Health & Safety Procedures and Protocols

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Training Topics

1. Testing for COVID-19
1. Healthy Hygiene and Personal Protective Equipment (PPE)
1. Signs and Symptoms of COVID-19
1. Wellness and Temperature Checks
1. Sign-In Procedures
1. Contact Tracing
1. Role of Wellness/Building Aides and Classroom Aides
1. Role of Teachers
Testing for COVID-19

• It is strongly recommended by NYSED that schools comply with CDC guidance and not conduct COVID-19 testing or require testing or antibody testing of students or staff members.

• The decision of whether a test needs to be conducted should be determined by a healthcare provider or the local department of health.
Healthy Hygiene

In this section we will be covering:

• Face coverings
• Social distancing
• Hand washing
• Cough/sneeze etiquette
• Limiting shared items
“If you are walking, you are wearing.”
Healthy Hygiene
Face Coverings

• The guidance from NYSED, referencing the NYDOH, provides, “As a baseline, face coverings are required to be worn any time or place that individuals cannot maintain appropriate social distancing.”

• At E2CCB:
  o Face coverings must be worn when social distancing is not possible.
  o If social distancing is maintained during instruction, face coverings are not required.
  o However, a staff member may request students wear face coverings during instruction.
Healthy Hygiene
Face Coverings

• E2CCB will provide acceptable face covering to employees and students and have an adequate supply in case of need for replacement. Please see your supervisor if you are in need a face covering.

• E2CCB will allow an employee to wear their own acceptable face covering.

• There will be a supply of face coverings at the main entrance for staff/students needing one upon entry.
Healthy Hygiene

Face Coverings

• Deliveries of face coverings is currently being sent to the supervisors at our E2CCB sites. Supervisors will distribute to their staff and students, keep a supply for the main entrance, and the rest can be sent to the O&M Department (if there is one at that site).

• O&M building leaders will assure that an ample supply of face coverings is available at each E2CCB site.
Healthy Hygiene

Personal Protective Equipment (PPE)

Available at all sites:

- Face coverings - Use what you have been using (washable and reusable; disposable).
- Face shields - Reserved for speech therapy and adults attending to students during physical intervention and others based on need.
- Other PPE options such as gloves, gowns, etc. will be determined on an as needed basis based on job duties.
Healthy Hygiene
Other Supplies

• Soap - The CDC stresses cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection. (https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html)

• Hand sanitizer

• Paper towels

• Tissues

***Disinfecting spray, hand sanitizer, and towels can be obtained from O&M (or at satellites, your supervisor).
Healthy Hygiene
Face Coverings For Students

- Students are required to wear a face covering when they cannot appropriately social distance.
- A staff member may request students wear face coverings during instruction.
Healthy Hygiene
Face Coverings For Students

• Students that may not be able to tolerate a mask should be referred to the school nurse and school principal.

• Students who refuse to wear a mask should be counseled (see Code of Conduct).
  o E2CCB is providing two masks per child (washable and reusable).
Healthy Hygiene

Social Distancing – “If You Are Walking, You Are Wearing”

Maintain Six Feet From Each Other

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home.

Static Groupings

Students should only interact with students in their own group while maintaining social distancing.

Arrangement of Classrooms

Maintain six feet distance from student to student. Principals/supervisors are assisting with other staff to determine classroom and office configurations that reinforce social distancing.
COVID-19:
Social Distancing
Healthy Hygiene
Handwashing

In the classroom:

• Post posters on “Stop the Spread of Germs.”
  o Review proper etiquette with students.
  o Reinforce positive etiquette.

• Teach proper hand washing.
  o Sing the ABC song... twice!

• Take hand washing breaks.

• Wipe down surfaces regularly - adults only.
How to Protect Yourself and Others

Everyone Should...
Healthy Hygiene
Limit Supply Sharing

For students and adults:

• Create separate containers for each student with their own set of supplies.

• Use cubbies to separate personal belongings.

• Staff should also only use their own supplies to prevent spread.
Signs and Symptoms of COVID-19

In this section we will be covering:

• Signs and symptoms
• When to stay home
• Wellness and temperature checks
If you are sick, stay home.
Signs and Symptoms of COVID-19

Know the symptoms of COVID-19, which can include the following:

- Cough
- Fever
- Chills
- Muscle pain
- Shortness of breath or difficulty breathing*
- Sore throat
- New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Signs and Symptoms of COVID-19

Additional COVID-19 signs and symptoms to look for:

The nature of the following symptoms (duration, intensity, etc.) should not be considered signs of COVID if consistent with pre-existing conditions of which you are already aware (i.e. seasonal allergies, asthma, sinus headaches, etc).

- Fever or chills
- 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
- Diarrhea

*** The CDC notes: This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.
Signs and Symptoms of COVID-19

MIS-C

Multisystem Inflammatory Syndrome in Children (MIS-C) is a condition where different body parts can become inflamed, including the heart, lungs, kidneys, brain, skin, eyes, or gastrointestinal organs. We do not yet know what causes MIS-C. However, we know that many children with MIS-C had the virus that causes COVID-19, or had been around someone with COVID-19. MIS-C can be serious, even deadly, but most children who were diagnosed with this condition have gotten better with medical care.

Parents or caregivers who have concerns about their child’s health, including concerns about COVID-19 or MIS-C, should call a pediatrician or other healthcare provider immediately. Healthcare providers can follow CDC recommendations to keep children and their parents or caregivers safe if an in-person visit is needed.
Signs and Symptoms of COVID-19
MIS-C

Contact your child’s doctor, nurse, or clinic right away if your child is showing symptoms of MIS-C:

• Fever
• Abdominal pain
• Vomiting
• Diarrhea
• Neck pain
• Rash
• Bloodshot eyes
• Feeling extra tired
Signs and Symptoms of COVID-19

MIS-C

Be aware that not all children will have all the same symptoms. Seek emergency care right away if your child is showing any of these emergency warning signs of MIS-C or other concerning signs:

- Trouble breathing
- Pain or pressure in the chest that does not go away
- New confusion
- Inability to wake or stay awake
- Blush lips or face
- Severe abdominal pain
Wellness and Temperature Checks

In this section we will be covering:

• The daily questionnaire
• What happens if you mark “yes”
• Temperature checks
• Process if you have a “fever”
• When to return from sick
Wellness and Temperature Checks

Daily Questionnaire

- E2CCB is requiring that all students, staff members, and visitors complete the daily questionnaire and have their temperature scanned prior to entering one of our buildings.

- Paper copies of the daily questionnaire are available at the main entrances, or employees may utilize the app available at https://healthscreen.e2ccb.org.
  
  - Those individuals that use the paper copy also need to sign in and out of buildings, but those using the app do not.

- Employees are asked to conduct self screenings prior to reporting to work.

- At our satellite sites, in general, we are following the protocols of our component districts. We may have additional steps. Your supervisor can assist with site-specific protocols.
Wellness and Temperature Checks
Daily Questionnaire

1. Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has had symptoms of COVID-19?

2. Have you tested positive through a diagnostic test for COVID-19 in the past 14 days?
Wellness and Temperature Checks
Daily Questionnaire

3. Have you experienced any symptoms of COVID-19, such as: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea?

*Check “No” if the nature of the symptom (duration, intensity, etc.) is consistent with a pre-existing condition of which you are already aware (i.e., seasonal allergies, asthma, sinus headache).

3. Have you traveled internationally or from a state with widespread community transmission of COVID-19 per New York State Travel Advisory in the past 14 days https://coronavirus.health.ny.gov/covid-19-travel-advisory
Wellness and Temperature Checks
Answering “Yes”

If an employee answers “yes” to any question on the daily questionnaire:

• Do not proceed further into the building until assessed and cleared by the school nurse (if there is one).

• If not cleared to enter the building or if there is no school nurse, contact your supervisor and Laurie LiPuma in Human Resources at 805-3106.

Visitors that answer “yes” to any of the questions on the daily questionnaire will not be permitted to enter the building.
Wellness and temperature checks will happen everyday to gain entrance into the building.

- Must be wearing a face covering.
- A trained staff member will take temperatures at the main entrance using a temporal scan thermometer.
- If your temperature is 99.9 degrees or lower, you will be permitted to enter the building.
- Per NYSDOH, schools are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual).
Wellness and Temperature Checks

Temperature Checks

- If your temperature is 99.9 degrees or lower, you will be permitted to enter the building.

- If your temperature is 100.0 degrees or greater:
  - Do not proceed further into the building until assessed and cleared by the school nurse (if there is one).
  - If not cleared to enter the building or if there is no school nurse, contact your supervisor and Laurie LiPuma in Human Resources at 805-3106.
THE STAFF MEMBER IS TO STAY HOME UNTIL:

**With COVID Test (Positive)**

A. Follow state and local guidance for isolation, quarantine, and contact tracing. MD/DO/NP provides school with 2 negative acute COVID-19 test results, both taken since symptoms first appeared and are at least 24 hours apart, OR

B. Follow CDC, state, and local public health guidelines for symptom-based return (see also negative test criteria).

**With COVID Test (Negative)**

School receives certificate from licensed MD/DO/NP attesting current illness is unrelated to COVID-19, providing confirmation of alternate diagnosis, labs, date of diagnosis, other pertinent information, affirming patient is fever-free for 72 hours and without other COVID-19 symptoms. Note must include MD/DO/NP’s contact information.

**Without COVID Test but With Note From MD**

School receives a note from licensed MD/DO/NP attesting chronic medical condition unrelated to COVID-19, providing confirmation of diagnosis, labs, date-of-record when diagnosed, other pertinent information. Note must include MD/DO/NP’s contact information.

**Without COVID Test or Note From MD/DO/NP**

MAY RETURN TO WORK WHEN:
- 3 days with no fever off meds **and**
- Respiratory and presenting symptoms have improved **and**
- 10 days passed since symptoms first appeared or since tested (unless there is also a known exposure, then 14 days after that exposure).
THE STUDENT IS TO STAY HOME UNTIL:

With COVID Test (Positive)
Follow state and local guidance for isolation, quarantine, and contact tracing.

MAY RETURN TO SCHOOL WHEN:
A. MD/DO/NP provides school with 2 negative acute COVID-19 test results, both taken since symptoms first appeared and are at least 24 hours apart, OR
B. Follow CDC, state, and local public health guidelines for symptom-based return (see also negative test criteria).

With COVID Test (Negative)
School receives certificate from licensed MD/DO/NP who treated child attesting current illness is unrelated to COVID-19, providing confirmation of alternate diagnosis, labs, date of diagnosis, other pertinent information, affirming child is fever-free for 72 hours and without other COVID-19 symptoms. Note must include MD/DO/NP’s contact information and be accompanied by signed parent consent for school to interact with MD/DO/NP.

Without COVID Test but With Note From MD
School receives a note from licensed MD/DO/NP who manages child attesting chronic medical condition unrelated to COVID-19, providing confirmation of diagnosis, labs, date-of-record when diagnosed, other pertinent information. Note must include MD/DO/NP’s contact information, and be accompanied by signed parent consent for school to interact with MD/DO/NP.

Without COVID Test or Note From MD/DO/NP
Consider creating individualized student health plan (ISHP) to prevent future unnecessary dismissals.

MAY RETURN TO SCHOOL WHEN CONFIRMED IN WRITING BY PARENT:
- 3 days with no fever off meds and
- Respiratory and presenting symptoms have improved and
- 10 days passed since symptoms first appeared or since tested (unless there is also a known exposure, then 14 days after that exposure).
Sign-In/Out Procedures

• Upon entry into the building, you will be asked to sign-in.
  o This can be done on the E2CCB app or on paper.
• This is important for contract tracing, if necessary.
• You will need to provide your name, time, phone number.
• You will also need to sign out each time you leave the building this can also take place on paper or on the app.
Contact Tracing

In this section we will be covering:

• Who performs contract tracing?
• Define close contact
• Process of contact tracing
• E2CCB’s role
• DOH’s role
Contact Tracing

• Contact tracing is a public health function performed by local public health departments to trace all persons who had close contact with an individual with a confirmed case of COVID-19.

• Contact tracers work with people who have tested positive for COVID-19 to identify people they have had close contact with and let them know they may have been exposed to the disease.

• This allows public health officials to put in place isolation or other measures to limit the spread of the virus.
Contact Tracing

What is “close contact?”

A close contact is defined as any individual who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection).
Contact Tracing

In general, contact tracers will:

• Interview positive patients;

• Identify and interview their close contacts to determine their risk of exposure;

• Provide those contacts with instructions for isolation or quarantine, if necessary;

• Monitor their symptoms as needed; and

• Refer them to testing, if appropriate.
Contact Tracing

E2CCB will cooperate with local health department contact tracing by:

• Keeping accurate attendance records of students and staff members;
• Maintaining up-to-date seating charts for students;
• Ensuring student and staff schedules are up to date; and
• Keeping a log of any visitors which includes date, time and where in the school they visited.

Note: Staff and visitor sign-in logs will be used if contact tracing is necessary. Sign-in information is only provided to the local Department of Health if there is a request for contact tracing.
Contact Tracing

• If an employee or student tests positive for COVID-19, the local Department of Health will begin contact tracing and may notify E2CCB as part of that process.

• As part of contact tracing, the local Department of Health may also contact individuals that were in close contact with the employee or student, such as co-workers, students, etc.

• Note - Confidentiality must be maintained as required by federal and state laws and regulations.

Role of Aides

Wellness/Building Aides

Primary people to conduct wellness/temperature checks and cleaning

What do they do?

- Temperature checks upon staff and student arrival
- Collect daily questionnaires from staff and students
- Clean therapy rooms and equipment after each session
- Clean PE and playground equipment after each class
- Escort students dropped off by parents to therapy
- Assist with remote learning on Wednesdays

*Each Wellness/Building aide will be provided a cleaning kit with spray cleaner and towel.*

Classroom Aides

Primary people working directly with students in the classroom and with remote instruction

What do they do?

- Assist teacher inside the classroom
- Organize materials by individual student
- Clean surfaces, materials, and equipment in the classroom
- Assist with remote learning on Wednesdays
- *1:1 aides will take on responsibilities for both wellness and meal/instructional materials delivery*
Role of Teachers

• Set-up the classroom to promote social distancing
• Organize the room to separate student belongings and materials
• Teach healthy hygiene practices
• Plan and implement Social-Emotional Lessons
• Create schedules for Teacher Aides including (1) 30 min lunch and (2) 15 min breaks
• Be a model for social distancing and healthy hygiene
• Plan and implement remote instruction
If you have further questions, please address those with your supervisor.

THANK YOU!