

**CANASERAGA  
CENTRAL SCHOOL  
DISTRICT**

***COVID Protocols***

**2021-22**

**Last Updated:  
09/08/2021**

# INTRODUCTION

In-person instruction continues to be our priority for students. As we begin the 2021-22 school year, it will be vital for students, parents, and staff to work together to adhere to the guidance that has been provided to the school district by the New York State Department of Health (NYSDOH) and the New York State Education Department (NYSED). If there are any updates or changes to the protocols, the district will be reaching out to our school community. We will post this document to our school website.

## HEALTH & SAFETY

As we bring students and staff back into the building, everyone – including parents – will need to be aware of some of the common symptoms associated with COVID. Students, parents, and staff will all need to monitor their physical condition to protect all of us in the Canaseraga school community. If anyone is experiencing any of these symptoms, our school nurse or a medical provider should be contacted and follow any treatment or testing that is recommended. Please remember the Delta variant symptoms may be less severe. Therefore, symptom monitoring is vital.

The symptom list continues to be the following:

- Fever or chills (100°F or greater)
- 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

Per NYSED recommendation, all staff will be instructed to watch for students and other staff who may show signs of any type of illness such as:

- Flushed cheeks
- Rapid or difficulty breathing (without recent physical activity)
- Fatigue and/or irritability
- Frequent use of bathroom

Students and staff exhibiting these signs with no other explanation for them should have an evaluation done by the school nurse. The district will continue to use the main conference room for its quarantine area. ***It is important for everyone to report to the quarantine area for evaluation and not the health office.*** If students need to leave school due to symptoms, they will be supervised in this area while awaiting transport home. The school nurse will instruct parents and/or staff they must contact their medical provider to seek guidance how to proceed.

If a student develops symptoms outside school hours, parents should notify the following district staff so any further action can be considered:

Chrissy Porter – school nurse: [cporter@ccsdny.org](mailto:cporter@ccsdny.org)

Shannon Gilbert – building principal: [sgilbert@ccsdny.org](mailto:sgilbert@ccsdny.org)

Chad Groff – superintendent: [cgroff@ccsdny.org](mailto:cgroff@ccsdny.org)

## Face Coverings / Masks

Face coverings / masks are meant to protect other people in case the wearer is unknowingly infected, but does not have symptoms. Based upon the NYS DOH directives all students, staff, and visitors will be mandated to wear a face covering / mask while indoors. Students will be permitted to take breaks from wearing their face covering at particular points during the day. Students and staff are able to wear their own face coverings that meet the guidelines established by departments of health.

Based upon guidance provided by the Allegany County DOH, **students will not be permitted to drop their mask if 6ft from other students in a regular classroom.**

## Student Screenings

Parents and students should be monitoring the physical well-being of students on a daily basis. Students should not be sent to school if they are not feeling well or exhibiting symptoms as listed above when they wake up in the morning. If so, please contact our school nurse regarding the student's symptoms.

At this time, the district will NOT be conducting daily health screenings (via Remind) and will NOT be checking student temperatures as they enter the building. This is currently not recommended by the CDC nor required by NYS DOH. The district may periodically send a Remind message and/or phone blast to parents to remind everyone to continue to be diligent in monitoring student physical well-being.

## Staff Screenings

Staff should be monitoring their physical well-being on a daily basis. At this time, the district will NOT be conducting daily health screenings (via Remind) and will NOT be checking temperatures as staff enter the building. This is currently not recommended by the CDC nor required by NYS DOH. The district may periodically send a Remind message or email to staff to remind everyone to continue to diligent in monitoring their own physical well-being. Staff should contact their immediate supervisor, building principal, or the superintendent as soon as possible if symptoms are experienced.

## Entering School Buildings

- Students will enter through the **front doors** upon arrival.
- A staff member will be stationed at the front doors to greet students. If a student arrives at school and does not feel well, the student can report this to the staff member and the student will be guided to the quarantine room for evaluation.
- If a student arrives at school after the normal opening of school, the student will likewise enter the school building through the front doors.

## Entering School Buses

- Parents should be sure to check a student's well-being each morning before entering a school bus.
- **Based upon a CDC order, everyone on a school bus are required to wear a mask while on the bus.**

## Visitors to the Building

Any visitor seeking entry into the building must have a bona fide reason for entering the building. The district will be restricting unnecessary visits in the building. All visitors to the building must enter through the front doors. Based upon the NYS DOH directives, all visitors must wear a face covering / mask to enter the building. Visitor information will be recorded and maintained for any contact tracing that may need to be done.

## **Drop-off of Student Belongings**

We understand there are times when students forget to bring personal belongings or school work with them in the morning. The protocol for dropping-off these items will be to report to the front doors and press the interior communication button. An office staff member will ask if you need help. Please notify the office staff member that personal items are being dropped-off for the student (please provide student name). A table will be placed in the front foyer and the personal items must be left on the table. The office staff member will notify the student the items are available in the foyer area.

## **Picking Up Students for Appointments**

When students need to be picked up for planned, scheduled appointments the following procedure will be followed:

- Prior communication should be made with the school nurse so she is aware of the scheduled appointment.
- When the parent arrives at the school building, the parent should make a phone call to the school and speak with the school nurse or the main office to ask for the student to be sent for his/her appointment.
- The parent should park just outside the side door and wait in the car.
- The nurse or the main office will notify the student's classroom they are to be excused and the student will make his/her way to the office making the call.
- The nurse or the staff member in the main office will be sure the student gets to the side door and exits to the parent's vehicle.

If there is a situation that a student needs to be picked-up, that is not expected, please notify the nurse's office or the main office to communicate this need. The same procedure will be followed as described above.

## **Dismissal Procedures**

### **Dismissal to School Buses**

Elementary students riding a bus home will be escorted by class to the gym foyer and released directly to board the buses. Students in grades 7-12 will be dismissed at the last bell to go to their lockers and proceed to board the buses.

### **Dismissal for Walkers & Parent Pick-up**

Based upon the district's historic practice, students who are in grades PK – 4 are not permitted to leave the building without being picked up by a parent / authorized adult / or sibling in grades 5<sup>th</sup> – 12<sup>th</sup>. That procedure will continue as we begin school in September. We will follow the same logistics of the pick-up as last year.

- Parents coming to the building to pick-up a student will be asked to report to the following locations based upon student grade level.
- Students in PK, Kindergarten, and 1<sup>st</sup> grade should be picked-up at the side door.
- Students in 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grades should be picked-up at the front door.
- *Door adjustments may be made based upon number of students exiting. Staff will provide any updates.*
- Parents who have students across these two groups should report to the door of your youngest student.
- If an older sibling (5<sup>th</sup> grade and up) is signing out a younger sibling, the older sibling should report to the appropriate exit door to sign out the younger sibling.
- Staff members will be stationed at each set of doors to record each student being picked-up for the day, and to call the students from the small gym location to the appropriate exit door. Parents will not be asked to physically sign out a student. Staff members will record this information.

## **Hand Hygiene**

Students and staff must practice good hand hygiene to help reduce the spread of COVID. The school will plan time in the school day schedule to allow for hand hygiene. Hand hygiene includes:

- Traditional hand washing.
- Use of alcohol-based hand sanitizers when soap and water are not available, and hands are not visibly dirty. Hand sanitizer will be available throughout the school building.
- If students or staff are not able to use alcohol-based hand sanitizers for health reasons, they will be permitted to wash their hands with soap and water.

## **Respiratory Hygiene**

The COVID virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, it is important that students and staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. A supply of tissues will be available in each room. If no tissue is immediately available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

## **Social Distancing**

Social Distancing also called “physical distancing” means keeping a specified distance between yourself and others. Students and staff will keep social distance when possible. As much as practical, students will be positioned at least 3ft from one another. Based upon guidance provided by the Allegany County DOH, if classroom desks can be positioned 6ft apart students may remove their masks while seated. A mask is required if students get up from their desk and move about the classroom.

Some social distancing practices may include:

- Turning student desks to face in the same direction rather than facing each other to reduce transmission caused by virus-containing droplets (e.g., from talking, coughing, sneezing).
- Open windows to improve ventilation. Do not open windows if there is a health or safety risk (e.g., allergies).
- Playgrounds may continue to be used. Hand washing before and after touching play structures will take place.
- Visitors to school building will be limited to only necessary entry. Considerations will be made for using online meetings with parents and other persons when feasible.

## **Return to School After Illness**

The district will follow guidance from the local department of health and/or the NYS DOH for allowing a student or staff member to return to school after exhibiting symptoms of COVID. Our school nurse will communicate directly with parents and staff members regarding returning to school – unless the county or state DOH require specific quarantine information.

## **COVID Testing**

It is the district's intention to provide testing for students and staff who may have particular symptoms of COVID. We are working with county officials and private vendors to be able to do this. Information will be provided when we are ready to begin symptomatic testing. Our school nurse will lead this effort and communicate with parents any testing options. The primary effort will be to keep students and staff in school instead of having to quarantine unnecessarily.

## **Contact Tracing**

Contact tracing is a public health function performed in cooperation between the school district and the local public health departments to trace all persons who had contact with a confirmed case of COVID. This allows public health officials to put in place isolation or other measures to limit the spread of the virus. The district will cooperate with state and local health department contact tracing. The district will seek to assist public health departments in knowing who may have had contact at school with a confirmed case by:

- Keeping accurate attendance records of students and staff members.
- Ensuring student schedules are up to date.
- Keeping a log of any visitors which includes date, time and where in the school they visited.
- Assisting local health departments in tracing all contacts of the individual at school.

Confidentiality must be maintained as required by federal and state laws and regulations. School staff will not determine who is to be excluded from school based on contact, without guidance and direction from the local department of health.

## **School Closures**

We are hoping to have minimal school closures (or none if possible). However, the district will collaborate with the local department of health to determine the parameters, conditions or metrics that will serve as early warning signs that positive COVID cases may be increasing beyond an acceptable level. School administrators may consider closing school if absentee rates among students and/or staff impact the ability of the school to operate safely.

## **After School Program & ASAP**

The district acknowledges the positive impact the after school program and ASAP have on students and plans to make an attempt to offer the After School Program and ASAP. The programs may need to look slightly different than in years past, but we will make an effort to provide something for our students. The programs will be offered to Kindergarten through 4<sup>th</sup> grade for the ASP and 5<sup>th</sup> grade through 12<sup>th</sup> grade for ASAP.

The one significant change will be transportation. We will **NOT** be able to provide home transportation following program. The demands of other driving obligations will not provide our bus drivers the ability to provide the transportation home. Parents (or responsible adult) will be required to pick-up students. Students who live in the village will be permitted to walk home – 5<sup>th</sup> grade and older students will be able to sign-out themselves and younger siblings.

We will communicate when we are able to begin the programs.

## CHILD NUTRITION

A successful nutrition program is a key component to a successful educational environment. Our GST BOCES food service management staff have been involved in the planning and implementation of our plan to feed students during the day. The district will make meals available to students in attendance at school and if students are learning remotely – if applicable. Federal and state child nutrition program requirements will continue to be followed. We will also continue to make accommodations for food allergies upon notification by parents.

### **Meals Consumed Onsite**

Face coverings / masks are obviously not possible while students are eating. Based upon guidance from CDC, we will be able to have students eat together in the cafeteria. This is much different from last year. We will be monitoring student locations during lunch time and we will be cohorting grade level as much as possible.

## TRANSPORTATION

**Per a CDC order, face coverings / masks will be required for students and staff on any school bus or transportation vehicle.** We will not be required to follow the separation guidelines from last year. We will attempt to spread out students as much as possible. Bus drivers will also keep seating charts updated for any contact tracing needed. Students must adhere to their assigned seat to give us an accurate understanding of seating arrangements.

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