

Health and Safety Protocols

Phelps Clifton Springs Re-Opening Plan

2020-2021



Staff Training



STAFF WILL WATCH APPROVED VIDEO INSTRUCTING THEM ON HOW TO OBSERVE FOR SIGNS OF ILLNESS IN STUDENTS AND STAFF



THE VIDEO TRAINING WILL TAKE PLACE DURING THE SEPTEMBER 8-11 SUPERINTENDENT'S CONFERENCE DAYS



ADDITIONALLY, STAFF WILL BE INSTRUCTED BY THE SCHOOL NURSE AND ADMINISTRATORS TO SEND STUDENTS EXHIBITING SIGNS OF ILLNESS TO THE SCHOOL NURSE

Temperature Checks and Health Screening



Staff and students will be required to complete daily self-checks for both symptoms of illness and temperatures



Students and staff with a temperature over 100.0°F or higher must stay home



When/Where families are unable to screen their child(ren) for temperatures, the district will do so on campus and prior to allowing students into the building



Staff will be required to complete a daily screening questionnaire verifying their ability to report to campus



Students will be required to complete a similar questionnaire but on a periodic basis

Health Screening for Visitors

1. Visitors, guests, contractors and vendors will receive a temperature check and complete a health screening prior to entering any school building
2. The temperature checks and screenings will be completed by either the school nurse or a trained staff member
3. Any visitor, guest, contractor, or vendor who shows a fever of 100°F or greater and/or exhibits any signs of illness related to COVID-19 symptoms, will be denied entry

Instruction for Parents/Guardians to Observe for Signs of Illness

- Parents/guardians will be provided resources regarding the careful observation of symptoms of COVID-19 and health screening that must be conducted each morning before coming to school. Resources will be shared in a variety of mediums, including:
 - Mailings
 - Postings on school social media (Facebook, Instagram, Twitter)
 - Updates in the designated area of the official school website
- According to The Centers for Disease Control and Prevention (CDC), the following are the most common symptoms of COVID-19:

- Fever or chills (100°F or higher)
- 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; and/or
- Diarrhea

- Parents/Guardians are required to notify the school when their child(ren) develop symptoms or if their answers to the questionnaire change during or outside school hours
- Any student or staff with a fever of 100°F or higher and/or symptoms of possible COVID-19 virus infection should not be present in school

Signage to Promote Correct Hand and Respiratory Hygiene

- The district will ensure all sinks have soap and paper towels to support proper handwashing.
- Hand sanitizer will be available in every classroom, which will contain a sanitizer with greater than 60% alcohol.
- Hand sanitizer dispensers will be placed near entrances to the buildings, near the cafeterias, gyms, and other strategic locations.
- The district will provide instruction on safe respiratory hygiene, including training on how to sneeze and cough in a sanitary manner and properly dispose of tissues.



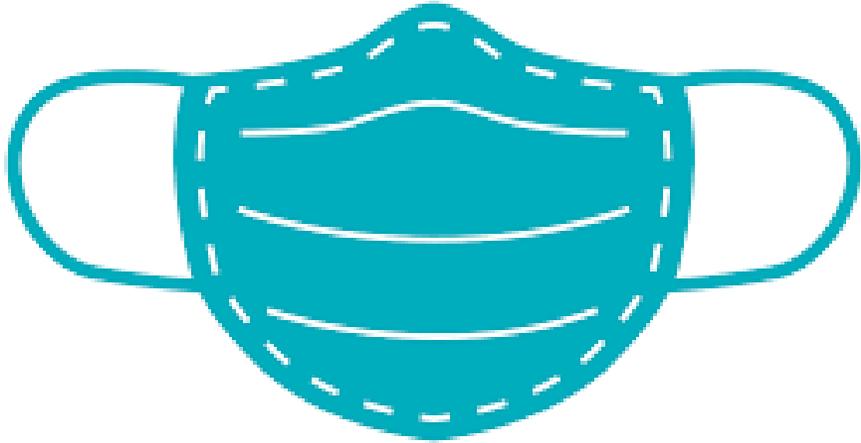


Physical Distancing

- Every effort shall be made for all students to be kept six feet apart to reduce close contact between people.
- Modifications will be made to all learning spaces.
- Individuals will be expected to stay at least six feet away from other people in indoor and outdoor areas to the extent practicable.
- Signage will be placed on busses, outside of buildings, and throughout the building, reminding students, staff, and visitors of social distancing guidelines.
- The District will promote behaviors to reduce the spread of COVID-19, including hand hygiene and respiratory etiquette, cloth face coverings, social distancing, and staying home when appropriate, through classroom instruction, guidance, redirection, and reminders.

High Risk/ Medically Vulnerable Groups

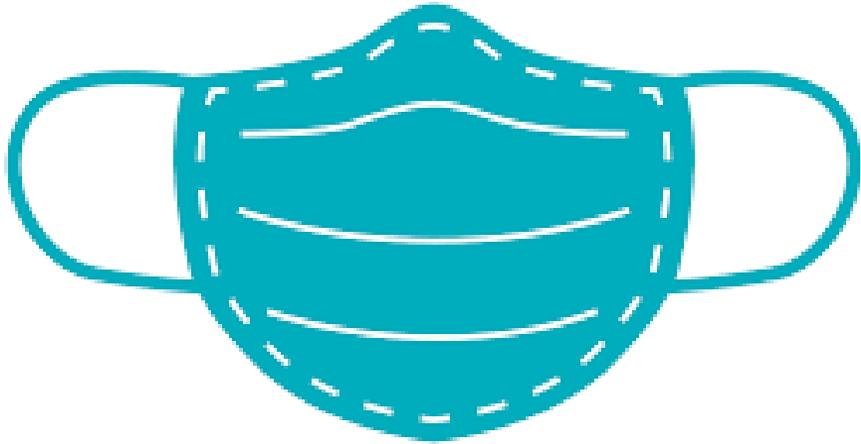
- Students who are medically vulnerable or have family members in high-risk groups may also need to participate in remote learning. The district will make accommodations based on the needs of these students in the school community.
- Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is essential for parents/guardians to work with their child's healthcare providers so that an informed decision can be made to best meet the child's needs at school while protecting their health and safety. Parents/guardians may need to consider alternate plans created in consultation with school health personnel to meet the needs of the children with special needs.



Students:

- Students will be required to wear face coverings to the greatest extent practicable:
 - while riding the bus;
 - while waiting outside school buildings before and after school; and
 - while in school or at a school function in any facility on campus, including while transitioning in hallways
- All face coverings must cover the nose and mouth. Students may remove face coverings:
 - When eating or drinking during assigned breakfast/snack/lunch periods
 - During built-in mask breaks determined by the teacher or administrator.
 - If a student does not have a face covering, the District will provide an appropriate covering.
- Students who repeatedly fail, or refuse, to following the guidelines around wearing a face covering will be subject to disciplinary consequences under the District's Code of Conduct. Refusing to wear to a face covering will be considered insubordination.
- The District will follow the most current guidelines from the CDC and SED around face coverings.

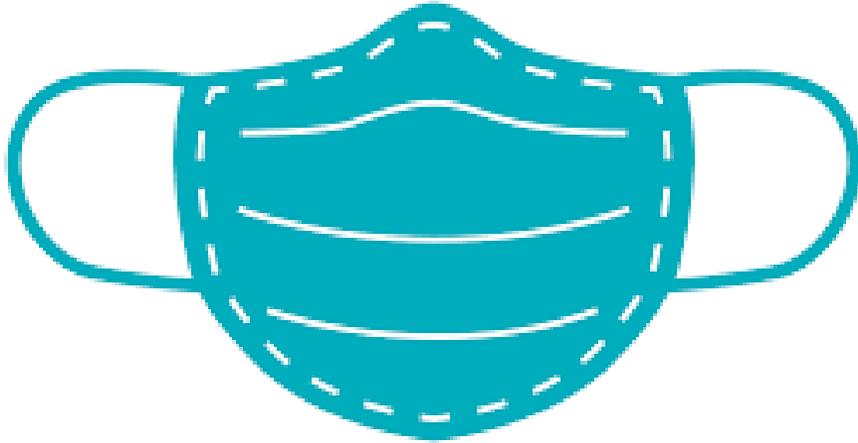
Face Coverings Requirements



Staff:

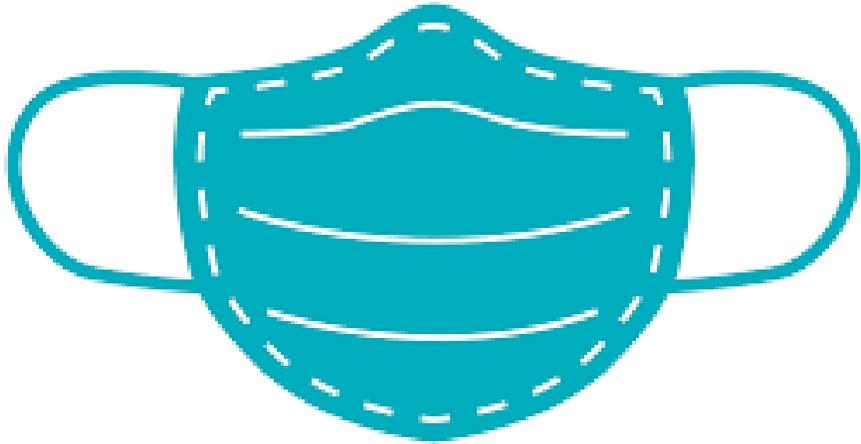
- All staff members will be required to wear a face-covering:
 - While working or attending a school function in any facility on campus, including while traveling in hallways, elevators, or District-owned vehicles when more than one individual is occupying the vehicle.
- Face coverings must cover the nose and mouth of the staff member. Employees can remove face coverings:
 - If working in an individual office and/or workspace where appropriate physical distancing can be maintained.
 - In conference rooms, if appropriate physical distancing can be maintained.
- A staff member may only be exempt from these protocols if an appropriate healthcare provider certifies in writing that the employee is not medically able to tolerate wearing a face covering.
- The District will provide appropriate face coverings to each staff member; however, employees may choose to wear their own.
- The District will follow the most current guidelines from the CDC and SED around face coverings.

Face Coverings Requirements



Visitors

- All visitors (volunteers, vendors, family members) will be required to wear a face-covering:
- While working or attending a school function in any facility on campus, including while traveling in hallways, elevators, or district-owned vehicles when more than one individual is occupying the vehicle.
- Face coverings must cover the nose and mouth of the individual. Visitors may remove face coverings:
- If working in an individual office and/or workspace where appropriate physical distancing can be maintained.
- In conference rooms, if appropriate physical distancing can be maintained
- As directed by administration or other staff members.
- Visitors who fail to abide by these protocols will be required to leave school grounds and may be refused re-entry.



- According to the Center for Disease Control (CDC), there may be complicating factors concerning the wearing of masks for students or adults in a school environment. All requests for each exemption needs to come from a physician or mental health care provider who specifically states the student meets one or more of the following criteria:
 - The child is under the age of two
 - Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction
 - Anyone who has trouble breathing or is unconscious; or
 - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
- The NYS Department of Health ([click here](#) to access their guidance document) and Education Department ([click here](#) to access their guidance document) also states that face covering should be exempt if:
 - Student are medically unable to tolerate a face covering and the face covering would impair their physical or mental health
 - Face covering should not be required if it presents a challenge, distraction, or obstruction to educational services and instruction. In such cases, a determination will be made in consultation with the district's physician.

Face Coverings Exemptions

Confirmed Cases of COVID-19

- If there is a confirmed case of COVID-19 at Phelps Clifton Springs CSD, the District will immediately contact the Ontario County Department of Health as well as its medical provider to determine appropriate next steps.
- To ensure the health and safety of students and staff, the following actions will be taken if there is a confirmed case of COVID-19:
 1. Isolating and safely removing individual(s) with a positive COVID-19 diagnosis
 2. Closing off areas used by the individual(s) with the positive COVID-19 diagnosis
 3. Increasing natural air circulation in affected areas
 4. Turning off HVAC services to the affected area to prevent the spread
 5. Follow CDC and DOH recommendations for cleaning and disinfecting affected areas
 6. Coordinating with the DOH in notifying relevant classroom/building/district parents of the positive COVID-19 diagnosis while maintaining medical confidentiality.
 7. Supporting contact tracing efforts by:
 - Maintaining accurate visitor logs and attendance records
 - Keeping up to date class rosters and attendance records
 - Creating bus and classroom seating charts
 - Utilizing hallway cameras to help determine potential exposure

COVID-19 Testing Plan

This plan was developed in collaboration with and based on guidance provided by the Ontario County Department of Health.

1. A student or staff member who displays symptoms of COVID-19 should stay home from school/work, indicate on the health screening form that they have symptoms, and follow-up with the school nurse. Symptomatic individuals will be encouraged to visit their primary care physician or an urgent care facility, with the recommendation to be tested for COVID-19.
2. A student or staff member who displays symptoms of COVID-19 at school/work will be placed in a designated isolation space where they will be evaluated and supervised by one of our school nurses. Nursing staff will wear all of the designated and appropriate Personal Protective Equipment (PPE) when evaluating a potentially symptomatic individual.
3. In the case of a student, once symptoms are confirmed by a school nurse, the symptomatic student will remain in the isolation room until they are picked up by a parent/guardian. The parent/guardian will be encouraged to bring the student to visit their pediatrician/primary care physician or an urgent care facility, with the recommendation to be tested for COVID-19.
4. In the case of a staff member, once symptoms are confirmed by a school nurse, the symptomatic staff member will remain in the isolation room until they are picked up by a loved one or can leave on their own accord. The staff member will be encouraged to visit their primary care physician or an urgent care facility, with the recommendation to be tested for COVID-19.
5. In accordance with CDC guidelines, individuals who are symptomatic but have not tested positive for COVID-19 will not be allowed to return to school/work until:
 - The individual receives written clearance from a physician/healthcare provider if they have been diagnosed with another condition; or
 - The individual has had no fever, without the use of fever reducing medication, and have felt well for at least 24 hours.
6. In accordance with CDC guidelines, individuals who have tested positive for COVID-19 or have been diagnosed with COVID-19 by healthcare provider will not be allowed to return to school/work until:
 - It has been at least ten days since the individual first had symptoms; and
 - It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
 - It has been at least three days since the individual's symptoms improved, including cough and shortness of breath; and
 - The individual has received written clearance from the local department of health
7. The Phelps-Clifton Springs Central School District (school nurses and/or COVID-19 Safety Coordinator) will communicate with the Ontario County Department of Health regarding confirmed and suspected cases of COVID-19.
8. The Phelps-Clifton Springs Central School District will follow the recommendation of the local health department regarding isolation, quarantine, and/or closure of classrooms or school buildings following a confirmed case of COVID-19.

Contact Tracing

This plan was developed in collaboration with and based on guidance provided by the Ontario County Department of Health.

1. The Phelps-Clifton Springs Central School District (school nurses and/or COVID-19 Safety Coordinator) will communicate with the Ontario County Department of Health regarding confirmed and suspected cases of COVID-19, as well as the appropriate steps to be taken for symptomatic individuals, positively diagnosed individuals, and proximate contacts.
2. A student or staff member who displays symptoms of COVID-19 should stay home from school/work, indicate on the health screening form that they have symptoms, and follow-up with the school nurse. Symptomatic individuals will be encouraged to visit their primary care physician or an urgent care facility, with the recommendation to be tested for COVID-19.
3. A student or staff member who displays symptoms of COVID-19 at school/work will be placed in a designated isolation space where they will be evaluated and supervised by one of our school nurses. Nursing staff will wear all of the designated and appropriate Personal Protective Equipment (PPE) when evaluating a potentially symptomatic individual.
4. In the case of a student, once symptoms are confirmed by a school nurse, the symptomatic student will remain in the isolation room until they are picked up by a parent/guardian. The parent/guardian will be encouraged to bring the student to visit their pediatrician/primary care physician or an urgent care facility, with the recommendation to be tested for COVID-19.
5. In the case of a staff member, once symptoms are confirmed by a school nurse, the symptomatic staff member will remain in the isolation room until they are picked up by a loved one or can leave on their own accord. The staff member will be encouraged to visit their primary care physician or an urgent care facility, with the recommendation to be tested for COVID-19.
6. In accordance with CDC guidelines, individuals who are symptomatic but have not tested positive for COVID-19 will not be allowed to return to school/work until:
 1. The individual receives written clearance from a physician/healthcare provider if they have been diagnosed with another condition; or
 2. The individual has had no fever, without the use of fever reducing medication, and have felt well for at least 24 hours.
7. In accordance with CDC guidelines, individuals who have tested positive for COVID-19 or have been diagnosed with COVID-19 by healthcare provider will not be allowed to return to school/work until:
 1. It has been at least ten days since the individual first had symptoms; and
 2. It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
 3. It has been at least three days since the individual's symptoms improved, including cough and shortness of breath; and
 4. The individual has received written clearance from the local department of health.
8. The Phelps-Clifton Springs Central School District will coordinate closely with the local departments of health as they facilitate the contact tracing process. Using our daily attendance and class by class attendance, our student management system, our camera system, seating charts (bus and classroom), and/or visitor logs (if visitors are permitted), we will work with the local departments of health to provide the information they need to conduct a proper and thorough contact tracing.
9. The Phelps-Clifton Springs Central School District will follow the recommendation of the local health department regarding isolation, quarantine, and/or closure of classrooms or school buildings following a confirmed case of COVID-19.

Return to School After Illness

- When the District has a confirmed positive COVID-19, the school nurse will follow the Fever/Symptoms Protocols Flowsheet.
- The flowsheet criteria include the CDC recommendations of:
 - 3 days with no fever
 - Respiratory symptoms have improved (e.g., cough, shortness of breath)
 - 10 days since symptoms first appeared
- If a staff member has close contact with a confirmed COVID-19 but is not experiencing COVID-19 symptoms, the employee may return to work following a 14-day self-quarantine.
- There are instances where an asymptomatic essential worker may be allowed back for the District's safe operation. In that situation, the school medical director will discuss the matter further with the Superintendent on a case by case basis.
 - If a staff member becomes ill during the day and requires intervention by the school nurse, the Fever/Symptom Flowsheet will be used by the school nurse in determining when to release the individual based on an assessment of possible COVID-19 illness.
 - However, their return to work is more appropriately managed by the Human Resources Department to ensure all employees receive their benefits under Federal and State law and to uphold employee confidentiality.
- In all cases, the District may change these procedures by the direction of the county Department of Health.

COVID-19 SYMPTOM FLOWCHART

IF A STUDENT OR EMPLOYEE HAS:

1. A measured temperature $\geq 100^{\circ}\text{F}$
OR
2. Any of the following symptoms:

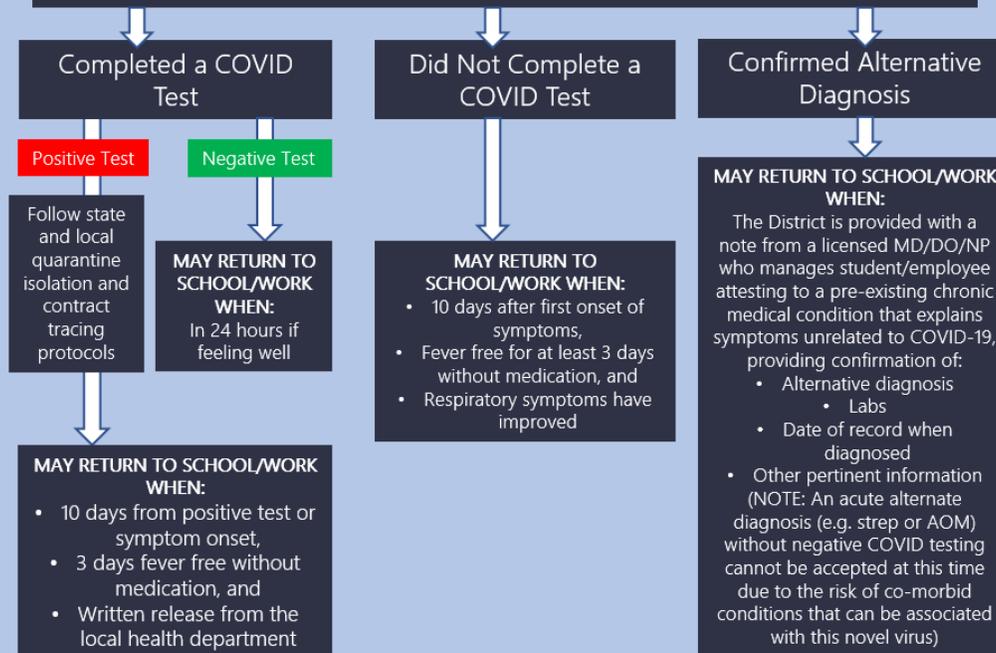
Subjective fever, chills	Headache *
Cough *	Nausea or vomiting or diarrhea *
Shortness of breath *	New loss of taste or smell
Nasal congestion or runny nose *	Fatigue *
Sore throat	Muscle aches

*Disregard this symptom if school personnel are already aware of a non-COVID chronic pre-existing condition that causes that symptom AND if the nature of that symptom (duration, intensity, etc.) is consistent with what school personnel are familiar with.

TAKE THE FOLLOWING ACTIONS

1. Ensure the symptomatic student(s) or employee(s) is in appropriate PPE and remove them from public spaces.
2. Isolate student(s) or employee(s) until they can be transported home.
3. Refer symptomatic student(s) or employee(s) to call their Primary Care Provider (PCP).

STUDENTS AND EMPLOYEES TO STAY HOME UNTIL:



Cleaning and Disinfecting

The main purpose for this cleaning plan is to protect the health of our students, staff and the community. Implementation of this approach to cleaning must be done with the safety and well-being of all those involved as the primary focus and must follow the guidelines set forth for reopening. Following checklists and maintaining logs will result in the best outcomes for our students, staff and community and reduce the spread of COVID-19.

Cleaning and Disinfecting Schools According to CDC Guidelines

- The District will perform routine cleaning on a regularly scheduled basis by district custodial staff assigned to that building or area. The cleaning will include disinfecting all restrooms, scheduled sweeping of the floors, cleaning and sanitizing tables used for meals, emptying trash, and other day-to-day cleaning tasks.
- Additional cleaning to help keep students and staff above what is considered routine will focus on frequently cleaning and disinfecting high touch surfaces throughout the campus to prevent the spread of COVID-19.
- When there is a class change during the day, classroom cleaning should be done before the next group arrives. This is performed by the teacher using District supplied cleaning products and equipment. Cleaning and sanitizing desks, sinks, and high touch areas are done during the day by teachers and every night by custodial staff.
- All employees perform personal area cleaning in their workspace, including their desk, headset, telephone, keyboard, chair, or any other items they use in performing their duties. This cleaning is done using District supplied cleaning products and equipment.
- Cleaning will be focused on frequently touched surfaces and may include the following:
 - Tables, doorknobs, light switches, countertops, handles and handrails, desks, phones, keyboards and tablets, toilets and restrooms, faucets and sinks, drinking fountains (if in use), elevator buttons, recreation equipment, vending machines (if in use), copier, printer, and fax control buttons, front desk and lobby surfaces, microwave, refrigerator, appliance in lounges (if in use).
- The overriding purpose of this plan is to protect the health of our students, staff, and the community. Implementation of this approach to cleaning must be done with the safety and well-being of all those involved as the primary focus and must follow the guidelines set forth for reopening. Following checklists and maintaining logs will result in the best outcomes for our students, staff, and community and reduce the spread of COVID-19.

Cleaning and Disinfecting Schools Continued

- Emergency cleaning, directed by the Department of Health, will be performed by custodial staff and/or contracted services on an emergency basis in response.
- Areas used by the person who is suspected or confirmed to have COVID-19 will be closed off until sanitized.
- The affected area used by the person suspected or confirmed to have COVID-19 can be closed off (classroom, restroom, hallway), building operations will continue if advised to do so by the local DOH.
- Outside doors and windows will be opened to increase air circulation in the area.
- Before cleaning and disinfection occur, 24 hours will pass, unless waiting 24 hours is not feasible, in which case, we will wait as long as possible.

School Ventilation

- The Phelps-Clifton Springs CSD will maintain all HVAC equipment to the manufacturer-recommended specifications. The Trane HVAC controls system is maintained and adjusted through our PMI program by a Trane factory-trained technician. All filters are replaced in all HVAC units regularly by district maintenance staff. High dust areas and high occupancy areas now have filters replaced every 90 days or sooner if needed. Additional air filtration levels are being investigated with vendors to prevent the spread of the COVID 19 virus through existing HVAC systems. Per SED and DOH guidance, as much outside air as possible is being introduced to facilities via the HVAC systems while maintaining proper heating and cooling levels. Classroom windows are an additional source of outside air to be used when the weather will allow.



School Safety Drills with Modifications

- The District will continue to conduct mandatory fire and lockdown drills to comply with existing safety requirements throughout the course of the year. When conducting drills, however, the following considerations will be used to minimize the potential spread of infection:
- **Lockdown Drills:**
 - Conduct drills in settings where physical distancing and face coverings can be implemented
 - Conduct drills on staggered schedules so that physical distancing and face coverings can be maintained
 - Provide an instructional overview of how to respond in a crisis as opposed to hiding or sheltering
- **Fire Drills:**
 - Conduct drills on staggered schedules so that classrooms are not evacuating all at once
 - Stagger drills by classrooms in order to minimize contact between students and staff in hallways, stairwells, evacuation sites, etc.
 - Provide education to all students about fire drill procedures whether they are participating in remote or in-person instruction