

Adopted 3-16-2021



**South Colonie**  
CENTRAL SCHOOL DISTRICT

# Public Employer Health Emergency Plan for the South Colonie Central School District

Adopted by Board of Education 3-16-2021

This plan has been developed in accordance with NYS legislation S8617B/A10832.

Adopted 3-16-2021

## Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the South Colonie Central School District's Reopening Task Force and Safe Schools Committee including all applicable labor unions, as required by the amended New York State Labor Law.

The South Colonie Central School District's Reopening Task Force and Safe Schools Committee is composed of various stakeholder groups including teachers, staff, students, parents, administrators, Board of Education members and medical professionals, including our school physician.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

--

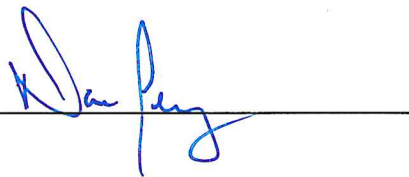
As the authorized official of the South Colonie Central School District, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: 3-16-2021

By: Dr. David Perry

Title: Superintendent of Schools

Signature: \_\_\_\_\_



*Rose Giglietto*  
PRESIDENT, BOARD OF EDUCATION

APPROVED BY  
BOARD OF EDUCATION  
3-16-2021

## Table of Contents

Promulgation	1
Purpose, Scope, Situation Overview, and Assumptions	3
Purpose	3
Scope	3
Planning Assumptions	3
Concept of Operations	4
Communications	4
Mission Essential Functions	5
Essential Positions	6
Reducing Risk Through Remote Work and Staggered Shifts	8
Remote Work Protocols	8
Staggered Shifts	9
Personal Protective Equipment	9
Health & Safety	10
Staff Exposures	10
Health Checks	10
Infection Control Strategies	12
Return to Work Protocols	13
Vulnerable Populations/Accommodations	13
Contacting Tracing	13
COVID-19 Testing	14
Cleaning and Disinfecting	14
Health, Hand, and Respiratory Hygiene	15
Documentation of Work Hours and Locations	16
Housing for Essential Employees	17

## Purpose, Scope, Situation Overview, and Assumptions

### Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

### Scope

This plan was developed exclusively for and is applicable to the South Colonie Central School District. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

The plan was developed with the following four guiding principles:

- Protect the health and safety of everyone associated with the school district: students, faculty, staff, and community members.
- Maximize the benefit of public education by maintaining instructional access for all students either in-person or through remote learning.
- Sustain the student-centered activities of the school district to the greatest extent possible.
- Contribute to controlling the spread of a communicable disease in our region.

### Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services

- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

## Concept of Operations

The Superintendent of Schools of the South Colonie Central School District, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent of Schools.

The Superintendent of Schools of the South Colonie Central School District, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary. Notifications of updates to this plan will be made available through the communication methods below.

Upon resolution of the public health emergency, the Superintendent of Schools of the South Colonie Central School District, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

## Communications

Upon the determination of implementing this plan, all employees and contractors of the South Colonie Central School District may be notified by phone, email, or any other means determined to be necessary, with details provided as possible and necessary, with additional information and updates provided on a regular basis.

Parents, students, and other community members will be notified of pertinent operational changes by regular communication channels.

As part of its communications plan for the academic year, the District has developed a method for communicating all necessary information to staff, students, parents/guardians, visitors and education partners and vendors. The District will use its existing communication channels – including the District website, Blackboard mass notification system, ASPEN student management system and social media channels as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic. Information will also be available in other languages through the utilization of the Language Line for translations and partnership with Regional Bilingual Education Resource (RBERN).

The District is also committed to ensuring that notifications posted to the District's website will be accessible to all individuals in accordance with the Web Content Accessibility Guidelines (WCAG) 2.0 Level A/AA and available for translation in other languages, via the G-Translate feature.

The South Colonie Communications office will maintain communications with the public and constituents as needed throughout the implementation of this plan.

## Mission Essential Functions

When confronting events that disrupt normal operations, the South Colonie Central School District is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the South Colonie Central School District

The South Colonie Central School District has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for the South Colonie Central School District have been identified as:

Essential Function	Description
Information Technology/Continuity of Operations and Instruction	Provides hardware and software for staff and students to facilitate continued education in remote learning environments necessary for continuity of instruction and education. Also responsible for troubleshooting technical issues that may arise during the distance learning process, the offering of best practices in communication to ensure that students are able to access curricular materials, and for helping staff members disseminate information related to both academic and social-emotional education for all students.
Buildings and Grounds	Continues to upkeep the campus during remote work and learning and ensures that all buildings and grounds are properly maintained, regularly cleaned, and disinfected as necessary to ensure the safety of school community members.
District Office	Oversight and management of the functions performed by employees in the superintendent's office, the assistant superintendent's office, the business office, and the human resources office to ensure that regular business operations and services continue as necessary and/or mandated.
Health Office/Health Services	Upon consultation with the district physician and the County Department of Health, school nurses may be responsible for assessing ill staff and students, providing consultation to the district office, following up with healthcare providers, and providing assistance with contact tracing efforts as necessary.

School Building Main Office Staff	Oversight of mail, phones, sign-in procedures, and building utilization and operations.
Food Service	Ensure that food can be provided to students
Transportation	To ensure that meals may be delivered to students
Building Administrators	

### Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology/Continuity of Operations and Instruction	<ul style="list-style-type: none"> <li>Supervisor of Instructional Technology, Senior Computer Programmer/CIO and Applications Developer</li> </ul>	Responsible for overseeing the local area network and the subsequent ongoing maintenance of this network for the district. Oversees the district's internet access, email and phone systems.
	<ul style="list-style-type: none"> <li>Network Administrator and Computer Technician</li> </ul>	Responsible for providing support to teachers and students in regards to computer hardware and software. Will respond to "help desk" and troubleshooting concerns.
Buildings and Grounds	Director of Facilities	<ul style="list-style-type: none"> <li>Responsible for overseeing and providing direction to the B&amp;G department and employees to ensure a safe working environment.</li> </ul>
	<ul style="list-style-type: none"> <li>Custodians</li> <li>Custodial Mechanics</li> <li>Maintenance Mechanics</li> <li>Supervisor of Custodians</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for routine cleaning, disinfecting, and maintenance tasks.</li> <li>Responsible for performing a wide variety of tasks related to the maintenance and upkeep of campus grounds, parking lots, and fields.</li> </ul>
District Office	Superintendent of Schools	Responsible for making day-to-day decisions about educational programs, budget/spending, staff, and facilities
	Assistant Superintendent for Instruction	Responsible for assisting the Superintendent in the administration of educational programming
	Assistant Superintendent for Management Services & Strategic Planning	Responsible for assisting the Superintendent in the administration of business affairs in such a way to provide the best services with the financial resources available and the development of goals to foster school improvement
	Assistant Superintendent of Human Resources & Safe Schools	Responsible for assisting the school district as a liaison to district personnel, providing guidance for personnel functions, and ensuring the complete

		and effective compliance with personnel policies, protocols, and practices
	COVID-19 Coordinator	Responsible for helping the school district come in to and remain in compliance with all aspects of reopening plans, reopening activities, and guidance related to reopening.
Health Office/Health Services	District Nurse	Assists building and district administrators by communicating with the local health department for guidance, may act as the liaison to the school physician, and is responsible for assisting other nurses in assessing ill students and staff
	School Nurse	Responsible for assessing ill students and staff and assisting in contact tracing efforts
School Building Main Office Staff	School Secretary	Responsible for answering phones, providing support to building administrators, responding to emails, greeting visitors, assisting in building sign-in procedures, accepting deliveries, and helping disseminate mail.
Food Service	School Lunch Director	Responsible for overseeing the preparation of meals and coordinating with the Transportation Director to ensure that meals are disseminated.
	Food Service Worker	Responsible for the preparation of and making of meals for students.
Transportation	Transportation Director	Responsible for the safety and efficient operation and maintenance of the transportation department. Coordinates with the Food Service Manager on meal deliveries.
Building Administrators	Building Principals	Responsible for overseeing the day-to-day functioning of the school community and supporting the academic success of students, promoting a positive school climate, and assisting educators.



## Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites. South Colonie staff will be scheduled to work in accordance with the [district's response and recovery plan](#) (following the tiered level risk scenarios).

### Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties
  - e. A solution for telephone communications
    - i. Note that phone lines may need to be forwarded to off-site staff

Remote work protocols shall be developed and facilitated through coordination with district administrators, building administrators, and the IT department to ensure that all needs are met and that safety, security, and functionality are at the forefront of any and all discussions.

### Approval and Assignment of Remote Work

The Superintendent or designee, in consultation with the Assistant Superintendent of Human Resources and other administrators and/or supervisors as needed, will review requests for remote work and corresponding work assignments to aid in the decision making process. Final decisions will be communicated to the Assistant Superintendent of Human Resources and building/department administrators for dissemination to their respective staff. The Assistant Superintendent of Human Resources will notify payroll of such decisions to ensure employee time and attendance is tracked accurately.

### Equipping Staff and Students for Remote Learning

The school district shall work with their Supervisor of IT to support non-essential employees and students during an extended school closure. In order to support this, students K-12 and instructional faculty and staff shall be provided with Chromebooks/laptops as possible to ease the transition to remote learning/working. Non-instructional staff who work remotely will have access to Chromebooks/laptops based on their individual needs for them to effectively perform their job duties remotely. In addition, the IT Department has established protocols for the repair of Chromebooks/laptops, as well as protocols for assisting in the procurement of internet access at an individual's home, if they do not have internet. Individuals will be asked to submit an [IT Help Desk](#) request for their individual IT needs and a member of the District IT staff will contact them to make appropriate arrangements. If a family/staff member does not have the ability to complete the form online, we simply ask that they contact their school principal or supervisor for assistance. The IT Department will also be responsible for assisting individuals in the procurement of VPN or other secure network drives as is deemed necessary and for providing access to software and databases that are deemed necessary for somebody to perform their duty.

## Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the South Colonie Central School District will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

## Identification of Positions with Staggered Work Hours and Approval Process

District buildings and grounds staff may be assigned to staggered shifts to ensure coverage before, during, and after core business hours. Nurses and other building positions may also be realigned to ensure greater coverage during the day and to line up with the needs of our population.

The approval and assignment of changed work hours must be reviewed by the district's Building Administrator. Factors such as staffing levels, the ability to provide physical distancing, and ways to improve efficiency and/or effectiveness will be considered in the decision making process.

## Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
  - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
  - a. PPE must be stored in a manner which will prevent degradation
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

### Identification of Personal Protective Equipment Based on Job Duties

Each building shall be provided with a supply of disposable masks and hand sanitizer for use by students, employees, contractors, and/or visitors, as necessary. *Each building principal and or their designee will be responsible for monitoring and replenishing those supplies as necessary by working directly with the purchasing office.* Individuals with a medical necessity and an approved reasonable accommodation will be provided N-95 respirators as necessary.

Given the nature of their work, buildings and grounds staff and health office staff will be supplied daily access to disposable masks, disposable gloves, face shields, and gowns as necessary. Individuals who have a job position that requires the wearing of an N-95 respirator shall be entered into a respiratory protection program, fit tested, medically cleared, and provided N-95 respirators as required.

### Procurement of Personal Protective Equipment

*Each individual building principal and or their designee shall track PPE inventory in their building and should submit a request to the Purchasing Department for review when additional supplies are needed.* The Purchasing Department will work with the Assistant Superintendent for Management and Strategic Planning to order supplies from the District-approved supplier's list to procure the necessary PPE. The district maintains a supplier list with backup suppliers listed in an effort to mitigate any supply chain disruption. For unforeseen disruptions or shortages, the district shall work with the Albany County Department of Health for assistance. Personal protective equipment shall be stored within the buildings where they can be tracked and accessed in the event of an emergency, and maintained in a way that prevents degradation.

## Health & Safety

### Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. When/If a staff member is exposed, we will follow the Albany County Department of Health, New York State Department of Health, and CDC guidelines as is required and best practices.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

### Health Checks

The District has developed resources to educate parents/guardians and staff members regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school. The resources include the requirement for any student or staff member with a fever of 100°F/37.8° C or greater and/or symptoms of possible COVID-19 virus infection to remain home. [The Centers for Disease Control and Prevention \(CDC\) list of Coronavirus symptoms was utilized to develop these resources.](#)

The South Colonie Central School District will implement the following practices to conduct mandated health screening.

- All South Colonie Central School District staff members will be required to perform a health screening prior to entering any South Colonie Central School District facility. The health screening will require staff to answer the questions below and submit the answers to an on-line form daily. The form is available under the staff resource section of the website under [safety check for employees.](#)

- Parents will be required to take their children's temperature each morning prior to going to school (anyone who has a temperature greater than 100.0° F/ 37.8° C will need to stay home from school). Please note in addition to answering the health questions below, effective Jan. 6, 2021, the Albany County Department of Health advises K-12 school districts to exclude siblings of symptomatic students from attending in-person classes pending COVID-19 test results. While the South Colonie Central School District does not require parents to fill out a form or submit anything formal to the school district, we ask that parents answer the questions below and keep this new guidance in mind before sending their child(ren) to school in-person.
- Students, contractors, visitors and other individuals entering South Colonie facilities will be required to perform a health screening prior to getting on the bus or entering any South Colonie Central School District facility. The health screening will require individuals to answer the following four questions:
  1. Have you had any signs or symptoms of a fever in the past 24 hours including chills, sweats, felt "feverish" or have had a temperature of 100° F or greater?
  2. Have you experienced one or more of these symptoms in the last 10 days: Cough, Shortness of breath or chest tightness, Sore throat, Headache, Nasal congestion/runny nose, muscle pain, Loss of Taste and/Smell, Diarrhea, Nausea, Vomiting, Fever/Chills/Sweats?
  3. In the last 10 days, have you been contacted by a local health department and deemed a designated contact of a person who tested positive for COVID-19? (As a reminder, any students or staff members who have been deemed in prolonged, direct contact with a positive individual will be directly contacted by the Albany County Department of Health within 24 to 48 hours to discuss how long they should self-quarantine and other health-related instructions. These decisions are not up to the district nor are they communicated by the district.)
  4. In the last 14 days, have you traveled internationally to a CDC level 2, 3 or 4 COVID-19 related travel health notice country; OR in the past 3 days, have you returned from spending more than 24 hours in any state other than Vermont, Massachusetts, Connecticut, Pennsylvania or New Jersey?
- Any student or staff member with suspected signs of COVID-19 will be assessed by the school nurse and will be sent home for follow-up with a health care provider; a separate location will be provided for potentially ill students while they await pick-up.
- Parents and staff are required to notify the school when they develop symptoms or if their answers to the questionnaire change during or outside school hours. The school nurse or building administrator should be contacted via telephone.
- It is strongly recommended that the teacher call the health office prior to sending a student with Covid symptoms to the health office. It is imperative that the health office staff is aware of a possible COVID-19 issue so they can properly isolate the student.
- The District will conduct additional in-school health screenings as necessary. This may include additional temperature screenings, proper supervision of the use of PPE and proper hygiene practices.

## Infection Control Strategies

Spaces are designated in school buildings for isolation from others and immediate dismissal from school if an individual has a temperature of 100°F or greater or has a positive response to a screening question. Students and staff must notify the school when they develop symptoms or if their answers to the questionnaire change during or outside school hours and how the school should be notified. The respective school nurse and building administrator serve as the primary point of contact.

The District requires students, faculty, or staff members who develop COVID-19 symptoms during the school day to report to the nurse's office and the dedicated isolation area prior to being picked up or otherwise sent home. Students will be supervised in the isolation area while awaiting transport home and will be separated by at least six feet. Students will be escorted from the isolation area to their parent/guardian. Students or staff with symptoms will be referred to a healthcare provider and provided resources on COVID-19 testing.

If there are several students waiting to see the school nurse, students must wait at least 6 feet apart. The District has designated areas to separate individuals with symptoms of COVID-19 from others until they can go home or to a healthcare facility, depending on severity of illness. One area will be used to treat injuries, provide medications or nursing treatments, and the other area will be used for assessing and caring for ill students and staff. Both areas will be supervised by an adult and have easy access to a bathroom and sink with hand hygiene supplies.

The following items should be placed on the signage throughout the buildings:

- Stay home if you are sick
- Cover your mouth and nose with an acceptable face covering if unable to maintain social distancing
- Properly store PPE and discard PPE after use
- Adhere to social distancing guidelines
- Report symptoms of or exposure to COVID-19
- Follow hand hygiene and cleaning/disinfection guidelines
- Visibly soiled hands should be washed with soap and water
- Follow respiratory hygiene and cough etiquette
- Hand sanitizer can be used when soap and water is not readily available. The hand sanitizer should be 60% alcohol or greater
- Hand sanitizer should be provided in common areas. Touch free dispensers should be used when available
- Time should be built into the daily schedule to wash hands and/or use hand sanitizer

Students and staff should wash hands when:

- They enter the building and each classroom
- After using shared objects or surfaces
- Before and after snacks and lunch
- After using the restroom
- After helping a student with toileting
- After sneezing, wiping/blowing nose, or coughing into hands
- Upon coming in from the outdoors
- Anytime hands are visibly soiled

Adopted 3-16-2021

- Students and staff should be provided a supply of tissues for each classroom if feasible
- Garbage cans should be placed in each room for disposal of tissues.

### Return to Work Protocols

The District will refer to DOH's ["PreK to Gr 12 COVID-19 Toolkit"](#) or latest guidance regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

The District requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to work. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

### Vulnerable Populations / Accommodations

We recognize that some students and staff members are at an increased risk for severe COVID-19 illness, live with a person who is at an increased risk, or simply do not feel comfortable being in an in-person educational environment. It is our goal that these individuals are able to safely participate in virtual/remote educational activities. The District shall work to identify vulnerable populations, those at increased risk for severe COVID-19 illness, with the assistance of the designated school physician and the COVID-19 safety coordinator. As applicable, the following may occur:

- Provision of additional PPE
- Modification of work/educational services
- Isolation and containment of people with symptoms

### Contact Tracing

The District will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors to the District.

To assist the local health department with tracing the transmission of COVID-19, the District has developed and maintained a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program.

Districts may assist with contact tracing by:

- Keeping accurate attendance records of students and staff members
- Ensuring student schedules are up to date
- Keeping a log of any visitor, which includes date and time and where in the school they visited
- Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local health department.

Adopted 3-16-2021

## COVID-19 Testing

[Find a Test Site Near You](#)

In the event that large scale testing for COVID-19 will need to be conducted at school, the South Colonie Central School District will work with the Albany County Department of Health in consultation with the District's Medical Director, Dr. Warren Silverman.

Students or staff will also be referred to a healthcare provider and provided with additional resources on COVID-19 testing.

Please see below additional information regarding COVID-19 Testing:

- If a student or staff member is tested for any reason, they are not able to attend school or work until the test results are received
- Please note the latest clinical guidance from NYSDOH suggests that patients who are seen for symptoms of COVID-19 and have received a negative rapid test should be referred for a confirmatory laboratory-based PCR test to ensure an accurate diagnosis. Therefore, students and staff members who have displayed symptoms will need a negative laboratory-based PCR test before returning back to work or school.

[More information about South Colonie's testing program can be found here.](#)

## Cleaning and Disinfecting

The District will 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. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

[Protocols for daily disinfection](#) of all spaces have been extensively reviewed with the custodial staff. Specialized equipment for sanitizing spaces and buses have been purchased and staff trained in the proper use.

Examples of facilities where cleaning and disinfection frequency will occur include:

- Bathrooms
- Athletic training rooms, locker rooms
- Health offices, isolation rooms
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Breakrooms
- Cafeterias/Kitchens
- Computer labs
- Science labs
- Classrooms

Adopted 3-16-2021

- Maintenance offices and work areas
- Bus Garage
- Buses, school vehicles
- Libraries
- Large meeting areas (auditoriums, gymnasiums, music rooms)
- Playgrounds (cleaning only)
- Outdoor seating areas (plastic and metal)

Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce these at home.

The District will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

Regular cleaning and disinfection of the facilities will occur including more frequent cleaning and disinfection of high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each individual use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily or more frequently as needed.

The District will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.

## Health, Hand, and Respiratory Hygiene

The District will emphasize healthy hygiene practices for students and staff by providing initial and refresher education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs will be posted throughout the school (e.g., entrances, restrooms, cafeteria, classrooms, administrative offices, auditorium, custodial staff areas) and regular messaging will be shared with the school community. Signage will be used to remind individuals to:

- Stay home if they feel sick.
- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.
- Report symptoms of or exposure to COVID-19.
- Follow hand hygiene and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.
- Hand Hygiene



- Students and staff must carry out the following hand hygiene practices.
- Wash hands routinely with soap (any kind) and water for at least 20 seconds.
- Dry hands completely after washing. Use paper towels to dry hands if available instead of a hand dryer if they are available.
- If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol. Hand sanitizer should be rubbed on the hands until it is completely absorbed. DO NOT dry hands if sanitizer is used.

Hand washing should occur:

- Before and after eating (e.g. snacks and lunch).
- After going to the restroom or after assisting a student with toileting.
- After using a tissue.
- Before and after using shared materials.
- Before and after putting on or taking off face masks.
- After coming in from the outdoors.
- Anytime hands are visibly soiled.

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, the District will emphasize the importance of respiratory hygiene.

- Students and staff must carry out the following respiratory hygiene practices.
- Cover a cough or sneeze using a tissue. If a tissue is used, it should be thrown away immediately.
- If you don't have a tissue when sneezing or coughing, sneeze into your elbow.
- Wash your hands after sneezing or coughing.
- Face coverings are protective. Wearing a face covering will keep the respiratory droplets and aerosols from being widely dispersed into the air.

## Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the South Colonie Central School District to support contact tracing within the organization and may be shared with local public health officials.

The South Colonie Central School District may also assist with contact tracing by:

1. Keeping accurate attendance records of students and staff members
2. Ensuring student schedules are up to date
3. Keeping a log of any visitor, which includes date and time and where in the school they visited
4. Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

Adopted 3-16-2021

*More information about the District's contact tracing protocols can be found in the Contract Tracing section of this plan.*

## Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the South Colonie Central School District essential operations. If such a need arises, the school district shall work with local and state authorities to help identify and arrange for housing needs.