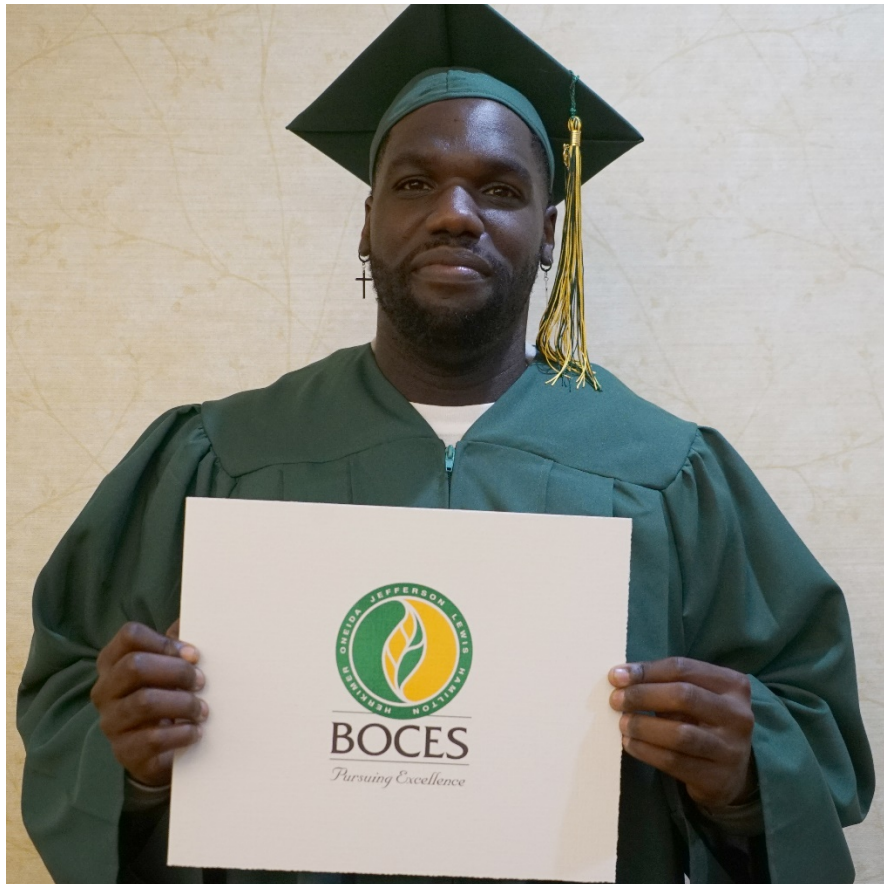




Adult & Continuing Education Department

Adult Education Reopening Guidance

A quick reference guide from our reopening plan.





Adult & Continuing Education Reopening Guidance

The Adult & Continuing Education Department of the Jefferson-Lewis BOCES provides educational training courses and high-stakes testing services to the adult population within the communities. This population consists of individuals who are 21 years of age and older. Exceptions due apply to individuals who have graduated high school and are interested in instructional programming and some testing services. The educational services include courses in three primary areas of Business & Industry Training, Health Occupations Training and Literacy Education Training. High-Stakes testing services include the operation of the Testing Center and testing for the New York State High School Equivalency Diploma.

Please reference this document for guidance in the following categories.

- Social Distancing, Face Coverings and Space Configurations
- Schedules and Signage
- Cohorts
- Learning Environments Defined
- Personal Protective Equipment, Hygiene, Cleaning and Disinfection, Cleaning and Disinfection Following Suspected or Confirmed COVID-19
- Coordination, Phased Reopening and Communications Plan
- Health Screening and Temperature Checks, Positive Screen Protocols, In-Person Screening
- School Health Offices and Tracing and Tracking

Social Distancing, Face Coverings and Space Configurations

All involved individuals will practice social distancing, i.e., maintaining six feet of space in all directions surrounding their person while participating in a program or service. Face coverings will be required at all times by all participants. Hand washing/sanitizing will be required at the start of any session and subsequent to any break on re-entry.

Schedules and Signage

The schedules of arrivals and departures will be guided to ensure the number of individuals is compliant to the current gathering number as authorized by public health officials. Instructional schedules will be designed to afford no more than the maximum number of students in a classroom or lab setting in order to meet six feet requirement for social distancing. Instructional schedules will be based on enrollment. All programs will follow program guidance respective to the oversight of NYS Department of Health and NYS Department of Education offices.

Cohorts

Building entry will follow the organizational protocol for faculty, staff, students, and testing candidates, respectively. Students participating in Business & Industry Training and testing services will be informed as to a specific in-person instruction or testing time. Literacy Education Training and Health Occupations Training students will be divided into cohorts and informed as to a specific in-person instruction time and remote learning time (i.e., hybrid model of instruction). It is important to note that only one training course functions in the online environment and it is a Literacy Training course.

Learning Environments Defined

- In-person instruction is based on all students and instructor(s) attending traditional place-based instruction, i.e., Jefferson-Lewis BOCES, on a daily basis.
- Hybrid instruction is a combination of traditional place-based instruction and online learning. The cohort is divided into groups. Groups are assigned a portion of the day for traditional learning and the remainder of the day is assigned as online learning.
- Online learning centers on students completing assignments at a flexible pace. Although there are requirements for every assignment, the student determines when to complete the assignment within a specified time frame as determined by the instructor.

- Remote instruction is for emergency situations only. It is based on instructors delivering lessons online according to a set schedule.

Personal Protective Equipment, Hygiene, Cleaning and Disinfection, Cleaning and Disinfection Following Suspected or Confirmed COVID-19

Faculty, staff, students and testing candidates are required to wear acceptable face coverings, i.e., homemade or mass produced; cloth or transparent. JLB organizational protocols will dictate access points to additional and/or replacement face coverings. JLB organizational protocols will be engaged to ensure proper hygiene and disinfection requirements of the facilities daily at the conclusion of instruction or testing. Each instructional room and testing venue will contain a supply of sanitizer.

Coordination, Phased Reopening and Communications Plan

Organizational protocols will be enforced in a strategic hierarchy as directed from the Office of the District Superintendent. District administration will consult with the county health department and work with New York State Department of Health to protect all individuals and identify potential COVID-19 testing provider(s) to develop testing protocols and/or procedures. All communication and dissemination will follow the strategic organizational plan. Accordingly, information will be communicated from the District Office to the Adult & Continuing Education Department and flow to faculty, staff, students, and testing candidates.

Health Screening and Temperature Checks, Positive Screen Protocols, In-Person Screening

Organizational protocols will be instituted in a manner that addresses health screening and temperature checks for faculty, staff, students, and testing candidates. This information will be disseminated prior to the start of any program or service and thus entry into any of the buildings on campus. Adherence to the stated protocol is mandatory for participation.

School Health Offices and Tracing and Tracking

Governor Cuomo announced a change in the quarantine requirements for those traveling into or returning to New York State. Effective November 4, 2020, any student or staff who travels to a state other than those contiguous to New York may “test out” of the mandatory 14-day quarantine to return to in-person work or school. Travel to and from states contiguous to New York (i.e., Vermont, Massachusetts, Connecticut, New Jersey, and Pennsylvania) are exempt from the quarantine requirements.

Any student or staff member who was in another state for more than 24 hours must (1) obtain a COVID-19 diagnostic test within 3 days of departure from that state; (2) upon arrival in New York, complete the travel

form (see link below) and quarantine for 3 days; and (4) on the fourth day, obtain another COVID-19 test. If both tests are negative, the employee or student may exit quarantine and return to in-person work or school. Students and staff who were in another state for less than 24 hours do not need to obtain a COVID-19 diagnostic test prior to departing the state or quarantine for 3 days, but must fill out the traveler form upon entry to New York State and obtain a COVID-19 diagnostic test 4 days after arrival in New York.

As with the original travel restrictions, local health departments will validate tests, if necessary, and if a test comes back positive, will issue isolation orders and initiate contact tracing. The local health departments are expected to contact the state the traveler came from, to ensure contact tracing proceeds there as well.

It is also important to note that the Governor is encouraging New York residents to refrain from non-essential travel in order to limit the spread of COVID-19.

If you have questions, feel free to contact your school nurse or explore the following weblinks:

[NY Traveler Advisory Website](#)

[Traveler Form Submission Link](#)

Thank you for helping our students, staff, and community remain safe and healthy!

COVID-19 Testing. The decision of whether a test may need to be conducted will be determined by the student or staff member's physician, the school physician, or the local county department of health **except if a student or staff member is symptomatic. If symptomatic, a COVID-19 test will be required to return to school.** In the event that a large-scale testing may need to be conducted at the school, the district administration will consult with the School Physician or the county health department, working with New York State Department of Health (NYSDOH) to identify potential provider(s) and to develop testing protocols and/or procedures.

Contact Tracing Schools. Local health department and school coordination is an integral part of mitigating COVID-19. Both are committed to coordinating all activities necessary to ensure the health of students, staff, and the community. The local county public health service will conduct case investigation of individuals with confirmed diagnosis of COVID-19. Contact tracing follows case investigation and is a process to identify, monitor, and support individuals who may have been exposed to a person with COVID-19.

Staff of the school will play an important role in supporting the health department efforts to obtain needed information. Similar collaboration occurs routinely for case and contact investigations of other communicable diseases and would be expected to continue seamlessly for COVID-19 investigations. When a COVID-19 case is identified, local county public health will request assistance from the school to identify potential contacts.

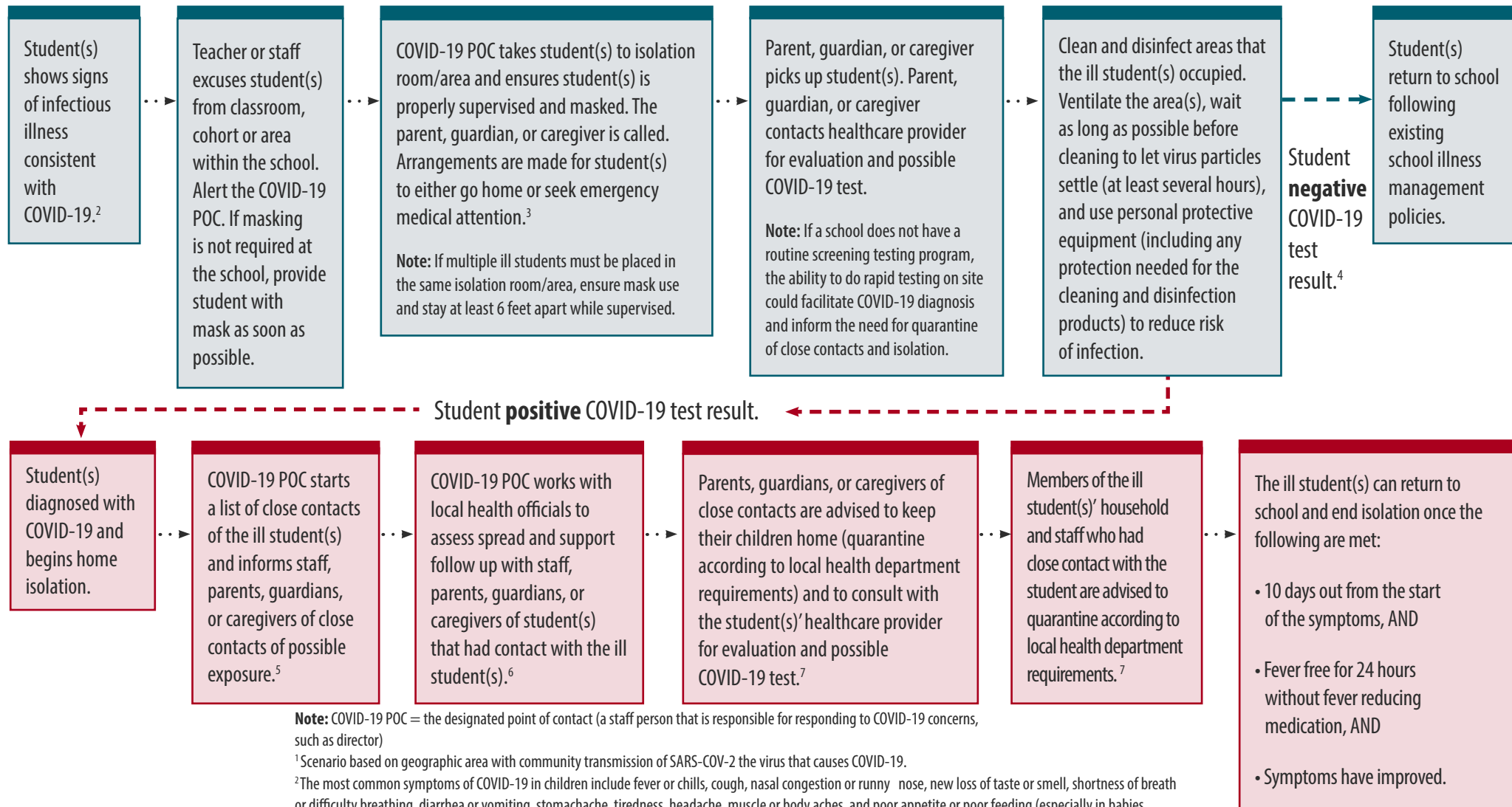
Case investigators and contact tracers will:

- Identify potential contacts through interview of the person (or parent/guardian for children) with COVID-19 and school personnel.
 - The positive person (or parent/guardian for children) is interviewed by local county public health staff, who elicits information about the person's illness, determine when they may have become infectious and determine other people who might have been exposed. Those potentially exposed individuals (or parent/guardian) are then interviewed; persons who are determined to be close contacts are referred for testing and advised to quarantine for 14 days from the date of last exposure. For both cases and close contacts, public health staff will monitor their health status and compliance with disease control measures and connect them to local resources as necessary.
 - JCPHS staff will need information about different areas within the school and who was in the area at a given time or locating information for identified children or staff associated with the facility. Local county public health may need to interview teachers, school staff, bus drivers, students etc.
- Alert contacts of their exposure, assess their symptoms and risk, and provide instructions for next steps. The named contacts will be told of their potential exposure to COVID-19, but the person to whom they were exposed will not be named.
- Link those with symptoms to testing and care.

NOTE:

- 1) Please refer to the following chart as a quick guide to school protocol.
- 2) Please monitor the Jefferson-Lewis BOCES website (www.boces.com) for COVID-19 policy and procedure updates.

WHAT TO DO IF A STUDENT BECOMES SICK OR REPORTS A NEW COVID-19 DIAGNOSIS AT SCHOOL¹



Note: COVID-19 POC = the designated point of contact (a staff person that is responsible for responding to COVID-19 concerns, such as director)

¹ Scenario based on geographic area with community transmission of SARS-COV-2 the virus that causes COVID-19.

² The most common symptoms of COVID-19 in children include fever or chills, cough, nasal congestion or runny nose, new loss of taste or smell, shortness of breath or difficulty breathing, diarrhea or vomiting, stomachache, tiredness, headache, muscle or body aches, and poor appetite or poor feeding (especially in babies under 1 year old).

³ Schools that do not have a universal mask requirement could require masking by students, teachers, and staff if they are experiencing onset of upper respiratory infection symptoms at school while waiting to be picked up or leave the school.

⁴ With no known close contact.

⁵ Close contact is defined as someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask. See exception in the definition for the exclusion of students in the K-12 indoor classroom: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

⁶ To the extent allowable by applicable laws regarding privacy.

⁷ CDC guidance provides that people who are fully vaccinated and do not have COVID-19 symptoms do not need to quarantine, but should get tested after an exposure to someone with COVID-19.

