

## UTICA CITY SCHOOL DISTRICT COVID-19 HEALTH & SAFETY PLAN (INCLUDING CONTACT TRACING AND TESTING)

### I. General COVID-19 Screening Requirements:

#### Entry Into School Buildings: General

- A. All faculty and staff, family members, visitors, guests, contractors, and vendors to a school shall be required to undergo the following:
  - 1. Undergo a temperature check prior to entry into a school building;
  - 2. Complete a COVID-19 health care screening questionnaire.
  - 3. Provide written proof of identification and complete a District sign-in sheet.
- B. Any faculty and staff, visitors, guests, contractors, and vendors who fail to meet NYS Department of Health COVID-19 Health Guidelines and Standards shall not be allowed into the school building.
- C. All faculty and staff, students, family members, guests, contractors, and vendors entering a school shall be required to wear a face mask or face shield consistent with NYS Department of Health Guidelines at all times when in a school building.
- D. All faculty and staff, students, family members, guests, contractors, and vendors entering a school shall strive to maintain social distancing of at least six (6) feet.
- E. The District reserves the right to refuse entry into a school building for any person who has not established a need to be in the school building.

### II. COVID-19 Screening Protocols

#### Staff Screening Prior to School Entry:

- A. Faculty and staff are required to perform a daily COVID-19 health care screening before they leave home for school.
- B. Faculty and staff should be tested daily for a daily temperature check. If they are found to have a temperature of 100 degrees F or higher, they will not be allowed to attend school.
- C. Faculty and staff will be screened to answer the following questions:
  - 1. Have you had COVID-19 symptoms in the past 14 days? Yes or No

\*Symptoms may include: fever or chills; 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.

2. Have you tested positive for COVID-19 in the past 14 days? Yes or No
  3. Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days? Yes or No
  4. Have you been in a state with widespread community transmission covered by the NYS COVID-19 travel advisory in the past 14 days? Yes or No
- C. The school district has created the attached COVID-19 Guide for employees which all employees shall be required to read. The guide contains screening information.
- D. If any faculty and/or staff member answers “yes” to any of the above-questions, they are directed not to come to school, and to contact both their immediate supervisor and their physician.

### III. COVID-19 Student Screening Prior to School Entry

- A. Parents play an integral role in helping to mitigate any spread of COVID-19 and must screen their child before sending them to school.
1. All parents have been notified of their responsibility to screen their child(ren) before sending them to school in a letter dated July 29, 2020 by the school district which stated:

“...pursuant to New York State Department of Health requirements, **PARENTS MUST SCREEN THEIR CHILD(REN) BEFORE SENDING THEM TO SCHOOL, INCLUDING TAKING THEIR TEMPERATURE. PARENTS MUST KEEP SICK CHILDREN HOME, INCLUDING ANY CHILD THAT HAS A TEMPERATURE OF 100° OR HIGHER.** Under New York State’s mandatory guidance, your child’s school is also required to screen all students before entering the building and to SEND HOME ANY STUDENT WHO IS SICK OR REGISTERS A TEMPERATURE ABOVE 100° in order to provide for the safety of all other students, staff, and their families. It is critical that we work together in this endeavor.”

2. Consistent with the school district’s communication plan, a letter containing the above language was sent to parents and will be posted to all school district media and translated into various languages.

- B. Student will be screened by school staff before entering the building. Pursuant to New York State requirements, screening will include daily temperature checks and periodic questionnaire. The school district has purchased hand held forehead scanning thermometers for each school building.
1. Students will be scanned before exiting the school bus and/or upon entering the school building as conditions warrant.
  2. Social distancing will be required at all times through the use of designated points of entry and egress.
  3. School staff will periodically use a questionnaire with students.

IV. Student and Staff Illness

- a. The district requires all ill students and staff to be assessed by the school nurse and to be sent home for follow-up with a health care provider.
- b. Should a staff member or students present with a temperature, show signs of illness, and/or indicate a positive response to the screening questionnaire, the individual will be sent to a dedicated isolation area prior to being picked up or otherwise sent home.

V. Medically-Vulnerable/High-Risk Groups (Staff)

- a. Staff may voluntarily choose to disclose whether they or someone in their household have a bonafied medical condition that would make them more susceptible and vulnerable to COVID-19 or preclude the employee from performing the duties of their position.
- b. The NYS Department of Health has identified the following groups as having increased risk for complications from the COVID-19 virus, to include:
  - 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.
- c. Such medical disclosures must be confirmed, in writing, by a licensed medical care provider.
- d. The District will work closely with staff to best mitigate potential co-morbidity conditions. Possible COVID-19 mitigation options for employees may include alternate work placements, working with smaller groups of cohorts, or conversations involving ADA/FMLA considerations.
- e. All voluntary information submitted by the employee will be confidentially reviewed and confirmed by the Utica City School District's Medical Director, and will not be kept as part of the employee's permanent personnel file.
- f. The Utica City School District will provide ongoing education to all staff regarding safe work practices such as: frequent handwashing, the use of face coverings and social distancing to mitigate the exposure of COVID-19 while performing all work duties.
- g. Any Information collected to best ensure infection control and the health, safety, and welfare of all students and staff members.

VI. Medically-Vulnerable/High Risk Groups (Students)

- a. Accommodations will be made for students who are at high risk or live with a person who is at high risk.
- a. Student medical forms will be collected at the start of the school year containing information regarding students pre-existing health conditions/co-morbidities to COVID-19.
- b. Confidential medical information will be identified and reviewed by the School Medical Director and shared with school medical staff.
- c. The Utica City School District's Medical Director will confirm any high-risk, special needs (including students with IEP's and 504 plans), or medically fragile students.
- d. The District will work closely with staff to best mitigate potential co-morbidity conditions. Possible COVID-19 mitigation options for students may include appropriate

medical interventions, changes in classroom placements including remote or blended instruction, and/or working with smaller groups of cohorts. UCSD staff will ultimately make accommodations to meet the needs of the student based on the student's primary physician or the School Medical Director's recommendations working in concert with the building principal and/or the Committee on Special Education (CSE).

- e. The Utica City School District's medical staff will share pertinent health information with other staff members on a need-to-know basis and only with signed parent permission. HIPPA and FERPA information rights will be protected at all times.
- f. Continuing educational initiatives will be offered to students on an ongoing basis. All students are expected to frequently wash their hands with soap and warm water, wear a face covering and socially distance at a space of no less than six (6) feet.
- g. Continued communication with parents/guardians/caretakers, Utica City School District school health services, building principals, Special Education personnel (if applicable) and Pupil Personnel Services are essential during the COVID-19 Pandemic to best accommodate and assess a student's ongoing health status.

#### VII. Wearing of Face Coverings

Students and staff are required to wear face coverings at all times when inside the school building, except when eating meals. The wearing of face coverings at all other times is strongly recommended by the New York State Department of Health and can be found in their July 13, 2020 guidance document. Mask breaks may be authorized by the classroom teacher during instructional sessions when 6' social distancing can be maintained. Students are required to wear masks while being transported on the school bus to and from school.

#### VIII. Personal Protective Equipment (PPE)

The school district has obtained and will maintain an adequate supply of Personal Protective Equipment (PPE) including face coverings for students and staff use as well as for visitors when needed. In addition, face coverings will be available to our busing contractor for students who may arrive at their bus without a face covering.

#### IX. Student/Staff COVID-19 Management Protocol

##### Student, Faculty or Staff Member Presents With COVID-19 Related Symptoms

- A. School staff must immediately report any illness of a student, faculty or staff member to the school nurse or other designated school administrator/official.

- B. Such reports must be made in compliance with FERPA and Education Law 2-d requirements.
- C. Students, faculty or staff suspected of having COVID-19 must be isolated in a room or area separate from others.
- D. When a student, faculty or staff member has been found to present with COVID-19 virus symptoms, the area(s) used by the student, faculty and/or staff member shall be closed off and not used until after cleaning and disinfection has occurred.
- E. This should include all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- F. Parent/guardian will be immediately notified if their child screens positive for COVID-19 symptoms.

#### COVID-19 TESTING

- A. Students, faculty or staff who present with COVID-19 symptoms will be instructed to seek medical attention and be tested for the COVID-19 virus.
- B. Symptomatic individuals will be referred to the following testing locations as designated by the Oneida County Health Department:
  - 1. Griffiss International Airport Utica/Rome  
800 Ellsworth Road, Rome, New York 13441  
(888) 364-3065  
\*Appointment required. Individuals must make an appointment by calling the above NYS COVID-19 Hotline at (888) 364-3065. No Walk-ins allowed. All patients must remain in the vehicle.
  - 2. Rite-Aid on Commercial Drive (Federal Testing Site)  
4854 Commercial Drive, New Hartford, New York 13413  
(315) 736-5232  
\*Testing by Appointment only at no charge, drive through. 18 years or older: results in 2-7 days.
  - 3. Primary Urgent Care  
1904 Genesee Street, Utica, New York 13502 (315) 804-6800  
130 W Albany Street, Herkimer, New York, 13350 (315) 634-6647

\*Conducts rapid results testing for all individuals 6 years and older. PCR testing available for children under 6 years of age.

\*\*Anyone wanting a test for return to work, back to school, or travel will have to get prior-authorization from the insurance company. Primary Urgent Care does not accept scripts as authorization.

4. WellNow Urgent Care

230 North Genessee Street, Utica, New York 13502

4754 Commercial Drive, New Hartford, New York 13413

103 West Dominick Street, Rome, New York 13440

\*Tests will be administered to those who display symptoms or have been exposed to COVID-19. See WellNow website for wait times.

Student, Faculty or Staff Member is identified as Having Been Diagnosed with the COVID-19 Virus

- A. The District will immediately notify state and local health departments. The District will work with the Oneida County Health Department to determine case contacts, quarantine and isolation.
- B. The District will cooperate with contact tracing efforts, including notification of potential contacts, such as employees or students who had close contact with the individual, while maintaining confidentiality as required by state and federal law and regulations.

Process for a Student, Faculty Member or Staff Member to Return to School/Work After Illness

- A. Students, faculty or staff who exhibit symptoms of COVID-19 who are not diagnosed with Covid-19 virus.
  - 1. Schools must follow Centers for Disease Control (CDC) guidance for allowing a student, faculty or staff member to return to school after exhibiting symptoms of the COVID-19 virus.
  - 2. If the person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school/work under the following conditions:

- a. Once there is no fever, without the use of fever reducing medicines, and they have felt well for twenty-four (24) hours;
  - b. If they have been diagnosed with another condition and present a written note from a healthcare provider indicating that they are cleared to return to school.
- B. If the student or staff member's medical condition cannot be attributed by a medical provider to an alternate medical condition, the student and/or staff member shall:
1. Provide documentation of a negative COVID-19 test.
  2. Provide a written note from a physician and/or nurse practitioner verifying that they are medically able to return to school.
  3. They have met any required periods of isolation.

Students, Faculty or Staff Diagnosed with the COVID-19 Virus by a Healthcare Provider

- A. If a person is diagnosed with the COVID-19 virus by a healthcare provider based on a test or their symptoms; they should stay at home until the following conditions are met:
1. It has been at least ten (10) days since the individual first showed symptoms;
  2. It has been at least three (3) days since the individual has had a fever (without using fever reducing medicine); and
  3. It has been three (3) days since the individual's symptoms improved, including cough and shortness of breath.
- B. Prior to being able to return to school, the student or staff member must provide written documentation of a negative COVID-19 test result.
- C. Prior to being able to return to school, the student or staff member must also provide a written release from isolation as required by the New York State Department of Health and the New York State Education Department.



- D. Prior to being able to return to school, the student or staff member must also provide a note from a physician and/or nurse practitioner verifying that they are medically able to return to a school setting.
- E. The return to school by a student or staff member who has been diagnosed with the COVID-19 virus shall be coordinated in conjunction with the Oneida County Health Department.

### Contact Tracing

- A. Contact tracing is a public health function performed by the local public health departments to trace all persons who had contact with a confirmed COVID-19 case.
- B. The purpose of the contact tracing process is to allow public health officials the opportunity to put in place isolation or other measures to limit the spread of the virus.
- C. The Utica City School District understands its obligation to cooperate with the state and local health department contact tracing requirements and investigations. As such, the Utica City School District has
  - 1. Designated Mike Ferraro to serve as the District-Wide COVID-19 Health and Safety Resource Person for all matters related to Health and Safety as indicated in guidance from the New York State Department of Health, the New York State Education Department and as contained in the school district's reopening plan including, but not limited to, acting as the point of contact with the Oneida County Health Department especially as it pertains to implementing protocols for screening, contact tracing, COVID-19 testing, etc., and to oversee building level Co-COVID-19 Resource Personnel
  - 2. Designated each Elementary School Principal and school nurse to serve as Co-COVID-19 Resource Persons for their respective buildings
  - 3. Designated each Middle and High School Principal or Assistant Principal and school nurse to serve as Co-COVID-19 Resource Persons for their respective buildings
- D. To assist in this endeavor, the District agrees that it will perform the following steps:

1. Keep accurate attendance records of students and staff members;
  2. Ensure student schedules are kept up-to-date;
  3. Keep logs of any visitors to schools and buildings, which shall include date, time and location(s) visited;
  4. Aid local health departments in tracing all contacts of the individual at school in accordance with state tracing protocols.
- E. As part of the contact tracing process, the Utica City School District understands its obligation to maintain confidentiality as required by federal and state laws and regulations.
- F. Any contact tracing investigations shall be performed under the direction and guidance of the local department of health.

X. School Closures

- A. The Utica City School District will collaborate with the Oneida County Health Department to determine the parameters, conditions or metrics that will serve as early signs that positive COVID-19 cases may be increasing beyond an acceptable level or benchmarks established by the state.
- B. The Utica City School District will consult with its own medical director and the Oneida County Health Department in determining whether remote learning, rather than school attendance, is necessary.

XI. Ongoing Review of Guidance Documents

- A. All guidance from the New York State Education Department and the New York State Department of Health will be reviewed regularly as changes and updates occur.