Sullivan West Central School District

Plan for Re-Opening of School Buildings

Contact Tracing

The following excerpts are in the District’s Re-Opening Plan for the 2020-2021 Year:

- The School District will utilize instructional videos to provide training to faculty and staff on identifying potential symptoms of COVID-19. Staff training will include visual handouts describing COVID-19 symptoms, how to take appropriate precautions to prevent the spread of COVID-19, and health and wellness protocols. Signage will be placed throughout both schools to remind all faculty and staff of the information provided in the trainings. Any individual who feels sick or exhibits COVID-19 symptoms will be required to report immediately to the School Nurse for evaluation. Spaces to be used to isolate potentially-ill staff members or students have been identified in both schools. Following evaluation by the School Nurse, anyone exhibiting potential COVID-19 symptoms will be isolated and will be required to return home. Parents will be required to arrange for pick-up of their ill child within a reasonable amount of time.

- All students will have their temperature checked prior to entering the school building on a daily basis. This temperature check will be conducted by staff members who have been appropriately trained by the School Nurse on use of the necessary equipment. Staff members will be assigned to each student entrance of both schools in order to ensure that all students have their temperature taken each day that they arrive at school.
  
  o All faculty and staff members will complete a daily questionnaire using an online program to comply with the requirements related to the screening questionnaire. If a staff member is unable to complete the required daily screening questionnaire at home before reporting to work, he/she will be required to immediately report to the School Nurse to complete the required questionnaire and have their temperature checked.

  o Periodically, parents will be asked to complete the screening questionnaire regarding their child’s overall health. At this time, the District plans for this to occur every month.

- The District has developed a protocol by which all students and staff will be screened for possible COVID-19 symptoms on a daily basis. If a student or staff member exhibits possible COVID-19 symptoms, that individual will be immediately be sent to the Nurse’s Office for evaluation. Rooms to be used for isolation of potentially-ill staff members or students have been identified in both schools. Following evaluation the school nurse, the potentially-ill staff member or student will be isolated in the designated space, and arrangements will be made for the staff member or student to be sent home. If the school nurse is not available, the ill student or staff member will be sent home with a plan for follow up with his/her healthcare provider.
• Both schools have developed a protocol for students or staff members who exhibit signs of illness, including a temperature above 100 degrees, and/or a positive response to one or more of the screening questionnaire items, to be immediately sent to the room designated for isolation. These individuals will remain in the isolation room until they are picked up or otherwise sent home from school.

• The District has developed a protocol to ensure that visitors and other guests at either school are included in the health screening process as required. Upon entering the school, any visitor or guest will report to the greeter's desk, upon which time he/she will have his/her temperature checked and will be required to complete the screening questionnaire. Contact information for all visitors and guests will be recorded upon entry to the school. Visitors to either school will be significantly limited, with the exception of essential functions.

• The School District will be providing parents with information using a number of methods in order to assist them in identifying potential COVID-19 illness in their child(ren). These methods will include sharing information through social media, the District’s website, information provided to parents while in the school building, and through K12 Alert automated communications. Our school nurses are creating videos for parents and students to utilize in learning more about COVID-19 prevention strategies as well.

• The District is developing a protocol, in collaboration with the County Department of Health to address the actions to be taken in the event that there is a confirmed case of COVID-19 in the school. Isolation areas have been created in both schools, and any individual who feels sick or exhibits potential COVID-19 symptoms will be required to immediately report to the school nurse for evaluation. In the event that there is a confirmed case of COVID-19 in the school, the Superintendent will immediately be informed, and he or his designee will inform the County Department of Health to determine the appropriate next steps. The timeline for the individual’s return to school will be based upon the guidance from the Department of Health.

• The District has a protocol which will comply with the Department of Health and Centers for Disease Control guidance to address the return to school of a student or staff member following a positive screening result for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19. The return to school of a student or staff member following the above-listed scenarios will be coordinated with the Sullivan County Department of Health.

• The School District has designated an administrator to be the COVID-19 Safety Coordinator. This role will entail ensuring for compliance with all aspects of the School District’s Re-Opening Plan. The COVID-19 Safety Coordinator is the Superintendent of Schools, Mr. Stephen Walker. He can be reached at (845) 482-4610, extension 3000.

• The District has developed flowcharts designed to provide guidance in the event that a student, or a staff member, displays possible COVID-19 symptoms in the school setting.