

## **Roxbury Central School District Protocols for the 2020-21 school year**

### **District--**

- Screen students, staff, and visitors for COVID19 symptoms on a daily basis.
- Limit access to the interior of the school to staff, students, service providers, and individuals with previously scheduled appointments.
- Enforce face covering and social distancing protocols.
- Clean and disinfect high-touch surfaces multiple times a day, and where applicable decrease the number of high-touch surfaces students and staff are exposed to.
- Increase cleaning protocols on school buses, in classrooms, and other locations to the extent practicable.
- Provide hand sanitizer in each classroom space, the main entrance, and cafeteria.
- Provide non-surgical, disposable face coverings to any person entering the school who does not have one.
- Train staff and students in proper hand hygiene and respiratory practices.
- Continual communication with staff, parents and students

### **Staff--**

- Complete a Daily Screening form
- Staff is not to come to work if they have:
  - experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days;
  - traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days, based on current practices for essential workers
  - knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or
  - tested positive through a diagnostic test for COVID-19 in the past 14 days, based on current practices for essential workers
- Notify the school immediately if they have been exposed to someone with COVID-19, attended an event where an outbreak has occurred, or traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory.
- Wear face coverings at all times when social distancing cannot be maintained.
- Reinforce and model proper hand hygiene practices, wearing of face coverings, and social distancing.
- Limit person-to-person contact to the greatest extent possible. For example, no hugging or handshaking.
- Provide the best learning environment for all of our students

## **Parents--**

- Complete a daily Screening Form
- Provide two (2), face coverings for their child with their name on them. If unable to do so, the district will provide disposable, non-surgical masks to students upon arrival.
- Reinforce proper hand hygiene practices used at school, the wearing of face coverings, and social distancing protocols.
- Monitor the health of their child on a daily basis.
- Keep their child home if they have:
  - experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days
  - traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory in the past 14 days
  - knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or
  - tested positive through a diagnostic test for COVID19 in the past 14 days;
- Continue to support the school and students in creating the best learning environment.

## **Students--**

- Be ready to attend school each day
- Ensure Chromebooks are ready for daily use
- Complete all assignments daily
- Tell their parent/guardian if they are not feeling well before coming to school or tell any adult if they start feeling unwell during the school day.
- Wear face coverings at all times when social distancing cannot be maintained.
- Face coverings must be worn on the school bus and in the hallways.
- Limit person-to-person contact to the greatest extent possible. For example, no hugging or handshaking.
- Wash and dry their hands each time after going to the bathroom.
- Wash their hands or use hand sanitizer after they touch their mouth or nose.
- Be a great learner

## **Face Coverings--**

- Face coverings are worn by all staff/students whenever they are within six feet of students or other staff.
- We will provide staff/students with a cloth face covering to begin the school year and will have an adequate supply of disposable coverings in case a replacement is needed.
- Students will need to wear face coverings upon boarding the school bus and will be able to remove them once they are in the classroom, seated at their desks.
- Students must wear face coverings anytime they are in the hallway and cannot social distance.

**Handwashing--**

- Hand sanitizing stations will be placed at each building entry door, the cafeteria and in each classroom.
- All students must sanitize hands as they enter the building and classrooms
- We will provide information to staff and students on proper handwashing techniques.
- We will reinforce proper hand hygiene and cough/sneeze covering among all students and staff.
- New sinks have be installed in the bathrooms
- Signage will be posted on handwashing techniques

**Water Fountains—**

- We have purchased new water fountains with bottle refill
- Each student/staff will be provided a new water bottle the first day of school to be used throughout the day

**Meals—**

- All students will receive free breakfast and lunch this school year.
- Each morning, students as they enter the main front doors, will receive a breakfast bag and milk. They will be eating breakfast in their first period classroom.
- The lunch room will be in part of the main gym, to ensure social distancing.

**Classrooms—**

- We will space seating/desks to at least six feet apart. Desks will all be in the same direction and students sit on only one side of tables, spaced apart in classrooms where there are tables.
- Classroom doors will remain open...thus eliminating the door handles being touched by every student
- Each elementary grade will have two classroom spaces to limit the size of the students together in one space.
- Classrooms should have no more than 15 students in a classroom.
- Classroom desks will be cleaned mid-day while the students are at lunch.
- All classrooms will be sanitized by a fogging machine at the end of the day after a thorough cleaning.
- Music classes will be sharing the cafeteria---student/staff 12 feet apart
- PE classes will use the large area of the gym---students/staff 12 feet apart
- The lunch area will be in the small area of the main gym

**Supplies---**

- We will limit sharing of personal items and equipment.
- Each student will carry their own supplies (pencils, pens, markers, art supplies, etc.)
- We will ensure adequate supplies to minimize sharing of high-touch materials to the extent possible or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.

- Each student will be issued a Chromebook and power cord.
- Each student's belongings will be separated from others' and in individually labeled containers to ensure they are taken home and cleaned and disinfected regularly, as possible.

### **Students and Staff Sickness--**

- If a student/staff is symptomatic when entering campus or during the school day the following will occur: Students/Staff who develop symptoms of illness will be separated from others right away, isolated in an area in the nurse's office through which others do not enter or pass. If more than one student/staff is in an isolation area, ensure physical distancing.
- A parent will be called to take the students to their healthcare provider.
- Staff will stay home if they are sick and parents are encouraged to keep sick students home.
- We will monitor staff and students throughout the day for signs of illness.
- Each staff member and all students will complete a health screening assessment (e.g. questionnaire, temperature check) before they begin each day, asking about (1) COVID-19 symptoms in past 14 days, (2) positive diagnostic COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days.
- We will require staff and parents/guardians – and encourage students – to immediately disclose if and when their or their student's responses to any of the aforementioned questions changes, such as if they begin to experience symptoms.
- We will prohibit any staff or student who screens positive for any of the above criteria (i.e., symptoms, test, or close contact) to enter the school. They will be sent home with instructions to contact their health care provider for assessment and testing.

### **Visitors—**

- We will restrict nonessential visitors, volunteers, and extracurricular activities.
- Visitors/Guests will be contained in the front entry.
- A table will be set up for anything that needs to be dropped off for a student.
- There will be no classroom visitors/guests.