



Southern Westchester BOCES Pandemic Plan Quick Reference



Last updated: April 22, 2021

Schools & Locations

Administration Building, Rye Brook, NY

Program Offices, Adult Education and the Lower Hudson Regional Information Center at the 450 Mamaroneck Avenue, Harrison, NY location

Center for Special Services - K-12

Tappan Hill School, Tarrytown, NY

Valhalla Center, Valhalla, NY

Pocantico Hills School, Tarrytown, NY

Rye Lake Campus, White Plains, NY

St. Matthew's School, White Plains, NY

Irvington High School, Irvington, NY

Career Services Campus, Valhalla, NY - K-12

Center for Adult & Community Services

Sprain Brook Academy, Westchester County Jail, Valhalla, NY - HS and Adult Education

St. Gabriel's School, New Rochelle, NY - Adult Education

Table of Contents

Health & Safety 3

- Physical Distancing
- Personal Protective Equipment
- Hand Hygiene
- Space Considerations for Safety
- Classroom Capacity

Facilities Practices 5

- Movement Within Buildings
- In-Person Meetings

Screening and Testing of Adults 7

- App Denial Message
- Screening and Health Monitoring of Students
- In-Person Screening of Students
- Positive Screen Protocol

- Required Reporting of a COVID issue
- Response to Positive COVID diagnosis or Potential Concern
- Protocol for Return to Work/School
- Exemption to Quarantine
- Medically Vulnerable High Risk Staff & Students

Social Emotional Well Being 14

- Social Emotional Well Being of Staff
- Social Emotional Well Being of Students

This Quick Reference guide is a supplement to the SWBOCES Reentry Plan and includes any changes that are made in alignment with updated guidance from the NYSDOH, WCDOH and NYSED. The SWBOCES Reentry Plan is comprehensive and includes some program specific information. Additionally, some divisions have developed additional guidance specific to their operations. The Quick Resource Guide will provide easy access to practices that are in place across the entire district. Please refer to the [SWBOCES Reentry Plan](#) and/or program guidance for additional information.

Health & Safety

Physical Distancing

SWBOCES will follow all guidelines from the state of New York and the Westchester County Department of Health regarding social distancing. The distance as defined by guidance must be maintained among all individuals while in SWBOCES facilities or grounds, inclusive of students, faculty, and staff, unless safety or the core activity (e.g., instruction, moving equipment, using an elevator, traveling in common areas) requires a shorter distance or individuals are of the same household.

Participation in activities requiring projection of voice (e.g. singing), playing a wind instrument or aerobic activity may be subject to additional social distancing guidelines. In student programs, staff will develop activities that ensure that the distance required by guidance is observed.

Seating configurations will be arranged to align with social distancing guidelines. In instructional programs, all desks, including the teacher's desk, will face in the same direction with appropriate distance between them.

Partitions will be used to separate work spaces when appropriate. Face shields or desk shields will be available for those whose location or position requires additional protection or cannot allow the required distance between individuals.

All social distancing protocols must be followed for in-person meetings. Meetings must be limited to the number of people that can be accommodated per social distancing guidelines.

Personal Protective Equipment

CDC-recommended face coverings are required. Masks are provided at each entrance and must be worn whenever more than one person is in a room and within six feet or closer.

Per NYSDOH guidance, when more than one person is in a room, masks must be worn at all times except when eating, even when social distancing is observed. Masks must be worn in common areas at all times.

Face shields and desk shields are available as appropriate in alignment with guidance.

Additional PPE may be requested.

Hand Hygiene

Wash hands often with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol when soap and water are not available.

Key times to clean hands include:

- Before and after the school/workday
- Before and after work breaks or recess
- After blowing nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After putting on, touching, or removing masks/face coverings

Hand sanitizer that contains at least 60% alcohol will be provided in the wall dispensers and at the copiers and printers.

Staff and students must sanitize their hands and surfaces of shared equipment/items before and after use (i.e. copier/printer, microwaves, etc.). Sanitizing wipes will be provided.

Avoid touching eyes, nose, and mouth with unwashed hands.

- CDC Poster—Social Distancing & Face Coverings:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings.pdf>
- CDC Poster—Stop the Spread of Germs:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

Space Considerations for Safety

When social distancing in **cafeterias** is not possible, meals will be served in classroom spaces.

Waiting/isolation areas will be available for sick students awaiting pick-up.

Areas used by a sick person will be closed off and not used until after cleaning and disinfection has occurred. At least 24 hours will elapse before cleaning and disinfection, when possible. All areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas will be cleaned and disinfected.

Where social distancing is not possible, compliant partitions may be utilized and alternate instructional spaces may be identified.

Staff and students should use the **restroom** designated for their work area, limiting the number of people in the restroom to 50% of maximum capacity (indicated on door).

Decisions regarding opening of **pantries and staff lounges** will be made by building, based on square footage and room configuration and number of staff members on site. Disposable cups will be provided at water coolers and should be filled from the platform below the spigot to avoid contact with the spigot. Hand sanitizers should be used. Lunch should be eaten following social distancing guidelines.

Classroom Capacity

All instructional spaces will be at a capacity not to exceed recommended guidelines.

All instructional spaces will be arranged to provide proper social distancing.

Facilities Practices

Modifications to spaces or additional space may be required to comply with social distancing. All work will be done in compliance with all applicable codes, rules and regulations.

All safety drills, including fire drills and lockdown drills, will be conducted per NYSED requirements and will observe social distancing guidelines wherever possible.

Annual Visual Inspection will be performed during the 2020-21 school year and following.

Lead-in-water testing will be conducted during the 2020-21 school year and following upon approval from NYSED.

Space was evaluated in alignment with NYS guidance for initial reopening. Space will continue to be assessed to make sure all guidance is followed.

Water dispensers with single-use cups will be available as required. Water fountains will be disabled to reduce cross contact.

Alcohol-based hand sanitizer dispensers are installed in multiple locations at all SWBOCES sites.

All ventilation systems will be assessed and will be operating as designed. Air filters will be upgraded to the highest practical MERV rating.

All occupied spaces will be cleaned and disinfected daily, more frequently if required.

All cleaning staff will be trained in cleaning methods that will ensure proper cleanliness and disinfection levels in all SWBOCES facilities.

Facilities staff will use high-performance cleaning and disinfecting products (COVID-approved) and methods.

Facilities staff will maintain cleaning logs indicating work date(s), areas cleaned, cleaning staff and any additional information to ensure proper procedures are followed.

All applicable Operations and Maintenance staff and contractors will be fit-tested for N95-rated face masks.

Cleaning products will be supplied to classrooms as requested. **Staff-supplied cleaning products will not be allowed.**

Movement within Buildings

Staff and students and visitors should not enter buildings if they have COVID-related symptoms. All staff are required to do a daily self-screening before leaving for work to determine who may have COVID-19 or have been exposed to the COVID-19 virus. An app has been developed and distributed to staff with the expectation that a staff member may not enter an SWBOCES facility unless they receive a "Cleared for building entry" notice upon completing the app. Students are required to submit a weekly health attestation and participate in daily on-site temperature checks.

Entry into building(s) should be through the designated entrance(s). In buildings with elevators, social distancing should be maintained.

Masks, hand sanitizer and instruments for taking temperatures are available at all entrances. Any adult not using the app for entrance must fill out the paper attestation to indicate that they are not ill and not subject to a quarantine due to travel.

Social distancing markers or signs will continue to be posted to denote required spacing in commonly used areas such as around copiers or in mailrooms and bathrooms.

Passage through hallways should be limited to essential movement. Signage will be used to indicate the flow of movement through hallways where appropriate.

In Person Meetings

Teleconferencing will continue to be an option for meetings for both remote and on-site attendees. Individual sites will determine when in-person meetings are appropriate and follow all guidelines for those meetings. All social distancing protocols must be followed for in-person meetings, and meetings must be limited to the number of people that can be accommodated per social distancing guidelines.

Each division must establish parameters for permitting visitors on campuses based on current need, social distancing guidelines and current regional infection rates. Visitors must follow all SWBOCES protocols, including signing an attestation upon entering the building.

Each SWBOCES division will create a plan for allowing visitors, contractors and vendors into buildings, assuring that all guidelines can be followed. These individuals will take their own temperatures on site and will attest to the same health questions via a sign-in sheet, which will record their name, email and phone number as well as the date and time of entry and exit.

The number of visitors, contractors and vendors will be monitored to ensure that maximum occupancy guidelines are not exceeded.

Screening and Testing of Adults

All staff are required to do a daily self-screening before leaving for work to determine who may have COVID-19 or may have been exposed to the COVID-19 virus.

Staff are required to take their temperature daily as part of the self-screening.

Staff are required to attest to their health and quarantine status using a sign-in sheet or digital health screening tool.

Visitors are required to attest to their health using a sign-in sheet and take their own temperature with a disposable thermometer provided at the entrance.

Any staff member or visitor who is not able to affirm all screening questions will be denied entry to SWBOCES buildings and should avoid coming in contact with other staff members.

The health screening consists of a series of questions. If anyone is flagged by the screening questions, he/she should not enter the facility.

1) Self-Assessment Questions*

- Have you tested positive through a diagnostic test for COVID-19 in the past 10 days?
- 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° F or above or have **new or worsening COVID-related symptoms**?

If a staff member answers yes to any part of question 1, additional questions ask if they have received clearance from Human Resources or if the symptoms are related to a vaccine reaction.

2) In alignment with the New York State COVID-19 travel advisory do you need to quarantine due to travel? (<https://coronavirus.health.ny.gov/covid-19-travel-advisory>)

In addition, all staff members will be asked to affirm that they have read their locations's SWBOCES Re-Entry guidance and agree to abide by all guidelines.

**The app questions are subject to change based on Executive Orders by the governor.*

App Denial Message

If an employee receives a denial to enter a building based on their answer to the app questions they will receive a link to prompt them to send a blank email to COVIDalerts@swboces.org and should follow the positive screen protocol found below.

Information collected by the sign-in sheets or digital health screening tool will be used to assess qualification to enter an SWBOCES building to ensure maximum occupancy restrictions are maintained and to support contact tracing should it be needed.

When using a sign-in sheet or digital health screening tool, no health information such as temperatures will be collected or stored. The only information collected will be the identity of the person, the date and time of the health screening and whether or not the staff member was cleared for entry. Information will be kept until the end of the COVID response period.

Screening and Health Monitoring of Students

Parents are provided information based on CDC guidelines explaining the initial symptoms of COVID-19 in children since the manifestation is not always the same as that for adults. The information is available in both English and Spanish.

Ongoing communication with parents, including the use of a weekly health screening, indicates that when a parent sends their child to school they are affirming that the child:

1. has not had a daily temperature of 100.0°F or more, in the past 10 days;
2. has not been designated a close contact of someone who has tested positive in the past 14 days through a diagnostic test for COVID-19 in the past 14 days;
3. has not tested positive through a diagnostic test for COVID-19 in the past 10 days;
4. has not experienced [symptoms of COVID-19](#), including a temperature of 100.0°F or more, in the past 10 days; and
5. is not required to quarantine due to travel.

Parents will be given the option to complete the weekly health screening questionnaire via digital tool, phone or paper (in English and Spanish). Each week, a form will be sent home with students providing the option for attestation by signature, the URL for the online tool, and a phone number with designated times to call in the screening information. Follow-up contact will be made to parents who miss the deadline for submitting the weekly health attestation.

Per New York State guidance, no student will be excluded from school based on non-completion of the health screening questionnaire.

No health information such as temperatures will be collected or stored. The only information collected will be the identity of the student, the date and time of the health screening and whether or not the student was cleared for entry. The information will be kept until the end of the COVID response period.

As an added precaution, students will participate in a temperature screening as they arrive at school each day. Temperature screening devices are located at the entrance of all student programs.

Students with a temperature of 100.0°F or more 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.

Staff in contact with students will be trained to recognize the initial symptoms of COVID-19 in children since the manifestation is not always the same as that for adults.

In-Person Screening of Students

Personnel participating in daily screening activities for students, including temperature checks, will be appropriately protected from exposure to potentially infectious students entering the facilities. Personnel performing screening activities will be trained by individuals who are familiar with CDC, DOH, and OSHA protocols.

Screeners will be provided and will use PPE, which includes an acceptable face covering or mask, and may also include gloves, a gown, and/or a face shield as needed.

Please note that the following protocols are driven by State and DOH guidelines and are subject to change.

Positive Screen Protocol

Any staff member or student, who screens positive for COVID-19 exposure or symptoms, if screened at the school or other SWBOCES site, must be immediately sent home with instructions to contact their health care provider for assessment and testing. **Employees should also follow their regular process for reporting an absence.**

Students who are being sent home because of a positive screen must be immediately isolated in the designated area for each site and separated from other employees and students. Safe transportation will be arranged as needed for symptomatic students, faculty, and staff. A staff member will supervise students until a parent or legal guardian or emergency contact can retrieve 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 health care provider or urgent care as soon as possible.

Required Reporting of a COVID issue

Students' parents/guardians must notify SWBOCES when they begin to experience symptoms or are exposed to COVID-19, including during or outside of school hours. The information should be reported by using the following designated email, healthupdates@swboces.org. The parent/guardian should send a blank email to the address, then respond to the return email. Administrators will monitor this email, and a response will be sent accordingly. The student may not come on campus until they receive clearance.

Employees must notify SWBOCES when they experience symptoms or are exposed to COVID-19 or are unable to pass the screening questions in the SWBOCES app.

Notification should take place both during or outside of school hours. Staff are directed to report this information by using the following designated email, covidalerts@swboces.org. The employee should send a blank email to the address, then respond to the return email. A

member of the HR Department will monitor this email and respond accordingly. The employee may not come on campus until they receive clearance from the HR Department.

Staff and students who were denied building entry due to health screening for symptoms can return to work or the in-person learning environment in consultation with their health care provider once they have felt well and have had no fever for 24 hours without the use of fever reducing medicines; **and**, either provide a negative COVID test result, or if they have been diagnosed with another condition and provide a written note stating they are clear to return to school.

All staff and students must follow the guidelines provided in the New York State COVID-19 travel advisory when traveling internationally or to any states referenced in the most current travel advisory. <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

If the staff or student **tested** positive for COVID-19 they need to have recovered and completed a minimum of 10 days of isolation before returning to work or the in-person learning environment. Discharge from isolation and return to work or school will be conducted in coordination with the local health department. SWBOCES will notify the state and local health departments about any cases if diagnostic test results are positive for COVID-19.

For more information, please see the protocol below for Return to Work/School.

Additional resources related to COVID-19 are available on the Human Resources Department website or by using the following link:

https://www.swboces.org/groups/49386/human_resources/draft_covid19_hr_resources.

Response to Positive COVID diagnosis or Potential Concern

Southern Westchester BOCES offers programming at numerous centers and within component districts, where component districts serve as hosts for our programming. Closure of programming will be taken very seriously, considering multiple factors that include: presence of or potential presence of COVID-19 within one of our programs or at or within one of our host districts, absentee rates of faculty, staff, and students, as well as determinations made by the NYS Department of Health, NYSED, the Westchester County Department of Health and the COVID response team. Collaboration with the Westchester County Department of Health will be ongoing, and decision making will be data-informed. Parameters allowing schools to continue in-person instruction are clearly outlined, and active cases are tracked daily.

<https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-DailyTracker?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>);

Southern Westchester BOCES will cooperate with state and local health department contact tracing, according to requirements of the New York State Education Department. The Director of Human Resources will serve as the COVID-19 Resource Contact Person and the primary

contact and will assist the Westchester County Department of Health in knowing who may have had contact at school with a confirmed case. The COVID response team will continue to serve as a resource and provide leadership throughout this period. A member of that team, the District Deputy Superintendent/COO, will serve as COVID-19 Safety Coordinator. Because SWBOCES has multiple divisions and almost 1,000 employees, it is important that there is a resource person to support each division. Executive Team members will serve this role for their divisions, working closely with the Director of Human Resources, who will remain the primary contact with the Westchester Department of Health. Each member of the SWBOCES Leadership team will be responsible for responding to daily concerns, assuring systems are working well to operationalize the processes and protocols in the SWBOCES Reopening Plan and assist members of their teams in understanding guidance and the district plan.

Systems throughout the Southern Westchester BOCES district will be reviewed to assure that attendance records for both staff and students are up to date. Student schedules need to be updated regularly. Sign-in sheets for visitors will include date, time and location of visit.

Southern Westchester BOCES will follow all requirements for assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.

Confidentiality will be maintained as required by federal and state laws and regulations. Our staff will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

Protocol for Return to Work/School

SWBOCES' reopening plan has written protocols that comply with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of a confirmed case of COVID-19, or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the Westchester County Department of Health in alignment with CDC, NYSED and NYSDOH guidance. This guidance will be updated as needed.

If employees/students have **exhibited symptoms but in consultation with a health care provider were not diagnosed with COVID-19**, they can return to work/school once they have felt well and have had no fever for 24 hours without the use of fever reducing medicines; **and**, if they have been diagnosed with another condition, provide a written note stating they are clear to return to school.

- If employees/students **test positive for COVID-19, regardless of whether they are symptomatic or asymptomatic**, they may return upon completing at least 10 days of isolation from the onset of symptoms or, if they remain asymptomatic, 10 days of isolation after the first positive test. In addition, the individual must have been fever-free

for at least 72 hours without using fever-reducing medicine, and the individual's symptoms are improving, including cough and shortness of breath. SWBOCES will notify the Westchester County Department of Health of any positive test results to determine what steps are needed for the school community.

- If an employee/student has been designated a close contact of someone who has tested positive through a diagnostic test for COVID-19, the employee/student may return to work/school upon completing at least 10 days of self-quarantine from the date of last exposure without a testing requirement if no symptoms have been reported during the quarantine period.
 - Individuals must continue daily symptom monitoring through day 14.
 - Individuals must be counseled to continue strict adherence to all recommended non-pharmaceutical interventions, including hand hygiene and the use of face coverings through day 14.
 - Individuals must be advised that if any symptoms develop, they should immediately self-isolate and contact the local health care authority or their health care provider.
- If an employee/student has received a vaccine and is symptomatic in the days immediately following the vaccine, they should follow these steps:
 - If the individual would not be able to pass the daily (employee) or weekly (student) app screening tool, they should stay at home, monitor symptoms and seek medical advice as necessary.
 - If symptoms resolve within a 48-hour period, the employee may return to work without further action.
 - If symptoms persist, the employee should put in a COVIDalerts@swboces.org or the student should put in a Healthalerts@swboces.org and will be contacted by a member of the SWBOCES team to discuss next steps. The individual should not come on campus until cleared to do so. As always, employees and students are encouraged to seek medical advice as necessary.

The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes cumulatively, starting from 48 hours before illness onset until the time the person is isolated. Currently that criteria continues to be used even when the allowable distance between individuals is lower than 6 feet. A negative test result does not release you from the mandated quarantine.

If employees/students **become sick with COVID-19 symptoms while at the workplace**, they must be sent home immediately and follow the guidance above.

All staff and students must follow the guidelines provided in the New York State COVID-19 travel advisory when traveling internationally or to any states referenced in the most current travel advisory. <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

Exemption to Quarantine

Updated guidance from the Department of Health states that individuals who have been fully vaccinated or previously tested positive for COVID 19 may be exempt from quarantine based on current guidance. The DOH will verify the information and issue the exemption from quarantine.

Medically Vulnerable High Risk Staff & Students

SWBOCES is committed to providing a safe work and learning environment for staff and students. SWBOCES recognizes that certain populations are considered at increased risk during the COVID-19 pandemic. The CDC has issued guidance on groups that are at increased risk and may require additional accommodations beyond the safety measures already put in place. Please refer to the following link for more information:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>

Any staff member with an underlying condition that puts them at increased risk may request a possible accommodation. The process is as follows:

- Employee will notify Human Resources of their request for an accommodation.
- Employee will complete and return to Human Resources an Accommodation Form, which includes information provided by their health care provider.
- Human Resources will schedule a meeting with the employee to discuss work duties and possible reasonable accommodation.
- Human Resources will schedule a meeting with the employee's supervisor to review essential functions of the job and possible reasonable accommodations.
- Human Resources will meet with the employee to discuss reasonable accommodations and follow up with a final decision via letter.

Students with special needs, or who may be medically fragile or have underlying health conditions or concerns, may not be able to adhere to safety protocols requiring the use of face coverings, social distancing or hand hygiene. School Nurses will work directly with individual students and their families to identify how best to meet the child's needs at school, while continuing to protect their health and safety. Also included in the development of individual student plans will be the principal, teachers, clinicians and related service providers and the child's health care provider, as appropriate.

Social Emotional Well Being

SWBOCES is committed to enhancing our school community by acknowledging the necessity to take care of ourselves and each other, physically and emotionally. Activities and resources to do this are embedded throughout the organization.

Social Emotional Well Being of Staff'

SWBOCES provides all staff members with access to professional learning opportunities and mental health resources as well as the time to partake in team/group activities to share ideas in a supportive, encouraging environment.

Some of the ongoing avenues available to our employees include but are not limited to:

- SWBOCES participates in a 24/7 Employee Assistance Program (EAP). This provides confidential and experienced assistance to help an employee and their family resolve personal problems that affect their health, family, or job. In addition to assessment and referral services, the EAP provides information, education, and consultation both independently and in concert with other professional resources. EAP is designed specifically for educators. It offers a number of solutions for personal problems and a targeted menu of benefits and resources addressing the unique professional issues in an educational community. EAP starts with all the traditional counseling services designed to address significant life problems, and they add Work/Life benefits to address the everyday problems involved in juggling work and family. The goal of the EAP is to help all employees achieve their peak performance through training, coaching and wellness. They can be reached by phone at 1-800-666-5327, online at <https://www.theeap.com/educators-eap> or via the [SWBOCES website](#). In addition, monthly newsletters are shared via email with all staff members.
- To assist staff members during these unprecedented times, SWBOCES has set up a “Coronavirus Resources for Employees” page on our district website at https://www.swboces.org/groups/49386/human_resources/draft_covid19_hr_resources.
The page includes:
 - Coronavirus Resource Flyer
 - Frequently Asked HR Questions section
 - Summary of Benefits Providers with contact information
 - Active links to the CDC, the state departments of Health and Labor, and local health departments.
 - Mental Health Service Providers
 - Tips for Coping while Social Distancing
 - Information flyers and forms for the Families First Coronavirus Response Act and New York State Paid Sick Leave Law
- SWBOCES runs a Center for Professional Development and Curriculum Support. This service includes ongoing training, guidance and webinars on topics that include school building and community safety and wellness; crisis prevention and intervention; race, equity and social justice; and various additional initiatives on all topics related to school and social environments. In addition, the Lower Hudson Regional Information Center (LHRIC) of SWBOCES offers training

through NY Model Schools. This Core Service provides instructional technology, professional development and other optional services for staff members.

- To offer support and guidance specifically to new teachers, counselors, social workers, therapists and administrators, SWBOCES has a Mentoring Program. Mentoring provides personalized and intensive support to new employees in the professions mentioned. To assist in transition, SWBOCES acknowledges the importance of helping personnel, new to their professions, by offering an environment that facilitates growth and development through guidance and support. A catalogue of events are available in MyLearningPlan.
- Each year, SWBOCES provides all new and returning staff members online training in several mandated areas through the Global Compliance Network (GCN). These areas include: Prevention and Emergency Response in K-12 Schools; Mental Illness Awareness for Educators; FERPA; Digital Security Protection; NYS Ed. Law 2D; Bloodborne Pathogens; Child Abuse; Dignity for All Students Act/Code of Conduct, and Hazard Communications. In addition, GCN has a repository of over 100 optional training sessions on a variety of topics related to the school environment. These include six sections related to an understanding of COVID-19 and best practices that can be followed to help keep our staff and students as safe as possible.
- The Human Resources Department schedules monthly virtual drop-in sessions for each site. Human Resource staff will be available via these virtual sessions to answer staff questions and share resources.
- SWBOCES has informed all staff to send any questions related to the COVID-19 district response to the Director of Communications, who in turn shares those questions with the District Response Team for review. Answers are shared either via email with all staff or with the leadership team.
- Superintendent conference days are held prior to the re-entry of students where staff will be provided with the opportunity to discuss preparedness for teaching and learning in the COVID-19 environment. Staff will also be given the opportunity to discuss related concerns. Opportunities are provided monthly for ongoing support to staff.

Social Emotional Well Being of Students

SWBOCES offers a variety of student programs, many of which have a therapeutic approach embedded in them. Additionally, all student programs, including Special Services and Career Services students, incorporate *Therapeutic Crisis Intervention for Schools* (TCIS)-researched strategies into the classroom environment. Implementing a Connected Learning Environment in all classrooms is a district-wide goal, and all staff members have received annual TCIS training.

Also, some staff members at each site have participated in additional TCIS training and are certified to serve as TCIS Response Team members.

SWBOCES has also developed districtwide and building-level Comprehensive School Counseling plans to meet current needs, which will include the establishment of shared decision-making teams or an advisory council. School Counselors, Social Workers and Psychologists participated in the development of the Comprehensive School Counseling Plan. Strategies to provide resources and referrals to address mental health, behavioral and emotional support services and programs are included in the plan, as is the identification of professional development opportunities for faculty and staff on how to support students during and after the current public health emergency.

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