



PLATTSBURGH CITY SCHOOL DISTRICT

On August 7, 2020, Governor Cuomo directed that district plans regarding testing and contact tracing be posted separately from reopening plans on school/district websites. The district will refer any symptomatic individuals to their primary healthcare provider or the Clinton County Public Health Department for testing information. The district will support any contact tracing processes led by the Clinton County Public Health Department. Other health & hygiene information contained in the district's reopening plan is included below:

Health and Safety Planning

Communication to Families

With some anticipation of the Spring 2020 school closure, the district worked hard in the days which preceded the March 13th closure date to build the most accurate parental email and telephone contact list possible. As such, district communications seemed to reflect a very high capture rate, and information was successfully disseminated.

Through Fall 2020, the district will employ these same parental outreach systems for communicating information related to COVID-19, and to possible future school closures: email mass-messaging and recorded telephone mass-messaging. Individualized contact with parents for student-specific issues will be made via direct telephone call or direct email message.

Academic information will primarily be disseminated via Microsoft Teams, and students and parents are encouraged to subscribe to the applicable 'Teams' in order to stay most current with curricular and instructional updates.

Several secondary communication channels will also be used to help quickly disseminate and to reinforce information broadcast via the above-listed mass-messaging systems.

These include social media (notably the PCSD's Facebook page, and various Twitter accounts), the district's website (www.plattscsd.org), and local news media outlets.

On Friday, August 7th, the Governor announced that Districts must hold three separate parent information sessions and one faculty-staff information session, prior to August 21, 2020. These meetings are tentatively scheduled to take place as follows:

Monday, August 17, 2020 at 7p.m. Elementary Reopening Considerations

Tuesday, August 18, 2020 at 7p.m. Secondary Reopening Considerations

Wednesday, August 19, 2020 at 3p.m. Both Elementary and Secondary Considerations

Thursday, August 20, 2020 at 9a.m. Faculty/Staff Considerations

Necessarily, the informational meeting scheduled for Wednesday, August 19, 2020 should be somewhat longer than those of Monday, August 17 and Tuesday, August 18, because it will review details for both Elementary and Secondary students. A live, video-conferenced presentation is contemplated for each session, and details (platform, link, system of submitting questions, etc.) will be posted to the district website (www.plattscsd.org) by close of business on Friday, August 14, 2020.

Considerations for Staff

To ensure the District and its employees comply with communication requirements, the PCSD will do the following:

- Post signage throughout the buildings to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Employ a broad slate of communications strategies so as to most fully and rapidly communicate information, which may include:
 - Website
 - Email
 - Social media
 - Print copy mailings
 - Voice and/or video messaging
 - Traditional media outlets
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site, excluding deliveries that are performed with appropriate PPE or through contactless means.
- If a worker tests positive for COVID-19, the school district will 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.

Parents and staff should consider the risk/exposure indicators listed below to assist in determining whether to consult their medical provider to discuss restrictions on educational participation, or additional accommodations (such as complete mask-wearing):

The following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing

Persons in these groups should consult with their healthcare provider regarding prevention:

- Individuals age 65 or older
- Pregnant individuals
- Individuals with underlying health conditions including, but not limited to:
 - chronic lung disease or moderate to severe asthma
 - serious heart conditions
 - immunocompromised
 - severe obesity (body mass index [BMI] of 30 or higher)
 - diabetes
 - chronic kidney disease undergoing dialysis
 - liver disease
 - sickle cell anemia
 - children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.

Protocol for Dealing with Symptomology

All staff will be provided information to assist them to observe students and other staff members for signs of illness such as: flushed cheeks, rapid or difficult breathing (without recent exercise), fatigue, irritability and frequent use of the bathroom. Students or staff members who exhibit these signs and symptoms will be directed to the health office for assessment by the school nurse. If a school nurse is not available, the school will contact the parent/guardian to pick up the ill child or the ill staff member will be directed home.

Training for staff will be provided prior to the start of the student school year.

Daily Screenings

The District will implement mandatory health screening assessments for students and staff each day and for essential visitors. Staff will be expected to immediately notify both their school building nurse and their building administrator if any of the following COVID-19 symptoms or circumstances are affirmative in the past 14 days:

- Cough
- Shortness of breath or difficulty breathing
- Fever (100 degrees Fahrenheit or greater)
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea
- Positive COVID-19 test in past 14 days
- Close contact with confirmed or suspected COVID-19 case in past 14 days
- Travel to any region which implicates the State's isolation/quarantine rules

Parents will be expected to immediately notify their child(ren)'s building administrator (who will notify the School Nurse) if any symptoms above are present. State Education Department guidance specifies that parents should take their child(ren)'s temperature each school day morning.

Students/parents will not be required to complete and submit daily questionnaires/surveys, but must ensure that none of the above symptoms are present AND must verify that their child's temperature is below 100 degrees Fahrenheit (temperature should be measured without the use of fever-reducing medicines) before sending their child(ren) to school. Faculty and staff will be required to affirm the same prior to reporting to work each day, and will provided a technology-based application through which to easily report this information. Student temperature will be re-assessed by district personnel upon entry.

Student temperature checks will also be conducted by district personnel upon student entry, ~~possibly at entry or at any time throughout the school day.~~ Students who present with a temperature above 100 degrees Fahrenheit or greater, or who display or report any of the indicators of possible infection, will be sent home. Students will await parent pick-up in a supervised, designated isolation room, **or outside with supervision, weather dependent.** Each building has designated such a dedicated isolation room. At pick-up, the student(s) will be accompanied to the designated exit to be united with their parent, and the parent(s) will be directed to contact their health care provider and will be provided with resources and information for COVID-19 testing. **Notification to the Clinton County Public Health Department will be made at this time.** Students who become ill during the course of the school day may not display symptoms of COVID-19, and all ill students will therefore be assessed by the school nurse, who will determine if the student may remain in school or if they will be isolated, sent home, and referred to their medical provider for evaluation.

Contractors, vendors and visitors (who will be limited to only those conducting emergency and/or operationally-necessary functions) will be required to verbally attest to questions from a screening questionnaire upon entering the building, which will be posted at entrances. Anyone who has a temperature of 100° F or greater or has and an affirmative response to any part of the screening questionnaire will not be permitted to enter the building, will be referred to contact their health care provider, and will be provided resources for COVID-19 testing.

Students who display illness inconsistent with COVID-19, or who present to the Nurse's office with an injury or for medications/treatments, will be seen in the Nurse's office. To minimize student density in the Nurses' offices and to best support distancing efforts, parents of students who have, in the past, received medication and/or routine treatment from a nurse are strongly encouraged to administer such in the home, before or after school hours.

Parent Communication Regarding COVID-19

Parents and guardians will be provided resources to educate them regarding the careful observation of symptoms of COVID-19 and instructions for conducting a health screening that must be conducted each morning before coming to school. **Parents/guardians are instructed to keep their child(ren) at home if their temperature is 100° F or greater and/or if they have possible symptoms of COVID-19.** Parents will be provided with a written list of symptoms and are expected to have a thermometer in the home to conduct daily temperature checks. The most common symptoms of COVID-19 include fever, cough, shortness of breath, or difficulty breathing, fatigue, muscle or body aches, headache, new loss of smell or taste, sore throat, congestion or runny nose, nausea, vomiting, diarrhea.

Plan for Students and Staff at High Risk

~~If parents/guardians choose not to send their child(ren) back to school during periods of in-person instruction, provided such is directed in writing by the medical provider, the district will provide remote instruction which approximates homebound instruction requirements established by New York State law (most notably, the equivalent of two hours per day of programming at the secondary level, and one hour per day at the elementary level). Such programming will require written medical support from the family's provider.~~ **Parents have the opportunity to select remote option for their child(ren) during periods of in-person or hybrid instruction. The option will require a higher level of student/parent independent school work than would be involved with remote learning during period(s) of fully-remote instructional mode (ie. when teachers may focus the entirety of their energy on that singular mode of delivery). Homebound instruction provided remotely to students during periods of in-person or hybrid instruction will require a higher level of student and parent independence than that which will be provided during periods of full-closure (wherein teachers may focus solely upon the remote delivery of instruction).** ~~Parents of medically fragile students~~ **Parents who wish to pursue this remote option** are encouraged to contact their child(ren)'s building administrator and school nurse during the month of August 2020 to discuss their intentions.

Procedures for Action of a Confirmed COVID-19 Case

The PCSD medical staff will follow the CDC and NYSDOH recommendations if there is a confirmed case of COVID-19. These may include, but not be limited to:

- 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 specified area.
- 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.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.
- If a student or staff member reports having tested positive for COVID-19, school administrators or his/her designee should notify the local health department to determine what steps are needed for the school community
- PCSD will refer to DOH's "[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeeereturntowork_053120.pdf)" for information on "close and proximate" contacts. Link: https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeeereturntowork_053120.pdf

Procedure for Return to School After Confirmed COVID-19 Case

PCSD will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever-reducing medicines, and they have felt well for 24 hours
- If they have been diagnosed with another condition and have a written note from a healthcare provider stating that they are clear to return to school

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test, but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms
- It has been at least three days since the individual has had a fever (without using fever reducing medicine)
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end.

Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings

CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.

PCSD health office staff will cooperate with CCHD regarding contact tracing and follow their recommendations.

Health and Hygiene

To ensure employees comply with hygiene and cleaning requirements, The PCSD will do the following:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and NYS Department of Health (DOH).
- Conduct regular cleaning and disinfection daily, or more frequently as needed, along with frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas.
- Filtration and ventilation will meet or exceed minimum requirements (specifically, Minimum Efficiency Reporting Value (MERV) 11 filtration standard). **MERV is a standardized system of rating air filter effectiveness for particles of varying sizes. Air filters throughout district buildings will continue to be replaced on three-month intervals, and dampers on air-handlers will be set to the largest opening/airflow capacity to start the 2020 school year.**
- Kitchen, bathrooms, high touch surfaces and copy rooms must be cleaned at least once daily. Cleaning rotations will be established with assigned tasks and times. Cleaning will be supervised by the Director of Facilities who will conduct periodic checks to ensure compliance.
- Meeting rooms must be cleaned prior to each meeting. The meeting host is to wipe-down the tables, chairs and writing utensils with disinfecting wipes or spray prior to each meeting. Ideally, meetings will be scheduled with at least a 30-minute window between each to allow time for such cleaning. No one should use the meeting rooms except for in-person meetings or video conferences.
- Employees should wipe down their individual workstations frequently with cleaning products. Cleaning products will be made available for employee use.
- Disposable dishes are to be used at all times. If non-disposable dishes must be used for any reason, they must be rinsed with hot water and put in a bag to bring home to sanitize. No dishes may be left at any time in the sink, on the counters, or at any workstation.
- No food or drink may be brought for sharing. Personal consumption of food and drink will be a standing rule.

- If there is a suspected or a confirmed case of COVID-19, the affected employee's area will be immediately closed for 24 hours. After 24 hours, the area will be cleaned and disinfected. Any common areas that were used by the affected employee must be temporarily closed to staff and immediately cleaned and disinfected. Proper equipment must be worn at all times during cleaning.

As in Spring, 2020 and other past instances of global pandemic, Plattsburgh City School District will again instruct students and staff on proper hand washing and respiratory hygiene and provide necessary supplies.

Healthy hygiene practices will be taught and re-taught in school settings for both students and staff. The PCSD will post signage throughout the school reminding 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

Teaching healthy hygiene practices may be accomplished in person, by video, announcements, and posters or signs. The PCSD will post signage in highly visible areas such as entrances, restrooms, cafeteria, classrooms, offices, and common spaces.

Hand Hygiene

Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. Schools will plan time in the school day schedule to allow for hand hygiene. Hand hygiene considerations include:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method
- Use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available, and hands are not visibly dirty. [NYSED's Memo: Handwashing Recommendations and Alcohol-based Hand Sanitizer Use in Schools](#) provides information to schools regarding the use of alcohol-based hand sanitizers
- Provide hand sanitizer throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers when able
- Signage should be placed near hand sanitizers, indicating that visibly soiled hands should be washed with soap and water. Some students or staff may be unable to use alcohol-based hand sanitizers for health reasons therefore they must be permitted to wash their hands with soap and water

Respiratory Hygiene

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, it is important that students and staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately.

A supply of tissues will be available in each room when feasible. If no tissue is available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

Respiratory etiquette signage will be displayed in highly visible areas such as entrances, restrooms, cafeteria, classrooms, offices, common spaces.

Contact Tracing and Disinfection of Contaminated Areas

The Clinton County Public Health Department is responsible for all contract tracing and exposure notification. The district has developed aggressive cleaning protocols – both routine and in the event of confirmed case(s) of individual(s) who have been present in district facilities which are compliant with CDC cleaning and disinfecting guidelines:

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

- ❑ Close areas used by the person who is sick.
- ❑ School districts do not necessarily need to close operations if they can close affected areas.
- ❑ When applicable, open outside doors and windows to increase air circulation in the area.

- ❑ 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 copier machines.
- ❑ Vacuum the space if needed. Use vacuum equipped with high-efficiency particle 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 seven days have passed 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.