Guidance during Bridge to Re-opening Phase

For Incarcerated Youth Program, Westchester County Department of Correction, Valhalla, NY
Center for Adult & Community Services

Effective July 1, 2020

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Re-entry plan timeline

In planning and implementing for reopening of administrative offices and other divisions, Southern Westchester BOCES will continue to follow all directives of the Commissioner of the New York State Education Department, the Commissioner of Education, the Board of Regents and the directives and Executive Orders of Gov. Cuomo as well as CDC and New York State Department of Health guidance.

- The governor's office has outlined a four-phase plan to guide reopening with the understanding that any region can move backwards and forwards between phases based on current data. This document focuses on the Southern Westchester BOCES plan for Phases II and III and will remain in effect until further notice. On June 23, our region entered Phase Three of reopening of the governor's New York Forward plan. Currently offices are allowed to re-open as long as they are in compliance with the extensive guidelines. SWBOCES will continue to follow our plan until further notice. Updates to this plan will be based on guidance from the governor's office and NYSED.

Until we receive a directive requiring us to open all programs, we will follow the guidelines of each Phase. Offices will begin a "bridge process" on July 1, allowing for some employees to return to their work space, following a detailed plan based on the current required guidelines. During this bridge period, employees will work with their supervisors to determine which scenario supports their work needs.

- Some employees may continue to work in the remote environment for the present time until the bridge period is ended or further guidance is available.
- Some employees may return to their SWBOCES site for the present time. Those employees may only be on site when not ill and after completing a daily symptom assessment. Restrictions and safety protocols will be in place at each work site.
- Some employees may work both remotely and at their work site, planning a flexible schedule with their supervisor.

Each site location has reviewed the guidelines and created an aligned plan. Please review the following document for guidance on your site's plan.

Physical Distancing for Staff assigned to IYP at the WCDOC Prior to Phase IV and until further notice

- Most staff will remain in remote operations. Department leaders will determine which staff, if any, need to return to their offices as well as the frequency they will be onsite. A shared log will be kept to ensure maximum occupancy restrictions are maintained and to use for tracing should it be needed.
- Staff will confirm when signing in that they have followed all New York State guidance for quarantine regarding travel outside of NY State.
- IYP staff will follow all guidance in regards to visitors to programs as advised by the Department of Correction during Phases 2 and 3.
- A distance of at least 6 feet must be maintained among all individuals at all times. Any time workers or visitors must come within 6 feet of another person, acceptable face coverings must be worn (ensuring that mouth and nose are covered).
- Face coverings must be worn at all times when in hallways or bathrooms or in any shared space where a distance of 6 feet or more cannot be maintained.
- All seating will be arranged to ensure the 6 foot distance requirements.
- There will be no stopping in the hallway outside of occupied work areas. Passage through hallways should be limited to essential movement.
- Entry into the program will conform to all DOC guidance
- Teleconferencing among staff will continue to be used even while onsite. If an 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.
- All staff common areas, aside from the cafeteria, such as pantries (including refrigerators, coffee dispensers, water coolers, microwaves) and computer labs will be closed until further notice. Staff are encouraged to bring their lunch and drinks with them. Lunch should be eaten at each employee's workspace. Staff lounges and other shared space are closed until further notice.
- All work areas will be cleaned thoroughly each day. Desks must be clear of all non-essential items to permit thorough cleaning.
- No workstations or equipment other than copiers and printers may be shared. This is particularly important to remember for telephones and keyboards.

Protective Equipment for Staff assigned to IYP at the WCDOC Prior to Phase IV and until further notice-

- Staff may wear their own face coverings while at work.
- Gloves are not required for office work. If a staff member chooses to wear gloves, he/she should bring them to work. We will not have a supply for replacements.
- Face masks and gloves must be disposed of properly.

Hygiene and Cleaning for Staff assigned to IYP at the WCDOC Prior to Phase IV and until further notice

- Staff should take their temperature each day before leaving for work. No one should come to work if they are not feeling well or have a temperature of 100.4 F or higher. Please follow the guidance from the Centers for Disease Control and Prevention (CDC) https://www.cdc.gov/coronavirus/2019-ncov/index.html and NYS Department of Health (DOH) https://coronavirus.health.ny.gov/home in order to protect yourself. Contact your medical provider if you feel ill.
- All staff are required to sign in and out each day. This information will be kept as a log in case contact tracing information is needed. When signing in, enter the date and time and check the box next to your signature to signify you have conducted a self-health check and you are not ill or symptomatic. When signing out, please enter the time next to your signature.
- Wash hands often with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol if soap and water are not available. 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 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.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Cleaning of occupied areas will be performed by the cleaning staff following established state and federal guidelines.
- In the event that a staff member is confirmed to have COVID-19, the cleaning protocol will follow CDC recommendations and impacted staff will be notified while maintaining confidentiality required by state and federal law and regulations.
- All NYS and CDC reporting guidelines will be followed.

Communication Plan for Staff assigned to IYP at the WCDOC Prior to Phase IV and until further notice

- 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 will be provided by links on pages 11 and 12 of this 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. We will also notify staff who had close contact with the individual, 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.

About Coronavirus

According to the CDC, the best way to prevent illness is to avoid exposure to the virus.

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*)

What If I Get Sick?

If you are sick with COVID-19 or think you might be, the CDC advises 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.

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.

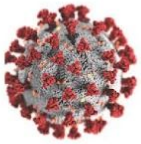
If you have been diagnosed with or exposed to someone who has had COVID-19, please refer to this document from the New York State Department of Health: https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeereturntowork_053120.pdf.

Resources that Follow

- Printable CDC guidance posters
- Helpful Resource Links
- Video CDC guidance tutorials

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.

CDC

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
cdc.gov/coronavirus

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

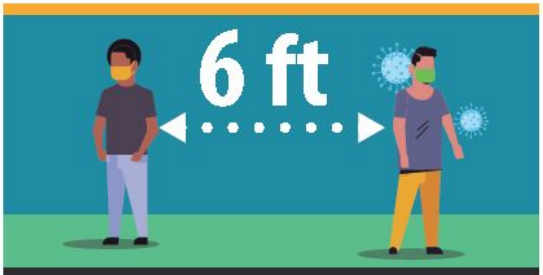
Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: **cdc.gov/coronavirus**

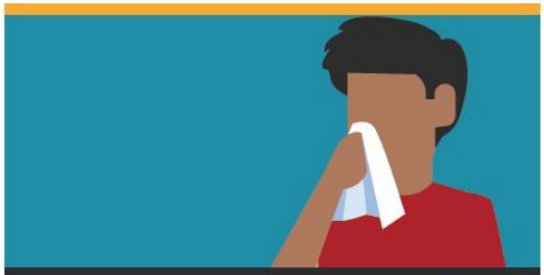
CS 316488A 05/27/2020

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet (about 2 arms' length) from other people.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.



When in public, wear a cloth face covering over your nose and mouth.



Do not touch your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.

CDC

cdc.gov/coronavirus

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Links to Posters

What You Should Know About COVID-19
https://drive.google.com/file/d/1Y1Yhxu7VQc-e8i3peSw8pg5deb083grU/view?usp=sharing

How to Protect Yourselves 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

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

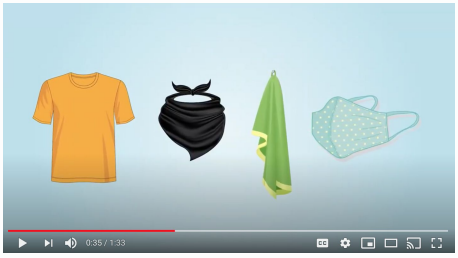
- **Stop the Spread of Germs (CDC)**



- **What You Need to Know About Handwashing (CDC)**



- **Wear a Cloth Face Covering (CDC)**



- **Managing Anxiety & Stress (CDC)**

