Return to Campus Procedures

A Presentation By

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Health and Safety

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to E2CCB locations.

Our reopening plan incorporates recommendations and guidance from the Centers for Disease Control and Prevention (CDC), the New York State Department of Health (NYSDOH) and the New York State Education Department (NYSED).

The purpose of this presentation is to provide clear information to our employees on the health and safety protocols that E2CCB is following as we return to campus.
Roadmap

- Leave and Personnel Issues
- Returning to campuses
  - Questions related to testing
  - Face coverings, health checks and screenings

Protocols for actual or suspected exposure
  - Contact tracing
  - Protocols for symptoms that appear during the school day
Leave & Personnel Issues

- Paid Leave Laws Related to COVID-19
  - NY Paid Sick Leave
  - Families First Coronavirus Response Act ("FFCRA")
    - Federal Emergency Paid Sick Leave
    - Federal Expanded FMLA Leave
Leave & Personnel Issues: Questions Related to Leave?

If you have questions regarding your eligibility for leave under these provisions or any other leave provisions (e.g., traditional FMLA), please contact Laurie LiPuma in Human Resources at 805-3106 (or ext. 4006).
Leave & Personnel Issues: NY Paid Sick Leave

- Provides 14 days of paid sick leave to employees that are subject to a mandatory or precautionary order of quarantine or isolation due to COVID-19.

- "Mandatory or precautionary order of quarantine or isolation"
  - A mandatory or precautionary order of quarantine or isolation issued by the state of New York, the department of health, local board of health, or any government entity duly authorized to issue such order due to COVID-19.

Leave & Personnel Issues: Federal Paid Leave

- In March 2020, Congress passed the Families First Coronavirus Response Act ("FFCRA"), which included two paid leave provisions
  - Emergency Paid Sick Leave Act ("Sick Leave Act"); and
  - Emergency Family and Medical Leave Expansion Act ("Expanded FMLA")
- More information is available at: https://www.dol.gov/agencies/whd/pandemic
Leave & Personnel Issues: Individuals at Increased Risk

- Individuals with certain underlying medical conditions may be at increased risk for severe illness from COVID-19, and therefore, may be eligible for reasonable accommodations.
- Requests for accommodations will be evaluated in accordance with the Americans with Disabilities Act ("ADA").
Leave & Personnel Issues: Individuals at Increased Risk

- Questions about or requests for a meeting concerning accommodations should be directed to Kelly Reed in Human Resources at 805-3144 (or ext. 4044) or kreed@e2ccb.org
- The process for requesting any accommodations under the ADA is located here: Flowchart
- All requests will be reviewed by human resources and administration for consideration
Return to Campus

● Returning to campuses:
  ○ Questions related to testing
  ○ Face coverings, health checks and screenings
    ■ Face Coverings
    ■ Daily questionnaire
    ■ Temperature Screening
Return to Campus: Questions related to testing

- There have been questions on COVID-19 testing.
- 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.
Return to Campus: Questions Related to 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:
  - Face coverings must be worn when social distancing is not possible.
  - If social distancing is maintained during instruction, face coverings are not required.
  - However, a staff member may request students wear face coverings during instruction.

- The general rule of “If you are walking, you are wearing” applies to all students, staff, and visitors.
Return to Campus:
Health Checks and Screenings

- 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 encouraged to conduct self screenings prior to reporting to work.
Return to Campus: Daily Questionnaire

1. In the past 14 days have you or a member of your household tested positive for, or had a confirmed case of COVID-19?

2. Are you experiencing any COVID-19 or flu-like symptoms 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).

1. Are you or any member of your household under active quarantine due to COVID-19 exposure?

2. In the past 14 days, have you been in physical contact with anyone who has a confirmed case of, or has been exposed to COVID-19?

3. Within the past 14 days have you traveled outside the U.S. or to any state currently on the list of states under the mandatory 14-day quarantine? [https://coronavirus.health.ny.gov/covid-19-travel-advisory](https://coronavirus.health.ny.gov/covid-19-travel-advisory)
Return to Campus: Temperature Screening

- 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).
What Happens If You Answer “Yes” On The Daily Questionnaire?

- 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.
What If Your Temperature Is More Than 99.9 Degrees?

- 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).

E2CCB
Erie 2-Chautauqua-Cattaraugus BOCES
Protocols for Actual or Suspected Exposure

- Contact tracing
  - Local Department of Health
  - E2CCB’s Role
- Communications with staff and parents
  - Under no circumstances will personal identifiable information be released.
  - Notifications will be released to staff and parents if a case is confirmed.
  - Notifications will not occur in other circumstances
Contact Tracing
Local Department of Health

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
Local Department of Health

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
Local Department of Health

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’s Role

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
Local Department of Health

• 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.

Scenario 1: Mr. Smith

- Mr. Smith, a teacher, tested positive for COVID-19 on September 20. He was in close contact with 30 students, a teacher aide, and the principal on September 18 and 19.

- The local Department of Health contacted the BOCES on September 21, and obtained information on those close contacts to perform contact tracing. DOH contact tracers will identify close contacts and inform them of what, if any, action to take.

- The district cleans and disinfects the area used by Mr. Smith, in accordance with guidance issued by the CDC, NYSDOH, and the district’s reopening plan.
Scenario 1: Mr. Smith

- Mr. Smith is quarantined by the local Department of Health and advised when he can return to work and school.

- Return to work:
  - The Department of Health recommends the CDC and NYSDOH time-based strategy for returning to work after a positive COVID-19 test
    - 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.
Scenario 2: Mrs. Jones

- Mrs. Jones does not pass the Daily Questionnaire or temperature screening at the entrance.
- Mrs. Jones cannot 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, Mrs. Jones is referred to the supervisor, sent home and referred to her physician.
  - Return to work...
**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).
Protocols for Symptoms That Appear During the School Day

- Students and staff with symptoms of illness must be sent to the health office. Ideally a school nurse is available to assess individuals.

- If a school nurse is not available, the supervisor will have to isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider.
Protocols for Symptoms That Appear During the School Day

- School staff must immediately report any illness of students or staff to the school nurse and the principal or supervisor. Such reports should be made in compliance with FERPA, and Education Law 2-d.

- Students suspected of having COVID-19 awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE.
Protocols for Symptoms That Appear During the School Day

- BOCES will work with the Local Department of Health in this situations and follow appropriate recommendations. In general, the CDC and NYSDOH recommend:
  - Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
  - Opening outside doors and windows to increase air circulation in the area;
Protocols for Symptoms That Appear During the School Day

- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;

- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.

- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
Scenario 3: Student A

- Student A passes the Daily Questionnaire and temperature screening at the entrance.
- During the school day, Student A begins feeling ill and is examined by the nurse. Student A now has a fever of 100.4 degrees.
- Student A is isolated and their parent is notified and picks them up. Student A’s parent is referred to Student A’s medical provider for follow up.
Scenario 3: Student A

- Areas used by Student A will be closed for 24 hours, if feasible, before O&M staff cleaning and disinfecting occurs.
- Windows and doors will be opened for increased air circulation as appropriate.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use, unless the local Department of Health advises otherwise.
- Student A can return to school...
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).
Questions

• Please submit questions to covidinfo@e2ccb.org

• More information on E2CCB’s reopening plan is available at: https://www.e2ccb.org/reopeningplan