



NYS Forward COVID-19 Reopening Safety Plan

Summer 2020

REVISION DATE: July 2, 2020

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INTRODUCTION:

In response to the COVID-19 worldwide pandemic, each business or entity in NYS, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. This plan does not need to be submitted to a state agency for approval, but must be retained on the premises of the business and made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

On June 5, 2020, Executive Order 202.37 was issued that allowed for special education services and instruction required by Federal, state or local laws, rules or regulations to be provided in person for the summer term in school districts.

In order to enhance safety measures for students, employee, and visitors at our facilities and to comply with pandemic mandates issued by New York State, Pulaski Academy & Central School (PACS) has instituted a NYS Forward COVID-19 Safety Reopening Plan. This document sets forth practices, protocols, and procedures as prescribed by NYS and adapted to apply to PACS operations.

PHYSICAL DISTANCING

To ensure PACS students, employees, and visitors comply with physical distancing requirements, PACS will do the following:

1. **Require 6 ft. Distance Between Individuals** unless the safety or the core activity (ie, instruction) requires a shorter distance. Any time employees or visitors must come within 6 ft. of another person, acceptable face coverings must be worn (ensuring that mouth and nose are covered), whenever the individual is over the age of two and medically able to tolerate such covering. Individuals must be prepared to don a face covering if another person unexpectedly comes within 6 ft. If the individual doesn't have a face covering, one will be provided by PACS. Encourage but not require students to wear face coverings whenever they are within six feet of other students and employee.
2. **Reduce Interpersonal Contact and Congregation**
 - a. Ensure that student and employee groupings are as static as possible by having the same group of students stay with the same employee.
 - b. Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict group size.
 - c. Restrict nonessential visitors, volunteers, and activities involving other groups at the same time. Reduce congregation of visitors through use of appointments, or ask walk-ins to return at a less congested time.
 - d. If applicable, block off non-essential high-touch amenities and close communal areas that promote gathering.
2. **Limit Classroom/Visitor Occupancy** to the proportion of occupancy required in accordance with workforce limitation guidelines in effect for the current phase of the NYS opening plan.
3. **Placement of Social-Distance Markers** where warranted using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas where and if appropriate.
4. **Classroom and Office Seating/Desks**
 - a. Maintain configurations so that students and employees are at least 6 ft. apart in all directions (e.g. side-to-side).
 - b. Turn desks to face in the same direction (rather than face each other).
 - c. Implement a "clean-desk" policy, so that non-essential items are stored in enclosed cabinets or drawers, rather than on desks (helps avoid excessive shared touching, aids cleaning and protects items from damage during disinfecting processes).
5. **Shared Work & Common Areas:** Limit use of shared common areas.
 - a. Serve meals in classrooms instead of cafeterias
 - b. Avoid use of cafeteria, pool, gymnasium, auditorium and playground
 - c. Limit use of shared workstations (e.g. "hot-desks") whenever possible.

- d. When not possible to avoid, clean and disinfect between users (disinfectant & towels provided by PACS).
- 6. **Office Reception Desk** Face coverings (PACS will provide) will be worn by office employee when interacting with the public and/or will maintain 6 ft. distancing.
- 7. **At least daily, Clean and Disinfect Necessary Common Rooms** including:
 - a. Classrooms
 - b. Offices/desks
 - c. Bathrooms
 - d. Breakrooms
 - e. Lunch areas
 - f. Reception areas
 - g. Stock Rooms/Cabinets
- 8. **Limit Non-Essential Travel** to reduce external exposure and bringing it back to the classroom or offices.
- 9. **Transportation of Students Needed During the Summer**
 - a. Ensure that when students are boarding the vehicle, they are occupying seats from back to front, where feasible.
 - b. Increase ventilation, when weather permits, within any vehicle (e.g. opening the top hatches of buses or opening windows).
 - c. Discourage excursions or unnecessary transportation (e.g. field trips). If transportation occurs, make all reasonable efforts to maintain stable groups of students in vehicles.
 - d. If groups of students must be mixed within a vehicle, seating must be arranged to maximize distance between different groups of students and employees.
 - e. All individuals (driver, employees, and students) who can medically tolerate a face covering must wear face coverings.

PROTECTIVE EQUIPMENT

To ensure PACS students, employees, and visitors comply with protective equipment requirements, PACS will do the following:

1. **Employees and Visitors Required to Wear Acceptable Face Coverings** provided they are over the age of two and can medically tolerate such covering (signage will be posted to notify people).
2. **Encourage not Require Students to Wear Face Coverings** Face coverings should not be used by children under the age of 2 or for anyone who is unable to medically tolerate such covering. Students should not wear a face covering if the covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction.
3. **Provision of Face Coverings by PACS**: As needed, PACS will provide students, employees and visitors with an acceptable face covering at no-cost to the student/employee/visitor and have an adequate supply of coverings in case of replacement. [Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana) and surgical masks, unless the nature of the work requires stricter PPE (e.g. N95 respirator, face shield)]. Building/Program administrators should alert the O&M department in the event PPE is needed. The intent is to centralize the purchase and storage of PPE through the PACS O&M department, to the extent practical.
4. **Alternate PPE** Face shields or coverings that are transparent at or around the mouth may be used for student therapies or intervention that require visualization of the movement of the lips and/or mouth (ie, speech therapy or hearing impaired).
5. **Face Covering Protocols**: Face coverings must never be shared and must be cleaned, rotated or replaced as needed or required by CDC/DOH guidelines.
6. **Shared Objects & Surfaces**: Limit/discourage sharing objects and touching shared surfaces
 - a. Keep student belongings separate from others
 - b. Ensure adequate supplies to minimize sharing of high touch materials
 - c. Avoid sharing of electronic devices.
 - d. Ensure all objects and surfaces are cleaned and disinfected regularly.
7. **Shared Common Areas**: Minimize the need for people to be present in common areas. If necessary, all people must wear appropriate face coverings.

HYGIENE AND CLEANING

To ensure PACS students, employees, and visitors comply with hygiene and cleaning requirements, PACS will do the following:

1. **Adhere to Hygiene and Sanitation Requirements** from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH).
2. **Provide and Maintain Hand Hygiene Stations** including hand soap, water, and paper towels, or alcohol-based hand sanitizer with 60% or more alcohol for areas where handwashing is not feasible. Also, place hand sanitizer throughout the workplace in safe and convenient locations.
3. **Encourage Students and Employees to Practice Frequent Hand Hygiene** by washing hands for 20 seconds with soap and water (post reminder signage as appropriate).
4. **Employees Shall Clean/Disinfect Shared and Frequently Touched Surfaces** before and after use, followed by hand hygiene. Shared appliances (refrigerators, microwaves, toaster ovens, water coolers, coffee pots) in breakrooms will be wiped down by employees after every use, using disinfecting wipes or spray with paper towels provided by PACS. Appliances and/or exits from rooms will be marked with signage to serve as a reminder that this needs to take place.
5. **Sanitize Equipment** using registered disinfectants whenever students or employees share workstations.
6. **Conduct Regular Cleaning and Disinfection at Least After Every Shift**, daily, or more frequently as needed, and frequent cleaning/disinfection of shared objects and frequently touched surfaces, as well as areas used by many individuals (restrooms and common areas).
7. **PACS O&M Department Shall Provide Dept. of Environ. Conserv. Cleaning Products** identified by the Environmental Protection Agency (EPA) as effective against COVID-19 to clean and disinfect work locations, shared surfaces, and other areas, as well as equipment, following the manufacturers recommendations. Building/Program Administrators should alert the O&M department in the event cleaning/sanitizing supplies are needed.
8. **Prohibit Shared Food and Beverages** (e.g. no buffet meals). Reserve adequate space for students and employees to socially distance while eating meals.
9. **In the Event of Confirmed COVID19 Exposure**, clean and disinfect exposed areas including all heavy transit areas and high-touch surfaces (e.g. elevators, lobbies, building entrances, fob scanners, restrooms, handrails, door handles, etc.).
10. **Avoid Use of Furniture that is Not Easily Cleaned** and disinfected (e.g. cloth fabric sofas).
11. **Increase Ventilation of Outdoor Air**, wherever possible, (e.g. opening windows/doors) while maintaining precautions.

COMMUNICATION

To ensure PACS and its students, employees, & visitors comply with communication requirements, PACS will do the following:

1. **Review, Understand and Implement** the state issued industry guidelines.
2. **Employee Training**: Employees (and visitors as situations dictate) will be required to participate in video training provided by through Public School Works. Training will cover:
 - a. Masks (required when within 6 feet of others)
 - b. Hand washing properly
 - c. How to clean and disinfect surfaces properly
 - d. COVID-19 Symptoms to watch for
3. **Parents/Guardians**: The District will establish and maintain communication about the scale and scope of in-person special education services and instruction being offered during the summer. Encourage parents/guardians to keep sick students at home.
4. **Post Hygiene Reminder Signage** inside and outside to remind students, employees, and visitors to adhere to proper hygiene, social distancing, appropriate use of PPE, and cleaning and disinfecting protocols, using CDC/DOH sources/guidance when available.
5. **Train All Personnel on New Protocols** and frequently communicate safety guidelines.
6. **Establish a Communication Plan** for students, employees & visitors, with consistent means to provide updated information.
 - o Through use of PACS webpage, social media and text/email groups where possible, to provide information about instructions, training, signage, and other general updates.
 - o Through use of announcements on the PA system or at faculty/employee meetings to facilitate building or department-wide communications.
7. **Preparation for Contact Tracing**:
 - a. **Require Employees to Maintain a Continuous Log** of students, other workers and visitors, with whom they had close contact (within 6 feet for 15 minutes or more without masks) excluding deliveries that are performed with appropriate PPE or through contactless means. Signage will be posted at exits to remind employee to complete this report daily. All supervisors will maintain employee logs and ensure they are completed each day.
 - b. **Immediate Notification will be Provided to State and Local Health Departments** by the PACS Human Resources Department, if a student, employee, or visitor was in close contact (within 6 feet for 15 minutes or more without masks) with others at the workplace and tests positive for COVID-19. Cooperate with contact tracing efforts, including notification of potential contacts such as students and parents, workers, visitors (if known), who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

8. **Conspicuously Post Completed Safety Plans** on PACS website.
9. **Provide Building Administrators a List of Essential Visitors** expected to enter the building, if applicable.
10. **Disinfection of Vehicles:**
 - a. **Vehicles Undergoing Maintenance** will be disinfected before and after vehicle maintenance by bus garage personnel.
 - b. **Employee Fleet Vehicles** will be disinfected after each use and cleaning logs kept by bus garage employee.

SCREENING

To ensure PACS and its students, employees and visitors comply with protective equipment requirements, PACS will do the following:

1. **Require Students and Employees who are Sick to Stay Home or Return Home Immediately**, if they become ill at work, with appropriate notice to the nurse and administration.
2. **Implement and Document Daily Mandatory Health Screening** assessment questionnaire (required by all employee at the start of each shift, with signage posted at entrances reminding employee of this requirement), asking about:
 - i. *COVID19 symptoms in past 14 days (i.e.: New onset or worsening cough and shortness of breath, plus two or more of: fever over 100.4, chills, muscle aches, headache, sore throat, loss of taste or smell, or diarrhea)*
 - ii. *Positive COVID-19 test in past 14 days, and/or*
 - iii. *Close contact with confirmed or suspected COVID-19 case in past 14 days.*
 - **Employees who Screen Positive for COVID-19** should be sent home and advised to contact their health care provider for medical assessment and COVID-19 testing. If employee tests positive or does not receive a test, employee may only return after completing a 14-day self-quarantine.
 - **Employees who Present No Symptoms but have Tested Positive in the Past 14 Days** may only return to work after completing a 14-day self-quarantine.
 - **Employees who had Close Contact with a Person with COVID-19 and are**
 - i. **Experiencing Symptoms** must follow the protocol for a positive case and may only return to work after completing a 14-day self-quarantine.
 - ii. **Not Experiencing Symptoms** should seek COVID-19 testing and can return to work in the event of a negative test, or should complete a 14-day self-quarantine.
 - **Any Person who Screens Positive for COVID-19** should not be allowed to enter the location and should be sent home with instructions to contact their healthcare provider for assessment and testing.
 - **Workers and Visitors Must Inform the Building Nurse or Administrator** if they later are experiencing COVID19-related symptoms, as noted in the questionnaire.
3. **Positive Case Cleaning/Disinfecting Plan**: In the event of a positive case/exposure, close off rooms/areas where persons with COVID-19 had been. Wait 24 hours before cleaning and disinfecting. If 24 hours are not feasible, wait as long as possible. Clean/disinfect following CDC and DOH guidelines.

STAYING CURRENT

To ensure that PACS stays up to date on the guidance that is being issued by the State, PACS will do the following:

1. **Consult the NY Forward website** at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executive-orders on a periodic basis or whenever notified of the availability of new guidance.
2. **Consult other resources as warranted**, to stay current on COVID-19 guidance.
 - a. **General Information** New York State Department of Health (DOH) Novel Coronavirus (COVID-19) Website Centers for Disease Control and Prevention (CDC) Coronavirus (COVID-19) Website Occupational Safety and Health Administration (OSHA) COVID-19 Website
 - b. **Workplace Guidance** CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019 OSHA Guidance on Preparing Workplaces for COVID-19
 - c. **Personal Protective Equipment Guidance** DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees OSHA Personal Protective Equipment
 - d. **Cleaning and Disinfecting Guidance** New York State Department of Environmental Conservation (DEC) Registered Disinfectants of COVID-19 DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19 CDC Cleaning and Disinfecting Facilities
 - e. **Screening and Testing Guidance** DOH COVID-19 Testing CDC COVID-19 Symptoms

PACS COVID-19 Staff Screening Questionnaire

All staff must complete and submit this questionnaire before entry into school district facilities. If you answer yes to any of the following questions, please do not enter school district facilities and contact your supervisor.

* Required

1. First Name *

2. Last Name *

3. Date *

Example: January 7, 2019

4. Facility *

Check all that apply.

- ☐ Elementary School
- ☐ Middle-High School
- ☐ District Office
- ☐ Make Sense Shop
- ☐ Academic Center
- ☐ Bus Garage

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

Mark only one oval.

☐ Yes

☐ No

6. Have you tested positive through a diagnostic test for COVID-19 in the past 14 days? *

Mark only one oval.

☐ Yes

☐ No

7. Have you experienced any symptoms of COVID-19, including a temperature of greater than 100 degrees, in the past 14 days? *

Mark only one oval.

☐ Yes

☐ No

8. Have you travelled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days. *

Mark only one oval.

☐ Yes

☐ No

VISITORS

Pulaski Academy & Central School District COVID-19 Visitor Screening Questionnaire

All visitors must complete and submit this questionnaire before entry into school district facilities. If you answer yes to any of the following questions, please do not enter school district facilities and contact your healthcare provider.

Name_____Date_____

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

Yes

No

Have you tested positive for COVID-19 in the past 14 days?

Yes

No

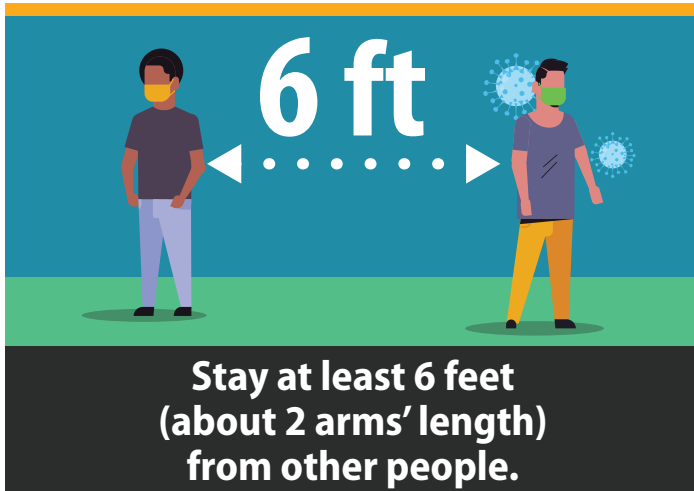
Have you experienced any symptoms of COVID-19 in the past 14 days?

Yes

No

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



cdc.gov/coronavirus



Hands
that look
clean can still
have icky
germs!

Wash YOUR HANDS!



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention



HELP US LIMIT THE SPREAD OF COVID-19



EMPLOYEES

MUST COMPLETE QUESTIONNAIRE UPON WORK EACH DAY

PPE is available upon request

If you have any of these symptoms, please **STAY HOME**:

**Fever, cough, shortness of breath,
body aches, or sore throat**

While in the building, we encourage social distancing.

Stay 6 feet apart

THANK YOU!



HELP US LIMIT THE SPREAD OF COVID-19



VISITORS

Must sign in and complete screening
PPE is available upon request

If you have any of these symptoms, please **DO NOT** come in:

Fever, cough, shortness of breath,
body aches, or sore throat

While in the building, we encourage social distancing.

Stay 6 feet apart

THANK YOU!