

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).

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.