



Southern Westchester BOCES Pandemic Plan 450 Employee Quick Reference



Last updated: April 29,, 2021

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

Table of Contents

[Health & Safety](#) 3

Physical Distancing
Personal Protective Equipment
Hand Hygiene
Space Considerations for Safety

[Social Emotional Well Being](#) 12

Social Emotional Well Being of Staff

[Facilities Practices](#) 6

Movement Within Buildings
In-Person Meetings

[Screening and Testing of Adults](#) 7

Positive Screen Protocol
Response to Positive COVID diagnosis
or Potential Concern
Protocol for Return to Work
Exemption to Quarantine
Medically Vulnerable High Risk Staff

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 projecting of voice (e.g, Presenting) may be subject to additional social distancing guidelines. Special attention should be paid to cleaning microphones, clickers, computer keyboards, and touchscreens before and after use.

Seating configurations will be arranged to align with social distancing guidelines

Partitions will be used to separate workspaces 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. Teleconferencing will continue to be an option for meetings for both remote and onsite attendees. Individual sites will determine when in-person meetings are appropriate and follow all guidelines for those meetings.

Personal Protective Equipment

Masks are provided at each entrance for staff and visitors. Any time staff or visitors come within 6 ft. of another person, acceptable face coverings must be worn (ensuring that mouth and nose are covered). Individuals must be prepared to don a face covering if another person unexpectedly comes within 6 ft.

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 suggested times to clean hands include:

- Before and after the workday
- Before and after work breaks
- 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 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

Since social distancing in pantries/lunch areas is not possible, meals should be taken at your desk, the 4th floor cafeteria, off site or some other designated area. Pantries will be open for use of the coffee makers, vending machines, microwave and refrigerator. Wipes will be available and all shared surfaces (fridge handle, microwave, equipment, etc.) should be wiped down before and after each use. **No more than two people should be in the pantry at the same time.**

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, bathrooms, and common areas will be cleaned and disinfected.

Where social distancing is not possible, compliant partitions will be installed.

Staff 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 assessed periodically, 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.

Facilities Practices

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.

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

Water dispensers with single-use cups will be available as required.

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.

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 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 as requested. **Please note: 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.

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. This includes visitors and vendors.

Social distancing markers or signs will continue to be posted to denote required spacing in commonly used areas such as copiers, 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 onsite 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 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 location's SWBOCES Reentry 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.

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

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 should also follow their regular process for reporting an absence.**

Required Reporting of a COVID issue

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 who were denied building entry due to health screening for symptoms can return to work 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 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 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 department about any cases if diagnostic test results are positive for COVID-19.

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

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.

Response to Positive COVID diagnosis or Potential Concern

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 ([Kathy Conley for 450](#)) 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 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.

Protocol for Return to Work

SWBOCES' reopening plan has written protocols that comply with DOH and CDC guidance for the return to offices 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 guidance, NYSED guidance and NYSDOH guidance. This guidance will be updated as needed.

If employees have **exhibited symptoms but in consultation with a health care provider were 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 employees **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 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 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 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 **become sick with COVID-19 symptoms while at the workplace**, they must be sent home immediately and follow the guidance above.

All staff 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 in the past 3 months may be exempt from quarantine. The DOH will verify the information and issue the exemption from quarantine.

Medically Vulnerable High Risk Staff

SWBOCES is committed to providing a safe work and learning environment for staff 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.

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 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

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.
- 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 as safe as possible.
- Human Resource 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 Communication, 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.