

Berkley Drive Reopening Guidance

2020-2021 school year



Reopening Guidance for Southern Westchester BOCES offices located at 17 Berkley Drive, Rye Brook, NY.

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Protocols and Processes for Reopening

Communication and Engagement

Southern Westchester BOCES uses the Blackboard Connect automated messaging system to communicate with staff members. Regular district-wide communications have been distributed during the COVID response period through this vehicle. Email communications are accompanied by an automated call asking recipients to check their email. Constant contact and online meetings were used to collaborate with component district partners who also communicate with the broader learning community.

Program specific communications were developed for each site. Websites will continue to be used to communicate with staff.

In preparing for reopening, staff were engaged in opportunities to provide input and feedback. This outreach and staff engagement will be on-going throughout the life of this guidance document.

Effective Communications and Staff Engagement

Throughout the reopening planning process and once the 2020-2021 school year commences, regular and routine communication with staff will continue to take place. These communications will include updates and information about:

- Staff will receive relevant protocols and guidelines via email and the SWBOCES website.
- Staff are encouraged to monitor their email to stay abreast of changes to the protocols. As we learn more about safety related to the COVID-19 virus, protocols may change.

- Signage will be posted inside and outside to remind staff of proper hygiene, social distancing rules, appropriate use of PPE and cleaning protocols.
- Training regarding safety during the Pandemic are included at the end of this guidance document.
- A shared log of staff onsite each day will be kept to ensure that maximum occupancy restrictions are maintained. This log may also be used for tracing should an onsite staff member be diagnosed with COVID-19. We will follow the established protocol for notifying state and local health departments. Staff who had close contact with an infected individual will be notified, while maintaining confidentiality required by state and federal law and regulations.
- Should there be an incident or concern (e.g., someone not adhering to social distancing, or someone becomes ill) contact your director. However, staff should be comfortable asking colleagues and visitors to maintain social distancing and wear their mask in a respectful manner.

Health & Safety

Physical Distancing

- A distance of at least 6 feet must be maintained among all individuals at all times. Regardless of the ability of individuals to maintain adequate social distance, acceptable face coverings must be worn (ensuring that mouth and nose are covered) at all times and in all spaces, in accordance with the [Westchester County Executive's order of Oct. 28, 2020](#).
- Social distancing markers or signs will be posted to denote 6 feet of spacing in commonly used areas such as copiers, mailroom and bathrooms.
- All seating will be arranged to ensure the 6 foot distance
- There will be no stopping in the hallway outside of occupied work areas.
- Passage through hallways should be limited to essential movement.
- Use of the elevators will be limited to those persons with a medical need.
- Employees who must travel between floors should avoid using the elevator except if there is a medical need.
- Teleconferencing continues to be strongly encouraged while onsite. If any in-person conversation is essential, there should be no more than two people in an office, provided the room is big enough to maintain the 6 foot distance. If it is essential that you meet in person with more than 2 people, use a large meeting room where the 6 foot distance can be ensured.
- All staff should use the bathroom designated for their work area, limiting the number of people in the restroom to 50% of maximum capacity (indicated on door).
- All common areas such as pantries will be closed until further notice. Sharing of food and/or beverages will not be permitted. Staff should bring their lunch and drinks with them. Lunch should be eaten at each employee's workspace or at an outside open

seating area. Staff must sanitize their hands and microwave buttons before and after using the microwave. Hand sanitizer will be provided near each microwave location.

- No workstations or equipment other than copiers and printers may be shared. This is particularly important to remember for telephones and keyboards.
- Face shields or desk shields will be available for those whose location or position requires additional protection or cannot allow 6 foot distance between individuals.

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 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 the SWBOCES COVID-19 Self Screening app.
- Any staff member who answers yes to the screening questions will be denied entry to SWBOCES buildings and should avoid coming in contact with other staff members.
- The health screening consists of four questions. If a staff member affirms that any of the following are true, he/she should contact the immediate supervisor and remain/return home.

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>)

- In addition, all staff members will be asked to affirm that he/she has read the SWBOCES Guidelines for Reentry and agree to abide by all guidelines.
- Staff members who do not come to work should follow their normal procedure for notifying their supervisor of their absence.
- If they are not attending work because of COVID related symptoms or because they were denied access due to answers on the screening app should send a blank email to covidalerts@swboces.org . Please do not put any health information in the body of the email.
- Information collected by the sign in sheets or SWBOCES COVID-19 Self Screening app will be used to assess qualification to enter a SWBOCES building, to ensure maximum occupancy restrictions are maintained and to support tracing should it be needed.

- When using a sign in sheet or the SWBOCES COVID-19 Self Screening app, 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 school year ends.
- Once visitors, contractors and vendors are permitted back in the buildings, they will take their temperature 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.

In-Person Screening of Adults

- Personnel performing in-person screening activities, including temperature checks, will be appropriately protected from exposure to potentially infectious visitors 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.

Positive Screen Protocol

Any staff member who screens positive for COVID-19 exposure or symptoms must be immediately sent home with instructions to contact their health care provider for assessment and testing.

Employees must notify SWBOCES when their responses to any of the aforementioned questions changes, such as, if they begin to experience symptoms or are exposed to COVID-19, including during or outside of work hours. Staff are directed to report this information by using the following designated email, covidalerts@swboces.org by sending a blank email. Please do not put any health information in the body of the email. A member of the HR Department will monitor this email and respond accordingly.

Staff 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.

Staff and students who were denied building entry due to traveling internationally or from a state with widespread community transmission of COVID-19, per the NYS Travel Advisory (link:

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>) must follow the guidelines provided by NYS.

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

For more information, please see the protocol for Return to Work (See below).

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

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

Guidance for symptomatic individuals who do not have a COVID test

Individuals who report having COVID-like symptoms, but do not get a test within 48 hours must be considered COVID positive. The district is required to begin contact tracing, and work collaboratively with the Westchester County Department of Health. Per NYS DOH guidance, these individuals must follow all quarantine guidelines and return to work protocols as they are deemed COVID positive in lieu of test results.

Protocol for Return to Work

No staff member may return to work without first receiving an email from Human Resources clearing him/her to return to work as of a specific date.

This guidance document is informed by the SWBOCES' reopening plan which has written protocols that comply with DOH and CDC guidance for the return to work 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 work will be coordinated with the Westchester County Department of Health in alignment with CDC guidance, NYSED guidance and NYSDOH guidance. This guidance will be updated as needed.

- If an employee has **exhibited symptoms but in consultation with a health care provider was not diagnosed** with COVID-19, they can return to work 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 and provide a written note stating they are clear to return to work.
- If an employee **tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic**, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the

first positive test if they remain asymptomatic. In addition, the individual must have been fever-free for three days without using fever-reducing medicine and it has been at least three days since the individual's symptoms improved, including cough and shortness of breath. SWBOCES will notify the Westchester Department of Health of any positive test results to determine what steps are needed for the school community.

- If an employee has been designated a close contact of someone who has tested positive through a diagnostic test for COVID-19, the employee may return to work upon completing at least 14 days of self-quarantine from the date of last exposure.
- NYS Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person isolated. A negative test result does not release you from the mandated quarantine.
- If an employee has had **close contact with a person with COVID-19 for a prolonged period of time and is not experiencing COVID-19 related symptoms**, the employee may return to work upon completing 14 days of self-quarantine.
- If an employee **becomes sick with COVID-19 symptoms while at the workplace**, the employee must be sent home immediately and follow the guidance above.
- All staff and students must follow the guidelines provided in the NYS COVID-19 travel advisory when traveling internationally or to any states referenced in the travel advisory. <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

SWBOCES will refer to the DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the staff member had close or proximate contact with a person with COVID-19. In addition, we will also refer to the DOH's "Interim Guidance for Quarantine Restrictions on Travelers Arriving in New York State Following Out of State Travel." Please see the links below.

https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployee_return_to_work_053120.pdf

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

Hygiene and Cleaning

- All work areas will be cleaned thoroughly each day. Desks must be clear of all non-essential items to permit thorough cleaning.
- Key times for employees to clean their hands include:

- Before and after work shifts
- Before and after work breaks
- After blowing their nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After putting on, touching, or removing masks/face coverings
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Cover mouth and nose with a tissue when you cough or sneeze, or use the inside of the elbow, even if you are in a private setting. Throw used tissues into no-touch, lined trash cans and immediately wash hands with soap and water for at least 20 seconds.
- Hand sanitizer will be provided in the wall dispensers and at the copiers and printers.
- Staff must sanitize their hands and copier/printer buttons before and after using the copier or printer. Hand sanitizer will be provided at the copier or printer
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a sanitizer that contains at least 60% alcohol.
- Cleaning of occupied areas will be performed by the cleaning staff following established state and federal guidelines.
- Bathrooms will be cleaned and disinfected with greater frequency.
 - 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

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 and common areas will be cleaned and disinfected.

Medically Vulnerable High Risk Staff & Students

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

Response to Positive COVID diagnosis or Potential Concern

COVID-19 is a health crisis that impacts all aspects of our society including schools. The partnership between state and local government, NYSED and schools in managing the crisis is ongoing and informed by guidance. Decisions regarding the response to positive COVID diagnosis or concerns will be informed by the guidance and made in collaboration with the Westchester County Department of Health.

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, at or within one of our host districts, absentee rates of faculty/staff as well as determinations made by the NYS Department of Health, State Education Department, Westchester County Departments of Health and the COVID response team. Collaboration with the Westchester County Department of Health will be ongoing, and data informed decision making will be used.

(<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 be the primary contact and assist the Westchester Department of Health in knowing who may have had contact at work 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 team in understanding guidance and the district plan.

Systems throughout the Southern Westchester district will be reviewed to assure that attendance records for staff are up to date. 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.

Considerations for Closing

Any changes to the operational activities of our facilities and programs will be determined by the COVID-19 Safety Coordinator, district level staff, and the Westchester County Health Department in accordance with guidance. Decisions will be informed by metrics provided by the NYS and Westchester County Department of Health.

In the event of any multiple day program closure, employees will be asked to work remotely immediately, and all health and safety protocols will be in place.

Facilities

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

- All spaces are being evaluated, and maximum capacity is being calculated to determine safe occupancy levels.
- Water dispensers with single-use cups will be available as required.
- Restrooms will be available, but occupancy will be limited to comply with social distancing guidelines.
- Alcohol-based hand sanitizer dispensers are installed in multiple locations at all SWBOCES locations.
- 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 or more frequently if required.
- All staff will be trained in cleaning methods that will ensure proper cleanliness and disinfection levels in all SWBOCES facilities.
- All facilities will use high-performance cleaning and disinfecting products (COVID-approved) and methods.
- All facilities 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.
- Staff-supplied cleaning products will not be allowed.

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, access to mental health resources and 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 best through training, coaching and wellness. They can be reached by phone at 1-800-666-5327, at

<https://www.theeap.com/educators-eap> or through 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 https://www.swboces.org/groups/49386/human_resources/draft_covid19_hr_resources. The page includes:
 - A Coronavirus Resource Flyer
 - Frequently asked HR Question section
 - Summary of Benefits Providers with contact information
 - Active links to the CDC, NYS Department of Health, the DOL, 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 NYS 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, SWB 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 on 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 a 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 Resource Department schedules monthly drop-in sessions at each site. HR staff will be available via 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.

About COVID-19

[According to the CDC](http://www.cdc.org/coronavirus), the best way to prevent illness is to avoid exposure to the virus. (link: <http://www.cdc.org/coronavirus>)

How is COVID-19 mainly spread?

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- By touching surfaces and objects with the virus on it.

When are people most contagious?

People with COVID-19 spread the most when they are showing symptoms of COVID-19, but people who are infectious but asymptomatic for COVID-19 are able to spread the virus.

What are the symptoms of COVID-19?

These symptoms may appear 2-14 days after exposure to the virus: Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat and new loss of taste or smell.

[Source: Westchester County Department of Health](https://health.westchestergov.com/2019-novel-coronavirus)

(<https://health.westchestergov.com/2019-novel-coronavirus>)

What If I Get Sick?

If you are sick with COVID-19 or think you might be, [the CDC advises](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html) that you stay home except to seek medical care. If you become ill at work, return home and notify your supervisor as soon as you are able to do so after seeking medical care.

(link: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>)

Anyone who tests positive; who is symptomatic and has not been tested; or who has had close contact with a person with COVID-19 who is symptomatic must self-quarantine for 10 days before returning.

Most people with COVID-19 have mild illness and are able to recover at home without medical care. Take care of yourself. Get rest and stay hydrated. If you have trouble breathing or other concerning symptoms, call 911 for immediate help.

Follow care instructions from your healthcare provider and local health department. Your local health authorities will give instructions on checking your symptoms and reporting information.

The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. The decision to return to work should be made only after first consulting with your supervisor.

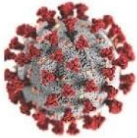
If you have been diagnosed with or exposed to someone who has had COVID-19, please refer to this guidance document from the New York State Department of Health: [Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployee_return_to_work_053120.pdf).

Link:

https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployee_return_to_work_053120.pdf

CDC guidance posters

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



CS 314937A 06/01/2020

cdc.gov/coronavirus

Help Protect Yourself and Others from COVID-19

Practice Social Distancing



Stay 6 feet (2 arm's lengths) from other people.

And Wear a Cloth Face Covering



Be sure it covers your nose and mouth to help protect others.
You could be infected and not have symptoms.



cdc.gov/coronavirus

CS 17/29/4 05/29/2020

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS 316488A 05/27/2020

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Links to Posters

What You Should Know About COVID-19

<https://drive.google.com/file/d/1Y1YhXu7VQc-e8i3peSw8pg5deb083grU/view?usp=sharing>

How to Protect Yourself and Others from COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings.pdf>

How to Safely Wear and Take Off a Face Covering

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

Stop the Spread of Germs

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

Helpful Links

[**INTERIM GUIDANCE FOR IN-PERSON INSTRUCTION AT PRE-K TO GRADE 12 SCHOOLS DURING THE COVID-19 PUBLIC HEALTH EMERGENCY**](#)

[**Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools - Reopening Guidance**](#)

[**NY Forward Safety Plan Template**](#)

[**Reopening NY Office-based Work Guidelines for Employers and Employees**](#)

[**CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes**](#)

[**CDC COVID-19 Landing Page**](#)

[**CDC COVID-19 Symptoms**](#)

[**EPA Coronavirus Page**](#)

[**OSHA - COVID-19 Page**](#)

[**NYS Department of Health Novel Coronavirus webpage**](#)

[**NYSED COVID-19 Resource Page**](#)

[**Westchester County Department of Health**](#)

[**Johns Hopkins Coronavirus Resource Center**](#)

[**NYS DOH COVID-19 Tracker**](#)

[**WC DOH: Do I Need to Quarantine or Isolate?**](#)

[**DOH COVID-19 Testing**](#)

Video Resources

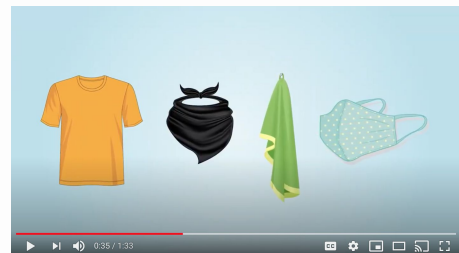
- [**Stop the Spread of Germs \(CDC\)**](#)



- [**What You Need to Know About Handwashing \(CDC\)**](#)



- [**Wear a Cloth Face Covering \(CDC\)**](#)



- [Managing Anxiety & Stress \(CDC\)](#)



Guide to Acronyms in this Document

ACCES	Adult Career and Continuing Education Services	HS	High School
APPR	Annual Performance Plan Review	IEP	Individualized Educational Plan
ATI	Assessment Technologies Institute	LHRIC	Lower Hudson Regional Information Center
BOCES	Board of Cooperative Educational Services	MS	Middle School
CACS	Center for Adult & Community Services	NYS	New York State
CDC	Centers for Disease Control and Prevention	NYSDOH	New York State Department of Health
COO	Chief Operating Officer	NYSED	New York State Education Department
CoSer	Cooperative Service	O&M	Operations and Maintenance
COVID-19	Coronavirus Disease 2019	PPE	Personal Protective Equipment
CSS	Center for Special Services	RAEN	Regional Adult Education Network
DOC	Department of Correction	SEL	Social Emotional Learning
CTE	Career and Technical Education	SEPTA	Special Education Parent Teacher Association
DOH	Department of Health	SWBOCES	Southern Westchester Board of Cooperative Educational Services
DOL	Department of Labor	TCIS	Therapeutic Crisis Intervention for Schools
EAP	Employee Assistance Program	VDI	Virtual Desktop Infrastructure
ELL	English Language Learner	WBL	Work-based Learning
EPE	Employment Preparation Education	WIOA	Workforce Innovation and Opportunity Act
FERPA	Family Education Rights and Privacy Act		
GCN	Global Compliance Network		
HR	Human Resources		