

## **COVID-19 Preparedness Protocol for Ticonderoga Central School District**

Ticonderoga Central School District is committed to providing a safe and healthy workplace for all our employees and visitors. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Protocol in response to the COVID-19 pandemic. All employees are responsible for implementing and following this plan diligently. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and community, and that requires full cooperation among our staff and visitors. It is important that we all respond responsibly and transparently to these health precautions. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplace.

In consultation with the Essex County Health Department, Ticonderoga CSD will be following the NYSED Health and Safety Guide, unless updated or additional guidance or mandates are releases from NYSED or other governing bodies (Governor's Office or NYSDOH).

### **A. COVID-19 Safety Compliance Officer(s):**

1. A Safety Compliance Officer (SCO) shall be designated to be responsible for implementing, monitoring and enforcing all safety plans and policies. All employees shall be advised to direct all questions and concerns regarding the Plan to the Safety Compliance Officer (Superintendent of Schools).
2. A Deputy/Alternate Safety Compliance Officer shall be designated to act in the Safety Compliance Officer's absence (Business Administrator).
3. Building Managers (Building Principals, Director of Facilities and Transportation Manager) will be designated to supervise COVID Safety Plan enforcement.

### **B. Health Screening:**

1. Employees are advised to stay home and seek medical attention if they are experiencing any of the symptoms of COVID-19.
2. All employees must complete a health screening survey prior to entering the building each day. By using your badge to grant access to the building you are affirming that you have read the four statements and confirm they are true.
3. By swiping an employee badge the employee is affirming that the Health Screenings have taken place.
4. Employees with a temperature of 100.0°F or higher will be sent home. An employee must be fever free WITHOUT medication for 24 hours before returning to work.

5. If an employee starts to show symptoms of COVID-19 during the workday, he/she will be sent home immediately, and proper cleaning protocol will be followed. Employee may be subject to on-site testing, if available.
6. Reference attached: Notice to ALL Employees and Visitors Poster

**C. COVID Related Absences:**

1. Quarantine Requirements:
  - a. As determined by the ECDOH based upon vaccination status and local transmission rates

**D. Remote Instruction:**

1. Remote instruction is not an option available this school year. In the event of massive quarantine due to illness, the schools are prepared to pivot to total classroom remote instruction if necessary.

**E. Physical Distancing:**

1. A minimum of three (3) feet is required between desks and students.
2. No congregating is permitted in any common areas or offices.
3. No meals may be eaten in any common areas without at least 6 feet of social distancing between individuals. Individuals must sanitize their area when finished.
4. Employees are encouraged to limit all inter-office communication to phone, video conferencing and email to minimize close contact among staff to the degree possible.

**F. Personal Protective Equipment:**

1. Universal masking is required regardless of vaccination status for all while indoors.
2. All employees will be provided with one (1) reusable cloth face masks, a disposable face mask daily or a stipend to purchase reusable masks. Employees must wear masks at all times.
3. Disposable face masks will be available for employees and visitors.
4. Employees will receive training on putting on and removing face masks.

5. Hand sanitizing stations have been set up throughout the building. Signs have been posted to encourage frequent hand washing and hand sanitizing.

#### **G. Hygiene:**

1. Employees will be trained on proper hand washing and good hygiene practices.
2. Employees are encouraged to wash their hands or use hand sanitizer frequently throughout the day.

#### **H. Cleaning and Disinfection:**

1. Kitchen, bathrooms, high touch surfaces and copy rooms must be cleaned at least once daily. Cleaning rotations will be set up with assigned tasks and times, A cleaning log will be maintained, and the Building Managers will do periodic checks of the logs to ensure compliance.
2. Meeting rooms must be cleaned prior to each meeting. The meeting host is to wipe-down the tables, chairs and writing utensils with disinfecting wipes or spray prior to each meeting. All meetings must be scheduled with at least a 30-minute window between meetings to allow time for such cleaning. No one should use the meeting rooms except for in-person meetings or video conferences.
3. Cleaning products will be provided to each employee.
4. If there is a suspected or a confirmed case of COVID-19 in the office, the affected employee's area will be immediately closed off, the area will be cleaned and disinfected. Any common areas that were used by the affected employee must be temporarily closed to staff and immediately cleaned and disinfected. Proper equipment must be worn at all times during cleaning.

#### **I. Deliveries and Meetings:**

1. UPS and FedEx drivers shall be informed to leave all deliveries in a designated area.
2. Visitors may not be permitted access to the building if they are not wearing an appropriate face covering.
3. Visitors must complete a health screening survey and register prior to entering the building.
4. The Building Manager must keep a log of visitors entering the building including their name, date and time of visit, staff members they met with and contact phone number.

5. A meeting log needs to be created and maintained whenever a meeting is held within a building. The log must contain the following information date, time, location, duration and individuals involved in the meeting

**J. Communication:**

1. Signs have been posted throughout the building.
2. Safety training will be provided to all staff. This training will be updated and repeated as necessary based on new guidance and Protocol changes.
3. Employees will be provided with a copy of the Protocol and will sign an acknowledgement indicating their receipt and training on such Protocol.

# NOTICE TO ALL EMPLOYEES AND VISITORS

Ticonderoga Central School District is committed to the health and well-being of everyone who enters our buildings. In response to the novel COVID-19 outbreak, we are taking precautionary measures in order to keep the workplace as safe as possible. Please help us to maintain a healthy workplace by attesting to the following statements.

**BY SWIPIING YOUR ID BADGE OR REGISTERING WITH THE RECEPTIONIST, YOU ARE AFFIRMING "TRUE" TO THE STATEMENTS BELOW**

|                      |   |
|----------------------|---|
| <b>STATEMENT #1:</b> | I am feeling healthy and well today (I do not have: a fever over 100, 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).  |
| <b>STATEMENT #2:</b> | Within the last 10 days, I have not been designated a contact of a person who tested positive for COVID-19 by a local health department. <i>NOTE: If you are 14 days past your final COVID-19 vaccination, within 90 days of that final vaccination, and not currently quarantined by the health department or NYSDOH, statement #2 does not apply to you</i>   |
| <b>STATEMENT #3:</b> | Within the last 14 days, I have not tested positive for COVID-19 nor have I been diagnosed as a COVID-19 positive by a healthcare provider.   |
| <b>STATEMENT #4:</b> | Within the last 10 days, I have not traveled internationally or domestically to a location requiring a mandatory quarantine by NYS. *As of June 25, 2021, the NYS Travel Advisory is no longer in effect. As such, travelers arriving in NYS are no longer required to submit traveler health form. All travelers, domestic and international, should continue to follow all CDC travel requirements. <a href="https://cdc.gov/coronavirus/2019-ncov/travelers/index.html">https://cdc.gov/coronavirus/2019-ncov/travelers/index.html</a> |
| <b>STATEMENT #5:</b> | If I am not vaccinated, I understand that per NYS Department of Health guidance, unvaccinated individuals are required to wear masks indoors. <i>Note: All individuals in a building housing summer school (i.e. ESY at WAF and YDEC) are required to wear masks indoors regardless of vaccination status.</i>  |

**IF YOU ARE UNABLE TO ANSWER "TRUE" TO ALL OF THE STATEMENTS, PLEASE DO NOT ENTER THE BUILDING AND NOTIFY YOUR DIRECT SUPERVISOR IMMEDIATELY**

Please do not hold the door open for others. All Employees must swipe their own ID Badge.  
Thank you for investing in the health of our school community!