

## COVID-19 Protocol Checklist

- **Proactive and Preventative Steps**

- Coordinate with Building Manager (DSF/Custodian) to ensure:**

- ✚ adequate supplies are available
- ✚ bathrooms are stocked with soap and paper towels
- ✚ there is a cleaning schedule for custodial engineers and building managers to disinfect bathrooms, cafeteria and common area door knobs on a regular basis
- ✚ the building is properly ventilated (open windows, etc.)

- Incorporate into daily announcements (via PA system, website, in class) the importance of:**

- ✚ covering your mouth and nose with a tissue when coughing or sneezing (in the absence of a tissue, cough or sneeze into your shirt sleeve or bent arm).
- ✚ keeping your hands clean (wash your hands often with soap and water for at least 20 seconds).
- ✚ staying home if you are sick and avoiding close contact with other sick people.
- ✚ avoid touching your eyes, nose, or mouth with unwashed hands.
- ✚ get the flu shot (at this time, there are no current vaccinations for coronaviruses).
- ✚ post a student-friendly “Cover Your Cough” poster at appropriate locations throughout the school in appropriate languages to encourage general infection control.

- Space Planning**

- ✚ Need to identify a private room with a door in close proximity to the medical room for potential isolation needs (the private room should be large enough to maintain a comfortable 6 feet between the student and staff as well as have a desk phone; the room should therefore be larger than 6x6 feet, and have ventilation).
  - prepare a laminated sign that reads “Occupied. Do Not Enter Without Proper Protective Equipment” for use on the room door.
- ✚ Need to identify Department of Education (DOE) staff (primary and back-up) to:
  - escort a student that meets the criteria for potential COVID-19 infection to the pre-designated private room and provide adult presence during isolation.
  - nurse/designee will provide personal protective equipment to this staff person as indicated below.
  - the school nurse should have on-hand adequate supplies to assist with triage needs: face masks, gloves, gown and face shield. Additional supplies can be obtained through Savoy.
  - the nurse will also provide DOE staff members with appropriate supplies as needed. Consideration should be made for go-bags/kits to include proper supplies as well as hand sanitizer.

- Employee Training**

- ✚ Review overall protocols with all employees
- ✚ Advise employees that if they feel sick, they should stay home.
- ✚ Advise employees that have fever, cough and/or shortness of breath, and recently traveled to an area with ongoing spread of coronavirus, or have been in close contact with someone who has recently traveled to any of those areas, they should **not** report to work and should call their doctor. If a connection to a health care provider is needed, they may call 311.
- ✚ Remind employees that hospital staff will not ask about immigration status. Receiving health care is not a public benefit identified by the public charge test.

- **Review International Travel Policy**

- Based on the CDC travel guidelines for international travel, and in consultation with the Health Department, the DOE is issuing the updated guidance on international travel. Currently, the CDC recommends that travelers avoid or consider postponing all nonessential travel to the following destinations that have a level 2 or higher advisory alert: **China, South Korea, Italy, Iran, and Japan**. Accordingly, **all DOE-sponsored international trips to these countries must be cancelled for the rest of this school year**. If any additional countries are added to this list we will continue to provide updated information.
- Schools should work with travel vendors regarding securing reimbursement of trip fees. In instances where vendors will neither reimburse nor credit the school for future trips, superintendents should escalate to their BCO Directors for vendor engagement. Please note that the DOE is limited in its ability to secure funds particularly in instances where trips were not booked with the DOE contracted vendors.

- **Symptomatic Students**

- If you have a school nurse, the nurse will take lead on triage of students
- If you **DO NOT** have a school nurse, and a student is sick, complaining of fever, and cough or shortness of breath, school staff should:
  - + designate a DOE staff member to don a gown, face mask, face shield and gloves and to escort the student from the medical room to the pre-designated private room. Masks are only effective when used in combination with frequent handwashing with alcohol-based hand rub or soap and water. Remind the staff member to clean their hands before putting on the mask and after removing it.
  - + ask student to wear a face mask that is provided, the student should put it on themselves. If the student is unable to mask themselves, with student's permission, place a face mask on the student.
  - + notify student's parent/guardian about the situation, confirm exposure history provided by student, and inform that the NYC Department of Health and Mental Hygiene (DOHMH) will be contacted for consultation.
  - + post "Occupied. Do Not Enter Without Proper Protective Equipment." sign on the room door.
  - + if parent/guardian cannot pick-up, please call 911 for hospital transport, and enter an OORS report.
  - + upon completing the supervision of the student (likely transferring custody to parent), designee should remove gloves and wash hands. Then remove the following in this order taking care to touch only the back of the items: face shield, face mask, gown, then wash hands. Hands should be washed after removing each item. All items may be disposed of in regular garbage can.
  - + principal or designee should call DOHMH at 347-396-7990 (placeholder for now) for further guidance:
    - If student is suspected to have COVID-19 infection, specific instructions will be provided by the Health Department. The private room should be left with the door closed for a minimum of 2 hours before cleaning and disinfection.
    - If student is not referred for further evaluation (i.e., not suspected to have COVID-19 infection), principal/designee/site coordinator should refer the student (through their parent/guardian) to their private physician for further care needs. After cleaning and disinfecting the room, the private room can be used immediately thereafter for other purposes.

- **Symptomatic Employees**

- If a staff member is sick and complaining of fever, cough or shortness of breath, supervisors should ask staff to wear a face mask and advise them to leave work and go to the doctor.
- If the employee does not feel well enough to go their doctor on their own, supervisor should contact the building manager to arrange for ambulance services.
  - + If 911 is called, enter an OORS report.
  - + Any adults waiting with the employee should be provided mask and stay at least 6 feet away from the employee in the designated isolation room.

- If an employee is able to perform their work function from home, work from home is permitted as a reasonable accommodation for an employee's own health issue, and supported by a doctor's note.
  - ✚ These accommodation requests should be submitted to the Office of Medical, Leaves, and Benefits and will be finalized by the Office of Disability Accommodations (ODA).
- If staff remain at home because of coronavirus, please ensure to use the new applicable timekeeping codes. Any employee who is out for coronavirus should have their time updated daily for tracking purposes.