

**Staff FAQ: Health and Safety - Version 1.0.** Updated as needed and distributed to staff. Questions addressed in this document originated in conversations with all employee stakeholder groups. The focus is district wide, as each building may operate differently based on need.

## **CLEANING AND DISINFECTING:**

What additional provisions has the District made to provide clean facilities for students and staff?

We are in the process of creating and filling new cleaning positions, including an increased school day presence to continually attend to high touch areas such as desks, lavatories, door knobs, handrails, etc. The District has invested in CDC approved cleaning compounds, stocked additional paper towels, purchased hand sanitizer and hands-free sanitizer distribution stands. Following CDC guidance, our night shift cleaners will continue to clean all surfaces each day as recommended and re-stock items used during the school day. Training will take place on proper use and new points of emphasis for staff.

## **FACILITIES:**

Have you reviewed and solidified the number of students and staff allowed to return *in person* according to the minimum standards set forth in the NYS Reopen Guidelines and DOH recommendations?

In direct response to these guidelines, the District adopted the Hybrid Model for delivery of services. This limits students on site to approximately 50% of normal operating capacity. Using this model, a normal classroom of 24 will attend in 12 student A or B designated sessions. Classrooms are being arranged to accommodate the 12 students attending and observe the required social distancing. Delivery of activities requiring a 12 foot spacing guideline are to be restricted or confined to remote education.

Standard classroom configuration will be 12 desks, facing forward. Tables used for grouping of students will be stored, as well as freestanding bookshelves and file cabinets. Area rugs and alternate seating will be stored to increase free space.

Schedules are being reviewed to minimize student changes and maintain cohort groups to reduce risk of transmission.

Can instruction be held outside if the weather allows? Will there be temporary structures provided to house cohorts outdoors? Instruction can be moved outdoors, although additional temporary structures are not provided. Staff should coordinate with building administration.

Will changes be made in the operation of District classroom and office air handling equipment? The District unit ventilators and A/C units do not support the additional static of installing HEPA filters. However, the District will adjust dampers to maximize air flow and encourage open windows to provide further ventilation. Ventilation equipment will run more often to further facilitate air change over. Alternate air circulation and purification units are being purchased for special use in spaces where restrictions in outdoor air changeover or room use dictates.

Are changes contemplated for lavatory and cafeteria spaces, as well as the use of water fountains? Yes, lavatories may have restrictions on occupancy and use, including the shut-down and securing of some equipment. Cafeterias are being re-arranged to meet social distancing guidelines and may expand to other space within the buildings to enable food service. Drinking fountains will be closed if they do not meet health guidelines.

## **HEALTH:**

Social distancing, masks or both? In short, YES! Students and staff are required to wear masks in all situations involving contact with other individuals, including hallways, stairs and other general use areas. Staff may remove masks when properly socially distant and when no students are present, for example working alone in an office, classroom or confined area. If masks are removed, they must be readily accessible for immediate use on approach of another individual. Be the example, not the exception.

How is the district going to support the nurses given the possibility of increased workload? We are working directly with nurses on support and structure, to include creation of an additional Head Nurse and outreach to recent retirees for substitute duties and workload management efforts. Beyond staffing, weekly meetings with the District Medical Officer and Head Nurse form the foundation of our response to PPE purchases and health protocol development. Student access to the nursing staff will require an appointment, necessary to manage caseload, hallway movement and space constraints.

How is the district going to manage the recommendations for an isolation room? Clean/ill side of health offices? Nursing staff is working to identify spaces to use for these purposes. Conversations will expand at the building level to identify the proper space and arrangement required and may involve takeover of additional space.

Will the District offer Covid-19 testing capability? School districts are not responsible for testing, according to the Erie County Department of Health. However, the District is contracting with an independent physician group to provide testing capability on-site. To receive a test, a student must have a parent consent form on file and have a parent take part

in an electronic conference regarding the suspected case. For staff, a consent form will be required on file. Results from these tests are expected within 48 hours. In the absence of a consent form, student/staff in a suspected Covid-19 scenario must leave the building and access testing. A strict protocol will be in place for return to work/school consideration requiring adherence to medical and ECDOH guidelines. The District will publish this protocol as well very shortly.

How will students and staff be notified if they were exposed? The District is developing protocols in conjunction with the ECDOH, school medical and nursing personnel. Protocols will be published in chart form clearly delineating the information flow. Contact tracing will follow ECDOH guidelines, with ECDOH in the lead role. The District will facilitate information ECDOH requires. Patient information will be held in strict confidence.

Will there be an electronic form for parents/staff to fill out for temperatures and the questionnaire? How will the district determine who did not fill one out? Who will monitor the answers to these forms for a "fail"? Have screening supplies been procured and do we have a supply chain established so that we have sufficient supplies to conduct screenings throughout the academic year? The current District Health Questionnaire is being digitized, and students and staff will be required to complete in full each day of attendance. The District has contracted for expansion of the existing healthcare management software to provide these services which include a Dashboard indicating Pass/Fail and Failure to Submit reporting. Access to these records will be restricted to Administration and Healthcare professionals as required. Hand held infrared forehead thermometers have been delivered and will be deployed to the building level. Alternatives continue to be researched and developed. Recent disclosures call into question temperatures as an indicator.

## **PPE/ PROTECTIVE SUPPLIES:**

Masks, masks, masks? YES!

Do we have the mandated PPE ordered for each building, and has it arrived? PPE supplies are being continually updated and diverse sources of supply developed. A significant inventory of masks are on site, as well as gloves, shields, disposable nursing gowns etc. Alcohol-based hand sanitizers with at least 60% alcohol, disinfectant hand wipes [currently a shortage], paper towel dispensers, signage for hallways and classrooms, and portable hand sanitizing dispensers are all being procured.

Where is the mandated PPE being housed for the district and in each building? What is the protocol for the initial distribution of mandated PPE for each building upon the start of school and what is the protocol for requesting replenishments by staff at each building? Facilities staff will handle the inventory, the bulk of which will be centralized at the High School. Initial distribution will be a building

facilities staff responsibility. Replenishments to classrooms and offices can be requested via Q Center Facilities Maintenance System, to which building staff and facilities administration have access.

Has the district obtained a resource from which to order the school-safety-standard equivalent of plexi-glass type sheeting (i.e. what is used as a safety barrier in retail and financial establishments) for teachers to place at the front of the room between themselves and students and/or at their desks for when conferencing with students? **Yes, fire rated and approved poly-carbonate shields have been ordered for teacher desks with delivery anticipated prior to Labor Day.**

Do we have a daily checklist for school personnel to inspect their area and ensure they have sufficient supplies each day (e.g., face covering, tissues, hand hygiene supplies, cleaning supplies, etc.)? **The District will work with staff to develop this checklist.**

## **ACCOUNTABILITY:**

When will an updated Code-of-Conduct be released to reflect the COVID-19 protocols and will students and parents be required to verify that they have read, understood and will comply? **The District will handle violations under Insubordination in our current Code of Conduct. Building and District Leadership retains leeway under this and other provision to direct and enforces changes as required.**

Who will be the mandated District/school designee as COVID-19 safety coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary and to whom building level designees will report to for final directives in order to allow for any operational issues to be resolved? **Dr. Hughes will be the designated coordinator. Additionally, the District is creating an additional Head Nurse in order to facilitate a Lead Nurse North and South. In combination with a designated North and South Administrator, this will form the District's Covid-19 Response Team.**

**Did we mention Masks are required? Yes, yes we did.....**