



Reopening from Pandemic
Operations Activity Adopted by the
Brighton Central School District –
July 2020

Procedural Recommendations to be Implemented by BCSD

Forward

(Original Document Modified by BCSD)

The Association of Educational Safety and Health Professionals (AESHP), Health and Safety Professionals representing all 37 BOCES in New York State, created *Moving NY Forward - Practical Guidance for Schools Re-emerging from a Pandemic* with that variation in mind. The guidelines contained therein, are a meta-analysis of sorts, including ideas, general guidance, and potential solutions from many of the resources shared by independent interest groups and Federal and State governmental entities. In addition, AESHP members from across New York State have used their expertise to add detail and specificity to the more general information contained in the documents mentioned above.

The AESHP document has been modified and tailored to the operation activities adopted by the Brighton Central School District and thus AESHP is not responsible for modifications made, or for oversight of the implementation of the recommendations made.

The Brighton variation of the AESHP document is intended to provide transparency to the entire school community so that each person has confidence that proper procedures are being designed to keep students, staff, and faculty safe as we develop our reopening plans. This document serves as an appendix to the Operations Activity Plans – July 2020 reviewed by the District Safety Committee.

Due to the constantly changing situation, this document will become a living document that will be updated frequently to add or modify operational activities.

The Brighton Central School District will continue to partner with the Health and Safety service (BOCES) to obtain the most recent version of the AESHP document.

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General Practices

Employees should take the following steps to protect themselves at work:

- Follow the policies and procedures of the employer related to illness, cleaning and disinfecting, work meetings, and travel
- Stay home if sick, except to get medical care
- To the extent possible, avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails
- Avoid handshaking, fist bumps, high fives, etc.
- Minimize handling/sharing cash, credit cards, and mobile or electronic devices when possible
- Avoid all non-essential travel

Maintain social/physical distancing

- Practice social/physical distancing at all times but especially while on district premises
- Do not congregate a lot of people in an area (refer to NYS guidelines for this)
- Keep six (6) feet away from other persons and do not go near anyone with respiratory symptoms of cough, fever, difficulty breathing, or other flu-like illness. Areas/actions to consider include:
 - Standing in line (screening, bathrooms, break/lunch rooms, serving areas)
 - Room occupancies. Establish a percentage of people that will occupy each area of the building. Post occupancy limits in a conspicuous location. The purpose is to limit the number of people in an area and to maintain at least 36 square feet (SF) per person
 - Hallways that cannot be designated as *one way* shall have lengthwise floor tape applied. This tape should illustrate two-way directional traffic as done with roadways. People shall travel with their right shoulder close to the wall. People should be trained not to touch the wall while walking down the hallway
 - Large group activities should be evaluated. If social/physical distancing is not possible, activities such as: trainings, meetings, plays, sporting events and concerts, shall be canceled or postponed
- Installation of Barriers:
 - Areas with frequent close person to person contact will have barriers (polycarbonate glass or some other non-combustible material) installed to separate individuals, such as:
 - Front office/greeter desk
 - High capacity offices where people are closer than 6 feet apart, shall have office dividers or other non-combustible material installed to separate desk/work areas
 - If staff must have person to person contact with other staff members, then follow these precautions – If contact is expected then both persons should:
 - Wear a face covering/mask
 - Wash hands or use hand sanitizer before and after contact
 - People working with special needs persons should wear a face covering/mask and wash hands regularly when unexpected contact may occur

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Personal responsibility

- Avoid touching eyes, nose, and mouth
- Cough/sneeze into a tissue you dispose of immediately or into the crook of your elbow, not into your hands
- Practice personal hygiene protocols at all times but especially while on district premises
- Personal hygiene:
 - Employees should wash hands often with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol if soap and water are not readily available (especially during key times when persons are likely to be infected by or spread germs)
 - After blowing one's nose, coughing, or sneezing
 - Before, during, and after preparing food
 - After using the toilet
 - After touching trash
 - Before and after the work shift
 - Before and after work breaks
 - After touching objects that have been handled by others

Wear and Care of Face Coverings/Masks

- Face covering/masks shall be worn by all building occupants unless precluded by medical conditions (documentation may be required), or other approved exemption provided for by NYSED or DOH.
- While on district premises, you must have in your possession a face covering/mask at all times
- You must wear it immediately when in the presence of another at all times. The face covering absolutely must be in place before having any close contact and all the while you are having close contact with any other person. Close contact is defined as within six feet of another person (common hallways, restrooms or other areas)
 - Cloth or disposable face coverings will be provided by the district
 - Disposable face covering should not be laundered but disposed of properly
 - Face covering care will be the responsibility of the employee
 - Employees may wear their own cloth face covering or face covering/mask
- When wearing it, it must cover your nose and mouth completely
 - Fit snugly but comfortably against the side of the face
 - Fully cover the mouth and nose
 - Be secured with ties, elastic or ear loops
 - Include multiple layers of fabric
 - Allow for breathing without significant restriction
 - Be able to be laundered and machine dried without damage or change to shape

Should cloth face coverings be washed or otherwise cleaned often? How often?

Yes. Face Covering/masks should be washed daily.

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How do you safely sterilize/clean a face covering?

- Washing face coverings in a washing machine and drying in a dryer is recommended to properly clean a face covering.
- If face covering/masks are hand washed prepare a bleach solution of 4 teaspoons household bleach per quart of room temperature water. Soak the face covering for 5 minutes. Rinse the face covering thoroughly with cool water. Air dry, in direct sunlight, when possible. Wash hands for 30 seconds after washing the mask.
- Face coverings must be completely dry before wearing.

How do you safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands for 30 seconds immediately after removing the mask. Be sure not to touch the outside of the mask when removing.

Hand hygiene

- Wash hands often with soap and water for at least 20 seconds, especially after blowing noses, coughing, or sneezing, or having been in a public place
- Use hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol, if soap and water are not available. Additionally, employees should:
 - Wash hands or use 60% ethanol or 70% isopropyl alcohol hand sanitizer after putting on or taking off the face covering
 - Wash your hands frequently with soap and water or use 60% ethanol or 70% isopropyl alcohol hand sanitizer
 - Practice hand hygiene protocols at all times but especially while on district premises

Employees at high risk

Have conversations with employees if they express concerns. Some people may be at [higher risk of severe illness](#). This includes older adults (65 years and older) and people of any age with serious underlying medical conditions. By using strategies that help prevent the spread of COVID-19 in the workplace, you will help protect all employees, including those at higher risk.

These strategies include:

- Implementing telework and other social distancing practices
- Actively encouraging employees to stay home when sick
- Promoting hand washing
- Providing supplies and appropriate Personal Protective Equipment (PPE) for cleaning and disinfecting workspaces
- In workplaces where it's not possible to eliminate face-to-face contact, consider assigning higher risk employees work tasks that allow them to maintain a 6-foot distance from others, if feasible
- Employers should not require employees to provide a note from their healthcare provider when they are sick and instead allow them to inform their supervisors or employee health services when they have conditions that put them at higher risk for diseases

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Do Not Come to Work if:

- You have tested positive for COVID-19 or a presumed diagnosis by your physician or other healthcare provider
- You have been in contact with a person with an actual positive COVID-19 test or presumed COVID-19 diagnosis by their healthcare provider
- You feel sick
 - Contact your physician or other healthcare provider to discuss your medical condition
 - Notify the Human Resources office and your direct and/or department supervisor immediately

If you feel sick while at work:

- If you start to feel sick when at a building, follow your district/BOCES protocols
- Be sure to tell your supervisor what you were doing and where you were in the building before you became ill as the devices and locations must now be considered potentially contaminated
- After notification, leave the building
- Contact your physician or other healthcare provider to discuss your medical condition

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Communication

In preparation of communication materials, the District will consider the school community (e.g. staff, families, students, vendors, community) and the needs of each audience. Develop communications materials accordingly including the creation of sample messages/letters for COVID-19 cases or potential cases for various school audiences. Drafts will be reviewed with the Department of Health in advance of school opening. The District will utilize communication methods generally used to inform the school community including but not limited to:

- District website
- Blackboard eNews/Robocalls/Texts
- Online training
- Correspondence (letters) to homes
- Social media accounts used by district
- Town Hall Meetings (Zoom, Facebook Live, etc.)

Clear messaging needs to be prepared and consistently communicated before re-entry, on the first day, during the first week, through parent nights (to extend communication), and throughout the first month. Minimum monthly communication should provide information on the following topics:

- Who to contact with questions, concerns or suggestions. Empower people to make a positive difference and communicate the expectation for them to do so.
- The facts as we currently know them (NYSDOH, CDC)
- The importance of social distancing, monitoring symptoms of COVID-19 and when to stay home.
- Set protocols for entrance (screening), and the review process for staff calling in sick. Constant reminders for staff to stay home if they feel sick.
- Encourage and implement social distancing in bathrooms, break rooms, hallways, etc. Installing social distancing markers on the floors, etc.
- Practice proper hand hygiene. Staff is allowed to use hand sanitizer but hand washing with soap and water for at least 20 seconds is still more effective. Hand sanitizer works best on clean hands.
- Encourage and practice proper respiratory etiquette (i.e. coughing or sneezing into your elbow if a tissue is not available).
- Encouraging personal responsibility for yourself and your work area.
- Educating the school community on district policies/procedures including how to properly wear and dispose of a face mask/respirator.

Clearly communicate to the school community the various measures that have been taken to keep occupants safe

- What's been done to protect the health and safety of all building occupants. New processes and expectations going forward: frequent hand washing, good cough/sneeze etiquette, proper wearing of face coverings, social/physical distancing, areas that are open and areas that have been closed off, etc.

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- Communication should also be provided for what hasn't changed, like security practices, staff expectations, learning goals, etc.

Cleaning and Disinfecting of School Facilities, Equipment and Grounds

- Initiatives taken by the district to clean/disinfect the school (consistently)
 - Providing staff with a list of chemicals that will be used district-wide
 - Re-enforcing to use only district-approved chemicals
 - Establishing and communicating any changes to building cleaning schedules (i.e. daily routine, disinfection of common high touch surfaces). High touch surfaces could include (not an all-inclusive list):
 - Door knobs
 - Light switches
 - Handrails
 - Faucet handles
 - Drinking fountains
 - Touch screens/phones/tablets
 - Copier controls

Mental Health Resources

- Provide a list and contact information for what mental health supports will be in place for staff who need social-emotional assistance when returning to work:
 - District/BOCES staff
 - Employee Assistance Program
 - County resources

Personal Property

- Establish policies/procedures for personal property being brought to school (e.g., refillable water bottles, school supplies, cell phones, books, instruments, etc.). Personal items not required for school should be left at home (i.e., toys, playing cards, sports equipment, personal headphones, etc.). Personal items should be labeled prior to entering the school building and kept in a separate bag or area specifically for personal items from home.

Training

- Provide all required trainings in addition to COVID-19 specific trainings
- Provide training on hand washing
- Provide training for staff on appropriate use of wearing, sizing, removing and disposing of PPE
- Confirm that subs are willing to work and that they are trained, in advance, on new policies/procedures and protocols
- Provide training for staff on how to address close contact interactions as part of every day job tasks

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Entry Points into the Building

- Eliminate pen and paper sign-in/sign-out sheets whenever possible. Limit the number of single staff members responsible for signing students in and out (e.g., school monitor, secretary) and have sanitizers readily available.
- Install hand sanitizer dispensers near entry doors and other high-traffic areas. Follow current hand sanitizer use in school regulations for children.
- The District has purchased infrared doorway temperature scanners for all people who enter the building. Procedures are to be developed to administer the scanning device, which also serves as an occupant registry (who entered the building, did they have a mask on, and did they have a temperature).
- Individuals who have a fever of 100.0°F or above or other signs of illness should not be admitted to a district building.

Communication by School Leaders

- Stress that the health and safety for students, staff and the school community is the top priority
- Periodic updates will be communicated regarding additional guidance from the state and federal government
- Be prepared to respond to any number of questions that the school community may have. Encourage and promote open communication between staff and administration.
- Understand that this is an emotional time for all of us and recognize the stress that reopening places on staff.
- Establish policy regarding conditions that must be met in classrooms, offices, hallways, common areas in order to be able to maintain a safe, clean environment.
- Update Codes of Conduct and other policies/procedures based on conditions of the virus and reopening to protect the safety of all people (e.g. requirement for appropriate facial coverings).
- Require improved housekeeping and removal of non-educational items from classrooms, offices and storage areas (fabric coverings and curtains, stuffed animals, cardboard, non-school approved furniture and floor coverings, etc.) to allow proper cleaning of facilities.
- School medical directors should approve and permit the use of alcohol-based hand sanitizers in their facilities without individual's physician orders as alcohol-based hand sanitizers are considered over-the-counter drugs.

Posters/Signage

Classroom, Office Area, and Common Areas Signage:

- Post CDC Hand Washing Poster <https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>;
- Post CDC Cover Your Cough Poster https://www.cdc.gov/flu/pdf/protect/cdc_cough.pdf.

Restrooms:

- Post CDC Hand Washing Poster <https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>;
- Post CDC Stop the Spread of Germs Poster <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>.

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Building Entry - Door Signage:

- CDC Stay Home If You Are Sick Poster https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-B-StayHomeFromWork_Poster.pdf;

Website/Social Media:

Notices will be placed on all district run websites and social media accounts utilized by the district indicating changes and expectations for returning to school.

- CDC Schools and Child Care Programs - Communication Resources (POSTERS)

https://www.cdc.gov/coronavirus/2019-ncov/downloads/superhero_poster.pdf

https://www.cdc.gov/coronavirus/2019-ncov/downloads/cover-your-cough_poster.pdf

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/daycare-1200px675px.jpg>

https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread_poster.pdf

https://www.cdc.gov/coronavirus/2019-ncov/downloads/wash-your-hands-bubbles_poster.pdf

https://www.cdc.gov/coronavirus/2019-ncov/downloads/germs-all-around-you_poster.pdf

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Daily Screening Processes

Daily Screening Process for Employees/Visitors and Employees Returning to Work After Diagnosis with COVID-19

Practices to be Implemented

- Non-instructional employees that are successful with working remotely, should continue to work remotely.
- Support Service managers will consider whether additional shifts can be established to reduce the number of employees in the worksite at one time.
- Stagger shift start and end times greater than normal when possible (while still ensuring safe operations), to eliminate employees from congregating during the shift change-over, and from overcrowding at entrances and exits.
- A third-party technology platforms will be utilized to enable staff to self-monitor symptoms, provide screening questions, and/or monitor their temperatures and report before coming to work. The Department of Human Resources is responsible for monitoring this documented data collection.
- Temperatures scans will be available at two entranceways at each school, the main entrance at the Administration Building and a location TBD at Brookside.
 - Create corridors (outside, but preferably covered) where employees can enter the facility through a temperature-checking line
 - Have multiple such lines and entrances if possible to reduce crowding
 - Place markings (whether in tape or otherwise) on the ground in the corridor to demarcate six (6)-foot lengths to provide for greater social distancing by employees while in line.
- Consider the following for actions/conditions for anyone who is reading at a high temperature when entering the building:
 - Running/briskly walking into work
 - Outdoor temperatures
 - Or any other condition that might elevate a person's temperature

Implement Procedure for Employees Before They Get to Work

Do Not Come to Work if:

- You have tested positive for COVID-19 or a presumed diagnosis by your physician or other healthcare provider
- If you have been in contact with a person with an actual positive COVID-19 test or presumed COVID-19 diagnosis by their healthcare provider
- You feel sick, contact your physician or other healthcare provider to discuss your medical condition
- Notify the Human Resources office and your direct and/or department supervisor immediately

If you feel sick while at work:

- If you start to feel sick when at a building, leave immediately
- Contact Human Resources and your direct and/or department supervisor
- Contact your physician or other healthcare provider to discuss your medical condition

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Daily Screening and Posting of Signage Prior to Entering the Building

Consider posting signage on entry doors that ask the following questions for all that enter the facility:

1. Since your last day of work, or last visit here, have you had any of these symptoms in the last 14 days? Symptoms of COVID-19 may include but are not limited to (refer to CDC for most recent information):
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever or feeling feverish
 - Chills
 - Fatigue
 - Muscle/body pain
 - Headache
 - Sore throat
 - Congestion or runny nose
 - Nausea
 - Vomiting
 - New loss of taste or smell
2. Have you tested positive for COVID-19 in the past 14 days?
3. Have you had any close contact in the last 14 days with someone with a confirmed or suspected COVID-19 case?
4. Also consider travel, either internationally or outside of the state in the last 14 days? (following NYS guidance)

If the answer to any of these are **YES**, the employee/visitor should not be allowed to enter and should be directed to contact their healthcare professional.

If the answer is **NO**, employees/visitor entering the building should be logged in (electronically or sign-in sheet) and provided a cloth mask, if the person does not have one, and asked to wash hands prior to reporting to their designated work space.

Assessment responses must be reviewed every day and such review must be documented.

This person could consider the following employees to perform this review:

- Human Resources
- Administrative Staff (Superintendent and his/her Designee)
- Nurse(s)
- Digital Technology (survey)

Collection of Personal Data

This can be done via questionnaire, be sure to include the date on the top of the sheet. As a best practice please consider:

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- Self-reporting as the way to track and document.
- One person at entry points to log in employees to reduce touch points (paper, pens, etc.).
- Consider the use of technology platforms to have staff self-monitor symptoms, screening questions, and/or monitor their temperatures and report before coming to work.
- Set a standard time for employees to report and address employees that did not check in.

Temperatures may be taken but data may not be recorded in a numerical format (they may be recorded as pass/fail).

Best Practice is to have this process completed outside in the form of a drive through screening or if not feasible; this should be done at the entrance of the buildings. Employees should maintain social distancing and use hand sanitizer before waiting in line. These screenings should be as private as possible to ensure confidentiality.

Storage of Personal Information

Ensure that confidentiality is maintained for all employee confidential medical/personnel files. Another option can be to have the Nurse maintain a log of all the employees that have been screened and maintain that information.

Refusing to Comply with Screening Procedures

If the employee/visitor refuses screening they will not be allowed to enter the building. Employees will be charged their paid time off/sick time for that day.

Temperature Readings

Refer to NYSDOH guidelines for specific guidelines.

When at all possible, please follow existing policy for returning to work:

If an employee's body temperature is at or above 100.0°F, the employee must be sent home immediately and the following completed:

- Date the employee was sent home: _____
- Are visible signs of respiratory illness present? _____ Yes _____ No

The employee may return to work earlier if a Healthcare Provider/Public Health confirms the cause of the employee's fever or other symptoms is not COVID-19 and provides appropriate documentation for the employee to return to work (refer to NYSDOH *Interim guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure* for more information).

Positive/Suspect Cases of COVID-19

Understand that no one with symptoms associated with COVID-19 should be present at the workplace. Employees should inform their supervisor, prior to coming to the workplace.

Please follow NYSDOH and Local DOH guidance.

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This **may** include:

- Information should be provided to the employee if they are sent home
 - Healthcare locations and testing resources
- Notification to Local DOH of where contact may have occurred between people
- Local DOH will want to know where positive cases are located (different county communication)

Close Contact with an Infected Person

Employees may have been exposed if they are within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time (15 minutes):

- Potentially exposed employees who have symptoms of COVID-19 should quarantine and follow local health department guidance and [CDC recommended steps](#)
- Potentially exposed employees, or a close contact of an infected person who does not have symptoms, should remain at home or in a comparable setting and quarantine for 14 days

All other employees should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor and stay home.

When a Person Tests Positive:

In most cases, the entire facility will not need to shut down. But do close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, if practicable, open outside doors and windows to increase air circulation in these areas.
- The notification of a positive case should come from the local Department of Health. Follow their recommendations for contact tracing, isolation, quarantine, and potential closure if different than the above information

Definitions

Quarantine - Quarantine is used to keep someone who might have been *exposed* to COVID-19 away from others. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation - Isolation is used to separate people infected with the virus (those who are *sick* with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until [it's safe for them to be around others](#). In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Social/Physical Distancing - Social distancing, also called "physical distancing," means keeping space between yourself and other people. To practice social or physical distancing: Stay at least 6 feet (about 2 arms' length) from other people.

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Daily Screening Process for Students and Students Returning to School After Diagnosis with COVID-19

Operations Practices to be Implemented:

- Consider self-reporting as the way to track and document
- Adopt the use of technology platforms to have parents/guardian(s) self-monitor symptoms, screening questions, and/or monitor their temperatures and report before coming to school. Identify a point person that is responsible for monitoring this documented data collection
- Temperature scans will be available at designated entryways at each school building. Procedures for administration of scan to be developed.
- The district will establish protocols to take temperatures prior to entering school buildings:
 - Create corridors (outside, but preferably covered) where students can enter the facility through a temperature-checking line.
 - Have multiple such lines and entrances if possible to reduce crowding.
 - Place markings (whether in tape or otherwise) on the ground in the corridor to demarcate six (6)-foot lengths to provide for greater social distancing by employees while in line.
- Consider the following for actions/conditions for anyone who is reading at a high temperature when entering the building:
 - Running/briskly walking
 - Outdoor temperatures
 - Or any other condition that might elevate a person's temperature

Develop a Procedure for Students Before They Get to School

Do Not Come to School if the Student:

- Has tested positive for COVID-19 or a presumed diagnosis by a physician or other healthcare provider.
- Has been in contact with a person with an actual positive COVID-19 test or presumed COVID-19 diagnosis by their healthcare provider.
- Feels sick, contact your physician or other healthcare provider to discuss your medical condition.
- Notify district administration, building principal and/or attendance office.

If the student feels sick while at school:

- Where the student will be isolated until picked up from school
 - What area(s) will be designated as an isolation area
- Who will be supervising students in the isolation area
- Determine how the child will be picked up from school
 - Determine who is the most appropriate person to pick up the student based on the epidemic (consider age and health conditions)

Daily Screening and Posting of Signage Prior to Entering the Building: Post signage on entry doors that ask the following questions for all that enter the facility:

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1. Since you were last here, have you (student) had any of these symptoms in the last 14 days? Symptoms of COVID-19 may include but are not limited to (refer to CDC for most recent information):
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever or feeling feverish
 - Chills
 - Fatigue
 - Muscle/body pain
 - Headache
 - Sore throat
 - Congestion or runny nose
 - Nausea
 - Vomiting
 - New loss of taste or smell
2. Have you tested positive for COVID-19 in the past 14 days?
3. Have you had any close contact in the last 14 days with someone with a confirmed or suspected COVID-19 case?
4. Also consider travel, either internationally or outside of the state in the last 14 days? (following NYS guidance)

If the answer to any of these are **YES**, the student should not be allowed to enter the building. Plan accordingly to accommodate the student and keeping all staff and student safe.

If the answer is **NO**, students entering the building should be logged in (electronically or sign-in sheet) and provided a cloth face mask or covering if the student does not have one, and asked to wash hands prior to reporting to their designated class/area.

Assessment responses must be reviewed every day and such review must be documented.

The following employees may perform this review:

- Administrative Staff (Building Principal and his/her Designee)
- Nurse(s)
- Digital Technology (survey)

Collection of Personal Data

This will be done via questionnaire asking parent/guardian:

- Self-reporting or parental/guardian reporting as the way to track and document
- Implement the use of technology platforms to self-monitor symptoms, screening questions, and/or monitor temperatures and report before coming to school
- Set a standard time for students to report, if self-monitoring and address students that did not check in

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Temperatures may be taken but data may not be recorded in a numerical format (they may be recorded as pass/fail).

Best Practice is to have this process completed prior to the student entering school property (bus, building). If this is not applicable, screen students outside of the building in the form of a drive through screening or if not feasible, this should be done at the entrance of the buildings. Employees/students should maintain social distancing and use hand sanitizer before waiting in line. These screenings should be as private as possible to ensure confidentiality.

Storage of Personal Information

Ensure that confidentiality is maintained. Another option can be to have the Nurse maintain a log of all the students that have been screened and maintain that information.

Refusing to Comply with Screening Procedures

If the student refuses screening they will not be allowed to enter the building.

Temperature Readings

Refer to NYSDOH guidelines for specific guidelines.

When at all possible, please follow existing policy for returning to school.

If a student's body temperature is at or above 100.0°F, the student may, upon assessment of school nurse, be sent home immediately and the following completed:

- Date the student was sent home: _____
- Are visible signs of respiratory illness present? _____ Yes _____ No

The student may return to school earlier if a Healthcare Provider/Public Health confirms the cause of the student's fever or other symptoms is not COVID-19 and provides appropriate documentation for the student to return to school. Refer to guidance provided by NYSDOH and/or local DOH guidance.

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Positive/Suspect Cases of COVID-19

Understand that no one with symptoms associated with COVID-19 should be present at school.

Please follow NYSDOH and Local DOH guidance.

This **may** include:

- Information should be provided to the student if they are sent home
 - Healthcare locations and testing resources
- Notification to Local DOH of where contact may have occurred between people
- Local DOH will want to know where positive cases are located (different county communication)

Close Contact with an Infected Person

Students may have been exposed if they are within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time (15 minutes):

- Potentially exposed employees who have symptoms of COVID-19 should quarantine and follow local health department guidance and [CDC recommended steps](#)
- Potentially exposed student(s), or a close contact of an infected person who does not have symptoms, should remain at home or in a comparable setting and quarantine for 14 days

All other students/parents/guardians should monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, parents/guardians should notify and follow school policy for attendance, alert that there are COVID-like symptoms and stay home.

When a Student Tests Positive:

In most cases, the entire facility will not need to shut down. But do close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees/students being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible
- During this waiting period, if practicable, open outside doors and windows to increase air circulation in these areas
- The notification of a positive case should come from the local Department of Health. Follow their recommendations for contact tracing, isolation, quarantine and potential closure if different than the above information

Definitions

Quarantine - Quarantine is used to keep someone who might have been *exposed* to COVID-19 away from others. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation - Isolation is used to separate people infected with the virus (those who are *sick* with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until [it's safe for them to be around others](#). In the home, anyone sick or infected should separate

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themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

Social/Physical Distancing - Social distancing, also called “physical distancing,” means keeping space between yourself and other people. To practice social or physical distancing: Stay at least 6 feet (about 2 arms' length) from other people.

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Building Considerations

Security Cameras and Software

Verify that cameras are operational, they may be useful if you have to track the movement of an individual through a building that is suspected to have or has the COVID-19 virus. All policy and procedures regarding surveillance must be followed.

Exterior Doors

Ensure that proper signage is posted on exterior doors to inform building occupants and visitors of what needs to be considered prior to coming into the building.

Establish a protocol for all people that enter the building

- Sign-in
- Screening process
- Temperature taking of person
- Sign-out when leaving the building

Fire Code Compliance

Maintain buildings according to all codes established from NYS & NYSED

- Do not block egress paths with screening stations, barriers or other items
- Maintain at least 36" aisles between desks
- Maintain at least 8' clear width in hallways
- Only install products that are fire retardant or fire proof

Cleaning and Disinfecting

When cleaning and disinfecting, employees should always wear Personal Protective Equipment (PPE) appropriate for the chemicals being used. Additional Personal Protective Equipment (PPE) may be needed based on an area of the building and the product used.

Follow CDC cleaning and disinfection recommendations.

Surfaces must be cleaned prior to disinfection.

Disinfectants must be [products that meet EPA criteria for use against SARS-Cov-2](#), the virus that causes COVID-19, and be appropriate for the surface.

Frequently touched surfaces in common areas shall be cleaned and disinfected at least daily. Examples include (but are not limited to):

- Door knobs
- Light switches
- Handrails
- Faucet handles
- Drinking fountains

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For frequently touched electronic devices it is recommended that hand sanitizing stations are provided with directions to sanitize hands before and after use of the device. Examples include (but are not limited to):

- Touch screens
- Copier controls
- Tablets

Hand Dryers in Restrooms

Powered air hand dryers in restrooms can atomize moisture from the surface of hands which can carry viruses and germs, making them more easily inhaled into the lungs. It is recommended that these dryers be disconnected and paper towel dispensers with proximity sensors be used instead.

HVAC System

- Building ventilation systems should be evaluated and adjusted to run according to optimal manufacturer recommendations. Please refer to manufacturers specs for more information.
- Occupied areas shall be provided with mechanical ventilation of at least 15 cfm per occupant of outside air during periods of occupancy.
- Ventilation and air filtering capacity may be increased, within design parameters, as needed.
- Verify that systems can handle changes such as:
 - An increase in MERV filter ratings
 - Switch to HEPA filters
 - Switching operating schedules to meet needs of the space

*It is recommended that buildings run HVAC systems in occupied mode, in all areas, for a week prior to employees returning to the building.

HVAC Information

Filters consist of media with porous structures of fibers or stretched membrane material to remove particles from airstreams. Some filters have a static electrical charge applied to the media to increase particle removal. The fraction of particles removed from air passing through a filter is termed “filter efficiency” and is provided by the Minimum Efficiency Reporting Value (MERV) under standard conditions.

- MERV ranges from 1 to 16; higher MERV = higher efficiency
- MERV ≥ 13 (or ISO ePM1) are efficient at capturing airborne viruses
- MERV 14 (or ISO equivalent) filters are preferred
- High efficiency particulate air (HEPA) filters are more efficient than MERV 16 filters.

Increased filter efficiency generally results in increased pressure drop through the filter. Ensure HVAC systems can handle filter upgrades without negative impacts to pressure differentials and/or air flow rates prior to changing filters.

Overall effectiveness of reducing particle concentrations depends on several factors:

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- Filter efficiency
- Airflow rate through the filter
- Size of the particles
- Location of the filter in the HVAC system or room air cleaner

HVAC Servicing

For HVAC systems suspected to be contaminated with SARS-CoV-2, it is not necessary to suspend HVAC system maintenance, including filter changes, but additional safety precautions should be taken. The risks associated with handling filters contaminated with coronaviruses in ventilation systems under field-use conditions have not been evaluated. Workers performing maintenance and/or replacing filters on any ventilation system with the potential for viral contamination should wear appropriate Personal Protective Equipment (PPE):

- A properly-fitted respirator (N95 or higher)
- Eye protection (safety glasses, goggles or face shield)
- Disposable gloves

Some things to remember include:

- Consider letting the filter load up further than usual to reduce frequency of filter changes
- Don't let pressure drop increase enough to disrupt room pressure differentials
- Confirm filters remain snug in their frames

When feasible, filters can be disinfected with a 10% bleach solution or another appropriate disinfectant, approved for use against SARS-CoV-2, before removal. Filters (disinfected or not) can be bagged and disposed of in regular trash.

When maintenance tasks are completed, maintenance personnel should immediately wash their hands with soap and water or use an alcohol-based hand sanitizer.

Water Systems

The building water distribution system and all outlets shall be flushed for at least 10 minutes before buildings are reoccupied. Consider documenting flush times.

Bubblers/Drinking Fountains

Consider closing off bubblers/drinking fountains to reduce the spread of the virus. If you close off bubblers/drinking fountains, water must be made available for building occupants.

Consider the installation of a hydration station that comes equipped with a bottle filler.

Consider the following, if bottle filling stations are available:

- Providing sport bottles with the student and staff name on them to discourage sharing of water bottles
- Provide paper cups and an open garbage can for waste

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The following Sloan guidance has been provided as a reference and is used for informational purposes only. This does not constitute as an endorsement.

Sloan - Guide to Properly Clear (Flush) Commercial Restrooms Prior to Reopening Your Building

Faucets

- Aerators should be removed before the purge process and sanitized (or replaced - recommended) before reinstalling. Learn how to easily remove the aerator from a [BASYS faucet](#).
- Automatic (sensor) faucets are easily flushed by placing a hand under the faucet for a minimum of 90 seconds.
- Some sensor faucet models ([Sloan EBF/ETF](#)) from Sloan with Bluetooth have automatic purge capability using [Sloan Connect® App](#), and you can [set it to purge](#) for an extended period of time and/or daily. Utilizing these models from Sloan can greatly reduce the complications and health risks associated with stagnant water.

Showerheads

Showers should be run at full opening (both hot and cold) for at least three minutes.

To help you protect the safety, health, and well-being of your building occupants, Sloan has created these general guidelines to help building engineers and others knowledgeable about the building water supply to safely clear/flush the water in your commercial restrooms. This guide is specific to commercial restroom fixtures and fittings and is not an all-inclusive guide for clearing/flushing the potable water plumbing system in a commercial building.

Building staff should inspect and clear (flush) all water-using appliances like:

- Ice machines
- Dishwashers
- Mechanical equipment
- Cooling towers
- Boilers
- Pumps
- Backflow preventers
- Etc.

The entire water system for a building (kitchens, laundry, etc.) also needs to be flushed.

While not all stagnant water is problematic, this water could have a bad taste, unpleasant odor, debris, or more serious problems, like elevated levels of lead and copper. It may also contain little or no residual disinfectant, such as chlorine, leading to elevated levels of bacteria and other microbiological contaminants like Legionella or Pseudomonas aeruginosa. It is recommended that buildings purge the entire water distribution system within their commercial facility to ensure fresh water is present before flushing/clearing fixtures and fittings as a best practice.

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Flushometers for Water Closets and Urinals

- It is recommended that you start at the water closets and urinals that are located farthest from the branch lines in the restroom entry. Flush the farthest water closet and/or urinal at least three times. Each subsequent water closet or urinal need only be flushed twice. If the urinal is an ultra-low flush volume (0.125-0.25 gpf), then flush five to six times each. This will purge the pipes from the main branch to the urinal valve. Flush each valve the maximum amount if the branch line location is unknown.
- Debris from stagnant water can dislodge and foul diaphragms and pistons within a flushometer, causing additional valve run-on situations. If you experience these conditions, check and clear the diaphragm or piston with the proper tools per the [Royal/Sloan/Regal/Gem/Crown](#) flushometer maintenance instructions. Sloan [maintenance support videos](#) are available online.

[Replace](#) the cartridge for water free or hybrid urinal fixtures. [Bedpan washer](#) flushometers should be engaged in the downward (fully open) position and flushed three times.

Pressure-Assisted and Tank Type Toilets

- Flush a pressure-assisted toilet a minimum of three times, allowing full setup/re-pressurization between each flush.
- Troubleshooting information and videos can be found on the [Flushmate website](#), and OEM parts are located on the [online parts finder](#).
- Tank type toilets located farthest from the branch lines in the restroom entry should be flushed at least three times. Each subsequent water closet need only be flushed twice. Flush each toilet the maximum amount if the branch line location is unknown.

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Special Considerations

Construction projects

- Campus Construction will coordinate with contractors to determine how Construction Workers will be screened. It is the District expectation that all contractors are screened in a consistent manner as district employees.
- Construction workers shall wear face covering/masks at all times when not able to social distance.
- Contractors are to keep a daily log of all persons entering the building; name, date, time in, time out. Swipe cards may also be used. This can be used for contact tracing if/when a person tests positive.

Hallways

- Place directional movement (signage) in each corridor in schools
 - Walk on the right side with your right shoulder toward the wall.
 - Where lines may form place floor markings every 6 feet.

Break rooms:

- Temporarily remove amenities that are handled with high contact frequency, such as water coolers, coffee makers, toasters, refrigerators, and bulk snacks and replace them with alternatives
- Use of these items by multiple people should be discouraged. If they must be used then each person should wipe the touch surfaces with disinfectant wipes or use a cleaning spray to wipe them off, before and after use
- Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate
- Stagger lunch breaks to minimize occupancy in break rooms and allow for social distancing
- Congregating in kitchen areas should be discouraged
- Seating and tables should promote social distancing
- Postings and reminders must be placed in these areas
- Cleaning and/or disinfecting supplies must be supplied in these areas

Clinics and Mobile Clinics:

Ask for required COVID-19 Safety Plans prior to entering your site.

Delivery of items to district buildings

- If there is limited access/contact there is no need to trace their presence
 - Personnel with limited access/contact between buildings may be considered:
 - Maintenance personnel
 - IT personnel
 - Teachers
 - Administrators
 - Support Staff

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Training

NYS requires employers to train all personnel on new protocols and to frequently communicate safety guidelines. Train all personnel on the precautions listed below either remotely or in person. Use appropriate social distancing and require face coverings for all participants where training is conducted in person. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

- Proper hand hygiene. Promote frequent and thorough hand washing by providing employees, the school community, and visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% ethanol or 70% isopropyl alcohol. Provide training on proper handwashing and hand sanitizer use.
- Prevention of disease spread by staying home when they are sick
- Proper respiratory etiquette, including covering coughs and sneezes
- Train employees to not use communal objects. If communal objects must be used provide information on proper disinfection procedures between use. Examples of communal objects include (but are not limited to): other workers' phones, desks, offices, computers or other devices, other work tools and equipment.
- Provide workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (i.e., cough etiquette and care of PPE)

Training for Screeners

Screeners should be trained by employer identified individuals familiar with CDC, DOH, and OSHA protocols and wear appropriate employer-provided PPE, including, at a minimum, a face covering.

Training topics for all staff and substitutes (but are not limited to)

- Proper hand washing
 - [Hand washing video](#) (1:26)
- Proper cough & sneeze etiquette
- Social Distancing
 - Provide training for faculty/staff on how to address close contact interactions with students as part of every day job tasks
- Operating procedures (various)
 - Entrance into the building
 - Cleaning procedures
 - Sick child pickup
 - Staff who are sick or suspected to be sickness
- Proper cleaning techniques
- Hazard Communication – Right-To-Know
 - Proper use of chemicals
 - No chemicals from home
 - Transfer of hand sanitizer in smaller containers
- Exposure Control Plan – with a focus on Pandemic/COVID-19

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- Personal Protective Equipment - PPE
 - Update Hazard Assessment & Personal Protective Equipment (PPE) Selection Worksheet for all identified employees
 - Proper type, use, and size
 - Cleaning and sanitizing of the face covering (if applicable)
 - Provide training for staff and students on wearing, putting on, removing and discarding PPE including in the context of their current and potential duties
 - Use of face coverings (Donning/Doffing) (Cloth vs. Surgical)
 - [Face coverings don/doff video](#) (2:38)
 - <https://www.youtube.com/watch?v=PQxOc13DxvQ>
 - Send fact sheets home with students that provide similar education for parents
- Respirator Protection (N95) (required for identified employees per NYS)
 - Inclusive into your existing Respirator Protection Program or can be a separate Respirator Protection Program for medical staff only
 - Training provided for identified personnel only
- Mental Health Training (optional trainings)
 - Crisis identification
 - Mental health and wellbeing
 - Coping techniques
 - Mindfulness and empathy
 - Loss/sicknesses of parents, grandparents, friends, school members etc.
 - Behind on school work/class-work
 - Having to send child back to school
 - Secondary traumas
 - Increased anxiety/stress
 - Increase in abusive tendencies
 - Isolated/Lonely
 - Change in routine
 - Relocation
 - Unemployment situation/job loss
 - News, constant bad news
 - Previous mental health issues worsening
 - Frustration with use/knowledge of remote technology

Available Training Resources

You Tube – CDC Ad Council Videos

- https://youtu.be/Ltl_uasz6to - Protect Yourself
- <https://youtu.be/Dh2dCWk85Zw> - How to Protect Against the Coronavirus

Safe Schools – Utica National

- CDC Hand Washing
- Respiratory Protection
- PPE
- Coronavirus Awareness

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- Coronavirus – CDC Guidelines for Making and Wearing Cloth Masks
- Coronavirus – Cleaning and Disinfecting Your Workplace
- Coronavirus – Managing Stress and Anxiety
- Coronavirus – Preparing your Household
- Coronavirus – Transitioning to a Remote Workforce

Public School Works

- M-852 COVID-19 Cleaning & Disinfecting (30 minutes)
- M-850 COVID-19 Protecting Yourself and Others (25 minutes)
- M-576 Communicable Diseases: Prevention and Control (20 minutes)
- M-226 Flu Pandemic Preparedness (For Administrators) (20 minutes)
- M-227 Flu Prevention (20 minutes)

Department of Health and CDC Guidance Documents

<http://www.nysed.gov/common/nysed/files/programs/coronavirus/nysed-covid-19-first-guidance-3-9-20.pdf>

<https://www.healthychildren.org/English/ages-stages/gradeschool/school/Pages/When-to-Keep-Your-Child-Home-from-School.aspx>

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-for-schools.html

<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/worker-safety-support/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/staffing.html>

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POSTERS

General (48 CDC Posters)

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-11x17-en.pdf>
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

Personal Responsibility to Protect Against the Virus

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf>
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>
[https://coronavirus.health.ny.gov/system/files/documents/2020/04/13067 coronavirus protectyourself poster_042020.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/04/13067_coronavirus_protectyourself_poster_042020.pdf)
https://www.cdc.gov/flu/pdf/protect/cdc_cough.pdf
https://www.cdc.gov/coronavirus/2019-ncov/downloads/cover-your-cough_poster.pdf
https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread_poster.pdf
<https://www.osha.gov/Publications/OSHA3994.pdf>

Hand washing

https://www.cdc.gov/handwashing/pdf/19_309599-A-Frankson_Handwashing.pdf
https://www.cdc.gov/handwashing/pdf/keep-calm-wash-your-hands_11x17.pdf
<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>
<https://www.cdc.gov/handwashing/pdf/18-294906-germs-are-everywhere-p.pdf>
<https://www.cdc.gov/handwashing/pdf/294906-handwashing-superhero-boy-p.pdf>

Social Distancing

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-B-StayHomeFromWork_Poster.pdf
<https://www.isri.org/docs/default-source/covid19/covid-19-tips-letter.pdf?sfvrsn=0>

Entryway Signs

[https://coronavirus.health.ny.gov/system/files/documents/2020/03/13066 coronavirus novisitors poster.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/03/13066_coronavirus_novisitors_poster.pdf)
https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-B-StayHomeFromWork_Poster.pdf
<https://www.creativesafetysupply.com/signs/coronavirus-covid-19-signs/>

OSHA Posters NOT FREE

<https://www.osha4less.com/shop-all-departments/covid19.html>

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Daycare Program

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/daycare-1200px675px.jpg>

Additional options

BOCES Print Shops/School Communications may be able to create signs that could be used by all districts to incorporate the best verbiage or depictions from other signage that is available. This will also provide uniformity of the message, serving to get the same message out on a regional level.

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Cleaning

Procedures for Implementation:

- Create and retain a log that states:
 - Date
 - Time
 - Scope of cleaning and disinfection
- Schedule (at least daily) cleaning and disinfecting of touched surfaces during the regular school day. Cleaning and disinfecting should include frequently touched surfaces (PE equipment, door handles, sink handles, drinking fountains) and shared objects (toys, games, art supplies) between uses. Consider scheduling this task late morning and early afternoon.
- Ensure safe and correct application of disinfectants ensuring adequate contact times
- Keep products away from children
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, or other methods
- Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) risk to children using the facility. Follow NYS DOH and/or local Public Health guidelines.
- Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- Soft Surfaces - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces
- Electronics
 - Place wipe-able covers on electronics
 - Follow manufacturer's instructions for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% isopropyl alcohol. Dry surface thoroughly.

Cleaning/Disinfecting Procedure

Appropriate cleaners

- Surface cleaner
 - Spray bottle
 - Bucket
- Soap and water
 - Spray bottle
 - Bucket

*Spray bottle recommended to minimize cross contamination

Step 1. Clean

- Wear disposable gloves or any other required PPE to clean and disinfect
- Clean surfaces using an appropriate cleaner making sure you produce friction on the surface
- Read all labels and follow instructions (PPE may be required)

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- Cleaning reduces the number of germs, dirt, and impurities on the surface. Friction action breaks biofilm on any virus allowing disinfectant to contact the area
- Consider changing out cleaning cloths (microfiber) often or use disposable products
- Clean surfaces prior to disinfecting
- Practice routine cleaning of frequently-touched surfaces. Be sure not to miss high touch surfaces (i.e. PE equipment, door handles, sink handles, drinking fountains) and shared objects (toys, games, art supplies).

Step 2. Disinfect

- Disinfecting kills germs on surfaces
- Ensure the area or item is cleaned with a cleaning agent before disinfecting
- Then disinfectant can be used
- Take all precautions on the label such as PPE, and safe handling procedures
- Consider changing out cleaning cloths (microfiber) often or use disposable products
- Use EPA-registered disinfectant. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
 - Keeping the surface wet for the entire contact/dwell time (see product label)
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product
- Diluted bleach solutions may also be used if appropriate for the surface
 - ½ cup bleach per gallon of water - highly concentrated solutions may result in adverse health effects, discoloration and residue
 - Bleach solutions should be made fresh and not kept for more than 24 hours
 - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection
 - Unexpired bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation
 - Never mix bleach with ammonia or any other cleanser
 - Leave solution on the surface for at least 1 minute

Laundering

Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely or disinfect with an EPA-registered disinfectant

- Washing face coverings in a washing machine and drying in a dryer is recommended to properly clean a face covering
- If masks are hand washed prepare a bleach solution of 4 teaspoons household bleach per quart of room temperature water. Soak the face covering for 5 minutes. Rinse the face covering thoroughly with cool water. Air dry, in direct sunlight, when possible. Wash hands for 30 seconds after washing the mask
- Face coverings must be completely dry before wearing
- Wear disposable gloves when handling dirty laundry from a person who is sick
- Dirty laundry from a person who is sick can be washed with other people's items
- Do not shake dirty laundry

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- Clean and disinfect clothes hampers according to guidance above for surfaces
- Remove gloves and wash hands right away

Classrooms

- Teachers may be responsible for general cleaning within the classrooms and should be provided with appropriate cleaning supplies
- Keep cleaning supplies out of reach of children
- Schedule (at least daily) cleaning and disinfecting of touched surfaces during the regular school day. Cleaning and disinfecting should include frequently touched surfaces (PE equipment, door handles, sink handles, drinking fountains) and shared objects (toys, games, art supplies) between uses. Consider scheduling this task late morning and early afternoon, ensuring adequate contact time for the disinfection
- In order to facilitate cleaning and disinfection, classroom materials should be removed to the greatest extent possible
- Trained Custodial staff should be responsible for heavier cleaning and disinfecting within classrooms

Cleanliness and Disinfection Standards

Classroom

- Clean and disinfect high touch surfaces (but not limited to):
 - Classroom desks and chairs
 - Door handles and push plates
 - Bathroom faucets
 - Light switches
 - Shared telephones
 - Shared desktops
 - Shared computer keyboards and mice
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and counter tops
- Window in the classroom door is cleaned at minimum once per week
- Walls are spot cleaned
- Carpets are spot cleaned
- Make sure all windows are locked
- Clean/Disinfect classroom sink and toilet area (if applicable)
- Vacuum carpet daily if applicable
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

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Restrooms and Locker Rooms

- Clean and disinfect toilets, sinks and shower areas
- Clean and disinfect high touch surfaces (but not limited to):
 - Drinking Fountains
 - Door handles and push plates
 - Light switches
 - Handrails
- All trash receptacles emptied and trash removed from the room
- Floors full mopped
- Clean Doors and Partitions in Restrooms and Locker Rooms
- Walls are spot cleaned
- Check that toilets, faucets, and drains are working
- Check Sanitary Napkin Boxes
- Clean Exterior of Dispensers
- Make sure all windows are locked
- Restock all toilet paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

Common Areas (Hallways)

- Clean and disinfect high touch surfaces (but not limited to):
 - Drinking Fountains
 - Door handles and push plates
 - Bathroom faucets
 - Light switches
 - Handrails
 - Buttons on vending machines
- All trash receptacles emptied and trash removed
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Walls are spot cleaned, when soiled
- Carpets are spot cleaned
- Make sure all windows are locked
- Make sure all unoccupied classrooms are locked

Medical Office

- Clean and disinfect health cots regularly (after each student use)
- Discard or launder coverings after each use
- Cover treatment tables and use pillow protectors
- Clean and disinfect high touch surfaces (but not limited to):
 - Classroom desks and chairs
 - Door handles and push plates
 - Bathroom faucets

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- Light switches
- Shared telephones
- Shared desktops
- Shared computer keyboards and mice
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors full mopped
- Wipe clean: Tables, furniture and counter tops
- Window in the door is cleaned at minimum once per week
- Walls are spot cleaned
- Carpets are spot cleaned
- Make sure all windows are locked
- Clean/Disinfect classroom sink and toilet area if applicable
- Vacuum carpet daily if applicable
- Re-stock all paper and soap products
- Clean Baseboards – Weekly
- Clean Light Fixtures – Weekly
- Replace Lights (Notify Custodian or Maintenance)

Clerical/Admin Offices

- Clean and disinfect high touch surfaces:
 - Door handles and push plates
 - Bathroom faucets
 - Light switches
 - Shared telephones
 - Shared desktops
 - Shared computer keyboards and mice
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and counter tops
- Window in the door is cleaned at minimum once per week
- Walls are spot cleaned
- Carpets are spot cleaned
- Make sure all windows are locked
- Clean/Disinfect shared sink and toilet area if applicable
- Vacuum carpet daily if applicable
- Restock all paper and soap products
- Clean Baseboards – Weekly
- Clean Light Fixtures – Weekly
- Replace Lights (Notify Custodian or Maintenance)

Procedural Recommendations to be Implemented by BCSD

Athletic Areas

- Establish a regular cleaning schedule for shared environmental surfaces such as wrestling mats or strength training equipment
- Disinfect mats and other high-use equipment at least daily
- Clean and disinfect high touch surfaces:
 - Handles on equipment (e.g., athletic equipment)
 - Drinking fountains
 - Ice Machines
 - Door handles and push plates
 - Light switches
 - Shared telephones
 - Shared desktops
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and counter tops
- Window in the door is cleaned at minimum once per week
- Walls are spot cleaned
- Make sure all windows are locked
- Re-stock all paper and soap products
- Clean Baseboards – Weekly
- Clean Light Fixtures – Weekly
- Replace Lights (Notify Custodian or Maintenance)

Restrooms

- Clean and disinfect toilets, sinks and shower areas
- Wear proper PPE, avoid splashes
- Clean and disinfect high touch surfaces:
 - Sinks
 - Faucets
 - Soap dispensers
 - Drinking Fountains
 - Door handles and push plates
 - Light switches
 - Handrails
- All trash receptacles emptied and trash removed from room
- Floors full mopped
- Clean Doors and Partitions in Restrooms and Locker Rooms
- Walls are spot cleaned
- Check that toilets, faucets, and drains are working
- Check Sanitary Napkin Boxes
- Clean Exterior of Dispensers
- Make sure all windows are locked

Procedural Recommendations to be Implemented by BCSD

- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

Procedural Recommendations to be Implemented by BCSD

Emergency Response Protocols & Drills

Emergency Response Protocols & Drills - COVID-19 Adapted (Evacuation Drills & Lockdown Drills)

The 2020-2021 school year may include hybrid models of the traditional school day. Emergency response drills, including evacuation and lockdown drills, may be spread across the different student populations dependent on the day each population is present the day the drills are scheduled.

Emergency Response Protocols:

- Shelter-In-Place
- Hold-In-Place
- Evacuation
- Lockout
- Lockdown

Shelter-In-Place

Identify areas that will be used for the Shelter-in-Place along with areas that cannot be used for due to certain types of environmental hazards (i.e.: high winds, tornado, etc.). Shelter-In-Place protocols will be the same with the following changes:

- Provide 6 feet of space between students and staff during the Shelter-In-Place
- Use of face coverings throughout the event may be considered
- If 6 feet between staff and students cannot be achieved, face coverings should be worn at all times during the event
- Plan to have extra face coverings on hand in the event that a person does not have one
- Listen for updates and respond accordingly

Hold-In-Place

Hold-In-Place protocols will be the same the following changes:

- Provide 6 feet of space between students and staff during the Hold-In-Place
- Use of face coverings throughout the event may be considered
- If 6 feet between people cannot be achieved, face coverings should be worn at all times during the event
- Plan to have extra face coverings on hand in the event that a person does not have one
- Listen for updates and respond accordingly

Evacuate

Evacuation protocols will be routinely the same with some minor adjustments:

- Identify areas outside of the building in advance that will allow 6 feet of separation of students and staff. Verify that students and staff will not impede emergency responders.
- In effort to get all staff and students out of the building as quickly and efficiently as possible, face coverings should be worn at all times
- Plan to have extra face coverings on hand in the event that a person does not have one

Procedural Recommendations to be Implemented by BCSD

- Identify, in advance, who will be holding the door to get out of the building, therefore reducing the amount of people touching the door hardware when leaving the building. Personnel that will be conducting this task may be assigned to holding the door for one or more classrooms or until confirmation that everyone has vacated the building.
- As written in the established protocols, bring all necessary items needed and consider adding the following items: extra face coverings, in the event a face covering becomes unusable and hand sanitizer
- If no extra face coverings are available, instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

Lockout

Lockout protocols will be the same, besides maintaining 6 feet of space between students and staff in the area.

Lockdown

During a Lockdown, there will be a violation of the 6 foot recommendation between people. In order to protect life safety, lockdown protocols will be mostly the same process as they have been conducted in the past.

- Evaluate, in advance, if there is room to social distance without being in the line of sight
- Face coverings should be worn during the event at all times
- Plan to have extra face coverings on hand in the event that a person does not have one
- Instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

Procedural Recommendations to be Implemented by BCSD

Closure Considerations

When a person has been identified (confirmed) or suspected to be COVID-19 positive; the process could include:

- Having school administrators collaborate and coordinate with local health officials to make school closure and large event cancellation decisions.
- Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with the Local DOH. District to establish a decision-making tree at the district level.
- Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.
- Building will be prepared to implement short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:
 - Closing off areas used by ill person(s) and locking off area(s), signage can also be used to ensure no one enters the area. If possible, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Do not use the area(s) until cleaning and disinfection has taken place.
 - Opening outside doors and windows to increase air circulation in the area.
 - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.
 - Communicating as soon as possible with staff, parents, and students.
- Using DOH guidance/procedures for when someone tests positive.
 - In consultation with the Local DOH, a school official may consider whether school closure is warranted and period of time (prior to reopening) based on the risk level within the specific community as determined by the Local DOH.
 - In accordance with guidance for quarantine at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff quarantine.
 - Additional close contacts at school outside of a classroom should also quarantine at home.
- Keeping in mind that the closing of schools could be a regional decision.
 - 7 metrics - NYS Dashboard
 - Schools will reopen if a region is in Phase IV and the daily infection rate remains below 5% using a 14-day average
 - Schools will close if the regional infection rate is greater than 9% using a 7-day average after August 1, 2020
- Thresholds will be determined on a case-by-case basis dependent on the numbers (school closures may be a response).
- Buildings may consider closing for in-person instruction based on absentee rates and ability to provide a safe, appropriate environment.
- Buildings may consider closing if required cleaning products (bleach and water can be used as a cleaning product) and Personal Protective Equipment (PPE) are not available

Procedural Recommendations to be Implemented by BCSD

SOP – Custodial Maintenance

Department: Custodial – Maintenance

Please also refer to the following documents for more guidance:

- General Practices
- Communication
- Cleaning
- SOP – All Departments
- Daily Screening and Returning to Work
- Training
- Posters
- Building Considerations
- Special Considerations
- NYS Forward Plan

Training Department Specific

- Hazard Communication/Right-To-Know (annual)
- Personal Protective Equipment (PPE)
- Exposure Control/Blood borne Pathogen (BBP)
- Respirator Training (If required)
- COVID Awareness
 - New cleaning Protocols
 - Hand washing
 - Face Covering (sizing, use, wear & care)
 - Personal Health and Hygiene
 - Respiratory Etiquette
 - Special working conditions with face coverings (strenuous activity)

Required Personal Protective Equipment (PPE)

- Disposable gloves
- Face Covering
- Face Shield (if required)
- Respirator (SDS)
- Gown/Apron (if applicable)

Roles and Responsibilities

Supervisor

- Create weekly/bi-weekly plans per guidance
- Inventory necessary materials and supply chain for cleaning, disinfecting, and preventing spread of disease

Procedural Recommendations to be Implemented by BCSD

- Conduct a facility walkthrough to ensure that the classrooms, offices, common spaces, and the exterior are ready for staff and students
- Provide training to staff members on operating procedures, proper cleaning techniques, proper use of chemicals and personal protective equipment
- Provide ongoing communication and feedback to staff on a weekly basis
- Participate in planning meetings as needed

Cleaning & Maintenance Staff

- Maintain social distancing as much as possible
- Wear face coverings where other social distancing measures are difficult to maintain
- Use all chemical cleaners and disinfectants in the manner recommended by the manufacturer and your supervisor
- Wear all required Personal Protective Equipment (PPE) when cleaning and using chemicals
- Follow US CDS Guidelines for Cleaning and Disinfecting Your Facility
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Wash hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% ethanol or 70% isopropyl alcohol.

Protocols to Consider

Facility Considerations

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety or health risk (i.e., allowing pollens in or exacerbating asthma symptoms) risk to children using the facility
- Take steps to ensure that all water systems and features (i.e., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water

School Visitors

- Limit nonessential visitors to all school buildings, including district offices and transportation facilities
- Visitors must follow the 6-foot social distancing mandate and follow regulations for wearing protective equipment to limit the spread of illness while on site
- Screen before entry to the building
- Restrict outside usage of building (all outside groups, recreational sports)

Waste and Laundering

Laundry for clothing (uniforms), towels, linens and other items

- Cloth materials (e.g., linens, aprons, etc.) should be washed and dried on the highest temperature setting allowable for the fabric
- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely or disinfect with an EPA-registered household disinfectant

Procedural Recommendations to be Implemented by BCSD

- Wear disposable gloves when handling dirty laundry from a person who is sick
- Dirty laundry from a person who is sick can be washed with other people's items
- Do not shake dirty laundry
- Clean and disinfect clothes hampers according to guidance above for surfaces
- Remove gloves and wash hands right away

Cleaning/Disinfecting Protocols

General Cleaning

- Ensure all cleaning staff have been trained on any new PPE, cleaning products and techniques
- Ensure safe and correct application of disinfectants and keep products away from children
- Ensure the facility has been cleaned/disinfected as per current NYSDOH/CDC protocols and that all high touch surfaces are routinely cleaned/disinfected (document and define frequency)
- Clean surfaces using soap and water. Practice routine cleaning of frequently-touched surfaces

General Disinfecting

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant
- Use EPA-registered disinfectant. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
- Keep surfaces wet for the entire contact time (see product label)
- Precautions such as wearing proper PPE and making sure you have good ventilation during use of the product
- Diluted bleach solutions may also be used if appropriate for the surface
- Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
- Unexpired bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation. Never mix bleach with ammonia or any other cleanser.
- Leave bleach solution on the surface for at least 1 minute
- Soft Surfaces - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces

General Classrooms

- Teachers may be responsible for general cleaning within the classrooms and should be provided with appropriate cleaning supplies
- Janitorial staff should be responsible for heavier cleaning and disinfecting within classrooms
- Frequency of room cleaning should be greater than the regular cleaning schedule/rotation

Procedural Recommendations to be Implemented by BCSD

SOP – Greeters/Front Desk Personnel

Department: Greeters/Front Desk Personnel

Please also refer to the following documents for more guidance:

- General Practices
- Communication
- Cleaning
- SOP - General Office
- Daily Screening and Returning to Work
- Training
- Posters
- Building Considerations
- Special Considerations
- NYS Forward Plan

Required Personal Protective Equipment (PPE)

- Face Covering/Mask when in areas where more than one person is present
- Face Shield (if applicable)

Face coverings and hand sanitizer are available for you to use while you are in the building or working on site. Use and dispose of Personal Protective Equipment (PPE) properly.

If you find that soap, towels, hand sanitizer, or face coverings are not available, please alert an administrator or custodian immediately.

Procedures Considered

Visitor Management

- Ensure that employees and employee backups are available and trained in the screening process
- They will be in charge of maintaining the Continuous Log and Screening Assessment of each staff member or visitor who enters the site. They will ensure each person has a mask or face covering
- Modify, where necessary, layout of your building and greeter area to ensure safety of employees and visitors
- Limit point of entry to the building and monitoring each entry. Swipe cards may be inactivated at select doors to ensure screening.
- Update website and or communicate information to the school community to update and prepare for reopening
 - Communicate what entryways are open with a log at these areas
- Add signage outside the building to inform visitors of new policies and posters
- Revise visitation policy/procedures
- Revise closing times and staff exit to maximize time for disinfecting period.
- Request that visitors call in to verify that they are at the site and to wait in car until called to come into the building

Procedural Recommendations to be Implemented by BCSD

- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means
 - Where no greeter is available:
 - Head Custodians may be considered to assist in maintaining a written log of all custodial staff at their building. Maintenance staff will record locations daily
 - Food Service staff may be logged by their Cafeteria Manager (supervisor)
 - Cafeteria staff will need to populate this log daily
 - Transportation Staff will need to maintain a written log available from the Director of Transportation. Transportation staff will need to keep this log updated daily.
 - General Office staff will need to maintain a written log and to keep this log updated daily

Front Desk/Greeter Safety

- *Use of visitor management software (Raptor)*
 - Consider having greeter/security only input information. Greeter is the only one that uses the technology
 - Consider adding plastic cover to keyboard and disinfect in between uses
 - Wash hands or use hand sanitizer after handling each visitor's driver's license
- *Limit Use of sign in sheets*
 - Have the greeter sign in and out
 - If the visitor fills out the document, sign in pens need to be disinfected in between uses
- *Drop off of items to students/staff*
 - By appointment only, define to the school community that items should only be dropped off if absolute necessity
 - Avoid greeter handling of items
 - Have students/staff come to retrieve items
 - Have a bin for parents to place items and students/staff to retrieve
- *Visitor management*
 - If the space is small, only allow one person in the greeter area (foyer, office)
 - Add markings to floor or side walk at 6 foot intervals to keep waiting visitors apart
 - Send out communication in advance of opening the building to the school community about the new procedures that are in place
 - Put up signage to explain how the new procedures work
 - Visitors will be required to wear a face covering/mask, at all times, upon entry to the building
- *Mask offering*
 - If a visitor is not wearing a face covering/mask upon entry they will be directed to put one on
 - Have face covering/mask ready where it can be easily accessed by visitors or hand out one face covering to the visitor(s)
 - Do not leave containers of face coverings/masks where they would be touched or contaminated by visitors

Procedural Recommendations to be Implemented by BCSD

- Display signage on how to properly wear a face covering/mask
- *Temperature Monitoring for Visitors (if applicable)*
 - Determine if this is the responsibility of the front desk/greeter
 - Procedures may indicate to take the temperature of visitors to school property or in situations where there is reason to believe that the person may be ill
 - If someone is sneezing, coughing or appears ill, he or she may be not permitted to enter the building to minimize the spread of bodily fluids, even if the person is not exhibiting signs of COVID-19
- *Extra Supplies*
 - Hand Sanitizer
 - Extra supply of face covering/masks
 - Disinfecting wipes or cleaning supplies

Procedural Recommendations to be Implemented by BCSD

SOP – General Office Areas

Department: General Office Areas

Please also refer to the following documents for more guidance:

- General Practices
- Communication
- Cleaning
- Daily Screening and Returning to Work
- Training
- Posters
- Building Considerations
- Special Considerations
- NYS Forward Plan

Required Personal Protective Equipment (PPE)

- Face Covering/Mask when in areas where more than one person is present

Face coverings and hand sanitizer are available for you to use while you are in the building or working on site. Use and dispose of Personal Protective Equipment (PPE) properly.

If you find that soap, towels, hand sanitizer, or face coverings are not available, please alert an administrator or custodian immediately.

Procedures Considered

General Office Space Configuration (to include but not limited to the following offices: main administrative, business, library, individual, etc.)

- Prior to re-occupancy, perform a detailed review of the configuration of your workspaces:
 - Limit or remove reception seating areas and requesting that guests phone ahead or install a plastic partition at the reception area
 - Consider allowing staff to use alternate spaces
 - Review floor plans and remove or reconfigure seats, furniture and workstations as needed to preserve recommended physical distancing (at least 6 feet apart) in accordance with guidelines
 - Reconfigure workstations so that employees do not face each other, or establish partitions if facing each other cannot be avoided. Arrangements can be made to turn desks to face in the same direction to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing)
 - Post hand hygiene signage at all amenities that are handled with high contact frequency, such as water coolers, coffee makers, and bulk snacks and replace them with alternatives
- Where vending machines are used, provide and require cleaning and disinfectants to wipe down after each use
- Reduce tasks requiring large amounts of people to be in one area

Procedural Recommendations to be Implemented by BCSD

- Employees should be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible
- If in-person meetings are essential, consider limiting attendees at meetings and follow local, state, and federal guidelines
- Strive to implement clean-desk policies, so that non-essential items are stored in enclosed cabinets or drawers, rather than on desks

Conference Rooms

- First consider not using conference rooms for meetings and/trainings
- Consider the repurposing of those room(s) and limiting their use
- Conference rooms that are used should be disinfected on a daily basis at minimum.
- If a meeting is required, consider limiting in-person meetings (refer to NYS guidance), if virtual meetings are not feasible. If staff meetings cannot be held virtually use a large enough space to accommodate social distancing
- If any type of meeting/training needs to occur in person, they should be conducted in a quick manner
- Lingering and socializing before and after meetings should be discouraged. Disinfectant wipes or spray should be left in each conference room and employees should be encouraged to wipe down all surfaces and equipment (i.e., mouse, keyboard, phone) touched during conference room meetings

Lobby and Common Areas

- Common areas (lobby, security check-in) should be cleaned and disinfected on a daily basis at minimum
- Benches, chairs, etc. should be considered to be removed from these areas to prohibit lingering and collection of people in those spaces
- Disinfect all surfaces and commonly touched equipment (i.e., check-in tablets, pens, etc.)
- Employers and employees should not provide communal meals to employees, and should not make food available in common areas where employees may congregate
- Regulate the use of common areas with clear signage (including maximum occupancy) and physical distancing measures in accordance with public health rules and guidelines
 - Provide cleaning supplies for employees to utilize before/after they use common spaces and contact surfaces
 - Encourage staff not to linger or socialize in common areas
 - If physical distancing is not possible, then partitions can be placed between desks

Kitchen

- Kitchen areas should be cleaned and disinfected on a daily basis at minimum
- Congregating in kitchen areas should be discouraged
- Kitchen equipment should also be cleaned on a routine basis and establish a schedule for this area (consider cleaning at least twice per day):
 - Coffee machines, refrigerator handles, and the ice machine handles may be disinfected before and after each use with cleaning supplies provided

Procedural Recommendations to be Implemented by BCSD

- Water/beverage faucets that require workers to operate them with their hands may also be disinfected before and after each use with cleaning supplies provided
- The outside of dishwashers may be cleaned daily
- All silverware and dinnerware should be cleaned in the dishwasher. This helps ensure thorough cleaning and disinfection.
- Silverware should be stored in a way so that adjacent silverware is not easily touched when a worker is retrieving a piece of flatware
- If silverware and dishes cannot be kept clean and covered, disposable options are recommended
- Ice machines that require a handheld scoop should not be used, as it is difficult to control potential contamination in this case

Break Rooms

- If possible, temporarily replace amenities that are handled with high contact frequency, such as water coolers, coffee makers, toasters, refrigerators, and bulk snacks and replace them with alternatives
- Use of these items by multiple people may be discouraged. If they must be used then each person may wipe the touch surfaces with disinfectant wipes or use a cleaning spray to wipe them off, before and after use
- Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate
- Stagger lunch breaks to minimize occupancy in break rooms and allow for social distancing
- Congregating in break room/kitchen areas should be discouraged
- Seating and tables should promote social distancing
- Postings and reminders regarding proper handwashing, social distancing, etc. may be placed in these areas
- Cleaning and/or disinfecting supplies may be supplied in these areas

Restrooms

- Place signs asking employees to wash hands before and after using the restroom
- Consider the use of trash cans that are foot operated or open at the top of the apparatus
- Doors to multi-stall restrooms should be able to be opened and closed without touching handles if at all possible
- Increase efforts to keep bathrooms clean and properly disinfected
- If possible, provide paper towels in restrooms
- Disconnect or tape-off hand air dryers to reduce any potential transmission
- Place a trash can by the door if the door cannot be opened without touching the handle
- If possible, limit the amount of people that are in these bathrooms
- For single restrooms, provide signage and materials (paper towels and trash cans) for individuals to use without touching the handles, and consider providing a key so disinfection measures can be better controlled
- If the facility is considering the use of toilet lids, place signs indicating that toilet lids (if present) should be closed before flushing

Procedural Recommendations to be Implemented by BCSD

- Ventilation Systems - Ensure there is an adequate flow of fresh air to workspaces and optimize the HVAC settings. Some ways to do this are:
 - Maximize the amount of fresh air that is introduced through your ventilation system.
 - Ensure restrooms are under negative pressure
 - Ensure that the proper filtration is being used for not only normal use but also what is recommended to control SARS-CoV-2 transmission
 - If possible, clean and disinfect all HVAC intakes and returns daily
 - Consider seeking an HVAC professional and see ASHRAE updates for more information
 - If fans such as pedestal fans or hard mounted fans are used, take steps to minimize air from fans blowing from one person directly to another

Enhanced Cleaning Practices

- Create and document schedules for cleaning of the office environment. This documentation should include the following: Date, time and scope. Consider using a checklist or audit system to track when and how cleaning is conducted
- Follow the CDC's Environmental Cleaning and Disinfection Recommendations <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for daily cleaning and cleaning of high-touch surfaces
- Select appropriate disinfectants and consider effectiveness and safety
 - The U.S. Environmental Protection Agency (EPA) has developed a list of products that meet EPA's criteria for use against SARS-CoV-2
 - Review product labels and Safety Data Sheets and follow manufacturer specifications
 - Consider consulting chemical suppliers if additional advice is needed
- Establish, create and document a disinfection routine
 - Ensure disinfection protocols follow product instructions for application and contact time.
 - All contact surfaces should be disinfected regularly, including:
 - Individual workspaces between each shift
 - Contact surfaces in common area(s) between each use
 - Examples of commonly touched surfaces in office settings include (not an all-inclusive list):
 - Door handles
 - Elevator buttons
 - Bathroom surfaces
 - Kitchen appliances and surfaces
 - Sign-in areas
 - Common office electronics (phone, printer, keyboard, mouse, and personal devices)

More ways to promote a safe workplace for school staff

- Have hand sanitizer and tissues readily available for use by staff throughout the building
- Consider reducing occupant loads for people entering the workplace

Procedural Recommendations to be Implemented by BCSD

- For those that can work remotely, have them continue to work remotely, for those that cannot work remotely consider staggering staff throughout the day (while keeping appropriate social distancing measures in place)
- Ensure school policies are supportive of staff staying home when sick and offer options for people who are at high risk of developing serious symptoms associated with COVID-19
- Explore opportunities for staff who cannot be at school, due to their own high-risk conditions or those of their family members, to complete work utilizing alternate spaces (telecommute)
- Dedicate individual office materials
- Do not share writing utensils, and office supplies between staff (when possible)
- Frequently clean office materials or equipment that cannot be designated
- Place hand hygiene supplies in close proximity to shared equipment (printer/copier)
- Determine what cleaning/disinfecting agents can be used on electrical equipment (copiers, computers, laptops)
- Remove items and personal effects from surfaces to facilitate surface cleaning
 - Request that occupants remove items from the top of desks and other surfaces before leaving work each day
 - Identify items with likely surface contact that are difficult to clean (porous materials that cannot be cleaned effectively) and remove or replace with alternatives
- Use disposable products when possible
 - If reusable products are used, ensure that these products are maintained, handled and cleaned per product instructions

Procedural Recommendations to be Implemented by BCSD

SOP – Human Resources

Department: Human Resources

Please also refer to the following documents for more guidance:

- General Practices
- Communication
- Cleaning
- SOP - General Office
- Daily Screening and Returning to Work
- Training
- Posters
- Building Considerations
- Special Considerations
- NYS Forward Plan

Required Personal Protective Equipment (PPE)

- Face Covering/Mask when in areas where more than one person is present

Face coverings and hand sanitizer are available for you to use while you are in the building or working on site. Use and dispose of Personal Protective Equipment (PPE) properly

If you find that soap, towels, hand sanitizer, or face coverings are not available, please alert an administrator or custodian immediately

Procedures to Consider

- Prepare communication messaging and materials for staff
- Ensure staff receive necessary training on updated protocols, policies and guidelines
- Communicate with staff frequently so that they are aware of any upcoming dates (return to district buildings). Communicate how returning to buildings will be considered and to have staff submit concerns as soon as they can
- Determine what resources can be provided to staff who may be struggling, whether from depression, anxiety or the loss of a loved one. Ensure that Mental Health resources are easily accessible and available. Communicate what is available to staff and how to contact those resources (Employee Assistance Program – EAP)
- Review and update the attendance policy for staff members. Communicate expectations among leadership and staff
- Actively encourage sick employees to stay home
- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies
- Consider the following:

Procedural Recommendations to be Implemented by BCSD

- Need to have sufficient staff to carry out school operations. Look at the differences then and now – consider adding additional staff if needed
- Need to protect the safety and well-being of all staff including those are considered vulnerable
- Need to protect those who are unable to wear a face covering due to health issues and/or Doctor's note (face shield)
- Talk with companies that provide contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies (if applicable)
- Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way
- Recognize and maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual
 - See CDC's Interim Guidance for Preventing the Spread of COVID-19 in Homes and Residential Communities <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-home-care.html>
- Be aware of workers' concerns about pay, leave, safety, health, and other issues that may arise during infectious disease outbreaks
- Follow the interim guidance for people returning to work following an exposure or infection https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivate_employeereturntowork_053120.pdf
- Make an area in file cabinets to store employee records from the data collections associated with the screening process
- Provide adequate, usable, and appropriate training, education, and informational material about essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE). Informed workers who feel safe at work are less likely to be unnecessarily absent
- Work with insurance companies (i.e.: those providing employee health benefits) and state and local health agencies to provide information to workers and customers about medical care in the event of a COVID-19 outbreak
- Ensure staff have access to appropriate, job specific PPE
- Determine ways that the department can hire staff remotely
 - Make forms available online with directions on how to complete these forms
 - Provide a checklist of all the forms needed
 - Think about the use of e-signatures where a real signature is not required

Procedural Recommendations to be Implemented by BCSD

SOP – IT Operations

Department: IT Operations

Please also refer to the following documents for more guidance:

- General Practices
- Communication
- Cleaning
- SOP - General Office
- Daily Screening and Returning to Work
- Training
- Posters
- Building Considerations
- Special Considerations
- NYS Forward Plan

Required Personal Protective Equipment (PPE)

- Gloves
- Face Coverings
- Face shields (if applicable)
- Respirator (based on SDS)

Face coverings, gloves and hand sanitizer are available for you to use while you are in the building or working on site. Use and dispose of Personal Protective Equipment (PPE) properly.

If you find that soap, towels, hand sanitizer, or face coverings are not available, please alert an administrator or custodian immediately.

Hand Washing before putting on gloves and after glove removal is very important. If you do not have hand-washing facilities available use a 60% ethanol or 70% isopropyl alcohol-based hand sanitizer.

Procedures to Consider

Listed are considerations involving technology that has been loaned to students and/or staff that is: being returned, has been returned, needs repair, a replacement device being provided and/or a device that will be sent back out for use.

If possible, send an alternative device out as a replacement. This helps avoid having to touch something while it could still be considered contaminated.

- How to receive district devices that are returned to IT?
 - Consider a drive through style drop off - device is placed in bins upon return.
 - If handling the devices, consider wearing gloves and face coverings while collecting the units

Procedural Recommendations to be Implemented by BCSD

- If the device needs to be serviced or not needed, keep it stored for 3-4 days. It should remain untouched in the bin to allow any virus that could potentially be on the device to die
- Person coordinating drop off should maintain social distancing – use their own pen and clipboard
- Determine how each device will be identified and all parts accounted for (did they turn in all cords, was the device turned in damaged, who was assigned this device)
- Once a device is received, how should it be cleaned/decontaminated?
 - Wear a face covering, face shield (if applicable), and gloves when possible. Wash hands or use hand sanitizer before and after handling devices
 - When possible, leave all returned devices for a period of 3-4 days to allow any live virus to die
 - If you are able to do this, then the device can be cleaned/repaired and put back into service as normal
 - Maintain a clean and dirty pile - it is best to visibly mark the piles so there is no confusion
 - If a device must be repaired and returned to the field - consider this device as potentially contaminated
 - Wear a face covering, face shield (if applicable), and gloves when possible. Wash hands or use hand sanitizer before and after handling devices
 - With the device Powered DOWN use an appropriate cleaning detergent and cloth to clean any visible dirt and grime from the screen and keyboard
 - After the device has been cleaned – Use an appropriate cleaning wipe, safe for electronics (use a Clorox wipe, or 70% isopropyl alcohol solution), as well as a lint free cloth to wipe the device and keys - allow this to air dry before working on the device
 - Do not spray any aerosols on the screen or keyboard
 - When handing off the device, do so in a manner that keeps social distancing. If possible, put the device down, walk 6 feet away and have the user retrieve the device

What to Avoid

- Sharing of equipment between IT personnel
 - If sharing of equipment between IT personnel is unavoidable there are safety precautions that must be taken into consideration:
 - Access to hand sanitizer to use before and after if equipment cannot be cleaned/disinfected
 - Access to disinfecting wipes/alcohol or cleaning cloths
 - Training to affected staff on cleaning/wiping of devices before and after each use
 - Using covers or plastic over keyboards that can be changed in between users
- Sharing of devices between staff and students

Procedural Recommendations to be Implemented by BCSD

- If sharing of devices is unavoidable there are safety precautions that must be taken into consideration:
 - Access to hand sanitizer to use before and after if equipment cannot be cleaned/disinfected
 - Access to disinfecting wipes/alcohol or cleaning cloths
 - Training of other staff to assist in the cleaning/wiping of devices
 - Using covers or plastic over keyboards that can be changed in between users

Procedural Recommendations to be Implemented by BCSD

SOP – Medical/Nursing

Department: Medical/Nursing (Medical Director, Nurse, Health Aide)

BCSD nurses will adhere to protocols and guidelines provided to us by, but not limited to, the New York State Education Department, Center for Disease Control and Prevention, Association of Educational Health & Safety Professionals, and our district Medical Director Dr. Robert Tuite. All health offices will retain copies of the above documents as well as the following protocols.

Please also refer to the following documents for more guidance

- General Practices
- Communication
- Cleaning
- SOP – Cleaning and Maintenance
- SOP - General Office
- Daily Screening and Returning to Work
- Training
- Posters
- Building Considerations
- Special Considerations
- NYS Forward Plan

Additional Training (Department Specific)

- Respirator (N95 or equivalent) Training

Required Personal Protective Equipment (PPE)

- Gloves
- Face Coverings/masks
- Face shields (if applicable)
- Respirator (N95 or equivalent)
- Gowns

Face coverings/masks should be available and used per district policies/regulations and procedures. Face coverings/masks, gloves, gowns and hand sanitizer are available for you to use while you are in the building or working on site. Use and dispose of Personal Protective Equipment (PPE) properly. Make information on the appropriate use and disposal of Personal Protective Equipment (PPE) available to all staff.

Procedural Recommendations to be Implemented by BCSD

If you find that soap, towels, hand sanitizer, gowns or face coverings are not available, please alert an administrator or custodian immediately.

Hand Washing before putting on gloves and after glove removal is very important. If you do not have hand washing facilities available use a 60% ethanol or 70% isopropyl alcohol hand sanitizer.

Procedures to Consider

Health Education & Communication:

Communicate to students, staff, parents and community members:

- Post signs in the Nurse's area(s) on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering
- Hand washing should be the primary way to clean your hands. Hand washing should be done with soap and water for at least 20 seconds. Hand sanitizer should only be used if soap and water is not available. Hand sanitizer works best on clean hands. Hands should be rubbed with sanitizer until completely dry
- Have on hand approved letters/messages for COVID-19 cases or potential cases for various school audience
- Communicate procedures for sick child pickup.
- Encourage parents to be on the alert for signs of sickness in the children and keep them home when they are sick
- Remind/encourage students and staff to stay home if they feel sick
- Review and understand the process for staff calling in sick. Consider providing a list of questions to supervisors to clarify what type of sickness is occurring (COVID related or not). Illnesses may need to be tracked differently in the future
- Advocate to staff and students on wearing, putting on and removing face covering and/or Personal Protective Equipment (PPE). Send a fact sheet home with students that provide similar guidance to parents
- Communicate the importance of social distancing, monitoring symptoms of COVID-19 and when to stay home
- Confirm that Nurse substitutes are willing to work and have been trained on new protocols
- Ensure that PPE, cleaning supplies, face coverings of appropriate size are available for Nursing staff
- Re-enforce that proper decontamination procedures are followed
- Train unlicensed assistive personnel on the administering of the flow chart, proper temperature taking procedure (if applicable)

Consider a separate room/area for non-sick students

- Medication dispersal/treatments area
- Non-COVID suspected student illnesses (injury, stomach ache, etc.)

Monitoring For COVID-19

Procedural Recommendations to be Implemented by BCSD

- Check State and Local Health Department notices daily about transmission in the area and adjust operations accordingly
- Check for signs and symptoms - based on state guidance

Student Screening May be Required: - May include the following based on state guidance:

- Individuals who have a fever of 100.4°F or above or other signs of illness should not be admitted to a school building or onto a school bus
- Employers should inform and encourage staff to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure
- Implement screenings safely and respectfully, in accordance with any applicable privacy laws or regulations
- Confidentiality shall be maintained
- School administrators may use examples of screening methods in CDCs supplemental Guidance for Child Care Programs that Remain Open as a guide for screening children and CDC's General Business FAQs for screening staff
- Implement flexible sick leave policies and practices, if feasible
- Monitor absenteeism and have a roster of trained back-up staff for the health office
- Monitor health clinic traffic. School nurses and other healthcare providers play an important role in monitoring health clinic traffic and the types of illnesses and symptoms among students
- Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them
- Create communication systems for staff and families for self-reporting of symptoms and notification of exposures and closures

Sick Student/Employee

Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect if feasible. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and ensure they are stored properly away from children.

Positive COVID 19, Contact & Return to Work

- Refer to the NYSDOH *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_publicprivate_employeereturntowork_053120.pdf

Test refusal

- Individual must quarantine for 14 (fourteen) days

Reopening

- Where appropriate, implement policies and procedures for immediately isolating people who have signs and/or symptoms of COVID-19

Procedural Recommendations to be Implemented by BCSD

- Move potentially infectious people to a location away from staff, students, and other visitors while ensuring proper supervision for isolated students
- Take steps to limit spread of the respiratory secretions of a person who may have COVID-19
 - Provide a face covering/mask, if feasible and available, and ask the person to wear it, if tolerated. Note: A face covering/mask (also called a surgical mask, procedure mask, or other similar terms) on a patient or other sick person should not be confused with PPE for a worker; the face covering/mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).
- Restrict the number of personnel entering isolation areas
- Protect Nursing staff in close contact with (within 6 feet of) a sick person or who have prolonged/repeated contact with such persons

Cleaning (Nurses Office)

Nurse's Offices need to be thoroughly cleaned on a regular, defined basis. Cleaning of this area must occur at least daily.

- First clean surfaces using an appropriate cleaner
- After cleaning the area, use an EPA-registered disinfectant. (EPA's list of products for use against SARS-CoV-2, the virus that causes COVID-19)
- Follow the instructions on the label to ensure safe and effective use of the product.
- Keep the surface wet with disinfectant for the entire contact time (see product label for dwell time). Precautions such as appropriate PPE and making sure you have good ventilation should be followed during use of the product
- Soft Surfaces - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces
- Clean and disinfect health cots after each student use
- Discard or launder coverings after each use
- Cover treatment tables and use pillow protectors
- Clean and disinfect high touch surfaces (for example):
 - Desks and chairs
 - Door handles and push plates
 - Bathroom faucets
 - Light switches
 - Shared telephones
 - Shared desktops
 - Shared computer keyboards and mice
- All trash receptacles emptied and trash removed from the room
- Tables and furniture wiped clean, counter tops, high and low dusting
- Window in the door is cleaned daily or at least once per week
- Walls are spot cleaned
- Clean/Disinfect sinks and toilet area

Launder

Consider laundering/cleaning of the isolation curtains in the Nurse's Office regularly.

Procedural Recommendations to be Implemented by BCSD

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely
- Wear disposable gloves when handling dirty laundry from a person who is sick
- Dirty laundry from a person who is sick may be washed with other people's items. Do not shake dirty laundry
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves and wash hands right away

Suggested Guidance for School Nurse's Regarding Office Procedures

- High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. These include the School Nurse and support staff exposed to known or suspected COVID-19 patients
- Staff at high or very high exposure risk will need to use Personal Protective Equipment (PPE) including gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks
- Those who work closely with (either in contact with or within 6 feet of) individuals known to be, or suspected of being, infected with SARS-CoV-2, the virus that causes COVID-19, should use respirators
- National Institute for Occupational Safety and Health (NIOSH)-approved, N95 filtering facepiece respirators or better must be used in the context of a comprehensive, written respiratory protection program that includes fit-testing, training, and medical exams
- The use of facemasks for persons with respiratory symptoms and fever over 100.4 °F is recommended if available and tolerated by the person and developmentally appropriate. Facemasks can be made available to the student awaiting parent/guardian pickup. Facemasks must be sized appropriately for student use
- All nursing staff should have their temperature taken before and after each shift
- Nurses will check the temperature for students/staff who have been sent to the nurse office for treatment
- Nurse shall check if the student/staff have symptoms that include fever, cough, shortness of breath, vomiting diarrhea etc. If yes, they are sent to the newly created specialized room to wait for parent pickup
- Allow for appropriate social distancing between cots and chairs in the nurse's office. Pre-determine how many people can be in the area before reopening. As of right now, 36 square feet per person is acceptable
- Consider using visual aids (i.e., painter's tape, stickers, etc.) to illustrate traffic flow and appropriate spacing to support social distancing
- Have teachers and staff call before sending students to the nurse's office (minimize crowding in the office space, give nurse warning of a student exhibiting flu-like symptoms). Keep in mind that emergency visits should be seen by the nurse during this time
 - This will facilitate triage of students who need immediate care.
 - This will decrease traffic flow of students in the health office to decrease contact with other persons.

Procedural Recommendations to be Implemented by BCSD

- BHS/TCMS: Student must report to a staff member during “passing time” and “free time” before coming to the health office.
- Teachers and staff will be provided training and instruction by the school nurse to send students to the health office immediately if displaying:
 - Fever or chills (100°F or greater)
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting; and/or
 - Diarrhea
- Keep door(s) in the Nurse’s office shut to allow time for the Nurse to put on PPE before coming in contact with the student. Door knobs will be frequently cleaned
- Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces
- Have hand sanitizer and tissues readily available for use by students and staff (supervision required)
- Have open or foot operated trash containers available in the nurse’s office
- Use screens to set up areas for daily nurse duties – giving meds, general first aid. Set up in a separate area
- Nurses should clean and disinfect between students

Managing Student Care in the Health Office:

- Students will be triaged by the nurse upon entering the health office. Nursing assessment, intervention, and treatment will occur in one of two rooms or designated areas. (Association of Educational Health & Safety Professionals AESHP page 79)
 - One room/area for students that are not feeling well to be evaluated for signs and/or symptoms related to Covid-19.
 - One room/area as a healthy treatment room for students that have medication needs, require first aid, etc.
 - Students should be separated in accordance to NYSED and AESHP.
- Nurses’ guidelines for sending a student home will be consistent with guidelines being sent to parents/guardians for when to keep a student home. This applies to staff. There needs to be consistency and a concise message from district.

Procedural Recommendations to be Implemented by BCSD

- Nurses will assess for any symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19.
- Students with emotional or mental health concerns:
 - Students experiencing emotional or mental health symptoms will ideally be seen by a counselor, social worker, or school psychologist. If student requires medication, the nurse will administer medication and contact counseling center for transfer of care.

Sending a Child Home:

- Students are sent home based on above guidelines and nursing assessment.
***A district handout is given to parents/guardians when they pick up the student reminding them of return to school protocol.**
- Student needs to be picked up within one hour of communication to parent.
- Students will be escorted to the parent/guardian's car in accordance with each school's determined plan.
***At the end of the school day, nurses will create a report for attendance/administration of students that were sent home due to illness.**

Staffing:

- BCSD has 2 substitute nurses that are currently available in the district.
- The district needs to attract more nurse substitutes by:
 - Increase advertising for job openings.
 - Community outreach (parents in the nursing profession) for possible interest.
- District will provide nursing unit with list of available nurse substitutes and contact information.
- Procedures will be put in place to ensure that nurse subs are willing to work and have been trained on new protocols prior to the service.
- Reconsideration of hours currently allocated to nurses at each school. **Two nurses must always be present while students are in the building.** Staffing needs can be reevaluated further into school year.
- District to consider additional staffing (non-nursing) to supervise isolated students as needed.

Communication:

- Prior to the first day of school, families will be provided with all protocols and procedures related to Covid-19. The district should be responsible for sharing this information via multiple venues.
- **Nurses recommend that all families intending to send their student(s) to school must sign a contract stating acknowledgement and agreement of the new policies and procedures.** This will reduce contention when sending students home from school for Covid-19 associated symptoms.
 - For example: By sending your student to school you agree that...

Procedural Recommendations to be Implemented by BCSD

- You will not send your student to school if he or she is having any of the listed symptoms unless precleared with a written note from their medical provider.
 - You will not give your student a fever-reducing medicine to mask temperature.
 - If your student becomes ill at school, you will pick them up within one hour.
 - Acceptance that the new criteria for sending home a student will be consistent with the criteria to keeping a student home from school.
- Encourage that all updated parent/guardian contact information and emergency contacts are communicated to the school in a timely manner of any changes.

Reducing Traffic in the Health Office:

- Relocate extra supply of clothing away from the health office and put in a central location.
 - For CRPS and FRES: Parents/guardians will be notified by teachers to send extra clothes with students at the beginning of year and to replenish as needed. This will allow students to change clothes independent of the health office.
- Consider allocating another bathroom and staff member to aid students with need of toileting assistance, if possible, limiting exposure to potentially ill individuals.
- Eliminate class lice checks in the health office.
 - CRPS: Ideally, at the beginning of the year, each child will be assigned a bag for belongings to prevent spread.
- District will purchase, and nurses will prepare, a “treatment” box for each student area containing Band-Aids, tooth boxes, gloves, and tissues to limit unnecessary traffic.

Procedural Recommendations to be Implemented by BCSD

SOP – Mental Health Professionals

Department: Mental Health Professionals

(e.g., School Social Workers, Counselors, Psychologists, Psychiatrists, etc.)

Please also refer to the following documents for more guidance:

- General Practices
- Cleaning
- SOP - General Office
- Daily Screening and Returning to Work
- Training
- Posters
- NYS Forward Plan

Additional Training (Department Specific):

- Mental Health Training (annual)
- DASA Awareness Training (annual)
- New or Revised District Policies/Regulations and/or Procedures
- Sexual Harassment Identification and Reporting Training (annual)

Required Personal Protective Equipment (PPE)

- Face Coverings/masks
- Face shields (if applicable)
- Gowns (if applicable)

Face coverings/masks should be available and used per district policies/regulations and procedures

If you find that soap, hand sanitizer, or masks are not available, please alert an administrator or custodian immediately

Face coverings/masks, washroom facilities and hand sanitizer are/should be available for you to use while you are in the building or working on site. Make information on the appropriate use and disposal of Personal Protective Equipment (PPE) available to all staff

Procedures to Consider

Mental Health Supports for Students, Staff and parents

Upon arrival back to schools during the COVID-19 epidemic, both faculty and staff may require mental health services. Mental health services should be made available for both faculty and staff. Lower income families may require more support.

- School Mental Health Professionals should have a list of outside resources for families to use if needed (i.e., family counselors, etc.)
- School Mental Health Professionals should also have a list of resources to use if needed

Procedural Recommendations to be Implemented by BCSD

- Create a template/letter to disperse to the school community of places to go and contact information for them
- Be prepared to teleconference with parents and students for permission to work with the child/family
- Appropriately use any PPE provided by the district including any barriers/shields between people
- When possible, coordinate schedules to limit the number of people in the room at one time
- When working with outside agencies, ensure all procedures are being followed (i.e., hand washing, social distancing, etc.)

Crisis Response (Virtual)

- Create a protocol for crisis response that can be delivered virtually
- Explore the use of support groups, state and local agencies to assist with this process (Mental Health Association in New York State, Inc. – MHANYS)
- Some employers have Employee Assistance Programs (EAP), determine in advance what services they can provide remotely and in-person

Potential Issues for Mental Health Professionals to Think About

- Crisis identification
- Mental health and wellbeing
- Coping techniques
- Mindfulness and empathy
- Loss/sicknesses of parents, grandparents, friends, school members etc.
- Behind on school work/class-work
- Having to send child back to school
- Secondary traumas
- Increased anxiety/stress
- Increase in abusive tendencies
- Isolated/Lonely
- Change in routine
- Relocation
- Unemployment situation/job loss
- News, constant bad news
- Previous mental health issues worsening
- Frustration with use/knowledge of remote technology

Everyone reacts differently to stressful situations

- Older people and people with chronic diseases who are at higher risk for severe illness from COVID-19
- Children and teens
- People who are helping with the response to COVID-19, like doctors, other health care providers, and first responders
- People who have mental health conditions including problems with substance use

Procedural Recommendations to be Implemented by BCSD

Emotional reactions to coming out of quarantine may include

- Mixed emotions, including relief after quarantine
- Fear and worry about your own health and the health of your loved ones
- Stress from the experience of monitoring yourself or being monitored by others for signs and symptoms of COVID-19
- Sadness, anger, or frustration because friends or loved ones have unfounded fears of contracting the disease from contact with you, even though you have been determined not to be contagious
- Guilt about not being able to perform normal work or parenting duties during quarantine
- Other emotional or mental health changes

Addressing Social-Emotional Health

- Establish/sustain a culture that supports and emphasizes mental health services available for faculty, staff, students and families
- Explore the use of Restorative Practices (use of healing/restorative circles for both staff and students)
- Assist in adequate training for staff/faculty as requested to assist them in understanding:
 - Social Emotional Learning (SEL) competencies; self-awareness, self-management, social awareness, relationship skills, and responsible decision-making
 - The warning signs for quarantine related mental health needs
 - How to access crisis support and other mental health services

What Mental Health Professionals can do in schools

- Educate staff, parents, and students on symptoms of mental health needs and how to obtain assistance
- Promote social emotional learning competency and build resilience
- Help ensure a positive, safe school environment
- Teach and reinforce positive behaviors and decision-making
- Encourage helping others
- Encourage good physical health
- Help ensure access to school-based mental health supports; facilitate the expansion of school-based mental health supports
- Ensure effective Social Emotional Learning (SEL) Programs K-12. Efforts to care for the emotional well-being of children and families can extend beyond the classroom and into the entire school. School-based SEL programs can focus on promoting mental wellness, preventing mental health problems, and providing treatment. These programs can also benefit educators within the schools

Procedural Recommendations to be Implemented by BCSD

SOP – Food Service Operations

Department: Food Service/Kitchen with Students

Please also refer to the following documents for more guidance:

- General Practices
- Communication
- Cleaning
- SOP - General Office
- SOP – Kitchen without Students
- Daily Screening and Returning to Work
- Training
- Posters
- Building Considerations
- Special Considerations
- NYS Forward Plan

Training Department Specific

- Hazard Communication/Right-To-Know (annual)
- Personal Protective Equipment (PPE)
- Exposure Control/Blood borne Pathogen (BBP)
- Respirator Training (If required)
- COVID Awareness
 - New cleaning Protocols
 - Hand washing
 - Face Covering (sizing, use, wear & care)
 - Personal Health and Hygiene
 - Respiratory Etiquette
 - Special working conditions with face coverings (strenuous activity)

Required Personal Protective Equipment (PPE)

- Gloves
- Face Covering/Mask
- Face Shield (if applicable)

Face coverings/masks, gloves, and hand sanitizer are available for you to use while you are in the building. Use and dispose of Personal Protective Equipment (PPE) properly.

If you find that gloves, hand sanitizer, or face coverings/masks are not available, please alert your direct supervisor or administrator immediately.

Procedural Recommendations to be Implemented by BCSD

Roles and Responsibilities

Supervisor

- Create weekly/bi-weekly plans per guidance
- Inventory necessary materials and supply chain for cleaning, disinfecting, and preventing spread of disease
- Provide training to staff members on operating procedures, proper cleaning techniques, proper use of chemicals and personal protective equipment
- Provide ongoing communication to staff and feedback to staff on a weekly basis
- Participate in planning meetings as needed

Food Service Staff

- Maintain social distancing as much as possible
- Wear cloth face coverings at all times unless the employee is not in the food preparation area or in the serving area
- Use all chemical cleaners and disinfectants in the manner recommended by the manufacturer and your supervisor
- Wear all required personal protective equipment (PPE) when cleaning and using chemicals
- Follow US CDC Guidelines for Cleaning and Disinfecting Your Facility
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Wash hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% alcohol or 70% isopropyl alcohol

Procedures to Consider

Communication

- Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering

Physical/Social Distancing in a kitchen/cafeteria setting

- If Social distancing practices are required/recommended, work with Administration to establish areas on campus where social distancing will be most effective and use only Facility Department authorized products to provide visual cues for spacing
- Try to distance tables so that one table is at least 6 feet from another table
- If tables cannot be moved, consider putting signage on every other table, marking them as "PHYSICAL DISTANCE TABLE" or "RESERVED FOR YOUR SAFETY." Consider compliant partitions (at least 5 feet tall) between tables as an alternative
- Avoid student mixing outside of the classroom
 - Lunch in class rather than in lunch room (consider larger garbage receptacles for classrooms)
 - Explore the use of alternate spaces (e.g., classroom) for eating lunch and breakfast. If alternate spaces are not available, ensure classroom groups sit together in lunchrooms
- Suspending use of common areas
- If common areas cannot be closed, consider segregating students within common areas

Procedural Recommendations to be Implemented by BCSD

Facility Considerations

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) risk to children using the facility
- Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water

Cafeteria

- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), tissues, wipes, and no-touch trash cans throughout the area
- Ensure adequate PPE is available: If reusable face masks & gloves are used, ensure staff are trained in proper sizing, fitting, use and decontamination procedures. Determine what equipment is shared for all areas of operations to develop disinfection protocols
- Determine any new cleaning products/protocols and decide how many times per day high touch areas will be disinfected (and the product to use)
- Close communal use spaces such as cafeterias if possible
- Shorten and/or stagger meal times
- Ensure adequate cleaning and disinfection of tables between each use
- Consider alternate locations (i.e., classrooms) for eating breakfast and lunch
- If a cafeteria or group dining room is typically used, serve meals in classrooms instead. If eating in classrooms, ensure daily cleaning of those classrooms
- Serve individually plated meals and hold activities in separate classrooms
- If alternate spaces are not available, ensure classroom groups sit together in the cafeteria
- Avoid sharing of foods and utensils
- Provide reminders about the importance of not sharing utensils, food or drinks
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal
- Restrict access to vending machines

Food Preparation Areas and Contact Surfaces

- If possible, minimize shared workspaces
- Consider dedicating employees to certain tasks, at separate workstations, for the task duration
- Place adhesive floor mats at entrances and at the entrances of food preparation areas
- Cover any exposed clean silverware, dishes, glasses, pots and pans
- Provide silverware wrapped or covered at the table
- Consider providing pre-packaged condiments
- Use disposable napkins and tablecloths wherever possible
- Only use cloth tablecloths if they are changed for each use and properly laundered after each use

Procedural Recommendations to be Implemented by BCSD

Waste and Laundering

Single-use items and used disinfection materials can be treated as regular waste, following food safety guidelines

Laundry for clothing, towels, linens and other items

- Cloth materials (i.e., linens, aprons, etc.) should be washed and dried on the highest temperature setting allowable for the fabric
- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely or disinfect with an EPA-registered household disinfectant
- Wear disposable gloves when handling dirty laundry from a person who is sick
- Dirty laundry from a person who is sick can be washed with other people's items
- Do not shake dirty laundry
- Clean and disinfect clothes hampers according to guidance above for surfaces
- Remove gloves and wash hands right away

Things to also consider to further minimize exposure

- Prevent people from self-serving food items
- Napkins and silverware are provided directly by staff, not for individuals to grab
- Disposable trays and silverware, not using reusable utensils
- Engineering controls such as polycarbonate sneeze guards are in place in the cafeteria
- Require students to eat with classmates in the lunchroom and not mingle with other classes
- Plan to serve high-risk students separately from other students
- Put tape marks on the floor six feet apart to promote social distancing while waiting in line
- Prohibit or limit food-sharing activities
- Faculty dining – discontinue sharing of small appliances
- Discontinue pot lucks and food sharing
- Re-evaluate and possibly suspend the food recycling/composting program
- Install polycarbonate shields at register in serving line to protect cashier
- Remove shared small appliances for students in cafeterias
- No shared condiments
- Label bagged lunches
- Food delivery on carts to classrooms
- Continue to use adequate PPE use while delivering food
- Determine the method of food distribution - self serve or staff delivery
- Consider not using cash for purchases
- Consider discontinuing the use of drinking fountains by providing disposable cups and identifying other, safe and approved, water sources

Procedural Recommendations to be Implemented by BCSD

Cleaning/Disinfecting Protocols

General Cleaning

- Review cleaning protocols for cafeteria furniture, meal preparation and serving areas, point-of-sale transactions and dishes/utensils and update accordingly
- Ensure all cleaning staff have been trained on any new PPE, cleaning products and techniques
- Ensure safe and correct application of disinfectants and keep products away from children
- Ensure the facility has been cleaned/disinfected as per current NYSDOH/CDC protocols and that all high touch surfaces are routinely cleaned/disinfected (document and define frequency). Responsible Parties must ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. Responsible Parties must maintain logs that include the date, time, and scope of cleaning and disinfection
- Clean surfaces using a cleaner or soap and water. Practice routine cleaning of frequently-touched surfaces

General Disinfecting

- Clean the area or item with soap and water or another detergent. Replace the cleaning agent frequently. Then, use disinfectant
- Soft Surfaces - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces
- Use EPA-registered disinfectant. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
 - Keep surfaces wet for the entire contact time (see product label)
 - Precautions such as wearing proper PPE and making sure you have good ventilation during use of the product
 - Diluted bleach solutions may also be used if appropriate for the surface
 - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection
 - Unexpired bleach will be effective against coronaviruses when properly diluted. Follow manufacturer’s instructions for application and proper ventilation. Never mix bleach with ammonia or any other cleanser
 - Leave bleach solution on the surface for at least 1 minute

Cleaning Daily Cafeteria/Kitchens

- Clean and disinfect lunch tables regularly (at least once daily)
- Clean and disinfect all food preparation areas (at least once daily)
 - Clean and disinfect high touch surfaces including but not limited to:
 - Handles on equipment (faucets, ovens, mixers)
 - Drinking fountains
 - Ice Machines
 - Door handles and push plates

Procedural Recommendations to be Implemented by BCSD

- Light switches
- Shared equipment (telephone, desktops, cash register, computer keyboards and mice). Please make sure appropriate cleaning methods and products are used for these types of equipment
- All trash receptacles emptied and trash removed from area
- Floors fully mopped
- Window in the door is cleaned at minimum once per week
- Walls are spot cleaned
- Clean/Disinfect sink and toilet area if applicable
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (as necessary)

Electronics

- Place wipeable covers on electronics
- Follow manufacturer's instructions for cleaning and disinfecting. If there is no guidance, use alcohol-based wipes or sprays containing at least 70% isopropyl alcohol
- Dry surface thoroughly

Enhanced Cleaning Practices

- Establish a disinfection routine
 - Ensure disinfection protocols follow product instructions for application and contact time
 - Consider establishing a single staff position whose responsibility is to disinfect. This person should be continuously cleaning and visible
 - Each table, chairs (as possible), and partitions should be disinfected after each use
 - Clean HVAC intakes daily
 - Use a checklist or audit system to track how often cleaning is conducted
- Apron, towels, work clothing, etc. should be placed in trash bags and treated as potentially contaminated and laundered per recommendations above

Procedural Recommendations to be Implemented by BCSD

SOP – General Classrooms

Department: General Classrooms

Please also refer to the following documents for more guidance:

- General Practices
- Cleaning
- Daily Screening and Returning to Work
- Training
- Posters
- NYS Forward Plan

Required Personal Protective Equipment (PPE)

- Face Covering/Mask
- Face Shield (if applicable)

Face coverings/masks and hand sanitizer are available for you to use while you are in the building. Use and dispose of Personal Protective Equipment (PPE) properly

If you find that hand sanitizer or face coverings/masks are not available, please alert your direct supervisor or administrator immediately

Procedures to Consider

Classroom operations under COVID-19 precautions may include the following:

- Designating classrooms that house the same students (cohorts) where teachers rotate, instead of students, to various classrooms to provide instruction
- Arrange all instructional and non-instructional rooms in a school to comply with social distancing standards to the maximum extent practicable
- Have soap, hand sanitizer and tissue readily available
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas
- Plan how you will handle lunch in your classroom in the event of cafeteria closure
- Open windows when possible to air out the rooms
- Make sure unit ventilators are operating if applicable
- Commonly used items that can be considered "shared classroom supplies" such as pencils, paper, books, pencil sharpeners (consider switching to mechanical pencils), and other commonly shared items need to have procedures developed and explained to students regarding their use. If unable to restrict sharing of supplies, the communal use of shared items should be limited with all shared items cleaned and disinfected after each use
- Teachers may need to clean/disinfect between classes including desks and frequently touched surfaces. Do not expect that custodial personnel will be readily available to provide this service
- Do not hug staff or students, bump elbows, and heels of shoes. Find other ways to minimize contact

Procedural Recommendations to be Implemented by BCSD

- Develop interactive online lessons for students who are at high risk of catching COVID-19 and are not attending school
- Collaborate with other teachers within the district to develop standard operating procedures

Classroom Areas

- Request that teachers remove any excess items or items not planned for immediate use
- Remove all items with soft covered surfaces, including items that are shared frequently and cannot be cleaned/disinfected properly (upholstered couches/chairs, stuffed animals, toys etc.)
- Remove carpets/throw rugs, bean bag chairs, personal lamps
- Cloth curtains should be taken down or sprayed with Lysol (or similar product) daily
- Desk Arrangement to ensure social distancing between students
- Remove desks to meet social distancing requirements
- Do not face desks toward each other or in a square
- Educate on the need for personal protection that includes the use of Personal Protective Equipment (PPE). Promote and reinforce healthy hygiene practices.
- Social distancing - Use visual clues to promote social distancing - decals, tape on floor, signs, etc.
- Face coverings/masks – Make clear the classrooms rules for when to wear them, how to appropriately put them on and take them off, how to clean cloth face coverings when soiled, and disposal of the face covering when necessary
- Hand washing - Demonstrate frequently how to properly wash hands
 - Ask staff and students to wash hands upon entering the classroom
 - If this can be accomplished, use the sink that is installed in the classroom or at the nearest bathroom
 - Students should wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing
 - Children ages 5 and younger should be supervised when using hand sanitizer. All students should be supervised if using an alcohol-based hand sanitizer

Procedural Recommendations to be Implemented by BCSD

SOP – Science Classrooms

Department: Science Classrooms

Please also refer to the following documents for more guidance:

- General Practices
- Cleaning
- Training
- Posters
- NYS Forward Plan

Required Personal Protective Equipment (PPE)

- Face Covering/Mask
- Face Shield (if applicable)

Face coverings/masks and hand sanitizer are available for you to use while you are in the building. Use and dispose of Personal Protective Equipment (PPE) properly.

If you find that hand sanitizer or face coverings/masks are not available, please alert your direct supervisor or administrator immediately.

Procedures to Consider

- **No eating or drinking in the science classroom should be allowed due to a potential chemical contamination**
- Science laboratory/laboratory areas should not be used as instructional/lecture space
- Remove desks to meet social distancing requirements. Assign desks. Separate lab work areas to meet social distancing guidelines
- Educate students on COVID-19 (the disease and its symptoms, transmission and need for personal protection). Possibly the first lesson that is taught
- Reinforce existing lab safety procedures. Demonstrate how to properly wash hands, take off and put on face coverings
- Use visual clues to promote social distancing - decals, tape on floor, signs, etc.
- Have soap, hand sanitizer and tissue readily available
- Ask staff and students to wash hands upon entering the classroom
- Open windows when possible to air out the rooms
- Promote and reinforce healthy hygiene practices – social distancing, wearing face coverings, hand washing
- Develop procedures for shared equipment – samples, microscopes, glassware, pencil sharpener, and other items. These could include cleaning between use and storage
- Do your best to remove all non-essential items from the classroom. This will help with cleaning/disinfecting on the area
- Try not to have communal materials – do not share writing utensils or school supplies if possible.

Procedural Recommendations to be Implemented by BCSD

- Teachers may need to clean/disinfect between classes. Do not expect that custodial personnel will be readily available
- Do not hug staff or students, bump elbows, and heels of shoes. Find other ways to minimize contact
- Develop interactive online lessons for students who are at high risk of catching COVID-19 and who may be absent from school
- Be prepared to instruct students remotely, if a closure of the building occurs.
- Collaborate with other science teachers within the district to develop standard operating procedures. Reach out to science teachers at various districts to see what they are implementing

Classroom/Laboratory Areas

- Remove excess or materials not planned for use in the short-term.
- Remove all items that are soft covered surfaces, which are shared frequently and cannot be cleaned/disinfected properly (upholstered couches/chairs, stuffed animals, etc.) to also accommodate proper social distancing. These items are very hard to disinfect and could result in a potential illness spread
- Remove carpets/throw rugs, bean bag chairs, personal lamps
- Cloth curtains should be taken down or sprayed with Lysol daily
- Desk Arrangement (if applicable)
- Remove desks to meet social distancing requirements
- Options include using physical barriers between desks and turning desks to face the same direction (rather than facing each other) or having students sit on only one side of the table, spaced apart
- Do not face desks toward each other or in a square
- Educate on the need for personal protection that includes the use of Personal Protective Equipment (PPE). Promote and reinforce healthy hygiene practices.
- Social distancing - Use visual clues to promote social distancing - decals, tape on floor, signs, etc.
- Face coverings - when to wear them, how to appropriately put them on and take them off, how to clean cloth face coverings when soiled, and disposal of the face covering when necessary.
- Hand washing - Demonstrate frequently how to properly wash hands
 - Ask staff and students to wash hands upon entering the classroom
 - If this can be accomplished, use the sink that is installed in the classroom or at the nearest bathroom
 - Students should wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing
- Children ages 5 and younger should be supervised when using hand sanitizer. All students should be supervised if using an alcohol-based hand sanitizer

Procedural Recommendations to be Implemented by BCSD

SOP – Special Education Classrooms

Department: Special Education Classrooms

Please also refer to the following documents for more guidance:

- General Practices
- Cleaning
- SOP – Mental Health
- Daily Screening and Returning to Work
- Training
- Posters
- NYS Forward Plan

Additional Training (Department Specific):

- Mental Health Training (annual)
- DASA Awareness Training (annual)
- New or Revised District Policies/Regulations and/or Procedures
- Sexual Harassment Identification and Reporting Training (annual)

Required Personal Protective Equipment (PPE)

- Face covering/mask should be available and used per district policies/regulations and procedures
- If you find that soap, hand sanitizer, or face coverings/masks are not available, please alert an administrator or custodian immediately
- Face coverings, washroom facilities and hand sanitizer are/should be available for you to use while you are in the building or working on site. Make information on the appropriate use and disposal of Personal Protective Equipment (PPE) available to all staff

Additional PPE

- Depending on the job task the following PPE might be considered:
- Face shield
- Disposable gown
- Gloves

Procedures to Consider

Working Closely to Others

If staff must have close person to person contact (within 6 feet) with students or other staff (e.g. special needs persons) then follow these precautions:

- If contact is expected then both persons should:
 - Wear a face covering/mask and/or face shield if possible
 - Wash hands or use hand sanitizer before and after contact
- When unexpected contact may occur:
 - Staff should wear a face covering/mask and/or face shield at all times and wash hands regularly or after they become soiled

Procedural Recommendations to be Implemented by BCSD

Adopt healthy hygiene practices

- Ensure acceptable face coverings are worn by all staff whenever they are within 6 feet of students or other staff.
 - School districts must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement
 - Employees must wear a face covering unless they are unable to medically tolerate such covering
 - School districts and employees may use alternate PPE (i.e., face shields or coverings that are transparent at or around the mouth) for therapies or interventions that require visualization of the movement of the lips and/or mouths (e.g. speech therapy). These alternate coverings may also be used for certain students (e.g. hearing impaired) that benefit from being able to see more of the employee's face
- Strongly encourage, but do not require students to wear acceptable face coverings. Face coverings should not be used by children under the age of 2, or for anyone who is unable to medically tolerate such covering, including students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction
- Provide information to staff and students [on proper use, removal, and washing](#) of cloth face coverings
- Reinforce proper hand hygiene and cough/sneeze covering among all students and staff
- Provide and maintain adequate supplies to support healthy hand and respiratory hygiene, including soap, hand sanitizer with at least 60% ethanol or 70% isopropyl alcohol (for staff and older students who can safely use hand sanitizer), paper towels, tissues, and lined open top trash receptacles

Increase cleaning, disinfecting, and ventilation

- Adhere to hygiene, cleaning, and disinfection requirements from the CDC and NYSDOH and maintain logs on site that document date, time, and scope of cleaning and disinfection
- [Clean and disinfect](#) frequently touched surfaces within the school at least daily (e.g., equipment, door handles, sink handles, drinking fountains) and shared objects (e.g., games, art supplies) between uses
- Ensure safe and correct application of disinfectants [registered](#) by the New York State Department of Environmental Conservation (DEC) and keep products away from children
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors, unless they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to students using the facility
- Ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown

Procedural Recommendations to be Implemented by BCSD

Adhere to appropriate social distancing

- Ensure at least six feet of distance between individuals, unless safety or core function of the activity (e.g., instruction) requires a shorter distance. However, any time that staff or faculty are less than six feet from one another or students, they must wear acceptable face coverings
- Ensure that student and staff groupings are as static as possible by having the same group of students stay with the same staff
- Restrict mixing between groups and limit maximum student group size to reflect NYS guidelines in any specific area (i.e. classroom) at any given time, as feasible
- Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, and support proper hand hygiene (refer to NYS guidelines)
- Post social distancing markers using tape or signs that denote six feet of spacing in commonly used and other applicable areas
- Restrict nonessential visitors, volunteers, and activities involving other groups at the same time
- Space seating/desks to at least six feet apart
- Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart
- Close communal use spaces such as cafeterias and auditoriums, if possible; otherwise stagger use between student groups and clean and disinfect in between use
- If a cafeteria or group dining room is typically used, serve meals in classrooms instead. Serve individually plated meals to avoid sharing of food and beverages, and hold activities in separate classrooms and ensure the safety of children with food allergies
- Stagger arrival and drop-off times. Put in place protocols to limit close contact with parents, guardians and other individuals as much as possible

Limit sharing of personal items, objects, and equipment

- Keep each student's belongings separated from others' and in individually labeled containers or areas and ensure they are taken home and cleaned and disinfected regularly, as possible
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible, or limit use of supplies and equipment to one group of students at a time and clean and disinfect between use
- Avoid sharing electronic devices, books, and other games or learning aids

Procedural Recommendations to be Implemented by BCSD

SOP – Library/Media Centers

Department: Library

Please also refer to the following documents for more guidance:

- General Practices
- Cleaning
- SOP - General Office
- Training
- Posters
- NYS Forward Plan

Required Personal Protective Equipment (PPE)

- Face Covering/Mask
- Face Shield (if applicable)

Face coverings/masks and hand sanitizer are available for you to use while you are in the building. Use and dispose of Personal Protective Equipment (PPE) properly.

If you find that hand sanitizer or face coverings/masks are not available, please alert your direct supervisor or administrator immediately.

Procedures to Consider

Under COVID-19 precautions, no matter how the library is utilized (i.e. holding area, classroom, etc.) the following may be considered:

- The library must comply with social distancing standards to the maximum extent practicable
- Books are not considered a high transmission route (source), however it is recommended to leave books untouched once returned for 24-72 hours on a cart before returning to the shelf (BCSD is requiring 72 hours). This is the standard recommendation by the Institute of Museum and Library Services (IMLS) based on testing conducted for libraries and museums
- Electronic devices should be wiped down with a solution that is at least 70% alcohol and approved for electronic devices. Let dry
- If in the event it is need to be repurposed, the library will be used as a classroom, it will be designated to house the same students (cohorts) where teachers rotate, instead of students, to provide instruction
- Open windows when possible to air out the rooms. Make sure unit ventilators are operating if applicable
- Commonly used items that can be considered “shared classroom supplies” such as pencils, paper, books, pencil sharpeners (consider switching to mechanical pencils), and other commonly shared items need to have procedures developed and explained to students regarding their use. If unable to restrict sharing of supplies, the communal use of shared items should be limited with all shared items cleaned and disinfected after each use

Procedural Recommendations to be Implemented by BCSD

- Staff may need to clean/disinfect between classes including desks and frequently touched surfaces. Do not expect that custodial personnel will be readily available to provide this service
- Do not hug staff or students - bump elbows, heels of shoes or find other ways to minimize contact
- Collaborate with other districts to develop additional standard operating procedures

Library Areas

- Remove all items with soft covered surfaces, including items that are shared frequently and cannot be cleaned/disinfected properly (upholstered couches/chairs, stuffed animals, toys etc.) to accommodate proper social distancing.
- Remove carpets/throw rugs, bean bag chairs, personal lamps.
- Cloth curtains should be taken down or sprayed with Lysol daily.
- Desk Arrangement (if applicable)
- Remove desks to meet social distancing requirements
- Options include using physical barriers between desks and turning desks to face the same direction (rather than facing each other) or having students sit on only one side of the table, spaced apart
- Do not face desks toward each other or in a square
- Educate on the need for personal protection that includes the use of Personal Protective Equipment (PPE). Promote and reinforce healthy hygiene practices.
- Social distancing - Use visual clues to promote social distancing - decals, tape on floor, signs, etc.
- Face coverings - when to wear them, how to appropriately put them on and take them off, how to clean cloth face coverings when soiled, and disposal of the face covering when necessary
- Hand washing - Demonstrate frequently how to properly wash hands
 - Ask staff and students to wash hands upon entering the classroom
 - This can be accomplished with the sink that is installed in the classroom or at the nearest bathroom
 - Students should wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing
 - Children ages 5 and younger should be supervised when using hand sanitizer. All students should be supervised if using an alcohol-based hand sanitizer

Procedural Recommendations to be Implemented by BCSD

SOP – Computer Labs/Technology

Department: Computer Labs/Technology

Please also refer to the following documents for more guidance

- General Practices
- Cleaning
- Daily Screening and Returning to Work
- Training
- Posters
- NYS Forward Plan

Required Personal Protective Equipment (PPE)

- Face Covering/Mask
- Face Shield (if applicable)
- Face coverings/masks and hand sanitizer are available for you to use while you are in the building. Use and dispose of personal protective equipment (PPE) properly
- If you find that sanitizer or face coverings/masks are not available, please alert your direct supervisor or administrator immediately

Procedures to Consider

- Avoiding shared equipment is essential to reduce the spread of COVID-19.
- If computers, tablets etc. must be shared it is better to bring the devices to the students (once they have been cleaned and sanitized) instead of bringing students to the computer lab.
- Desk Arrangement in the computer lab or technology classrooms:
- Remove desks to meet social distancing requirements
- Options include using physical barriers between desks and turning desks to face the same direction (rather than facing each other) or having students sit on only one side of the table, spaced apart
- Do not face desks toward each other or in a square
- All instructional and non-instructional rooms in school must comply with social distancing standards to the maximum extent practicable

Hand Hygiene

- Students should wash their hands or use hand sanitizer immediately prior to and after use of computers or other technology equipment
- Teachers may need to clean/disinfect between classes – desks/keyboards and frequently touched surfaces. Do not expect that custodial personnel will be readily available to provide this service
- Keyboards or other touch surfaces must be wiped with a disinfectant cloth with appropriate cleaner based on manufacturers recommendations. When working with electronic equipment it is important to make sure the wipe being used is not dripping or saturated as it might damage

Procedural Recommendations to be Implemented by BCSD

equipment. Using a plastic cover over keyboards or other touch surfaces will assist in minimizing direct contact.

Procedural Recommendations to be Implemented by BCSD

SOP – Itinerant Staff / Home Visitors

Department: Itinerant Staff/Home Visitors Conducting Home Visits

Please also refer to the following documents for more guidance:

- General Practices
- Communication
- Cleaning
- Daily Screening and Returning to Work
- Training
- Posters
- NYS Forward Plan

Required Personal Protective Equipment (PPE)

- Face Covering/Mask when in areas where more than one person is present
- Face Shield if student is unable to wear mask or maintain mask use

Face coverings and hand sanitizer are available for you to use while you are in the building or working on site. Use and dispose of Personal Protective Equipment (PPE) properly.

Temporary Procedure

Home visits are suspended until further notice. Telephone and/or video communication in lieu of face-to-face home visits will be allowed in order to protect the health and safety of families, and the employee visiting the home. Districts are encouraged to follow CDC, NYSDOH, and Local DOH, home visiting model guidance.

Procedural Recommendations to be Implemented by BCSD

SOP – Transportation Services

Department: Transportation

Please also refer to the following documents for more guidance:

- General Practices
- Cleaning
- Daily Screening and Returning to Work
- Training
- Posters
- NYS Forward Plan

Training (*Office Personnel, Drivers, Mechanics, Aides*)

- Hazard Communication/Right-To-Know (annual)
- Personal Protective Equipment (PPE)
- Exposure Control/Bloodborne Pathogen (BBP)
- COVID Awareness
 - New cleaning Protocols (buses, transportation center)
 - Handwashing
 - Face Covering (sizing, use, wear & care)
 - Personal Health and Hygiene
 - Special working conditions with face coverings (strenuous activity)

Required Personal Protective Equipment (PPE)

- Disposable gloves
- Face Covering/Mask
- Face Shield (if applicable)

Roles and Responsibilities

Supervisor (BCSD and Contractors)

- Ensure employees are equipped with proper Personal Protective Equipment (PPE) and protective measures to keep them safe
- Be sure employees maintain annual training requirements. Update employees on new policies and/or procedures adopted during COVID-19 pandemic
- Work with administrative team to develop policies for social distancing, density reduction, bus capacity, routing issues, cleaning and disinfection
- Enforce new policies
- Inventory and order PPE with sufficient lead time for use when schools open
- Provide access to mental health resources for transportation staff in crisis or under stress
- Review employee medical records (19a files) and accommodate (if feasible) employees with underlying medical conditions

Procedural Recommendations to be Implemented by BCSD

- Regularly inspect buses and other transportation vehicles for cleanliness (document all cleanings/inspections via trackable log)
- Enforce and communicate the self-screening program for staff before coming to work
- Be prepared for a lack of drivers due to increased absences. Have a protocol established in advance to address these absences
- Provide ongoing communication and feedback to staff on a regular basis

Employees/Contractors

- Self-screen before coming to work. Do not come to work if sick
- Maintain social distancing as much as possible
- Wear an appropriate face covering that covers the mouth and nose when social distancing measures cannot be maintained
- Use all chemical cleaners and disinfectants in the manner recommended by the manufacturer and your supervisor
- Wear all required Personal Protective Equipment (PPE) when cleaning and using chemicals
- Wash hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% ethanol or 70% isopropyl alcohol. Follow current rules regarding the use of hand sanitizer on buses and other transport vehicles. Wash hands with soap and water as soon as possible

Procedures to Consider

Communication

- District should emphasize to parents and students prior to reopening schools that the District has thoroughly disinfected all buses and student transportation vehicles
- District should communicate with parents and students that student transportation vehicles are included in the district's COVID-19 plans and what part students and parents will play in ensuring safety and minimizing infection while utilizing District transportation services
- Advise parents not to send their children to school or board the bus if sick or with an elevated temperature
- Survey parents regarding transportation including an "opt-out" option
- Remind students/parents/guardians that social distancing requirements extend to the bus stop
- Communicate with administration multiple routing scenarios for different instructional scheduling options (split session, alternating days, hybrid option)

Density Reduction, Social Distancing, Bus Capacity

- CDC guidelines suggest creating distance between children on the school bus when possible.
 - Due to driver shortages and resulting capacity concern, the District will limit seating on buses to maximum of 2 per seat with no students seated behind the driver. At the K-5 level, the District will strive to limit capacity to 1 per seat staggered, or 22 max wherever possible. In instances where routes need to be consolidated due to driver shortages, the District may increase utilization to 2 per seat.

Procedural Recommendations to be Implemented by BCSD

- Allow siblings or those that live in the same household to sit together
- Place floor decals or tape to indicate where students should sit and to mark six-foot distances in aisles
- Sneeze guards to protect the driver
- Do not seat students directly behind the driver
- Follow current rules regarding the use of hand sanitizer on buses and other transport vehicles
- Provide additional adult supervision (monitors) on buses to manage social distancing
- Students shall wear face masks (if required) while in transit when social distancing is not possible
- Where practical, have an aide take student attendance on every route, every day, to and from school. The attendance sheets should be documented in writing and retained for contact tracing

Routing

- Develop multiple routing scenarios for administration to analyze different instructional scheduling options
 - Alternating days
 - Hybrid schedules – some grade levels in person learning at school buildings, other grade levels virtual remote learning
 - Utilize computerized routing programs to provide different routing scenarios and analyze cost/feasibility
- Limit rotation of substitute drivers and aides, if possible
- Limit student movement between bus routes
 - Discontinue allowing students to ride different buses on different days of the week
 - If possible, mirror AM and PM routes, so bus riders are the same group each day

Loading/Unloading & Pickup/Drop-off

- Students shall be loaded in sequential route order. First student on the bus sits in the back, when going to school, last student off sits in the back when going home from school
- If applicable, temperature screening can be conducted by bus aides
- Dismissal times can be staggered to best suit district needs and to promote social distancing
- Adjustments may need to be made:
 - For unloading and entry, and loading and departure
 - Route timing will be affected by delayed loading/unloading processes
 - All bus routes should not load/unload at the same time to maximize social distancing of students
 - Arrival and departure activities shall be supervised to ensure social distancing
- Consider adding bus routes to reduce load levels on buses
- Consider retaining buses scheduled for replacement until actual student ridership is determined
- Consider short term bus leasing as an option until actual bus inventory needs are determined

Transporting to BOCES

- Districts that are transporting to BOCES will need to be following similar protocols as Contract Bussing

Procedural Recommendations to be Implemented by BCSD

- School Districts must keep a log of attendees on the trip in both directions from the BOCES building. Upon request, schools may need to supply the log of passengers in addition to cleaning logs in the event BOCES must assist in contact tracing due to exposures either at the BOCES buildings, or during transportation

Cleaning and Disinfecting

Refer to the “Cleaning” standard operating procedures guidance for further information.

- Buses and other transportation vehicles will be cleaned and disinfected daily (focus on high touch areas) and in between runs if scheduled for multiple routes. At the end of the day clean and disinfect the entire bus
- *Daily Cleaning*
 - All trash removed
 - Floors swept and dust mopped
 - Walls and windows cleaned
- *High Touch Surfaces*
 - Bus seats and seat backs
 - Seat belts
 - Door handles, handrails
 - Driver operator area
- Determine who will be responsible for daily cleaning and disinfection procedures. (Custodial Maintenance, Drivers or Bus Mechanics)
- Use only cleaning and disinfecting products that are approved by the EPA. Read all labels and follow instructions. Wear appropriate PPE (disposable gloves or any other required PPE) to clean and disinfect
- Ensure proper ventilation during cleaning. Open windows, roof hatches, and turn fans on during route operation
- Prohibit eating and drinking on the bus
- Follow up with frequent inspections to be sure cleaning/disinfecting protocols are followed on district owned and contracted buses
- Document and submit all cleanings/inspections (via trackable log)

Special Education Considerations

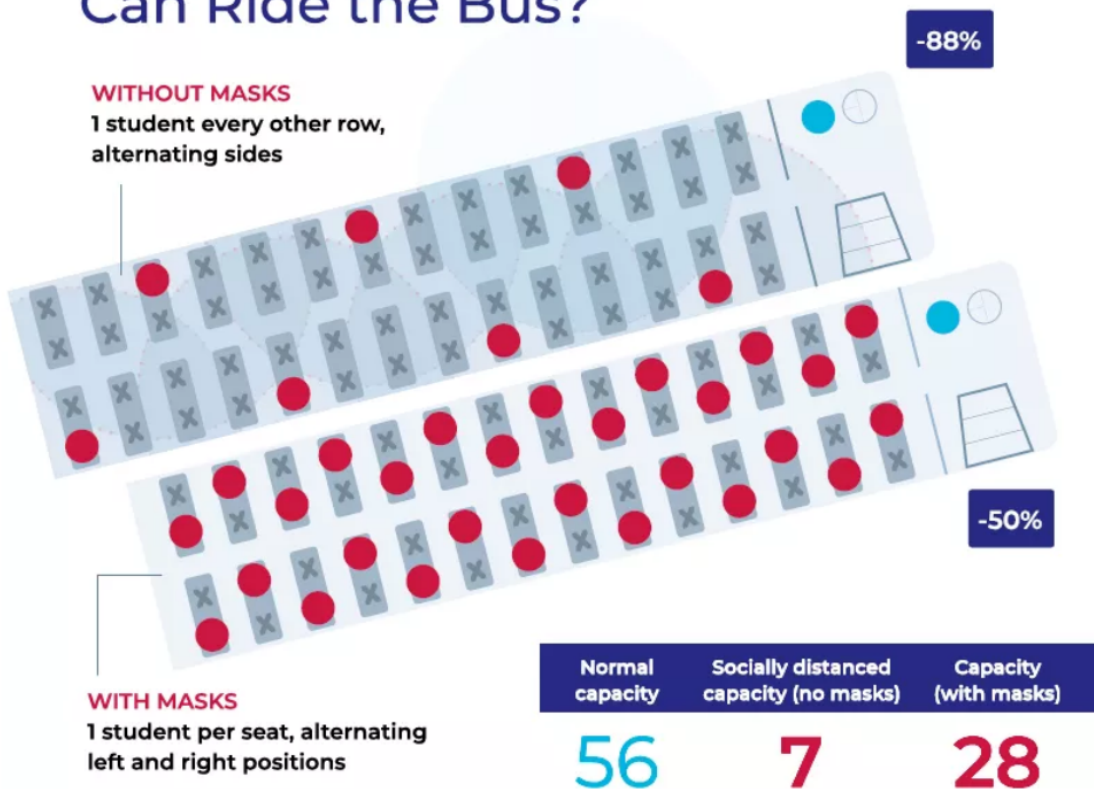
- Make sure that none of the practices/protocols employed are interfering with the students’ IEP or 504 Plan
- Collaborate with special education staff to determine best practices for face mask use, social distancing, and other safety considerations
- Consider alternate schedules and transport vehicles for medically fragile children
- If applicable, temperature screening for special education students by bus aides
- Increase training for bus aide staff to manage issues that arise on a bus transporting student(s) with special needs

Procedural Recommendations to be Implemented by BCSD

Transportation Operation Center

- Provide appropriate PPE and cleaning supplies to office and garage workers (i.e.: face coverings/masks, gloves, face shields)
- Provide hand sanitizer of at least 60% ethanol or 70% isopropyl alcohol. Follow current rules regarding the use of hand sanitizer on buses and other transport vehicles
- Provide appropriate training for staff
- Develop density reduction protocols to maximize social distancing in the bus garage, office, and dispatch areas
 - Eliminate lounge areas
 - Create one-way walkways
 - Require appointments to see management/office staff
 - Eliminate gathering at dispatch area
- Cross train staff to provide coverage in the event of absenteeism
- Limit non-essential visitors to the transportation operations center

How Many Students Can Ride the Bus?



SOURCE: National Council on School Facilities and Cooperative Strategies



HOW WE GO BACK TO SCHOOL

Guidance for Social Distancing on School Buses



SAFETY MEASURES

- Provide hand sanitizer when entering the bus and during the ride
- Install Plexiglass barrier around driver's seat
- Disinfect all interior surfaces between routes
- Open windows and use fan to circulate fresh air
- Assign attendant to enforce social distancing during ride



SEATING

- With masks, one student per seat, alternating left and right positions
- Without masks, one student seated every other row, alternating sides
- Siblings may sit together to increase capacity
- Mark seats with tape to show students where to sit



CONTACT TRACING

- Keep passenger logs to enable contact tracing if someone tests positive for COVID-19
- Assign a single driver to the same bus and same routes to minimize groups of people mingling.

16 million public school students ride a school bus, which puts about **480,000 buses** on the road every day.

Normal capacity	Socially distanced capacity (no masks)	Capacity (with masks)
56	7	28

Image and Icons: Getty

EducationWeek.

Procedural Recommendations to be Implemented by BCSD

Resources

NEW YORK STATE DEPARTMENT OF HEALTH

- **School (PreK-12) Guidance: COVID-19**

<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>

- **Monroe County Department of Public Health**
<https://www2.monroecounty.gov/health-COVID-19>
- **Interim Cleaning and Disinfection Guidance for Primary and Secondary Schools for COVID-19:**
<https://sunypoly.edu/sites/default/files/health-alerts/COVID-19-School-Cleaning-Guidance-FINAL.PDF>

CENTERS FOR DISEASE CONTROL AND PREVENTION

- **Interim Guidance for Administrators of US K-12 Schools and Child Care Programs:**
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>
- **K-12 Schools and Child Care Programs**
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>
- **Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes**
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- **Guidance for Cleaning & Disinfecting Public Spaces, Workplaces, Businesses, Schools, And Homes:**
https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf
https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf
- **Cleaning and Disinfecting Your Facility**
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
Cleaning and Disinfecting
<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- **Handwashing: Clean Hands Save Lives**
<https://www.cdc.gov/handwashing/index.html>
- **Keeping Hands Clean**
<https://www.cdc.gov/healthywater/hygiene/hand/handwashing.html>
- **Use of Cloth Face Coverings to Help Slow the Spread of COVID-19**
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- **About Cloth Face Coverings**
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>
- **Considerations for Wearing Cloth Face Coverings**
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

Procedural Recommendations to be Implemented by BCSD

- **K-12 Schools and Child Care Programs**
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>
- **Childcare, Schools, and Youth Programs**
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- **What School Nutrition Professionals and Volunteers at Schools Need to Know about COVID-19**
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/school-nutrition-professionals.html>
- **Schools During The Covid-19 Pandemic (Administrator’s Decision Tree)**
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>
- **Return to Work Criteria for HCP with Suspected or Confirmed COVID-19**
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html#practices-restrictions>
- **Interim Considerations for K-12 School Administrators for SARS-CoV-2 Testing**
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-testing.html?source=email>
- **Considerations for Youth Sports**
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html>
- **Considerations for Schools**
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- **School Communication Print Resources**
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf>
- **CDC Recommends One Student Per School Bus Seat, Skipping Rows**
<https://stnonline.com/news/cdc-recommends-one-student-per-school-bus-seat-skipping-rows/>
- **Considerations for K-12 Schools: Readiness and Planning Tool**
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf>
- **Guidance for General Laboratory Safety Practices during the COVID-19 Pandemic | CDC**
<https://www.cdc.gov/coronavirus/2019-ncov/lab/lab-safety-practices.html>

OSHA

- **Guidance on Preparing Workplaces for COVID-19**
<https://www.osha.gov/Publications/OSHA3990.pdf>
- **COVID-19 Frequently Asked Questions**
<https://www.osha.gov/SLTC/covid-19/covid-19-faq.html>

MENTAL HEALTH AMERICA

- **Mental Health and COVID-19 – Information and Resources:**
<https://mhanational.org/covid19>

NATIONAL ALIANCE FOR MENTAL ILLNESS

- **COVID-19 Resource and Information Guide:**
<https://www.nami.org/covid-19-guide>

Procedural Recommendations to be Implemented by BCSD

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

- **Disinfectants for Use Against SARS-CoV-2:**
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- **EPA Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes**
<https://www.epa.gov/coronavirus/guidance-cleaning-and-disinfecting-public-spaces-workplaces-businesses-schools-and-homes>

AMERICAN FEDERATION OF TEACHERS

- **AFT resources on the COVID-19 coronavirus**
<https://www.aft.org/coronavirus>

ASHRAE

- **COVID-19 (Coronavirus) Preparedness Resources:**
<https://www.ashrae.org/technical-resources/resources>
- **ASHRAE Position Document on Infectious Aerosols**
https://www.ashrae.org/file%20library/about/position%20documents/pd_infectiousaerosols_2020.pdf
- **HVAC Strategies to Control Airborne Pathogens**
<https://www.grainger.com/know-how/business-operations/emergency-and-disaster-preparedness/kh-hvac-strategies-to-control-airborne-pathogens>

FEDERATION OF EUROPEAN HEATING VENTILATION AND AIR CONDITIONING ASSOCIATION (REHVA)

- **REHVA COVID-19 guidance document, April 3, 2020:**
https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf

NEW YORK'S DIVISION OF MILITARY AND NAVAL AFFAIRS

- **Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees Interacting with the Public During the COVID-19 Outbreak**
http://dmna.ny.gov/covid19/docs/all/DOH_COVID19_EO20216EmployeeFaceCovering_041420.pdf

AMERICAN COLLEGE OF OCCUPATIONAL AND ENVIRONMENTAL MEDICINE

- **COVID-19 Resource Center**
[https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwim-ZvAgcHqAhWrj3IEHUbGCnUQFjAKegQICRAB&url=http%3A%2F%2Facoem.org%2FCOVID-19-Resource-Center%2FCOVID-19-Q-A-Forum%2FWhat-alternatives-to-face-coverings-or-masks-\(e-g-%2C-face-shields\)-are-being-considered-or-used-for-n&usg=AOvVaw3FLssE8fm1SMgyZ9-QKrtF](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwim-ZvAgcHqAhWrj3IEHUbGCnUQFjAKegQICRAB&url=http%3A%2F%2Facoem.org%2FCOVID-19-Resource-Center%2FCOVID-19-Q-A-Forum%2FWhat-alternatives-to-face-coverings-or-masks-(e-g-%2C-face-shields)-are-being-considered-or-used-for-n&usg=AOvVaw3FLssE8fm1SMgyZ9-QKrtF)

WORLD HEALTH ORGANIZATION

Procedural Recommendations to be Implemented by BCSD

- **Key Messages and Actions for COVID-19 Prevention and Control in Schools**
https://www.who.int/docs/default-source/coronaviruse/key-messages-and-actions-for-covid-19-prevention-and-control-in-schools-march-2020.pdf?sfvrsn=baf81d52_4&gclid=Cj0KCQjwgJv4BRCrARIsAB17JI6I2ITy-q0uVPXvIQE55R4nOwUPGGDH7CTOVT1LyI82FjVnpA47AioaAhqcEALw_wcB

NEW YORK STATE

- **Phase One Guidelines**
<https://forward.ny.gov/phase-one-industries#phase-one--construction-guidelines>
- **Phase Two Guidelines**
<https://forward.ny.gov/phase-two-industries>
- NYSDOH School Guidelines – July 13, 2020 (PowerPoint during press conference)

NEW YORK ASSOCIATION FOR PUPIL TRANSPORTATION

- **NYAPT Task Force on Resuming Transportation Services**
<https://www.nyapt.org/Resource>

EDUCATION WEEK

- **School Buses and Social Distancing: A Downloadable Guide**
<https://www.edweek.org/ew/section/multimedia/school-buses-and-social-distancing-downloadable-guide.html>
- **The Socially Distanced School Day**
<https://www.edweek.org/ew/issues/reopening-schools/the-socially-distanced-school-day.html>

CAPITAL REGIONAL BOCES

- **Interim Guidance on Re-Opening Schools Following COVID-19 Closures**
https://www.ceasd.org/wp-content/uploads/2020/05/SchoolReOpeningGuidance_050120.pdf

NATIONAL RECREATION and PARK ASSOCIATION

- **The National Recreation and Park Association Statement on Playgrounds and Play Structures During COVID-19 Pandemic**
<https://www.nrpa.org/about-national-recreation-and-park-association/press-room/nrpa-statement-on-playgrounds-and-play-structures-during-covid-19-pandemic/aiha>

AIHA

- **Reopening: Guidance for General Office Settings**
https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Guidance-Documents/Reopening-Guidance-for-General-Office-Settings_GuidanceDocument.pdf
- **Reopening: Guidance for Gyms and Workout Facilities**
<https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Guidance-Documents/Reopening-Guidance-for-Gyms-and-Workout-FacilitiesGuidanceDocument.pdf>
- **Reopening: Guidance for the Restaurant Industry**

Procedural Recommendations to be Implemented by BCSD

https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Reopening-Guidance-for-the-Restaurant-Industry_GuidanceDocument.pdf

CALIFORNIA DEPARTMENT OF EDUCATION

- **Stronger Together: Guidebook for The Safe Reopening of California's Public Schools**
<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

NEW JERSEY DEPARTMENT OF EDUCATION

- **The Road Back: Restart and Recovery Plan to Education**
<https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

THE HEALTH RESOURCES AND SERVICES ADMINISTRATION

- **Important Home Visiting Information During COVID-19**
<https://mchb.hrsa.gov/Home-Visiting-Information-During-COVID-19>

HARVARD

- **Harvard Healthy Buildings Program**
<https://news.harvard.edu/gazette/story/2020/06/harvard-expert-outlines-recommendations-for-school-reopenings/>