

CCS Guidance - Student Addendum to Handbook

Introduction

The safety of our students and staff remain our main priority at the Center for Career Services (CCS) as we reopen for the 2020-21 school year. Inherent in Career & Technical Education (CTE) is the need to assess knowledge and skills in both mastery of academic content, as well as the demonstration of practical skills in a safe manner. The staff at the CCS are committed to putting practices in place to continue instruction while adhering to the guidelines put forth in the SWBOCES Reentry Plan.

The purpose of this addendum to our Student Handbook is to highlight some changes to the daily procedures and practices at the Center for Career Services in response to COVID-19. The following is a summary of information, and additional information can be provided by the administration and/or staff as requested.

Staff Health Screening procedures

All staff are required to complete a daily health screening prior to entering the building as described in the SWBOCES Reentry Plan. A digital app has been provided so staff can submit this information every morning prior to reporting to the CCS.

Student Health Screening Procedures

One Time Parent Attestation

A one-time notice in both English and Spanish is to be completed by parents/guardians requiring a signature affirming that placing a student on the bus indicates that the child:

1. has not had a daily temperature greater than 100.0°F, in the past 14 days
2. has not knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
3. has not tested positive through a diagnostic test for COVID-19 in the past 14 days;
4. has not experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days;
5. has not traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

Daily Student Temperature Screening

Students will be required to complete a daily temperature screening at one of two (2) predetermined locations as follows:

- Specific staff will conduct the daily temperature screenings at the predetermined locations
- Temperature screeners have been trained on:
 - Proper use of the thermometers
 - Use of other Personal Protective Equipment – as required
 - The procedures to follow in the event a student scans with a fever of 100.0 or above
- Temperatures 100.0 or over will see nurse for further evaluation
- Follow up procedures for those students are included in the Nursing Procedures developed in accordance with the SWBOCES Reentry Plan & in conjunction with the Medical Director.

Weekly Health Screening

Parents/Guardians will be required to complete a health screening questionnaire on a weekly basis in accordance with our SWBOCES Reentry Plan attesting to the fact that their child(ren):

1. has not had a daily temperature greater than 100.0°F, in the past 14 days
 2. has not knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
 3. has not tested positive through a diagnostic test for COVID-19 in the past 14 days;
 4. has not experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days;
 5. has not traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.
- Parents will be given the option to complete the weekly health screening questionnaire via one of the three following ways:
 - The following links provided on our CCS website:
 - CTE English - <https://forms.gle/1gpJmkxy7thgEVa78>
 - CTE Spanish - <https://forms.gle/j8hqnz5RqXbVRuyLA>
 - Via phone by calling (914) 761-3400 ext. _____
 - A paper form (*available in English and Spanish*) – see “Forms” section
 - Parents/Guardians must submit the Weekly Health Screening by no later than **Wednesday** of each week school is in session
 - Parents who do not respond in any way, will be contacted by the CCS staff
 - No health information such as temperatures will be collected or stored during temperature screenings
 - Students with a temperature exceeding 100.0°F upon arrival or during the school day, will discretely be sent to a dedicated area prior to being picked up or otherwise sent home.
 - Students will be supervised, and social distancing norms will be followed

Map of Temperature Screening Locations

A map of the temperature screening locations can be found at the end of this documents. Screening locations may be changed as needed.

Nursing Procedures

Nursing Procedures were developed in accordance with the SWBOCES Reentry Plan which can be found here: <https://www.swboces.org/> If you have any questions about our nursing procedures, please contact the nurse or an administrator at (914) 761-3400.

Nurses' office

Three separate locations have been reserved for the nurses. One location will serve as an isolation room in the event a student or staff member presents with signs and symptoms of COVID 19 as they await parent pickup. Please refer to the “Parent Pickup Form” and the “Emergency Medical Release Form” in the “FORMS” section of this document.

Students Presenting with a Fever

See the SWBOCES Plan here:

Parent Pickup Procedures

Social Distancing

The CCS has measured and determined six (6) foot spacing in all instructional areas. In shop areas, labs, etc. teachers will enforce social distancing as the situation requires. The following are additional guidelines regarding social distancing:

- Students must follow the designated traffic flow markings when walking in the buildings and on grounds and where applicable
- Entryways / exits will be prescribed by class - for arrival and dismissal - see “Transportation”

Facial Coverings

Facial coverings are required at all times, with certain specific exemptions (for example, structured mask breaks). This includes the following areas:

- On the bus / exiting the buses
- Exiting vehicles
- On grounds including the pathways between buildings
- In the hallways
- In the classrooms

Mask Breaks

We recognize that students may require periodic facial covering breaks. To provide structure and guidelines around these pre-approved breaks:

- A schedule has been developed for classes in B & C to have structured masks breaks outside (weather permitting)
- For classrooms that have exterior doors directly from their classroom outside - mask breaks are at the teacher’s discretion
- Social distancing is required when masks are removed - to be enforced by the supervising teacher or staff member
- Students who participated in a mask break must sanitize their hands before and after their break, and prior to entering the building and beginning an instructional activity
- Mask breaks in the classroom will only happen with prior approval, and in specific locations to be determined by the teacher

Removal for Safety and specific functions during instruction ONLY

We recognize that certain procedures required during Career & Technical Education instruction might require students to temporarily remove their facial covering. Some examples of these situations include but are not limited to the following situations. A student in:

- Collision Technology will be required to remove their facial covering to don a respirator to begin painting a vehicle
- Culinary Arts is required to periodically taste food
- Television production student being the subject of an interview

Teachers have been asked to identify areas of their instruction that might require the removal of a student facial covering to perform a required task as described above. Once identified, teachers will:

- Discuss and preapprove the situations with the administration
- Include in their preapproval:

- the reason the facial covering is required. For example, due to safety concerns
- how they will ensure that a minimum of 6 feet of social distancing will be adhered to by all parties for the duration of the removal
- any other relevant and supporting information

Schedules & Building Movement

- Students are not permitted to cross between buildings - unless granted prior authorization

Bathrooms – Student Use

- One student will be permitted in a bathroom at a time
 - In cases where bathrooms are inside the classroom, teachers will monitor bathroom use
 - In cases where there are bathrooms outside of the classroom accessible from the hallway, the school monitors will help to ensure one student uses the bathroom at a time
- Bathrooms will remain locked at all times
- Additional precautions will be taken in bathrooms, including but not limited to:
 - Use of facial coverings
 - Students will be directed to use proper social distancing if waiting for the bathroom
 - Use of Proper Sanitation guidelines before, during, and after bathroom use
 - Additional handwashing signage has been posted to serve as a reminder
 - Use of bathroom logs to record bathroom visits

Use of Water Fountains

The water fountains have been disabled. If the fountain has a bottle filling station, a cup dispenser has been provided. Students will adhere to the following procedure when filling personal water bottles:

- Fill the disposable cup using the bottle dispenser feature
- Pour the water from the disposable cup into the bottle without touching the bottle

Lockers

Lockers will **not** be shared by students. In circumstances where teachers can provide a single locker to every student in their class, students will be permitted to store their belongings at the discretion of the teacher.

Office Spaces & Non-Emergency Meetings

- Limit the number of students in these spaces
- All non-emergency meetings are by appointment only
- Use of Google Meet will be considered before in person meetings
-
- Student must sign a logbook to record visits to any of our offices, which will include student name, time in / time out of the office

Additional Signage

Additional signage has been strategically placed throughout the campus to include information on the following:

- Hand Hygiene
- Social Distancing & Required Face Coverings
- Stop the Spread of Germs

Additional Signage will be strategically placed in the following areas:

- Common areas
- Bathrooms

- Hallways
- Classrooms
- Staff offices
- Photocopy rooms
- Staff Lounges

Food Service / Bucket Time

- Teachers will complete a food order form that will be provided via Google Docs by the Culinary Department
 - AM orders must be placed before 9:00am
 - PM orders must be placed before 12:30pm
- Teachers will send the completed order form to the Food Manager
- The Food Manager will print the order form and fill the requested order
- Each classroom will be called by the Food Manager on a staggered schedule to pick up the orders
- Food order pick up times:
 - AM session: 8:30am-9:30am
 - PM session: 12:30pm-1:30pm
- Only one student will be permitted to pick up the food per class – after being contacted by the Food Manager
- Pickup location: Side cafeteria entrance that faces Building C
- The food buckets will be color coded
 - One color for the morning session - TBD
 - A second color for the afternoon session - TBD
- At the end of the school day the plastic food buckets will be cleaned & sanitized

Safety Plan & Drills

Safety drills will still be conducted in accordance with NYSED mandates. Any changes to our CCS safety procedures specific to COVID-19 will be communicated to the students by their classroom teacher.

Room Capacities

Maximum room capacities were determined by the administration in conjunction with the teachers and maintenance department. As maximum capacities were determined, the following factors were considered in the calculations:

- The room capacity under normal circumstances
- Minus the Furniture & Equipment
- Reducing the max capacity to allow for social distancing during instruction

Transportation

Student Arrival Procedures

- Students will enter for daily temperature screenings at one of two locations:
 - Building B bus arrival location
 - Rear of Building D for Student Drivers, Parent drop-offs & Late Arrivals
- Students will not be allowed to congregate on campus,
- Staff will direct students to the appropriate building / classroom upon arrival

Student Dismissal Procedures

- Bus pickup locations will be assigned at the following locations:
 - In front of Building B

- Side of B – at the stop sign
- Exit doors for Buildings B & C will be assigned by class
- A staggered dismissal schedule will be implemented, to be announced over PA at the start of the school year
- Maps will be provided to staff and students as needed

Shuttle Bus to A Building

- Shuttle stop will be on the side of B, in the staff parking lot
- Buses will be sanitized:
 - Between shuttle run and off site transportation
 - Between off site transportation and shuttle runs
 - After school
 - As needed or to be determined by the driver, maintenance department, staff and/or administration

Personal Protective Equipment

Additional Personal Protective equipment has been purchased and made available to staff members. PPE include, but is not limited to:

- Gloves
- Non-contact thermometers
- Face shields
- Masks (including N95 for specific staff members)
- Physical Barriers

Cleaning & Sanitization Protocols

Cleaning Logs

Cleaning logs will be in each classroom and office space to record cleanings in between sessions and at the end of each day to prepare for the AM session – location of the logs TBD.

Use of Sanitization wipes

Sanitization wipes will be provided to each staff member as needed. Staff members can request additional wipes as needed through contacting our maintenance department.

Classroom procedures

Each CTE teacher is developing additional procedures to sanitize tools and equipment between uses. Some examples include:

- Computer keyboards & mice
- Hand tools
- Copiers, fax machines, printers, and other technology
- Tools and equipment required for each classroom

Additional Considerations

Visitors, Contractors & Vendors

- Vendors are not permitted in the buildings (unless preauthorized by administration and /or O&M)
- Deliveries will be dropped off and signed for in designated areas
- All visitors must wear a facial covering at all times and follow all health screening mandates in accordance with the SWBOCES Reentry Plan. Visitors include:

- Vendors
- Contractors
- Delivery persons

Forms