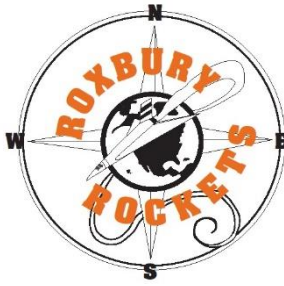


ADMINISTRATION

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Superintendent

C. JILL TEN EYCK
Principal

WENDY SPRAGUE
Treasurer



Roxbury Central School

53729 State Highway 30
Roxbury, New York 12474
Tel: (607) 326-4151 - Fax: (607) 326-4154
www.roxburycs.org

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CONTACT TRACING PROTOCOLS

Students and Staff Sickness--

- We have developed a plan for when a staff or student becomes sick.
- 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.

Documenting--

- We will use a daily screening questionnaire via a Google Doc, to ensure the monitoring of completion by parents, staff and students
- Parents will complete the questionnaire at home each morning.
- Staff will complete the questionnaire upon entry to the school building at the main entrance. Staff must complete a log in/out each time they leave the building during the school day.
- We will maintain a continuous log of every person, including employees and students, who may have close contact with other individuals at the school.
- Logs will contain contact information, such that all contacts may be identified, traced and notified in the event an individual is diagnosed with COVID-19.
- We will monitor staff absenteeism and have a roster of trained back-up staff.
- We will monitor health clinic traffic through school nurse and other health care providers who monitor the types of illnesses and symptoms among students.
- Karen Hinkley, the school nurse, be responsible for responding to COVID-19 concerns.
- We will assist staff and students with adopting supportive coping and stress reduction practices.

"Our vision is to provide a safe and caring environment in which our students can develop academically, creatively and socially. Each member of our school community will demonstrate personal integrity, a commitment to learning and an appreciation for cultural diversity."