

SWBOCES Plan for Testing of COVID-19

Southern Westchester BOCES employees are required to conduct an at-home daily screening using an SWBOCES app or supplemental sign-in sheet, which will signal whether or not they can work on site. Students will engage in a daily temperature check, and parents need to complete and submit a weekly screening. If a staff member affirms that any of the following are true, he/she must contact the immediate supervisor and remain/return home. If a student affirms that any of the following are true, they should remain home and contact the school.

The health screening consists of these questions:

1. **Self Assessment Questions**

- Have you tested positive through a diagnostic test for COVID-19 in the past 10 days, or are you presently waiting for results of a COVID-19 test?
- Have you been designated a close contact of someone who has tested positive through a diagnostic test for COVID-19 in the past 14 days?
- Are you experiencing, or have you experienced in the last 10 days, a temperature of 100.0 F or above or have **new or worsening COVID-related symptoms?**

2. **In alignment with the NYS COVID-19 travel advisory, do you need to quarantine due to travel?**
<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

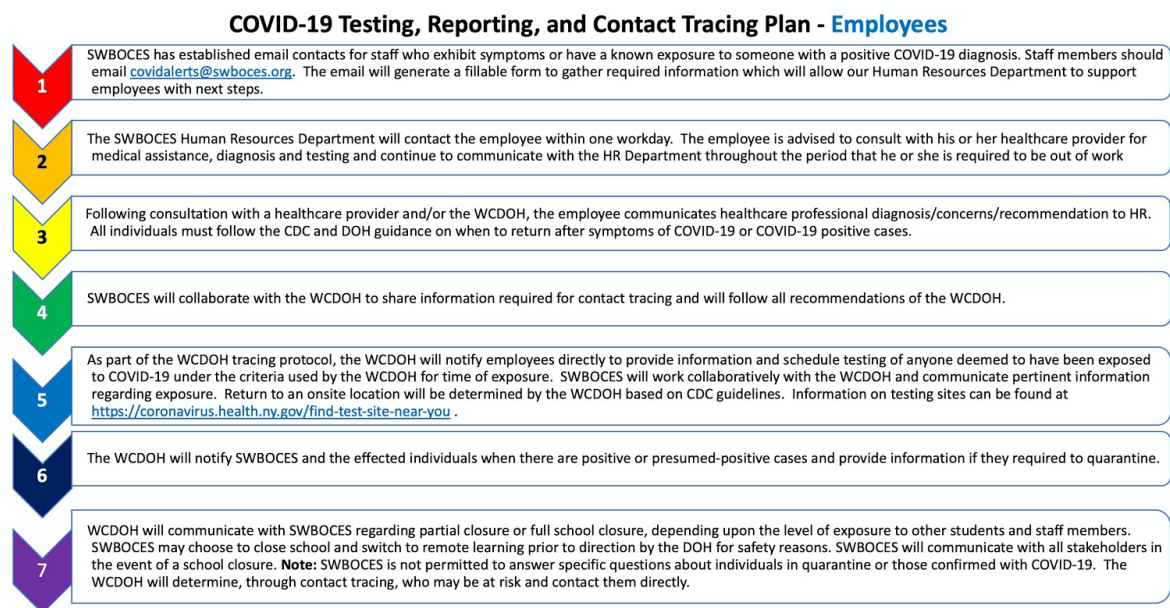
Any staff member or student, who is not cleared to enter a BOCES site due to COVID-19 exposure or active symptoms, may not enter a SWBOCES facility. If the exposure or symptoms occur while an individual is on site, he/she must immediately isolate and return home and contact their healthcare provider for assessment.

Students who are being sent home because of a temperature or other symptoms must be immediately isolated in the designated area for each site, separate from employees and students, and sent home. A staff member will supervise students until a parent/legal guardian or emergency contact can transport them from school. Appropriate PPE for school health office staff caring for the symptomatic individuals will be provided, including an acceptable face covering or mask, gloves, gown and face shield. SWBOCES will direct symptomatic individuals to contact either their healthcare provider or urgent care as soon as possible.

Students' parents/guardians must notify SWBOCES when the student begins to experience symptoms or are exposed to COVID-19, including during or outside of school/work hours. Secure reporting systems have been created for individuals who do not meet the criteria to be on site. Designated phone lines are being established for those unable to report through email. Employees and parent/guardians who can report through email should send a blank email without personal or medical information.

- Parents and Guardians should send a blank email to healthupdates@swboces.org
- SWBOCES employees should send a blank email to covidalerts@swboces.org

The email will respond with a fillable form. That form should be filled out as soon as possible. After receiving the fillable form, SWBOCES leaders will then provide guidance for next steps until the employee or student is able to return to campuses. This form will assist with required communication with the Westchester County Department of Health. Two administrators will monitor the email and communication for students. The Human Resources department will monitor the email and communication from staff. An additional administrator will help manage contact data. SWBOCES will work collaboratively with students and staff to discuss returning to the work or school environment based on current guidelines. Click the following images to view larger versions:



COVID-19 Testing, Reporting, and Contact Tracing Plan – Parents/Guardians and Their Students

