

## **COVID-19 PROTOCOL**

To maintain the health and safety of District students, faculty, staff and visitors while they are on school district property, during a pandemic such as COVID-19, the District must strictly enforce local, state and federal laws, regulations, rules, guidance and procedures regarding social distancing and the wearing of face coverings.

### **I. PROTOCOL FOR SOCIAL DISTANCING AND FACE COVERING**

**BGCSD students, faculty, staff and visitors are required to comply with local, state and federal laws, regulations, rules, guidance and procedures governing:**

- (1) the maintenance of social distance while on school property, which includes but is not limited to the maintenance of at least six (6) feet of separation between other individuals, whenever possible;

**AND**

- (2) the wearing of face coverings while on school property will follow the recommended CDC and NYSDOH guidelines.

**Face coverings are recommended by the CDC and NYSDOH to be worn at all times, even when social distancing. These practices are in line with CDC, NYSDOH, and NYSED guidance and will be practiced by all staff, students, and visitors of the school. It is important for the safety of others to follow these "best practices".**

#### **Guidance for face coverings:**

Always wear face coverings when in meetings or gatherings where it is difficult to maintain social distance. Additionally, we ask that if you are moving through the hallways you **always** wear a face covering. It is hard to know when you will come upon someone in the hallway and there may not be time to appropriately place your face covering.

- Teacher Lecture/Instruction, teachers should wear theirs.
- If the teacher needs to talk with a student at their desk, the teacher should have their mask on.
- This applies to all outdoor activities including recess, PE, etc.

#### **Appropriate Mask Breaks**

Wearing face coverings is recommended at all times, however, there is a need to build in "mask breaks" from time to time within the school day. Staff may do so during instances below.

#### **In Daily Non-Instructional Interaction:**

- If you are alone in your own space (office, classroom, etc.) you may remove your face covering.

#### **During Instruction:**

- The teacher can periodically give a mask break during class if students can maintain social distancing for up to 1 minute.

**Exception: This protocol shall not apply to those individuals who are less than two years old, or to those individuals who are unable to medically tolerate a face covering.**

## **II. PROTOCOL FOR PERSON SUSPECTED OR POSITIVE CASE OF COVID-19**

**Symptoms include:** Fever, cough, shortness of breath, headache, new loss of taste or smell, sore throat, congestion, nausea, vomiting, diarrhea, muscle or body aches.

For more information check CDC symptoms at: <https://www.cdc.gov/coronavirus/>

### **STUDENTS**

#### **Student exhibits potential COVID-19 symptoms while at school**

- (1) Student must be isolated until transportation home is possible.
  - Student/Parent informed that they must seek medical attention and must have a provider note or negative COVID-19 test before returning to school.

- (2) Medical determination to test Student for COVID-19:

#### **Test result is positive**

- DOH will inform student to isolate for 14 days
- DOH will perform contact tracing
  - Close contacts include persons within 6 ft. or less for more than 10 minutes. Contact tracers may also consider duration and proximity of contact and other criteria in determining close contacts
  - A close contact will be quarantined for 14 days from the date of last exposure, advised to monitor for symptoms, and recommend to get a diagnostic test 5 days or more after exposure.
- Student may return when released by DOH
  - Positive student or staff will be isolated for a minimum of 10 days from start of symptoms.
  - Student or staff must be 3 days without a fever, un-medicated, and have a progressive improvement in symptoms before returning.

#### **Test result is negative**

- Student returns to School only if they have a note from a medical provider or proof of a negative COVID-19 test.

### **MEDICAL DETERMINATION IS REQUIRED TO RETURN TO SCHOOL**

### **EMPLOYEE**

#### **Employee reports to work and becomes symptomatic**

- (1) Employee notifies supervisor that they are experiencing symptoms
- (2) Employee Sent Home and advised to seek medical attention
  - Employee informed that they must seek medical attention and must have a provider note or negative COVID-19 test before returning to school.

- (3) Medical determination to test Staff member for COVID-19:

#### **Test result is positive**

- DOH will inform Employee to isolate for 14 days
- DOH will perform contact tracing
  - Close contacts include persons within 6 ft. or less for more than 10 minutes. Contact tracers may also consider duration and proximity of contact and other criteria in determining close contacts
  - A close contact will be quarantined for 14 days from the date of last exposure, advised to monitor for symptoms, and recommend to get a diagnostic test 5 days or more after exposure.
  - Contacts to positive case can return to school after 14 day quarantine period.

- Employee may return when released by DOH
  - Positive student or staff will be isolated for a minimum of 10 days from start of symptoms.
  - Student or staff must be 3 days without a fever, un-medicated, and have a progressive improvement in symptoms before returning.
- Employee returns to work (sick time may apply)

**Test result is negative**

- Employee returns to School only if they have a note from a medical provider or proof of a negative COVID-19 test.
- Employee returns to work (sick time may apply)

**MEDICAL DETERMINATION IS REQUIRED TO RETURN TO SCHOOL**

**III. PROTOCOL FOR STUDENTS OR EMPLOYEE THAT COMES IN CONTACT WITH A POSITIVE CASE OF COVID-19**

**Students**

Parent informs District that the student has come in contact with an individual that has tested COVID positive.

- (1) Student is kept at home and the Building Administrator is notified.
- (2) Parents seek medical attention for student from a medical provider.
- (3) Parent reports medical results to the Building Administrator.

**Employees**

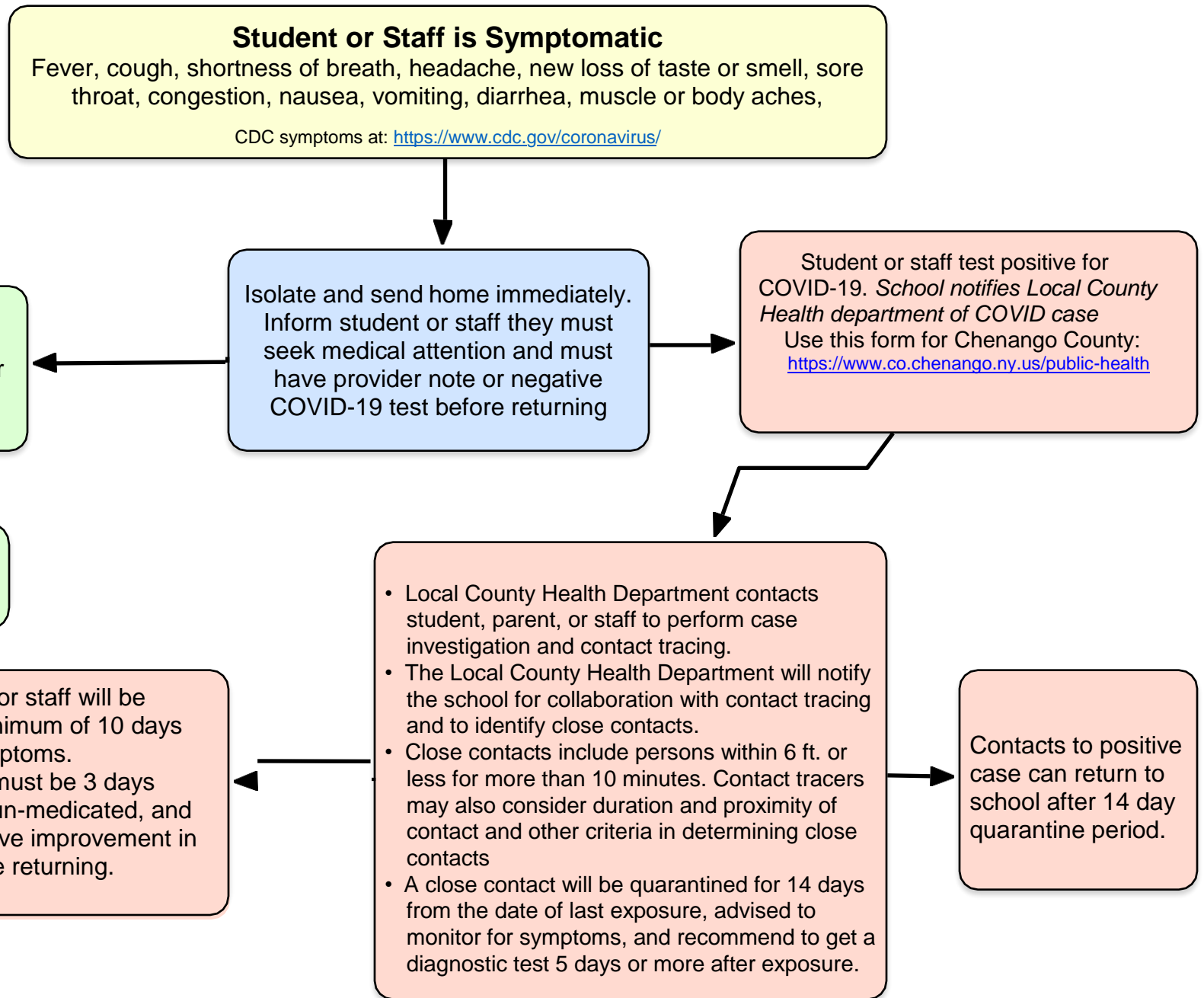
Faculty/Staff Informs Building Administrator they have been in contact with an individual that has tested COVID positive:

- (1) Administrator will send employee home and notify the Business Office and the Superintendent.
- (2) Administrator will inform employee they must seek medical attention from a medical provider.
- (3) Employee must report medical results to Business Office, Superintendent, and Building Administrator or Supervisor.

#### **IV. DISCIPLINARY ACTION FOR NON-COMPLIANCE-COVID 19 PROTOCOL**

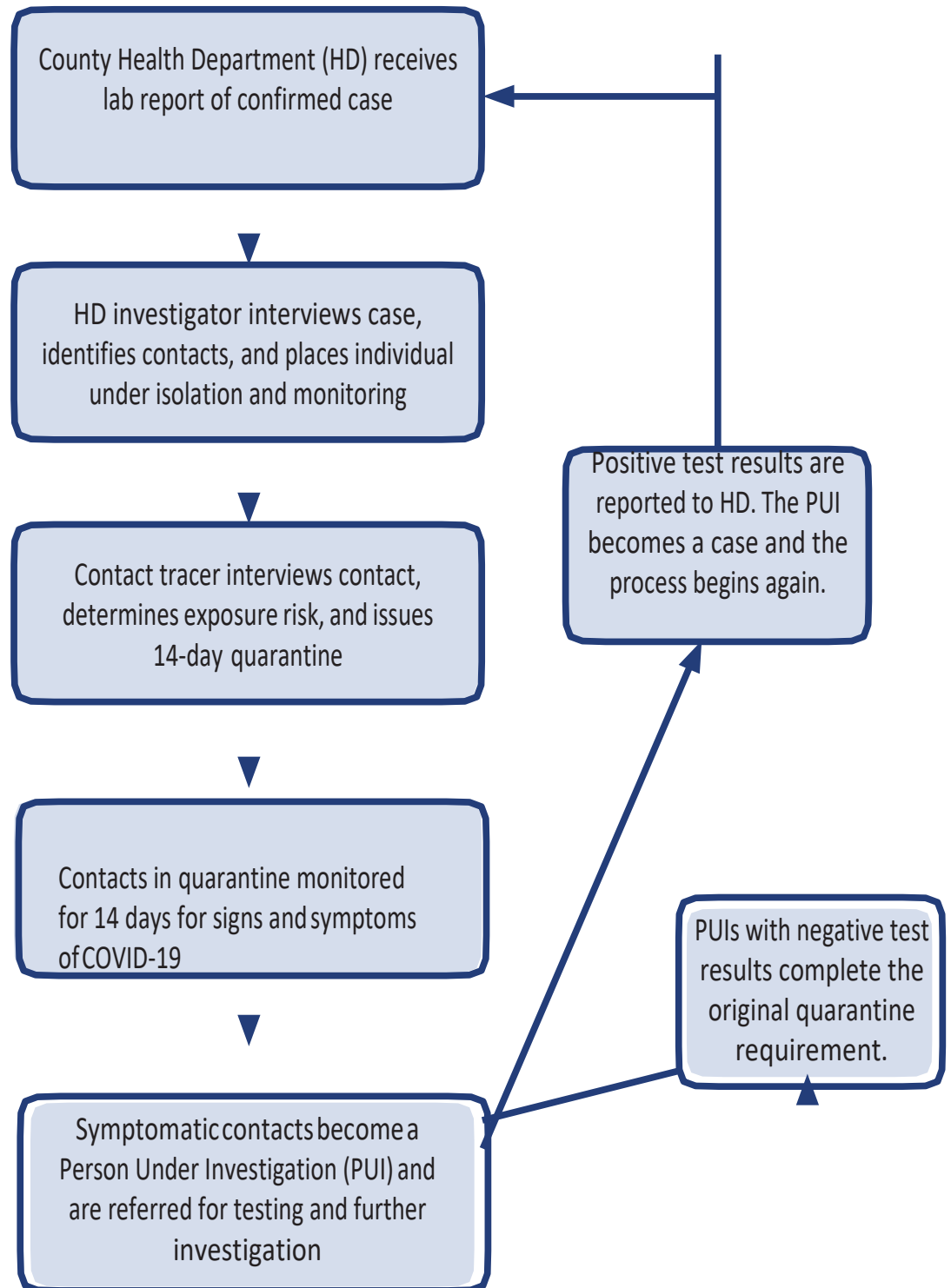
- (1) If a District student fails to comply with this policy, the student may be prevented from entering onto school property, may be sent home from school, and/or may be subject to discipline under the District's Code of Conduct – Prohibited Student Conduct (“The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.”) Specifically Letter I – Failure to comply with the directions of a teacher, administrator or other school employee. Letter P - Disrupting the educational process.
- (2) If a District staff or faculty member fails to comply with this policy, the staff or faculty member may be prevented from entering onto school property, may be told to leave the school building or property, and/or may be subject to discipline under an applicable bargaining agreement or New York State law.
- (3) If a District visitor fails to comply with this policy, the visitor may be prevented from entering onto school property, may be told to leave the school building or property, and/or may lose their right to enter onto school property in the future.

# Protocol for Symptomatic or Positive COVID-19 Student or Staff



## COUNTY HEALTH DEPARTMENT/SCHOOLS

# COVID-19 Student Contact Monitoring Process



*School administration, school health staff, and student support services provide Health Department with information and assistance with investigations upon request.*