

# CCS Guidance - Student Addendum to Handbook

## Introduction

The safety of our students and staff remains our main priority at the Center for Career Services (CCS) as we reopen for the 2022-23 school year. Inherent in Career & Technical Education (CTE) is the need to assess knowledge and skills in both mastery of academic content, as well as the demonstration of practical skills in a safe manner. The staff at the CCS is committed to putting practices in place to continue instruction while adhering to the guidelines put forth in the SWBOCES Health & Safety Guide. The purpose of this addendum to our Student Handbook is to highlight some changes to the daily procedures and practices at the Center for Career Services in response to COVID-19. The following is a summary of information, and additional information can be provided by the administration and/or staff upon request. The full version of the Updated SW BOCES Health and Safety Guide can be found at this link listed below- [https://www.swboces.org/health\\_safety\\_guide](https://www.swboces.org/health_safety_guide)

## Health and Safety Guide Highlights

**Required Reporting of a COVID Issue-** Parents who learn that their child is COVID-positive should contact the district by sending an email to [Healthupdates@swboces.org](mailto:Healthupdates@swboces.org). The parent/guardian should send a blank email to the address, then respond to the return email by completing the form. Administrators will monitor this email during regular school hours, and a response will be sent accordingly. The student may not come on campus until they receive clearance from the school nurse or district administrator. When SWBOCES becomes aware of a COVID-positive staff member, student or visitor who has been on the campus, contact tracing will take place, and those determined to be a close contact will be notified. Staff and students who are symptomatic should not be on SWBOCES campuses and should follow guidance for monitoring illness that is potentially COVID-related. The [COVIDalerts@swboces.org](mailto:COVIDalerts@swboces.org) contact for staff and the [Healthupdates@swboces.org](mailto:Healthupdates@swboces.org) contact for students are still in place and are monitored regularly during regular work hours. Any individual who has been a close contact of a positive individual, regardless of vaccination status, or who has a COVID symptom, should follow the recommended guidance. 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 New York State Travel Advisory. If a staff member or student tested positive for COVID-19 they need to have recovered and completed the required isolation period 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 report as required to the state and local health departments regarding any confirmed diagnostic test results indicating that an individual is positive for COVID-19. For more information, please see below for the protocol for Return to Work/School. The 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.

- Students, teachers, and staff who test positive for COVID-19 but never develop symptoms should isolate for at least 5 days. (Day 0 is the day the positive test was conducted and day 1 is the first full day after the specimen was collected for the positive test.) If they continue to have no symptoms, they can end isolation after at least 5 days. Asymptomatic, positive individuals should wear a well-fitting mask at all times for ten days. If they are unable to wear a mask at all times, isolation should continue for a total of ten days. If symptoms develop, positive individuals should then follow the guidance for being symptomatic and positive.
- Students, teachers and staff who are COVID-19 positive and have or had symptoms should isolate for at least 5 days. (To calculate the 5-day isolation period, day 0 is the first day of symptoms. Day 1 is the first full day after symptoms develop.) If the individual has improved symptoms and is fever free for 24 hours or more without the use of fever-reducing medicine, they may end isolation at the end of five full days. (Please note that loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.) Individuals should continue to wear a well-fitting mask at all times for ten days. If they are unable to wear a mask, isolation should continue for a total of ten days.
- If individuals are COVID-19 positive, have or had symptoms (which may include fever) that have not improved after 5 days of isolation, they must continue isolation. Isolation continues until symptoms have improved and the individual is fever-free for at least 24 hours without the use of fever-reducing medicine. Once cleared to return, individuals should continue to wear a well-fitting mask at all times for ten days. If they are unable to wear a mask, isolation should continue for a total of ten days.
- Individuals that have been exposed to a COVID positive individual, regardless of vaccination status, may remain in school by appropriately wearing a well-fitted mask for 10 days from last exposure AND undergo recommended testing per section ii on page 3 of the NYSDOH March 1st guidance. The guidance provides for special considerations for students who cannot mask:  
[https://coronavirus.health.ny.gov/system/files/documents/2022/03/school-guidance-03.01.22\\_0.pdf](https://coronavirus.health.ny.gov/system/files/documents/2022/03/school-guidance-03.01.22_0.pdf)
- Symptomatic Individuals 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 PCR test result, or if they have been diagnosed with another condition and provide a written note stating they are clear to return to school.
- Symptomatic individuals who do not choose to test are to be presumed positive and must isolate for 5 full days (day 0 is the first day of symptoms). If the person is symptomatic beyond day 5, they must continue to isolate until they have felt well and have no fever for 24 hours without the use of a fever reducing medicine.
- If at any point someone becomes symptomatic, they should follow the protocol for symptomatic individuals. Students should contact their administrators by submitting an email to [Healthupdates@swboces.org](mailto:Healthupdates@swboces.org). If a student becomes sick with COVID-19 symptoms while at school, they must be sent home immediately and follow the guidance above.

### **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 from COVID-19. 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 CDC guidance here for more information. Any staff member with an underlying condition that puts them at increased risk may request a possible accommodation. The process is as follows: 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 such as 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 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 strategies into the classroom environment. Implementing (TCIS) researched Connected Learning Environment in all classrooms is a districtwide goal, and all staff members have received annual TCIS training. Additionally, SWBOCES has districtwide and building level school guidance comprehensive plans to meet student needs.

### **Summary**

This document highlights the health and safety guidelines that are in place to facilitate a safe learning environment for both students and staff. For more information, please refer to the SW BOCES Website for the complete Health and Safety document.