

# **NYS Forward Phase 2 - COVID-19 Reopening Safety Plan Staff Only, No Students in School Buildings**

Name of School District: Salmon River Central School District

Address: 637 County Route 1 Fort Covington, NY 12937

Contact Information: 518-358-6610

Superintendent of Schools: Dr. Stanley Harper

## **PEOPLE**

Departments currently working in buildings throughout the school district:

- Administration
- Clerical and Office Staff
- Custodial and Maintenance Staff
- Food Service Staff
- Technology Services Staff
- Transportation Staff

### A. Physical Distancing.

To ensure employees comply with physical distancing requirements, the Salmon River Central School District will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations, reception areas)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.

- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

Common situations that may not allow for 6 ft. of distance between individuals:

- Custodial and Maintenance Work
- Bus Maintenance and Repairs
- Food Preparation and Distribution

Measures implemented to ensure the safety of employees:

- Ensure adequate personal protective equipment (PPE) is available.
- Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- 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.

Engagement with Visitors:

- 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.
- Limit nonessential visitors to all school buildings, including district offices and transportation facilities.
- When possible do not allow outside vendors.
- Hold all parent meetings and other meetings as phone/virtual conferences.
- Cancel public use of school facilities.
- Avoid use of shared writing utensils, clipboards for sign in. Watchkeepers will record entry/exit on a separate log.
- Discontinue the use of toys, magazines, and other shared items in waiting areas
- Provide a plastic protective barrier for reception areas
- Eliminate reception seating areas
- Request that visitors phone ahead from the parking lot
  - Screen for the necessity of the visit.
  - Phone calls, e-mail, mail, or video conference should be used whenever possible, even if this means turning someone away at the door.

School Specific Physical Social Distancing – No Students Present

#### General Office Area

- Establish additional shifts 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 over-crowding at entrances and exits;
- Reduce tasks requiring large amounts of people to be in one area.
- Encourage staff not to linger or socialize in common areas.
- Eliminate reception seating areas and request that guests phone ahead or install a plastic partition at the reception area.
- Review floor plans and remove or reconfigure seats, furniture and workstations as needed to preserve recommended physical distancing in accordance with guidelines.
- Reconfigure workstations so that employees do not face each other, or establish partitions if facing each other cannot be avoided.
- 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 meetings to 10 people or less depending on local, state, and federal guidelines.

#### Conference Rooms (look to limit or eliminate or re-purpose)

- Consider limiting in-person meetings to 10 people or less, if virtual meetings are not feasible.
- If meetings are to occur in person, they should be conducted in a quick manner.
- Lingering and socializing before and after meetings should be discouraged.

#### Breakrooms and Lunch Rooms

- Temporarily replace amenities that are handled with high contact frequency, such as water coolers, coffee makers, and bulk snacks and replace them with alternatives.
- 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 breakrooms and allow for social distancing.
- Congregating in kitchen areas should be discouraged.

#### Copier Rooms/Areas

- Congregating in copier rooms/areas should be discouraged.

#### Elevator Use (if applicable)

- Encourage one person in an elevator at a time
- Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

## **PLACES**

### A. Protective Equipment

To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- When requested, the Salmon River Central School District will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- The Business Office will work with the nursing staff as well as the Superintendent of Buildings and Grounds to obtain adequate supplies of PPE.
- Employees will be responsible for ensuring that face masks be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
- Training will be provided to all staff members on the proper use of face coverings including:
  - How to Wear Face Covering Appropriately
  - How to Put on/Remove Face Covering
  - How to Properly Remove a Face Covering
  - Proper Care of Face Coverings
- Touching of shared objects and surfaces is discouraged.
- When in contact with shared objects or frequently touched areas, gloves will be provided; employees are encouraged to wash hands before and after contact.

#### Common School Specific Shared Objects and Frequently Touched Areas

Examples of frequently touched areas in schools:

- Classroom desks and chairs;
- Lunchroom tables and chairs;
- Door handles and push plates;
- Handrails;
- Kitchen and bathroom faucets;
- Light switches;
- Handles on equipment (e.g., athletic equipment);
- Buttons on vending machines and elevators;
- Shared telephones;
- Shared desktops;
- Shared computer keyboards and mice; and
- Bus seats and handrails.

Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects.

- First, clean the surface or object with soap and water.
- Then, disinfect using an EPA-approved disinfectant.
- If an EPA-approved disinfectant is unavailable, you can use 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions to disinfect.

Note: Computer keyboards are difficult to clean due to the spaces between keys and the sensitivity of its hardware to liquids. When shared, they may contribute to indirect transmission. Locations with community use computers should provide posted signs regarding proper hand hygiene before and after using the computers to minimize disease transmission. Also, consider using keyboard covers to protect the hardware against spills and facilitate cleaning.

#### Breakrooms and Lunch Rooms

- Water coolers
- Coffee makers
- Shared Small Kitchen Appliances
- Refrigerator Handles
- Vending Machines
- Provide and require cleaning and disinfectants to wipe down after each use

#### Copier Rooms/Areas

- Provide and require cleaning and disinfectants to wipe down frequently throughout the day.
- Gloves and disinfectant will be available in copy room areas.

#### Restrooms

- Doors to multi-stall restrooms should be able to be opened and closed without touching handles if at all possible.
- Place signs asking employees to wash hands before and after using the restroom.
- Provide paper towels in restrooms and disconnect or tape-off hand air dryers.
- Open top trash can should be provided
- Double efforts to keep bathrooms clean and properly disinfected.

#### Shared Tools and Equipment – Transportation, Buildings and Grounds

- Provide and require cleaning and disinfectants to wipe down after each use

#### B. Hygiene and Cleaning

To ensure employees comply with hygiene and cleaning requirements, Salmon River Central School District will do the following:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.
- The Superintendent of Buildings and Grounds will be responsible for maintaining a cleaning log.
- The cleaning log will detail all areas that have been cleaned each day based on the log provided by each office of where staff have traveled through the building.
- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Hand sanitizer will be provided at all office locations as well as District entrances and locations where handwashing stations are not available.
- Staff Training will be provided to promote healthy hygiene practices. Training will include, but is not limited to:
  - Proper handwashing techniques.
  - Use of hand sanitizer.
  - Respiratory etiquette, including covering coughs and sneezes.
  - Proper use of cloth face coverings.
  - Encourage staff to stay home when sick.
- Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.

Classroom, Office Area, and Common Areas Signage	Post CDC Handwashing Poster <a href="https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf">https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf</a>  Post CDC Cover Your Cough Poster <a href="https://www.cdc.gov/flu/pdf/protect/cdc_cough.pdf">https://www.cdc.gov/flu/pdf/protect/cdc_cough.pdf</a>  CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 <a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf</a>
Restrooms	Post CDC Handwashing Poster <a href="https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf">https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf</a>  Post CDC Stop the Spread of Germs Poster <a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf</a>

Building Entry Door Signage	<p>CDC Stay Home If You Are Sick Poster  <a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-B-StayHomeFromWork_Poster.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-B-StayHomeFromWork_Poster.pdf</a></p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork_Horizontal.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork_Horizontal.pdf</a></p>
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- Conduct regular cleaning and disinfection daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.
- Cleaning procedures and products used will follow the CDC and NYSDOH guidance as well as NYSED.
- Disinfectants must be on the New York State Registered Disinfectants Based on EPA List: [http://www.dec.ny.gov/docs/materials\\_minerals\\_pdf/covid19.pdf](http://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf)

C. Communication

To ensure the business and its employees comply with communication requirements, the Salmon River Central School District will do the following:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and parents/guardians with a consistent means to provide updated information. This will be accomplished through:
  - Website
  - Email
  - Social media
  - Print copy mailings
  - Voice and/or video messaging
  - Traditional media outlets
- The Watchkeeper at each entrance will 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. In locations where a Watchkeeper is not available the immediate Supervisor/Director will be responsible.
- If a worker tests positive for COVID-19, the school district must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

## **Department of Health protocols for positive test:**

Once notified of positive test they contact the person.

Currently they go back 48 hours prior to their symptoms developing and get all contacts where the positive case had more than 10 minutes within 6 feet of them.

They then notify the people named without giving them the positive person's name.

If determined that there was widespread contact at an employer site, they would then contact the employer and potentially ask for a list of people.

For schools they will follow the same protocol that they currently use for Pertussis, if it is a student who tests positive, they would obtain a list of students/staff from the school nurse.

We (meaning the school) will have to keep an updated daily list of students and staff or substitutes for this purpose.

\*If a district becomes aware of a staff member who is positive they need to contact County Health Department (it is possible that the positive case may live in a neighboring county and not be reporting to the county health department that district is located in).

## **PROCESS**

### Contact Tracing and Disinfection of Contaminated Areas.

To ensure the school district and its employees comply with contact tracing and disinfection requirements, the Salmon River Central School District will do the following:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting your building or facility if someone is sick:

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

- Close off areas used by the person who is sick.
- School districts do not necessarily need to close operations, if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.



- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.
- Cleaning and disinfection products. Disinfectants must be on the New York State Registered Disinfectants Based on EPA List:  
[http://www.dec.ny.gov/docs/materials\\_minerals\\_pdf/covid19.pdf](http://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf)