

Updated 10/22/20

SWBOCES Health and Safety Guidance

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 school campuses. Southern Westchester BOCES' Plan for Nursing provides guidance on how to create and maintain a safe and healthy educational environment for every student and all staff while e

nsuring that their unique health needs are being met. Our plan incorporates recommendations

and guidance from the Centers for Disease Control and Prevention (CDC), the New York State Department of Health (NYSDOH), the New York State Education Department (NYSED) and American Academy of Pediatrics.

The safety of students and staff depends upon adherence to the protocols set by the District to:

- a. Complete health checks before coming to school/at school.
- b. Properly use PPE
- c. Conduct proper hand and respiratory hygiene care
- d. Socially distance Adhere to infection control strategies
- e. Adhere to what to do if students or staff become ill with symptoms of COVID-19

Nurse's Office Space and Physical Distancing

Physical distancing measures are the most effective intervention but the most disruptive. In the absence of any pharmaceutical interventions, physical distancing, hygiene, and PPE will help to reduce the risk of infection.

1. SWBOCES has reviewed and revised nurse's office configurations to address the need for physical distancing.
 - Southern Westchester BOCES school is considering spacing plans for triage and medical care for students who need suctioning, tube feeding, and nebulizers to minimize contact with potentially ill children.
 - Nurses will utilize a go-bag (first aid kit) to bring to students for the "walking well".
 - Where appropriate, schools may designate two spaces in the Nurse's office: one for healthy students for routine care, medications, diabetic checks, first aid, and injury assessment; and the other for ill students. Plastic barriers will be utilized to maintain social distancing and help to provide privacy.
 - Mark the floor with 6 ft distances. Remove excess furniture.

- A separate room for students/staff who might have COVID-19 has been identified in each school and a plan for frequent disinfecting has been established.
- 2. A school health office appointment system/schedule through phone/walkie talkie will be used for daily medications and procedures to avoid crowding in the health office. Emergencies would not utilize this system.
- 3. Students should be escorted to the Nurse's office. When the door is closed, the staff member with the student should stay outside the office until the all clear is given.
- 4. Where possible, supplies and equipment used for treating students will be disposable.

If Students or Staff become Ill with Symptoms of COVID-19 on Campuses

SWBOCES requires students or staff with a temperature, signs of illness, and/or a positive response to the weekly questionnaire to remain home. All parents will keep their child at home or make arrangements to pick them up immediately should they begin to develop symptoms of illness at school. Anyone presenting symptoms will be sent directly to a dedicated isolation area where they will be supervised, prior to being picked up or otherwise sent home. If there is more than one person in the isolation area while awaiting transport home they will be separated by at least 6 feet. Students will be escorted from the isolation area to their parent/guardian. Students or staff will be referred to a healthcare provider and provided resources on COVID-19 testing.

Parents or guardians will be asked to submit a "sick child" pick-up plan to their school principal's office prior to the first day of classes.

Nursing Response to a Sick Student with COVID-19 Related Symptoms/Contact Tracing

1. Nurses should wear appropriate PPE.
2. Place a mask on students with fever of greater than 100.00 F and/or are experiencing respiratory symptoms, if not wearing one.
3. The student should be moved to the designated isolation area.
4. Staff caring for these students should wear additional PPE.
5. Notify parent/guardian and administration as soon as possible.
6. Refer to healthcare provider for assessment/testing if exhibiting symptoms of COVID-19
7. Clean and Disinfect. Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#). Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure [safe and correct use](#) and storage of [cleaning and disinfection products](#), including storing products securely away from children.
8. Health Officials and Close Contacts to be notified. In accordance with state and local laws and regulations, school administrators should notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)[external icon](#). Inform those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home and

[self-monitor for symptoms](#), and People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

[CDC guidance](#) if symptoms develop.

Management of Ill Persons, Contact Tracing and Monitoring

SWBOCES requires students, faculty, or staff members who develop COVID-19 symptoms during the school day to report for assessment by the School Nurse. Staff and students with signs of possible COVID-19 illness should **not** be seen in the main Health Office. Nurses should be contacted by phone or walkie talkie to report to the isolation room where a student or staff member will be met for assessment of symptoms. If there are several students waiting to see the school nurse, students must wait at least 6 feet apart. SWBOCES has designated areas to separate individuals with symptoms of COVID-19 from others until they can go home or to a healthcare facility, depending on severity of illness. One area will be used to treat injuries, provide medications or nursing treatments, and the other area will be used for assessing and caring for ill students and staff. Both areas will be supervised by an adult and have easy access to a bathroom and sink with hand hygiene supplies.

Protocol for Administering Medication and Clinical Care (non-COVID-19 related care)

1. As per NYSED guidelines, school nursing staff should continue to administer only those medications that must be given during school hours as directed by the students healthcare provider.
2. A scheduling system will be developed for daily medication administration and other medical procedures to avoid crowding in the Nurse's Office.

3. Masks should be worn by students when not able to maintain required physical distancing.
4. As per CDC guidance, nurses will wear the following PPE when administering aerosol generating procedures: gloves, an N-95 face mask (or surgical mask with a face shield), eye protection, and a gown (if necessary).
5. Treatments such as nebulizer medication and oral or tracheostomy suctioning will be, where possible, conducted in a room separate from others with nursing personnel wearing appropriate PPE.
 - For nebulizer treatments, if developmentally appropriate, the nurse will leave the room and return when the treatment is completed.
 - Cleaning of the room should occur between use and cleaning of the equipment should be done following manufacturer's instructions after each use.
 - In accordance with the CDC, respiratory medications utilizing metered dose inhalers (MDI) with a spacer or valved holding chamber be used over nebulizer treatments whenever possible (see page 35 of the NYSED' guidance)

Protocol for Return to Work/School

SWBOCES' reopening plan has written protocols that comply with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of a confirmed case of COVID-19, or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the Westchester County Department of Health in alignment with CDC guidance, NYSED guidance and NYSDOH guidance. This guidance will be updated as needed.

- Staff and students who were denied building entry due to health screening for symptoms can return to work or the in-person learning environment in consultation with their health care provider once they have felt well and have had no fever for 24 hours without the use of fever reducing medicines; **and**, either provide a negative COVID test result or if they have been diagnosed with another condition and provide a written note stating they are clear to return to school.
- If an employee/student tests positive for COVID-19, regardless of whether they are symptomatic or asymptomatic, they may return upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic. In addition, the individual must have been fever-free for three days without using fever-reducing medicine and it has been at least three days since the individual's symptoms improved, including cough and shortness of breath. SWBOCES will notify the Westchester Department of Health of any positive test results to determine what steps are needed for the school community.

- Individuals who report having COVID-like symptoms, but do not get a test within 48 hours must be considered COVID positive. The district is required to begin contact tracing, and work collaboratively with the Westchester County Department of Health. Per NYS DOH guidance, these individuals must follow all quarantine guidelines and return to work protocols as they are deemed COVID positive in lieu of test results.
- If an employee/student has been designated a close contact of someone who has tested positive through a diagnostic test for COVID-19, the employee/student may return to work/school upon completing at least 14 days of self-quarantine from the date of last exposure.
- NYS Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person isolated. A negative test result does not release you from the mandated quarantine.
- If an employee/student has had close contact with a person with COVID-19 for a prolonged period of time and is not experiencing COVID-19 related symptoms, they may return to work upon completing 14 days of self-quarantine.
- If an employee/student becomes sick with COVID-19 symptoms while at the workplace/school, they must be sent home immediately and follow the guidance above.
- During the past 14 days employees/students who **traveled internationally or from a state with widespread community transmission of COVID-19** that was on the travel advisory list during **any of the time you were at that location**, they must quarantine for 14 days per NYS guidance.

SWBOCES will refer to the DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19. In addition, we will also refer to the DOH's "Interim Guidance for Quarantine Restrictions on Travelers Arriving in New York State Following Out of State Travel." Please see the links below.

https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeeereturntowork_053120.pdf

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

Contact Tracing

SWBOCES will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of SWBOCES.

To assist the local health department with tracing the transmission of COVID-19, SWBOCES has developed and maintained a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program.

If a student, employee, or visitor tests positive for COVID-19, the individual must immediately notify the building principal, supervisor or nurse, who in turn, will contact the Medical Director. They will work together to notify the Westchester County Department of Health and cooperate with contact tracing efforts, including notification of potential contacts, such as students, staff and workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. The return to work or school will be determined based on local, state, and federal health regulations. Students will be cleared by their school nurse in consultation with the Medical Director. Staff will be cleared through the Health Office nurse, District Medical Director and the Human Resources Office.

Districts may assist with contact tracing by:

1. Keeping accurate attendance records of students and staff members
2. Ensuring student schedules are up to date
3. Keeping a log of any visitor which includes date and time, and where in the school they visited
4. Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

If/when COVID-19 cases are discovered, in consultation with the local health department, SWBOCES will do the following:

- Close or quarantine locations of potential exposure for 24 hours, if possible
- Clean and disinfect locations as necessary
- Provide NYS DOH 888-364-3060 with information as required. Confidentiality must be maintained as required by federal and state laws and regulations. Staff should not try to determine who is to be excluded without guidance and direction from the local health department.

Students' parents or guardians must notify SWBOCES when they begin to experience symptoms or are exposed to COVID-19, including during or outside of school hours.

They are directed to report this information by using the following designated email, healthupdates@swboces.org. A blank email should be sent to this email address, which will generate a fillable form to report particular information.

Handwashing

Staff will reinforce hand hygiene practices in a way that makes students feel comfortable and will designate times for handwashing. Regular handwashing with soap and water for at least 20 seconds will be reinforced.

- Alcohol-based hand sanitizer will be provided at every school entrance and in every classroom, kept secured in classrooms where children cannot safely use sanitizer without supervision. Parents/guardians must contact the school nurse if a student cannot use alcohol-based sanitizer.
- Supervise children when they use hand sanitizer to prevent ingestion.
- Signage will be posted throughout the school to remind individuals to use PPE, adhere to social distancing, follow hand hygiene, and identify the signs and symptoms.

Respiratory Hygiene

Students and staff must carry out the following respiratory hygiene practices.

- Cover a cough or sneeze using a tissue. If a tissue is used, it should be thrown away immediately.
- If a tissue is not available when sneezing or coughing, do so into the elbow.
- Wash your hands after sneezing or coughing.
- Face coverings are a preventative measure. Wearing a face covering will keep the respiratory droplets and aerosols from being widely dispersed into the air.

Social Distancing

Six feet of physical distancing between individuals will be established, unless for safety (such as a drill) or a core activity (instruction, walking in hallways). Additional entrances, arrival and dismissal protocols, reduced in-school movement between classes, staggered playground use, and distancing while eating (unless barriers are used) will be implemented at each building.

Additional plans for social distancing include:

- Playgrounds utilized by one group at a time.
- No assemblies, performances, or field trips.
- Virtual parent/teacher and staff meetings.
- Visitors will be limited.

- If early pick up is required, students will be escorted out to parent/guardian.

Screening Methods

Reliance on Social Distancing

- Upon their arrival, stand at least 6 feet away from a parent/guardian or child.
- Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

Reliance on Barrier/Partition Controls

- Stand behind a physical barrier, such as a glass or plastic window or partition that can serve to protect the staff member's face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.
- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Conduct temperature screening (follow steps below)
- Perform hand hygiene
- Wash hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
- Put on disposable gloves.
- Check the child's temperature, reaching around the partition or through the window.
- Make sure the face stays behind the barrier at all times during the screening.
- If performing a temperature check on multiple individuals, ensure the use of a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check.
- If a disposable or non-contact (temporal) thermometer is used and there was no physical contact with the child, gloves do not need to be changed before the next check.
- If using non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client.
- SWBOCES employees who take student temperatures will be provided face masks, face shields and gloves to be worn during the taking of temperatures. Non-contact (temporal) thermometers will be used. If there is no physical contact with the student, the gloves do not need to be changed before the next check.

Reliance on Personal Protective Equipment

If social distancing or barrier/partition controls cannot be implemented during screening, personal protective equipment (PPE) can be used when within 6 feet of a child. However,

reliance on PPE alone is a less effective control and more difficult to implement, given PPE shortages and training requirements.

- Upon arrival, wash hands and put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be used if extensive contact with a child is anticipated.
- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
- Take the child's temperature.
- If performing a temperature check on multiple individuals, ensure the use of a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check.
- If using non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client.
- After each screening, remove and discard PPE, and wash hands.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.
- If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer.
- If staff does not have experience in using PPE:
- Check to see if the facility has guidance on how to don and doff PPE. The procedure to don and doff should be tailored to the specific type of PPE available at the facility.
- If the facility does not have specific guidance, [the CDC has recommended sequences for donning and doffing PPE pdf icon](#)

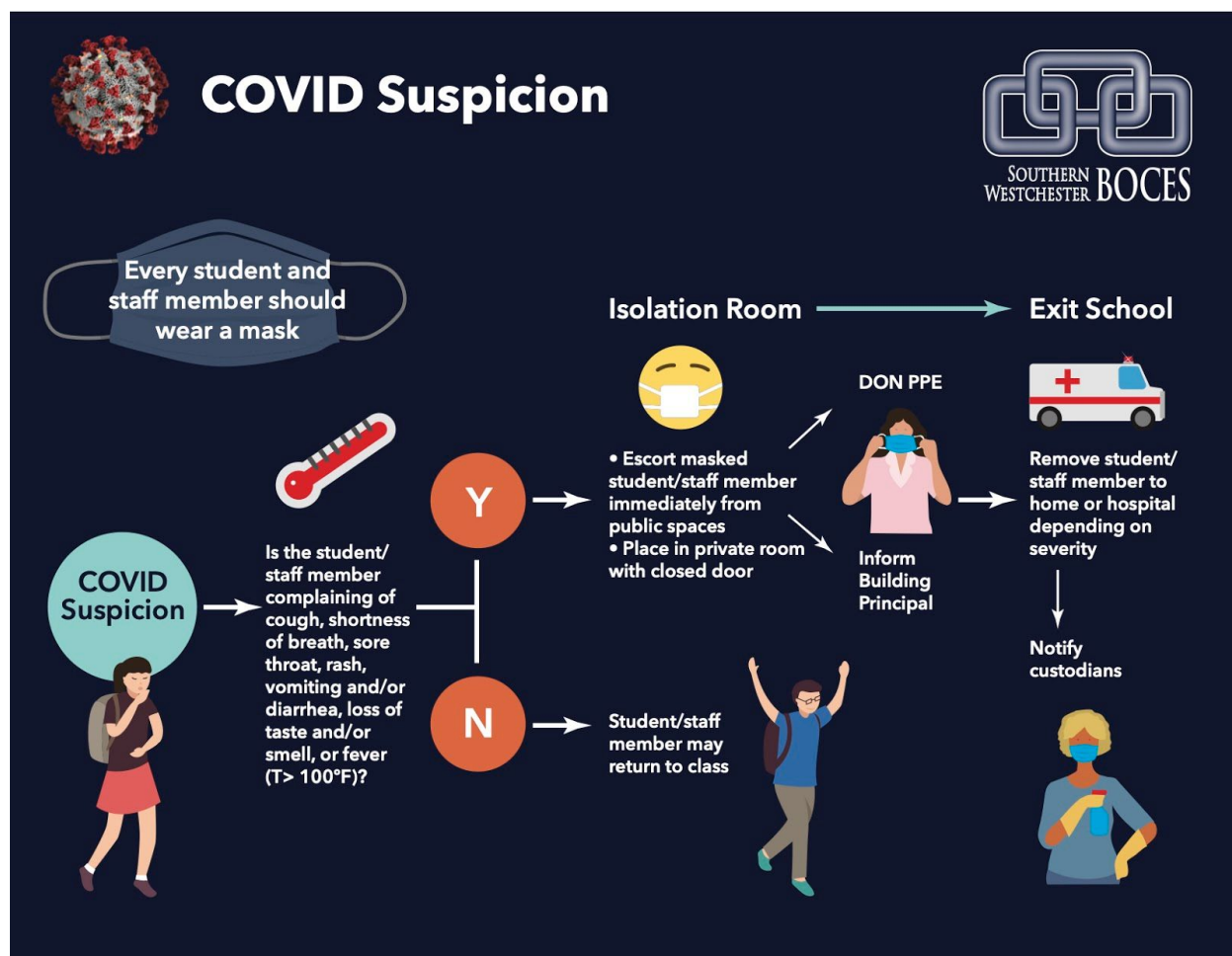
Key References

- State Education Department Issues Guidance to Reopen New York State Schools (July 16, <https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/offices-interim-guidance>).
- State Education Department Presents Framework of Guidance to Reopen New York State Schools (July 13, 2020) <http://www.nysed.gov/news/2020/state-education-department-presents-framework-guidance-reopen-new-york-state-schools>

- Centers for Disease Control and Prevention Coronavirus (COVID-19)
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency, NYS Department of Health (July 13, 2020)
https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf
- New York State Department of Health Novel Coronavirus (COVID-19)
<https://coronavirus.health.ny.gov/home>
- New York State Education Department Coronavirus (COVID-19)
<http://www.nysed.gov/coronavirus>

 SOUTHERN WESTCHESTER BOCES BOARD OF COOPERATIVE EDUCATIONAL SERVICES COVID Safety Response Protocols

LEVEL	DISTRICT NOTIFIED OF	IMMEDIATE ACTION	NOTIFY	CONTACT TRACING	CLEANING & DISINFECTING	CLOSING	RETURN
1	COVID+ STUDENT/STAFF (Lab confirmed positive test)	Confirm Name Confirm Location	COVID Coordinator (Administrator/ Nurse)	DOH directed with district support	Follow CDC guidance	Closing probable 24-72 hours	NYS DOH guidelines
2	QUARANTINED (Contact of a known COVID+)	Confirm Name Confirm Location	COVID Coordinator (Administrator/ Nurse)	District log (unless person under quarantine tests positive)	Follow CDC guidance	NO ACTION REQUIRED	Upon completion of issued quarantine orders (unless person under quarantine tests positive)
2	COVID TEST PENDING	Confirm Name Confirm Location	COVID Coordinator (Administrator/ Nurse)	DOH directed with district support	Follow CDC guidance	NO ACTION REQUIRED	If COVID+ follow Level 1
3	A CONTACT OF A CONTACT (of a known COVID+)	NO ACTION REQUIRED	COVID Coordinator (Administrator/ Nurse)	NO ACTION REQUIRED	Follow CDC guidance	NO ACTION REQUIRED	NO ACTION REQUIRED
!	STUDENT/STAFF PRESENT WITH SYMPTOMS ON CAMPUS	• Contact Nurse • Isolate • Prohibit Access	• Building Nurse • COVID Coordinator • Custodian	COVID Coordinator to update log (Administrator/ Nurse)	Seal room for 24 hours if possible, and clean and disinfect	NO ACTION REQUIRED	Follow health office protocol



Conditions that require exclusion include:

- When a child appears to be severely ill, is not responsive, irritable, persistently crying, having difficulty breathing, or having a quickly spreading rash.
- Fever (temperature above 100°F and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, or diarrhea)).
- Diarrhea— Diarrhea is defined by stool which is occurring more frequently and/or is less formed in consistency than usual in the child, and not associated with changes of diet.
- Vomiting 2 or more times in the previous 24 hours, unless the vomiting is determined to be caused by a non-communicable/non-infectious condition and the child is not in danger of dehydration.
- Abdominal pain that continues for more than 2 hours or intermittent abdominal pain associated with fever or other signs or symptoms.

- Mouth sores with drooling that the child cannot control, unless the child's primary health care provider or local health department authority states that the child is noninfectious.
- Rash with fever or behavioral changes, until a primary care provider has determined that the illness is not a communicable disease.
- Skin sores that are weeping fluid and are on an exposed body surface that cannot be covered with a waterproof dressing.

Other conditions with specific diagnoses as follows:

- Streptococcal pharyngitis (i.e., strep throat or other streptococcal infection), until the child has had two doses of a course of an appropriate antibiotic 12 hours apart.
- Head lice, scabies, ringworm until after the first treatment (Exclusion is not necessary before the end of the program day.) Treatment may occur between the end of the program day and beginning of the next day—not requiring any exclusion.
- Chickenpox (varicella) until all lesions have dried or crusted (usually 6 days after onset of rash) and no new lesions have shown for at least 24 hours.
- Rubella, until 7 days after the rash appears
- Pertussis, until 5 days of appropriate antibiotic treatment (21 days if untreated)
- Mumps, until 5 days after onset of parotid gland swelling
- Measles, until 4 days after onset of rash
- Hepatitis A virus infection, until 1 week after onset of illness or jaundice or as directed by the health department

Source Council on Early Childhood (Copyright © 2017 American Academy of Pediatrics).