

# **Salamanca City Central School District**

District Safety and Education Plan  
Salamanca High School Safety and Education Plan  
Warrior Academy Safety and Education Plan  
Seneca Intermediate Safety and Education Plan  
Prospect Elementary Safety and Education Plan

Phase 2- Students on Campus  
Revised August 27, 2020



## Salamanca City Central School District

*This document is an adaptation of the Association of Educational Safety and Health Professionals' Practical Guidance for School Reemerging from a Pandemic Guide. The Salamanca City School District acknowledges and credits the AESHP for much of the work contained herein.*

### **Forward**

New York State Public Schools are nearly as diverse as its people. As such, the needs and conditions that exist in each individual school district makes a “one size fits all” approach to reopening schools a problematic one.

The Association of Educational Safety and Health Professionals (AESHP), Health and Safety Professionals representing all 37 BOCES in New York State, have created this document with that variegation in mind. The guidelines contained herein, are a meta-analysis of sorts, including ideas, general guidance, and potential solutions from many of the resources shared by independent interest groups and Federal and State governmental entities. In addition, AESHP members from across New York State have used their expertise to add detail and specificity to the more general information contained in the documents mentioned above.

This document is meant to be viewed as a collection of best practices or possible solutions to the challenges we face moving forward. While lengthy, we ask that you do not reject this document due to its size. Common documents (i.e. Daily Screening and Retuning to Work, General Practices, Training, etc.) are referenced within various documents, and are to be used as extra guidance in addition to the Standard Operating Procedures.

The content is broken down by department (General Office, Medical/Nursing Office, Information Technology, etc.), and it contains information related to the functions and hazards associated with that specific area. We encourage you to share the section(s) that pertain to the various District/BOCES job function(s), and to highlight the portions of the document that work best for your educational community. Again, this is not provided as an all-encompassing collection of what you must do, but rather, a list of what you can do.

Due to the constantly changing situation, this has become a living document that could be updated frequently. We encourage that you check with your Health and Safety service (BOCES) to obtain the most recent version. If this document is altered or personalized to meet the needs of your school community, we request that you remove the logo and all references to AESHP.

## Acknowledgements

*This document is an adaptation of the Association of Educational Safety and Health Professionals' (AESHP) Practical Guidance for School Reemerging from a Pandemic Guide. The Salamanca City School District acknowledges and credits the AESHP for the work contained herein.*

This is a compilation from hours of meetings and discussions concerning COVID-19 and the development of best practices and other issues that may have an impact on educational facilities in the coming months. We would like to acknowledge the following people and/or organizations that have played a role, either directly or indirectly, in the creation of this guidance.

Safety professionals from the following educational facilities helped create this document: Broome-Tioga BOCES, Capital Region BOCES, Champlain Valley Educational Services, DCMO BOCES, Erie 1 BOCES, Genesee Valley Educational Partnership, Hamilton-Fulton-Montgomery BOCES, Jefferson-Lewis BOCES, Oneida-Herkimer-Madison BOCES, Onondaga-Cortland-Madison BOCES, Otsego-Northern-Catskills BOCES, Rochester City School District and general AESHP members. Thank you for all of the hard work and dedication to this project.

In order to provide the best possible document to help Districts/BOCES meet the challenges caused by this pandemic, we solicited input/guidance from specific individuals and organizations.

### **New York State Association of School Nurses**

Lou Ann Gleason, MSN RN (President)  
Olga Jeanne Dolly, MSN, FNP-C, SNT  
Connie Griffin, BS, RN, AE-C, NCSN

### **New York State Department of Labor**

Eileen Franko, DrPH, Director  
John Usher, Associate Industrial Hygienist

### **Cornell University**

Nellie Brown, MS, CIH, Director  
Workplace Health and Safety Programs  
Worker Institute – School of Industrial and Labor Relations

### **Paradigm Environmental Services, Inc.**

Brad Arthur, Vice President  
Tanya Henry, Epidemiologist, MPH, BS, DrPHc

### **Mental Health Association of New York State, Inc.**

Amy Molloy, MSW, M.Ed., Project Director  
School Mental Health Resource and Training Center

### **Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES**

George Shaffer III, J.D., Director of Employer/Employee Relations  
Michael Lively, Director of Programs for Exceptional Students  
Eli Stawicki, Director of Information Technology

### **Oneida-Herkimer-Madison BOCES**

Mark Zalocha, PBIS Coordinator  
Jasmine Peck, LMSW School Social Worker

### **School District/BOCES Staff**

Lisa Ingerson – Thousand Islands Central School District  
Lisa Rizzo – Oneida-Herkimer-Madison BOCES  
Margaret Sergent - Rochester City School District  
Perry Sheldon – Red Hook Central School District  
Patty Wagoner – Alexandria Central School District

## **Introduction**

This adaptation of the Association of Educational Safety and Health Professional's (AESHP) Practical Guidance for School Reemerging from a Pandemic Guide has been completed after three stakeholder surveys, three district level stakeholder meetings, six building level stakeholder meetings, one board of education public hearing, open publication for public comment, and future review by the district safety committee.

## **Philosophy**

### **Safety Philosophy:**

If the District cannot open our buildings to students and staff safely, we will not open our buildings.

### **Educational Philosophy:**

It is anticipated that e-Learning will be a requirement at one time or another during the 2020-2021 school year so the Salamanca City CSD will become excellent at it and capitalize on implementing high quality research based instructional strategies through contemporary e-Learning technologies.

In the development of the educational component of this plan, the District will:

- Prioritize the request of parents and guardians, whether they be completely e-Learning, hybrid, or in person instruction
- Focus on e-Learning
- Prioritize the social and emotional wellbeing of our students and staff
- Return student to school on a gradual spectrum
- Prioritize power standards

# **GO WARRIORS!!!**

## Definitions

*e-Learning*- This is teaching and learning that occurs through synchronous (in real time) or asynchronous (such as recorded video) instruction using electronic methods of communication. The district will master e-Learning strategies to best meet the needs of all students and employ a wide range of technologies.

*Face Covering*- a face covering will meet the following criteria but will ultimately be used to protect the wearer and others. In functionality it must eliminate the release of particulate materials from the mouth and nose. In general it must:

- Fit snugly but comfortably against the side of the face
- Fully cover the mouth and nose
- Be secured with ties, elastic or ear loops
- Allow for breathing without significant restriction
- Be able to be laundered and machine dried without damage or change to shape

*Hybrid*- This is teaching and learning which combines part time face to face (on campus) with e-Learning processes to ensure students successful meet learning outcomes

*In Person Instruction*- This is teaching and learning that occurs in a face to face environment and may occur on campus or at an alternate location.

*Isolation* - Isolation is used to separate people infected with the virus (those who are *sick* with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until [it's safe for them to be around others](#). In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

*Physical Distancing*- Sometimes referred to as social distancing, this practice involves maintaining a distance deemed safe, usually 6 feet, between one person and another. In some circumstances, this distance may be increased.

*Quarantine* - Quarantine is used to keep someone who might have been *exposed* to COVID-19 away from others. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

*Social/Physical Distancing* - Social distancing, also called “physical distancing,” means keeping space between yourself and other people. To practice social or physical distancing: Stay at least 6 feet (about 2 arms' length) from other people.

**Salamanca City Central School District**  
Safety and Operational Guide

Name of School District: Salamanca City CSD

Address: 50 Iroquois Drive

Contact Information: Mark Beehler, Deputy Superintendent

Superintendent of Schools: Robert Breidenstein

Safety and Security: Ray Haley

## Section 1- Adult Operations

### PEOPLE

Departments currently working in buildings throughout the school district:

- Administration
- Buildings and Grounds
- Clerical and Office Staff
- Custodial and Maintenance Staff
- Food Service Staff
- Teachers
- Technology Services Staff
- Transportation Staff

### Training

The District will train all personnel on the precautions listed below either remotely or in person.

- General practices
- Face covering hygiene
- Proper hand hygiene.
- Prevention of disease spread by staying home when they are sick
- Proper respiratory etiquette, including covering coughs and sneezes
- Limiting use of communal objects: other workers' phones, desks, offices, computers or other devices, other work tools and equipment
- COVID-19 risk factors and protective behaviors (i.e., cough etiquette and care of PPE)

### Training for Screeners

The district will use an online self screening tool as well as thermometers on site. Where thermal cameras are used at entrances, screeners will be trained by district personnel.

### Training topics for all staff and substitutes

Proper hand washing

- [Hand washing video](#) (1:26)
- Proper cough & 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
- Operating procedures (various)
  - Entrance into the building
  - Cleaning procedures
  - Sick child pickup
  - Staff who are sick or suspected to be sickness
- Proper cleaning techniques
- Hazard Communication – Right-To-Know
  - Proper use of chemicals
  - No chemicals from home
  - Transfer of hand sanitizer in smaller containers

## Salamanca City Central School District

- Exposure Control Plan – with a focus on Pandemic/COVID-19
- Personal Protective Equipment - PPE
  - Update Hazard Assessment & Personal Protective Equipment (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

### **Physical Distancing**

To ensure employees comply with physical distancing requirements, the Salamanca City Central School District will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. 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 area is occupied by more than one person, keep occupancy under 50% of maximum capacity.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations, reception areas)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

Common situations that may not allow for 6 ft. of distance between individuals:

- Custodial and Maintenance Work
- Bus Maintenance and Repairs
- Food Preparation and Distribution

Measures implemented to ensure the safety of employees:

- Ensure adequate Personal Protective Equipment (PPE) is available.
- Any time personnel are less than 6 ft. apart from one another, personnel must wear appropriate face coverings
- Wash hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% ethanol or 70% isopropyl alcohol

Engagement with Visitors:

- Visitors must follow the 6-foot social distancing mandate and follow regulations for wearing protective equipment to limit the spread of illness while on site
- Limit nonessential visitors to all school buildings, including district offices and transportation facilities

## Salamanca City Central School District

- Do not allow outside vendors
- Hold all parent meetings and other meetings by phone/virtual conferences
- Cancel all public use of school facilities, any future use will be decided by Superintendent
- Avoid the use of shared writing utensils and clipboards for sign in
- Discontinue the use of toys, magazines, and other shared items in waiting areas
- Provide a plastic protective barrier for reception areas
- Eliminate reception seating areas
- Request that visitors phone ahead from the parking lot
  - Confirm the necessity of the visit
  - Phone calls, e-mail, mail, or video conference should be used whenever possible, even if this means turning someone away at the door

### **General Office Area**

- Stagger shift start and end times greater than normal when possible (while still ensuring safe operations), to eliminate employees from congregating during the shift change-over, and from over-crowding at entrances and exits
- Reduce tasks requiring large amounts of people to be in one area
- Encourage staff not to linger or socialize in common areas
- Eliminate reception seating areas and request that visitors phone ahead or install a plastic partition at the reception area
- Review floor plans and remove or reconfigure seats, furniture and workstations as needed to preserve recommended physical distancing in accordance with guidelines
- Reconfigure workstations so that employees do not face each other, or establish partitions if facing each other cannot be avoided
- Employees should 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, consider limiting meetings to 10 people or less depending on local, state, and federal guidelines.
- Create corridors (outside, but preferably covered) where employees can enter the facility if in person screening is utilize
  - Have multiple such lines and entrances if possible to reduce crowding
  - Consider placing markings (whether in tape or otherwise) on the ground in the corridor to demarcate six (6)-foot lengths to provide for greater social distancing by employees while in line

### **Conference Rooms**

- Consider limiting in-person meetings (refer to NYS guidance), if virtual meetings are not feasible
- If meetings are to occur in person, they should be conducted in a quick manner
- Practice social distancing among participants
- Lingering and socializing before and after meetings should be discouraged

### **Break Rooms and Lunch Rooms**

- Temporarily replace amenities that are handled with high contact frequency, such as water coolers, coffee makers, and bulk snacks and replace them with alternatives.
- Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate.

## Salamanca City Central School District

- Stagger lunch breaks to minimize occupancy in break rooms and allow for social distancing.
- Congregating in kitchen areas should be discouraged.

### **Copier Rooms/Areas**

- Congregating in copier rooms/areas should be discouraged.

### **Elevator Use**

- Encourage one person in an elevator at a time
- Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

## **PLACES**

### **Personal Protective Equipment**

The Salamanca City Central School District will provide employees and visitors with an acceptable face covering at no-cost and have an adequate supply of coverings in case of replacement.

Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

- Training will be provided to all staff members on the proper use of face coverings including:
  - How to Wear Face Covering Appropriately
  - How to Put on/Remove Face Covering
  - How to Properly Remove a Face Covering
  - Proper Care of Face Coverings
- Touching of shared objects and surfaces is discouraged
- When in contact with shared objects or frequently touched areas, gloves will be provided; employees are encouraged to wash hands before and after contact

### **Common School Specific Shared Objects and Frequently Touched Areas**

Examples of some frequently touched areas in schools

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

## Salamanca City Central School District

Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects

### **Break Rooms and Lunch Rooms**

- Water coolers
- Coffee makers
- Shared Small Kitchen Appliances
- Refrigerator Handles
- Vending Machines
- Provide and require cleaning and disinfectants to wipe down after each use

### **Copier Rooms/Areas**

- cleaning and disinfectants will be available to wipe down after each use

### **Restrooms**

- Place signs asking employees to wash hands before and after using the restroom
- We will provide paper towels in restrooms and disconnect or tape-off hand air dryers
- Open top trash can will be provided
- Increase efforts to keep bathrooms clean and properly disinfected

### **Hygiene and Cleaning**

To ensure employees comply with hygiene and cleaning requirements, Salamanca City Central School District will do the following:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs onsite that document date, time, and scope of cleaning.
- Cleaning Logs will be maintained by the Buildings and Grounds department
- The District will provide and maintain hand hygiene stations for personnel, including hand washing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% ethanol or 70% isopropyl alcohol for areas where hand washing is not feasible.
- Every sign in location will provide a bulletin board with daily memos and updated safety plan procedures
- The District will post signs on how to stop the spread of COVID-19, proper hand washing technique, promote everyday protective measures, and the proper wearing of a face covering
- The District will conduct regular cleaning and disinfection daily, or more frequently as needed, along with frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed

## **Communication**

The Salamanca City Central School District will use the following methods of communication for sharing practices, policies, and updates:

- 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.)

## **The District will clearly communicate to the school community the various measures that have been taken to keep occupants safe:**

- What's been done to protect the health and safety of all building occupants. This communication will need to include new processes and expectations going forward: frequent hand washing, good cough/sneeze etiquette, proper wearing of face coverings, social/physical distancing, areas that are open and areas that have been closed off, etc.
- Communication will also be provided for what hasn't changed, like security practices, staff expectations, learning goals, etc.

## **Mental Health Resources**

- Staff who need social-emotional assistance when returning to work should notify their immediate supervisor or Penny Beattie at [pbeattie@salamancany.org](mailto:pbeattie@salamancany.org)

## **Personal Property**

- Personal items not required for school should be left at home (i.e., toys, playing cards, sports equipment, personal headphones, etc.). Personal items should be labeled prior to entering the school building and kept in a separate bag or area specifically for personal items from home.

**General Practices For All Employees and Visitors (Appendix A)  
to be distributed and acknowledged by all employees.**

**Daily Screening Process for Employees/Visitors and Employees  
Returning to Work After Diagnosis with COVID-19**

**Procedure for Employees Before Coming to Work**

All employees are required to complete the self assessment prior to reporting to work. The assessment can be located on the district homepage and through the district app.

*Do Not Come to Work if:*

- You have tested positive for COVID-19 or a presumed diagnosis by your physician or other healthcare provider
- If you have been in contact with a person with an actual positive COVID-19 test or presumed COVID-19 diagnosis by their healthcare provider
- You feel sick, contact your physician or other healthcare provider to discuss your medical condition
- Notify your direct and/or department supervisor immediately

*If you feel sick while at work:*

- If you start to feel sick when at a building, leave immediately
- Contact your direct and/or department supervisor
- Contact your physician or other healthcare provider to discuss your medical condition

**Any employee or visitor entering a district building will be screened. The following questions will be included in the screening.**

1. Since your last day of work, or last visit here, have you had any of these symptoms in the last 14 days? Symptoms of COVID-19 may include but are not limited to (refer to CDC for most recent information):
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever or feeling feverish
  - Chills
  - Fatigue
  - Muscle/body pain
  - Headache
  - Sore throat
  - Congestion or runny nose
  - Nausea
  - Vomiting
  - New loss of taste or smell
2. Have you tested positive for COVID-19 in the past 14 days?
3. Have you had any close contact in the last 14 days with someone with a confirmed or suspected COVID-19 case?

## Salamanca City Central School District

### 4. Have you traveled outside of NYS in the past 14 days?

If the answer to any of these are **YES**, the employee/visitor will not be allowed to enter and will be directed to contact their immediate supervisor and healthcare professional.

If the answer is **NO**, employees/visitor entering the building will be logged in (electronically or sign-in sheet) and provided a cloth mask, if the person does not have one, and asked to wash hands prior to reporting to their designated work space.

### **Refusing to Comply with Screening Procedures**

If the employee/visitor refuses screening they will not be allowed to enter the building. Employees will be charged their paid time off/sick time for that day. Visitors will be introduced to our School Resource Officer

### **Positive/Suspect Cases of COVID-19**

Understand that no one with symptoms associated with COVID-19 are permitted in the workplace.

### **Close Contact with an Infected Person**

Employees may have been exposed if they are within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time (15 minutes):

- Potentially exposed employees who have symptoms of COVID-19 should quarantine and follow local health department guidance.
- Potentially exposed employees, or a close contact of an infected person who does not have symptoms, should remain at home or in a comparable setting and quarantine for 14 days

All other employees should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor and stay home.

### **Employees should take the following steps to protect themselves at work:**

- Follow the policies and procedures of the employer related to illness, cleaning and disinfecting, work meetings and travel
- Stay home if sick, except to get medical care
- To the extent possible, avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails
- Avoid handshaking, fist bumps, high fives, etc.
- Minimize handling/sharing cash, credit cards, and mobile or electronic devices when possible
- Avoid all non-essential travel

### **Maintain social/physical distancing**

- Practice social/physical distancing at all times but especially while on district premises
- Do not congregate a lot of people in an area

## Salamanca City Central School District

- Keep six (6) feet away from other persons and do not go near anyone with respiratory symptoms of cough, fever, difficulty breathing, or other flu-like illness. Areas/actions to consider include:
  - Standing in line (screening, bathrooms, break/lunch rooms, serving areas)
  - Hallways will be designated as one way or two way. People shall travel with their right shoulder close to the wall. Do not to touch the wall while walking down the hallway
  - If social/physical distancing is not possible, activities such as: trainings, meetings, plays, sporting events and concerts, shall be cancelled or postponed
- Installation of Barriers:
  - Employees are directed to inform their supervisor if they need a physical barrier to reduce person to person contact.
  - Areas with frequent close person to person contact will have barriers (polycarbonate glass or some other non-combustible material) installed to separate individuals, such as:
    - Front office/greeter desk
    - High capacity offices where people are closer than 6 feet apart, shall have office dividers or other non-combustible material installed to separate desk/work areas
  - If staff must have person to person contact with other staff members, then follow these precautions - If contact is expected then both persons should:
    - Wear a face covering/mask
    - Wash hands or use hand sanitizer before and after contact
    - People working with special needs persons should wear a face covering/mask and wash hands regularly when unexpected contact may occur

### **Personal responsibility**

- Avoid touching eyes, nose, and mouth
- Cough/sneeze into a tissue you dispose of immediately or into the crook of your elbow, not into your hands
- Practice personal hygiene protocols at all times but especially while on district premises
- Personal hygiene:
  - Employees should wash hands often with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol if soap and water are not readily available, (especially during key times when persons are likely to be infected by or spread germs)
  - After blowing one's nose, coughing, or sneezing
  - Before, during, and after preparing food
  - After using the toilet
  - After touching trash
  - Before and after the work shift
  - Before and after work breaks
  - After touching objects that have been handled by others

### **Wear and Care of Face Coverings/Masks**

- Face covering/masks shall be worn by all building occupants unless precluded by medical conditions (documentation may be required)
- While on district premises, you must wear a face covering/mask at all times
- The only permissible time to remove a face mask is when you are alone in a workspace or on a designated mask break for students
  - Cloth or disposable face coverings will be provided by the district
  - Disposable face covering should not be laundered but disposed of properly
  - Face covering care will be the responsibility of the employee
  - Employees may wear their own cloth face covering or face covering/mask
- When wearing it, it must cover your nose and mouth completely
  - Fit snugly but comfortably against the side of the face
  - Fully cover the mouth and nose
  - Be secured with ties, elastic or ear loops
  - Allow for breathing without significant restriction
  - Be able to be laundered and machine dried without damage or change to shape

*Should cloth face coverings be washed or otherwise cleaned often? How often?*

Yes. Face Covering/masks should be washed daily.

*How do you safely sterilize/clean a cloth face covering?*

- Washing face coverings in a washing machine and drying in a dryer is recommended to properly clean a face covering.
- If face covering/masks are hand washed prepare a bleach solution of 4 teaspoons household bleach per quart of room temperature water. Soak the face covering for 5 minutes. Rinse the face covering thoroughly with cool water. Air dry, in direct sunlight, when possible. Wash hands for 30 seconds after washing the mask.
- Face coverings must be completely dry before wearing.

*How do you safely remove a used cloth face covering?*

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands for 30 seconds immediately after removing the mask. Be sure not to touch the outside of the mask when removing.

### **Hand hygiene**

- Wash hands often with soap and water for at least 20 seconds, especially after blowing noses, coughing, or sneezing, or having been in a public place
- Use hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol, if soap and water are not available. Additionally, employees should:
- Wash hands or use 60% ethanol or 70% isopropyl alcohol hand sanitizer after putting on or taking off the face covering
- Wash your hands frequently with soap and water or use 60% ethanol or 70% isopropyl alcohol hand sanitizer
- Practice hand hygiene protocols at all times but especially while on district premises

### **Employees at high risk**

## Salamanca City Central School District

Employees that are at high risk, which includes older adults (65 years and older) and people of any age with serious underlying medical conditions, are directed to consult with their supervisor. By using strategies that help prevent the spread of COVID-19 in the workplace, you will help protect all employees, including those at higher risk.

These strategies include:

- Implementing social distancing practices
- Actively encouraging employees to stay home when sick
- Promoting hand washing
- Providing supplies and appropriate Personal Protective Equipment (PPE) for cleaning and disinfecting workspaces
- In workplaces where it's not possible to eliminate face-to-face contact, higher risk employees may be assigned work tasks that allow them to maintain a 6-foot distance from others, if feasible

### **Communication**

To ensure the district and its employees comply with communication requirements, the Salamanca City Central School District will do the following:

- Post signage throughout the buildings to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and 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 workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means.
- The following individuals are responsible for maintaining an entry log
  - **District Office- Mrs. K. Magara**
  - **Transportation- Mr. R. Finch**
  - **High School- Mr. C. Siebert**
  - **Seneca Intermediate- Mrs. N. Beaver**
  - **Prospect Elementary- Ms. G. Pavone**
  - **Facilities- Mr. Pincoski**
  - **Cafeteria- Mr. Venezia**
- If a worker tests positive for COVID-19, the school district will 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.

If a worker tests positive for COVID-19:

**Mr. Ray Haley will contact the Cattaraugus Health Department**

**Contact Tracing and Disinfection of Contaminated Areas**

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 Salamanca City Central School District will do the following:

- 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
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms
- 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.
- Once area has been appropriately disinfected, it may be opened for use
- Workers without close contact with the person who is sick can return to work immediately after disinfection
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary
- Continue routine cleaning and disinfection.

In the case of an employee testing positive for COVID-19, the District will perform its own contact tracing by Ray Haley who will interview, review entry logs, and when possible review video recordings to identify individuals whom the infected individual had close contact with. Individuals who had close contact will be notified by their supervisor.

**Section 2- Student Operations**

## **Section 2.1- Health and Safety**

### **Screening**

- All students will be screened for temperature above 100.0 upon entering the school
- All parents/guardians will be provided a self assessment rubric for daily use at home prior to sending students to school
- Students who are ill are required to stay home

### **Isolation**

- Students who are ill or exhibit COVID- 19 like symptoms will immediately be isolated from other students. These students will be taken to:
  - Prospect Campus: Office Conference Room
  - Iroquois Campus: Seneca Office Conference Room
  - Warrior Academy: Office Conference Room

### **Physical Distancing**

- To ensure physical distancing, all school district rooms will identify and clearly communicate maximum capacity

To ensure students comply with physical distancing requirements, the Salamanca City Central School District will do the following:

- Ensure 6 ft. distance between students. Any time students are less than 6 ft. apart from one another, students must wear acceptable face coverings.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas in the school.
- Establish designated areas for arrival and dismissal

### **PPE**

- Students are required to wear face coverings while on the bus and in school except for during mask breaks.
- Students will be trained on how to properly don and doff face coverings, as well as how to care for them.
- The district will provide face coverings for students who do not have face coverings or whose face covering becomes soiled.
- The district will provide lanyards for students to use to secure face coverings when they are not on the face.

### **High Risk Students**

Students who are at high risk due to underlying medical conditions will be encouraged to participate in e-Learning opportunities. In the event e-Learning is not in the best interest of

the student, the school principal will develop an educational plan to ensure the safety and education of the student.

### **Training**

All students will be trained on:

- Symptoms of COVID-19
- Proper wear and care of face coverings'
- Proper hand washing
- Respiratory hygiene
- Physical distancing
- Mental health and stress reduction

## **Section 2.2- Transportation**

### **Cleaning**

Buses will be thoroughly sanitized before bus runs by cleaning and sanitizing after each bus is occupied. Drivers will use district provided cleaning materials and will be prohibited from bringing in materials.

### **Routing**

Routing of students will be done to ensure physical distancing practices with a maximum capacity on buses to be no more than 1/3 of normal maximum capacity.

### **PPE for students and drivers**

The Salamanca City CSD will provide and require face coverings for students and staff on buses. Face shields and gloves will be available for all drivers along with specific training. Drivers and monitors who are required to be in direct contact with students, will wear face coverings and gloves.

## **Section 2.3- Social Emotional Well Being**

The Salamanca City CSD values the social and emotional wellbeing of its students and staff. The District employs social workers, school counselors, psychologists, family support workers, and attendance officers who work collaboratively to meet the needs of students in distress. Additionally, the District has developed a program which educates and focuses on the positive wellbeing of all students.

Prospect Elementary will continue the use of tracking student social emotional wellbeing through individual logs and will continue the Building Strong Warriors curriculum which incorporates physical and health awareness including COVID-19

Seneca Intermediate and the Salamanca High School will utilize the RTI process for referring students to services and will continue the implementation of a third party vendor social emotional program including COVID-19.

Staff and students will undergo monthly mental health self assessments through the duration of the pandemic.

## **Section 2.4- Schedule and Attendance**

Parents and guardians will be contacted during the month of August to determine whether they select total e-Learning, hybrid instruction, or in person instruction for their student.

The 2020-2021 school will offer a number of challenges for students and staff. First and foremost is the safety of all those in our school community. The procedures outlined in this guide will take time to institutionalize and master. After employing the district safety protocols, we have learned they take time to master and the consequences of error are potentially very harmful. To ensure that staff is proficient with safety operations, in person student learning will not take place immediately. With that in mind, the school year will start with e-Learning at all levels of the district.

### **Salamanca High School**

Students are encouraged to continue e-Learning as long as they demonstrate success.

### **Seneca Intermediate**

Students in grades 4 and 5 are encourage to return to school on a hybrid model with attendance at Seneca for two days a week and e-Learning for the remaining three days. Students in grade 6 and 7 are encouraged to continue e-Learning as long as they demonstrate success.

### **Prospect Elementary**

Students are encouraged to return to school on a hybrid model with attendance at Prospect for two days a week and e-Learning for the remaining three days.

If parents or guardians elect to have students report to school, schedules will be developed by family when possible. This will ensure that families with multiple students in multiple grades or schools will all attend on the same days.

### **Warrior Academy**

Students will learn through e-Learning technologies.

## **Section 2.5- Technology**

e-Learning will be an integral component of instruction during the 2020-2021 school year. To ensure the success of all students, the district will complete expectations for student performance through e-Learning as well as expectations for teachers and parents/guardians. To ensure all students have access to electronic materials the district will:

- continue to provide one to one devices for all students. This includes laptop computers and iPads
- continue to provide Kajeet (or similar) WiFi devices to students who do not have internet access at their home
- continue to provide internet access to students via mobile hotspots that will be placed throughout the community
- continue to deliver instructional materials via USB to students who cannot access the internet

## **Section 2.6 – Special Education**

In accordance with the Individuals with Disabilities Education Act (IDEA), each student with a disability has unique needs and it is the purpose of the education system to ensure every student has access to their grade-level standards and makes progress in their education. The IEP is the roadmap for each student with a disability, and in these challenging and evolving times including COVID-19 restrictions, it is critical that the IEP team meets and works with the family to jointly determine what is working for each student in eLearning as well as what accommodations and modality of learning allows the greatest access.

Our families with students with IEP's will be contacted by the PPS staff to discuss eLearning and hybrid/face to face models to ensure all questions and concerns are addressed on an individualized basis. In an eLearning model families and staff will discuss and agree to a set of prioritized services to be delivered based on each setting.

Teachers and teacher aides need to wear facial coverings at all times when working with students who are unable or unwilling to wear face coverings for medical or programmatic reasons. Some teachers may need face coverings that have a clear opening in order to see their mouth during instruction. If teachers are scheduled to work with students who have additional behavioral concerns, they will be provided with a face shield in addition to face coverings. When an individual student is unable to wear a mask and/or social distance due to a disability and/or medical condition, the staff/teacher will be expected to follow the PPE guidelines outlined in this plan while working with the student.

If Hybrid the student will be provided instruction and accommodations to increase tolerance to wear a mask and understanding of PPE guidelines (i.e. social stories, visual cues, verbal prompting, behavior reinforcement plan, etc). If a student requires a break due to sensory or behavioral concerns, a room/area will be provided in accordance with appropriate social distancing and PPE requirements will be implemented. The student will be monitored by an appropriate number of staff to ensure safety.

### **Maintaining Inclusive Practices and Least Restrictive Environment; Development of Hybrid and/or eLearning for Special Education Instruction and Related Services teletherapy**

The district will provide parents with information, participation, and expectations regarding eLearning for all programming, related services and evaluations.

The Related Service Providers and Special Education teachers will be providing the same opportunities for training as all families/students in the various platforms (i.e. Zoom; class pages; etc)

## Salamanca City Central School District

For Hybrid Models/Face to Face: Students will remain in one classroom (integrated programs, self-contained students). If participating in a Hybrid model any student Integrated into General Education settings will be included in the age appropriate grade level class via zoom for all interactions. This model will allow for access into LRE settings. Its will also be reviewed at weekly administration/team meetings to determine additional face to face opportunities.

To maintain inclusive practices any student integrated into general education settings will be included in the age appropriate grade level opportunities through eLearning the same students receiving special education services in that general education class.

The students will be required to follow the PPE requirements and practice social distancing when in all learning opportunities. IEP services will be provided in accordance with the IEP while following PPE and social distancing guidelines. Should any changes be necessary to follow the guidelines, the general education teacher, special education teacher, related service providers, and families will discuss the student's individual needs and agree to a prioritized set of services that provide access to the curriculum and enable progress towards IEP goals.

### **Evaluations**

We will continue to identify, locate, and evaluate students suspected of having a disability and needing special education and related services. Some evaluation procedures can be completed utilizing eLearning and virtual testing procedures with collaboration with the provider and family. Some evaluations require in-person contact with students or observations of students in school/eLearning settings. We will conduct evaluations remotely and/or in person while adhering to public health guidelines for the safety of students and staff.

### **Accommodations and Modifications**

Accommodations and modifications can be provided regardless of the educational setting. General and special education teachers will continue to collaborate in determining the appropriateness and success of a student's unique accommodations and modifications. The IEP Team (general education teacher(s), special education teacher(s), related service providers, and families), will work collaboratively to identify alternative solutions if it believes an accommodation or modification is not appropriate or successful in a particular setting.

### **Individualized Education Program (IEP) Meetings**

We are committed to providing families an opportunity to have meaningful participation in the Special Education Process. At this time, we will be continuing to follow our Anniversary Date plan with CSE and CPSE meetings occurring beginning in September through June. At this time all meetings will take part via Zoom or telephone conference, we will have an option for limited Face to Face, in person meetings, with prior notification and Safety guidance to be followed. Whether in-person or an alternative format, such as videoconferencing or by phone, Special Education teams will partner with families to determine the most practical format to conduct IEP meetings and arrange for an interpreter if necessary.

### **Monitoring and Reporting**

Special Education Teams will continue to use consistent data collection and service log procedure across all learning environments (in school, hybrid, or eLearning). Collecting data and tracking the provision of services will assist educators and families in determining the effectiveness of instruction provided, student performance on IEP goals/objectives, and assist IEP teams in making the necessary adjustments to instruction. Periodic reports on the progress the child is making towards meeting the annual goals will continue to be provided.

This monitoring and reporting will also include opportunities for collaboration with the Team and families in regards to any compensatory services that may need to be provided based on the State Education guidelines.

### **Students who are Medically Fragile and/or Immune Compromised**

The District Team, with collaboration from the family, will develop an individualized plan to meet the student's needs while also following the PPE guidelines. Some ideas to consider while planning are inclusive settings, daily health screening and temperature checks, restroom uses as well as diapering and toileting, lifting and stretching activities, paths of travel, recreational activities and cleaning and disinfecting used materials.

### **1:1 and/or Special Class Classroom Aides:**

The following items are a fluid representation of protocols for any students that receive 1:1 TA services based on their IEP. This information will be reviewed/modified on a case by case basis based on hybrid, in-person or eLearning models.

- Both student and aide will wear appropriate facial coverings
- TA's will wear face shields when working with students who spit or drool
- TA's will use verbal, tactile, and visual prompting to refocus and redirect student
- Hand over hand support should be minimal, when needed to provide hand over hand assistance follow universal precautions of hand washing and protective gear
- Will be provided hand sanitizer/wipes/gloves, and gowns for their personal use for toileting, lifting, implementing stretching programs, and other duties (ie. fanny pack or string book bag).
- If eLearning the TA will assist with communication and facilitation of assistance to the child, family and teacher throughout all lessons.

### **Development of protocols for small grouping; Related services and Individualized Instruction**

All PPE and Salamanca Safety protocols will be followed in all scenarios. The processes listed below are fluid and will be reviewed based on individualized IEP needs and hybrid vs eLearning opportunities.

## Salamanca City Central School District

- Use of dividers and sneeze guards among students at tables. All dividers, sneeze guards, table tops, and chairs need to be wiped down before the next group, as well as any items to be used with multiple groups.
- Use of a dirty bin for manipulatives and other items used throughout the day to be cleaned at the end of the day.
- Use of a pointer and/or gloves during instruction to clarify important information and to decrease contact.
- Portable white boards to be able to share/highlight important information while decreasing physical contact with students and their materials.
- Individual lesson materials will be provided for each student in the group (ie. paper copies of books, math manipulatives, letter tiles--part of class supply lists)
- Lunch bunch groups may need to change time of service delivery and/or location to ensure social distancing based on Salamanca District protocol for face to face opportunities
- High School worked based learning and internships programs may need to be suspended for the beginning of the school year. Other options will be reviewed for work and assignments that can be completed in the school environment or virtually (that includes food shopping may need to be suspended for the beginning of the school year)

## **Section 2.7 Student Nutrition**

The Salamanca City CSD will provide breakfast and lunch to all students through the Community Eligibility Provision (CEP).

All physical distancing requirements will be followed during feeding times and during food acquisition.

Students and staff will be required to wash hands prior to eating

Student and staff will receive training and reminders to not share food

Feeding locations will vary by building and may occur in classrooms, large rooms, or other spaces.

## **Section 3- Building Considerations**

### **Section 3- Building Considerations**

#### **Security Cameras and Software**

The District will verify that cameras are operational, they may be useful if we have to track the movement of an individual through a building that is suspected to have or has the COVID-19 virus.

#### **Exterior Doors**

The District will ensure that proper signage is posted on exterior doors to inform building occupants and visitors of what needs to be considered prior to coming into the building.

#### **Fire Code Compliance**

The District will ensure we maintain buildings according to all codes established from NYS & NYSED

- Do not block egress paths with screening stations, barriers or other items
- Maintain at least 36” aisles between desks
- Maintain at least 8’ clear width in hallways
- Only install products that are fire retardant or fire proof

#### **Cleaning & Disinfecting**

When cleaning and disinfecting, employees should always wear Personal Protective Equipment (PPE) appropriate for the chemicals being used. Additional Personal Protective Equipment (PPE) may be needed based on an area of the building and the product used.

Follow CDC cleaning and disinfection recommendations.

Surfaces must be cleaned prior to disinfection.

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.

Frequently touched surfaces in common areas shall be cleaned and disinfected at least daily. Examples include (but are not limited to):

- Door knobs
- Light switches
- Handrails
- Faucet handles
- Drinking fountains

For frequently touched electronic devices it is recommended that hand sanitizing stations are provided with directions to sanitize hands before and after use of the device. Examples include (but are not limited to):

- Touch screens
- Copier controls
- Tablets

### **Hand Dryers in Restrooms**

Powered air hand dryers in restrooms can atomize moisture from the surface of hands which can carry viruses and germs, making them more easily inhaled into the lungs. These dryers will be disconnected and paper towel dispensers with proximity sensors be used instead.

### **HVAC System**

- Building ventilation systems have been evaluated and adjusted to run to maximize the quantity of fresh air intake and room air change rates.
- Building ventilation systems are programmed to run at least 2 hours before occupancy and 4 hours after maximum occupancy.
- Unit filters have been replaced and where possible will be replaced with MERV 13 filters

**Section 4- Cleaning**

## **Cleaning**

**All cleaning staff will be trained on the proper use of district cleaning supplies to ensure the effectiveness of disinfectants.**

**The District will follow the following procedures:**

- Create and retain a log that states:
  - Date
  - Time
  - Scope of cleaning and disinfection
- Schedule (at least daily) cleaning and disinfecting of touched surfaces during the regular school day. Cleaning and disinfecting should include frequently touched surfaces (PE equipment, door handles, sink handles, drinking fountains) and shared objects (toys, games, art supplies) between uses. Consider scheduling this task late morning and early afternoon
- Ensure safe and correct application of disinfectants ensuring adequate contact times
- Keep products away from children
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, or other methods
- Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) risk to children using the facility. Follow NYS DOH and/or local Public Health guidelines
- Soft Surfaces - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces
- Electronics
  - Place wipe-able covers on electronics
  - Follow manufacturer's instructions for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% isopropyl alcohol. Dry surface thoroughly

### **Cleaning/Disinfecting Procedure**

#### **Step 1. Clean**

- Wear disposable gloves or any other required PPE to clean and disinfect
- Clean surfaces using an appropriate cleaner making sure you produce friction on the surface
- Cleaning reduces the number of germs, dirt and impurities on the surface. Friction action breaks biofilm on any virus allowing disinfectant to contact the area
- Clean surfaces prior to disinfecting

#### **Step 2. Disinfect**

- Disinfecting kills germs on surfaces
- Ensure the area or item is cleaned with a cleaning agent before disinfecting
- Then disinfectant can be used

## Salamanca City Central School District

- District cleaners will use Hillyard cleaning products that have been approved for viruses and will have been properly trained on use
- Staff members will have access to Diversey Oxivir TB wipes

### **Classrooms**

- Teachers may be responsible for general cleaning within the classrooms and will be provided with Diversey Oxivir TB cleaning products.
- Keep cleaning supplies out of reach of children
- Schedule (at least daily) cleaning and disinfecting of touched surfaces during the regular school day. Cleaning and disinfecting will include frequently touched surfaces (PE equipment, door handles, sink handles, drinking fountains) and shared objects (toys, games, art supplies) between uses.
- In order to facilitate cleaning and disinfection, classroom materials should be removed to the greatest extent possible
- Trained Custodial staff will be responsible for heavier cleaning and disinfecting within classrooms
- Clean and disinfect high touch surfaces (but not limited to):
  - Classroom desks and chairs
  - Door handles and push plates
  - Bathroom faucets
  - Light switches
  - Shared telephones
  - Shared desktops
  - Shared computer keyboards and mice
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and counter tops
- Window in the classroom door is cleaned at minimum once per week
- Walls are spot cleaned
- Carpets are spot cleaned
- Make sure all windows are locked
- Clean/Disinfect classroom sink and toilet area (if applicable)
- Vacuum carpet daily if applicable
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

### **Restrooms and Locker Rooms**

- Clean and disinfect toilets, sinks and shower areas
- Clean and disinfect high touch surfaces (but not limited to):
  - Drinking Fountains
  - Door handles and push plates
  - Light switches
  - Handrails
- All trash receptacles emptied and trash removed from the room

## Salamanca City Central School District

- Floors full mopped
- Clean Doors and Partitions in Restrooms and Locker Rooms
- Walls are spot cleaned
- Check that toilets, faucets, and drains are working
- Check Sanitary Napkin Boxes
- Clean Exterior of Dispensers
- Make sure all windows are locked
- Restock all toilet paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

### **Common Areas (Hallways)**

- Clean and disinfect high touch surfaces (but not limited to):
  - Drinking Fountains
  - Door handles and push plates
  - Bathroom faucets
  - Light switches
  - Handrails
  - Buttons on vending machines
- All trash receptacles emptied and trash removed
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Walls are spot cleaned, when soiled
- Carpets are spot cleaned

### **Medical Office**

- Clean and disinfect health cots regularly (after each student use)
- Discard or launder coverings after each use
- Cover treatment tables and use pillow protectors
- Clean and disinfect high touch surfaces (but not limited to):
  - Classroom desks and chairs
  - Door handles and push plates
  - Bathroom faucets
  - Light switches
  - Shared telephones
  - Shared desktops
  - Shared computer keyboards and mice
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors full mopped
- Wipe clean: Tables, furniture and counter tops
- Walls are spot cleaned
- Carpets are spot cleaned
- Clean/Disinfect classroom sink and toilet area if applicable
- Vacuum carpet daily if applicable
- Re-stock all paper and soap products

## Salamanca City Central School District

- Clean Baseboards - Weekly
- Clean Light Fixtures – Weekly
- Replace Lights (Notify Custodian or Maintenance)

### **Clerical/Admin Offices**

- Clean and disinfect high touch surfaces:
  - Door handles and push plates
  - Bathroom faucets
  - Light switches
  - Shared telephones
  - Shared desktops
  - Shared computer keyboards and mice
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and counter tops
- Window in the door is cleaned at minimum once per week
- Walls are spot cleaned
- Carpets are spot cleaned
- Make sure all windows are locked
- Clean/Disinfect shared sink and toilet area if applicable
- Vacuum carpet daily if applicable
- Restock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

### **Athletic Areas**

- Establish a regular cleaning schedule for shared environmental surfaces such as wrestling mats or strength training equipment
- Disinfect mats and other high-use equipment at least daily
- Clean and disinfect high touch surfaces:
  - Handles on equipment (e.g., athletic equipment)
  - Drinking fountains
  - Ice Machines
  - Door handles and push plates
  - Light switches
  - Shared telephones
  - Shared desktops
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and counter tops
- Walls are spot cleaned

## Salamanca City Central School District

- Make sure all windows are locked
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

### **Restrooms**

- Clean and disinfect toilets, sinks and shower areas
- Wear proper PPE, avoid splashes
- Clean and disinfect high touch surfaces:
  - Sinks
  - Faucets
  - Soap dispensers
  - Drinking Fountains
  - Door handles and push plates
  - Light switches
  - Handrails
- All trash receptacles emptied and trash removed from room
- Floors full mopped
- Clean Doors and Partitions in Restrooms and Locker Rooms
- Walls are spot cleaned
- Check that toilets, faucets, and drains are working
- Check Sanitary Napkin Boxes
- Clean Exterior of Dispensers
- Make sure all windows are locked
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

## **Emergency Response Protocols & Drills - COVID-19 Adapted (Evacuation Drills & Lockdown Drills)**

The 2020-2021 school year may include hybrid models of the traditional school day. Emergency response drills, including evacuation and lockdown drills, may be spread across the different student populations dependent on the day each population is present the day the drills are scheduled.

### **Emergency Response Protocols:**

- Shelter-In-Place
- Hold-In-Place
- Evacuation
- Lockout
- Lockdown

### **Shelter-In-Place**

Identify areas that will be used for the Shelter-in-Place along with areas that cannot be used for due to certain types of environmental hazards (i.e.: high winds, tornado, etc.). Shelter-In-Place protocols will be the same with the following changes:

- Provide 6 feet of space between students and staff during the Shelter-In-Place
- Use of face coverings throughout the event may be considered
- If 6 feet between staff and students cannot be achieved, face coverings should be worn at all times during the event
- Plan to have extra face coverings on hand in the event that a person does not have one
- Listen for updates and respond accordingly

### **Hold-In-Place**

Hold-In-Place protocols will be the same the following changes:

- Provide 6 feet of space between students and staff during the Hold-In-Place
- Use of face coverings throughout the event may be considered
- If 6 feet between people cannot be achieved, face coverings should be worn at all times during the event
- Plan to have extra face coverings on hand in the event that a person does not have one
- Listen for updates and respond accordingly

### **Evacuate**

Evacuation protocols will be routinely the same with some minor adjustments:

- Identify areas outside of the building in advance that will allow 6 feet of separation of students and staff. Verify that students and staff will not impede emergency responders
- In effort to get all staff and students out of the building as quickly and efficiently as possible, face coverings should be worn at all times
- Plan to have extra face coverings on hand in the event that a person does not have one
- Identify, in advance, who will be holding the door to get out of the building, therefore reducing the amount of people touching the door hardware when leaving the building.

## Salamanca City Central School District

Personnel that will be conducting this task may be assigned to holding the door for one or more classrooms or until confirmation that everyone has vacated the building

- As written in the established protocols, bring all necessary items needed and consider adding the following items: extra face coverings, in the event a face covering becomes unusable and hand sanitizer
- If no extra face coverings are available, instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

### **Lockout**

Lockout protocols will be the same, besides maintaining 6 feet of space between students and staff in the area.

### **Lockdown**

During a Lockdown, there will be a violation of the 6 foot recommendation between people. In order to protect life safety, lockdown protocols will be mostly the same process as they have been conducted in the past.

- Evaluate, in advance, if there is room to social distance without being in the line of sight
- Face coverings should be worn during the event at all times
- Plan to have extra face coverings on hand in the event that a person does not have one
- Instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

**Appendix A**  
**Employee General Practices**  
**to be received and acknowledged by all employees**

## **General Practices- for all employees and visitors**

### **Daily Screening Process for Employees/Visitors and Employees Returning to Work After Diagnosis with COVID-19**

#### **Procedure for Employees Before Coming to Work**

All employees are required to complete the self assessment prior to reporting to work. The assessment can be located on the district homepage and through the district app.

#### *Do Not Come to Work if:*

- You have tested positive for COVID-19 or a presumed diagnosis by your physician or other healthcare provider
- If you have been in contact with a person with an actual positive COVID-19 test or presumed COVID-19 diagnosis by their healthcare provider
- You feel sick, contact your physician or other healthcare provider to discuss your medical condition
- Notify your direct and/or department supervisor immediately

#### *If you feel sick while at work:*

- If you start to feel sick when at a building, leave immediately
- Contact your direct and/or department supervisor
- Contact your physician or other healthcare provider to discuss your medical condition

#### **Any employee or visitor entering a district building will be screened. The following questions will be included in the screening.**

1. Since your last day of work, or last visit here, have you had any of these symptoms in the last 14 days? Symptoms of COVID-19 may include but are not limited to (refer to CDC for most recent information):
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever or feeling feverish
  - Chills
  - Fatigue
  - Muscle/body pain
  - Headache
  - Sore throat
  - Congestion or runny nose
  - Nausea
  - Vomiting
  - New loss of taste or smell
2. Have you tested positive for COVID-19 in the past 14 days?
3. Have you had any close contact in the last 14 days with someone with a confirmed or suspected COVID-19 case?
4. Have you traveled outside of NYS in the past 14 days?

## Salamanca City Central School District

If the answer to any of these are **YES**, the employee/visitor will not be allowed to enter and will be directed to contact their immediate supervisor and healthcare professional.

If the answer is **NO**, employees/visitor entering the building will be logged in (electronically or sign-in sheet) and provided a cloth mask, if the person does not have one, and asked to wash hands prior to reporting to their designated work space.

### **Refusing to Comply with Screening Procedures**

If the employee/visitor refuses screening they will not be allowed to enter the building. Employees will be charged their paid time off/sick time for that day. Visitors will be introduced to our School Resource Officer

### **Positive/Suspect Cases of COVID-19**

Understand that no one with symptoms associated with COVID-19 are permitted in the workplace.

### **Close Contact with an Infected Person**

Employees may have been exposed if they are within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time (15 minutes):

- Potentially exposed employees who have symptoms of COVID-19 should quarantine and follow local health department guidance.
- Potentially exposed employees, or a close contact of an infected person who does not have symptoms, should remain at home or in a comparable setting and quarantine for 14 days

All other employees should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor and stay home.

### **Employees should take the following steps to protect themselves at work:**

- Follow the policies and procedures of the employer related to illness, cleaning and disinfecting, work meetings and travel
- Stay home if sick, except to get medical care
- To the extent possible, avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails
- Avoid handshaking, fist bumps, high fives, etc.
- Minimize handling/sharing cash, credit cards, and mobile or electronic devices when possible
- Avoid all non-essential travel

### **Maintain social/physical distancing**

- Practice social/physical distancing at all times but especially while on district premises
- Do not congregate a lot of people in an area
- Keep six (6) feet away from other persons and do not go near anyone with respiratory symptoms of cough, fever, difficulty breathing, or other flu-like illness. Areas/actions to consider include:
  - Standing in line (screening, bathrooms, break/lunch rooms, serving areas)

## Salamanca City Central School District

- Hallways will be designated as one way or two way. People shall travel with their right shoulder close to the wall. Do not touch the wall while walking down the hallway
- If social/physical distancing is not possible, activities such as: trainings, meetings, plays, sporting events and concerts, shall be cancelled or postponed
- Installation of Barriers:
  - Employees are directed to inform their supervisor if they need a physical barrier to reduce person to person contact.
  - Areas with frequent close person to person contact will have barriers (polycarbonate glass or some other non-combustible material) installed to separate individuals, such as:
    - Front office/greeter desk
    - High capacity offices where people are closer than 6 feet apart, shall have office dividers or other non-combustible material installed to separate desk/work areas
  - If staff must have person to person contact with other staff members, then follow these precautions - If contact is expected then both persons should:
    - Wear a face covering/mask
    - Wash hands or use hand sanitizer before and after contact
    - People working with special needs persons should wear a face covering/mask and wash hands regularly when unexpected contact may occur

### **Personal responsibility**

- Avoid touching eyes, nose, and mouth
- Cough/sneeze into a tissue you dispose of immediately or into the crook of your elbow, not into your hands
- Practice personal hygiene protocols at all times but especially while on district premises
- Personal hygiene:
  - Employees should wash hands often with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol if soap and water are not readily available, (especially during key times when persons are likely to be infected by or spread germs)
  - After blowing one's nose, coughing, or sneezing
  - Before, during, and after preparing food
  - After using the toilet
  - After touching trash
  - Before and after the work shift
  - Before and after work breaks
  - After touching objects that have been handled by others

### **Wear and Care of Face Coverings/Masks**

- Face covering/masks shall be worn by all building occupants unless precluded by medical conditions (documentation may be required)

## Salamanca City Central School District

- While on district premises, you must wear a face covering/mask at all times unless working in your own room or personal space. Face masks should be
  - Cloth or disposable face coverings will be provided by the district
  - Disposable face covering should not be laundered but disposed of properly
  - Face covering care will be the responsibility of the employee
  - Employees may wear their own cloth face covering or face covering/mask
- When wearing it, it must cover your nose and mouth completely
  - Fit snugly but comfortably against the side of the face
  - Fully cover the mouth and nose
  - Be secured with ties, elastic or ear loops
  - Allow for breathing without significant restriction
  - Be able to be laundered and machine dried without damage or change to shape

*Should cloth face coverings be washed or otherwise cleaned often? How often?*

Yes. Face Covering/masks should be washed daily.

*How do you safely sterilize/clean a cloth face covering?*

- Washing face coverings in a washing machine and drying in a dryer is recommended to properly clean a face covering.
- If face covering/masks are hand washed prepare a bleach solution of 4 teaspoons household bleach per quart of room temperature water. Soak the face covering for 5 minutes. Rinse the face covering thoroughly with cool water. Air dry, in direct sunlight, when possible. Wash hands for 30 seconds after washing the mask.
- Face coverings must be completely dry before wearing.

*How do you safely remove a used cloth face covering?*

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands for 30 seconds immediately after removing the mask. Be sure not to touch the outside of the mask when removing.

### **Hand hygiene**

- Wash hands often with soap and water for at least 20 seconds, especially after blowing noses, coughing, or sneezing, or having been in a public place
- Use hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol, if soap and water are not available. Additionally, employees should:
- Wash hands or use 60% ethanol or 70% isopropyl alcohol hand sanitizer after putting on or taking off the face covering
- Wash your hands frequently with soap and water or use 60% ethanol or 70% isopropyl alcohol hand sanitizer
- Practice hand hygiene protocols at all times but especially while on district premises

### **Employees at high risk**

Employees that are at high risk, which includes older adults (65 years and older) and people of any age with serious underlying medical conditions, are directed to consult with their

## Salamanca City Central School District

supervisor. By using strategies that help prevent the spread of COVID-19 in the workplace, you will help protect all employees, including those at higher risk.

These strategies include:

- Implementing social distancing practices
- Actively encouraging employees to stay home when sick
- Promoting hand washing
- Providing supplies and appropriate Personal Protective Equipment (PPE) for cleaning and disinfecting workspaces
- In workplaces where it's not possible to eliminate face-to-face contact, higher risk employees may be assigned work tasks that allow them to maintain a 6-foot distance from others, if feasible

### **Communication**

To ensure the district and its employees comply with communication requirements, the Salamanca City Central School District will do the following:

- Post signage throughout the buildings to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and 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 workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means.
- The following individuals are responsible for maintaining an entry log
  - **District Office- Mrs. K. Magara**
  - **Transportation- Mr. R. Finch**
  - **High School- Mr. C. Siebert**
  - **Seneca Intermediate- Mrs. N. Beaver**
  - **Prospect Elementary- Ms. G. Pavone**
  - **Facilities- Mr. Pincoski**
  - **Cafeteria- Mr. Venezia**
- If a worker tests positive for COVID-19, the school district will 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.

If a worker tests positive for COVID-19:

**Mr. Ray Haley will contact the Cattaraugus Health Department**

## **Contact Tracing and Disinfection of Contaminated Areas**

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

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

- 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
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms
- 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.
- Once area has been appropriately disinfected, it may be opened for use
- Workers without close contact with the person who is sick can return to work immediately after disinfection
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary
- Continue routine cleaning and disinfection.

In the case of an employee testing positive for COVID-19, the District will perform its own contact tracing by Ray Haley who will interview, review entry logs, and when possible review video recordings to identify individuals whom the infected individual had close contact with. Individuals who had close contact will be notified by their supervisor.