with a potential COVID-19 patient.
- *Isolation* - Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may also be in this isolation room if they can be separated by at least six (6) feet. If they cannot be isolated in a separate room from others, facemasks (e.g., cloth or surgical mask) will be provided to the student if the ill person can tolerate wearing it and does not have difficulty breathing, to prevent the possible transmission of the virus to others while waiting for transportation home. Students should be escorted from the isolation area to the parent/guardian. The parent or guardian will 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; other considerations include:
 - closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
 - opening outside doors and windows to increase air circulation in the area;
 - waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
 - clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas;

- once the area has been appropriately cleaned and disinfected it can be reopened for use; and
- individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- *Notification* - the NYS and local health departments will be notified immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff and visitors.

Contact Tracing

Public Health Officials assume the task of contact tracing, once notified.

To ensure the school district and its employees comply with contact tracing and disinfection requirements, the Schodack Central School District will do the following:

- have a plan for cleaning, disinfection, and notifying the Rensselaer County Health Department, 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 your building or facility if someone is sick;
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- close off areas used by the person who is sick;
- 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 a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available;
- 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; and
- workers without close contact with the person who is sick can return to work immediately after disinfection.

Return to School after Illness

The Schodack Central School District has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

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

The district will refer to DOH's "[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)" regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

The district requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

Closure Considerations

When a person has been identified (confirmed) or suspected to be COVID-19 positive; the process in the Schodack Central School District could include:

- having school administrators collaborate and coordinate with local health officials to make school closure and large event cancellation decisions;
- establishing a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with the Rensselaer County Department of Health;
- developing a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue;
- implementing, as needed, 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; and
 - Communicating as soon as possible with staff, parents, and students.
- using the Department of Health guidance/procedures for when someone tests positive.
 - In consultation with the Rensselaer County Department of Health, 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 Rensselaer County Department of Health.
 - In accordance with guidance for quarantine at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff quarantine.
 - Additional close contacts at school outside of a classroom should also quarantine at home.
- closing of schools could be a regional decision;
 - 7 metrics - NYS Dashboard
 - Schools will reopen 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 average after August 1, 2020.
- thresholds will be determined on a case-by-case basis dependent on the numbers (school closures may be a response); and
- Buildings may consider closing if required cleaning products (bleach and water can be used as a cleaning product) and PPE are not available.