



A GUIDEBOOK FOR THE SAFE REOPENING OF
THE KENMORE-TOWN OF TONAWANDA
UNION FREE SCHOOL DISTRICT
AUGUST 2020



**Kenmore-Town of Tonawanda
Union Free School District**

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REOPENING INFORMATION

Thank you for your cooperation and support as we continue to adapt to this ever-changing landscape. The Ken-Ton School District is taking planned steps to safely return to work following guidance from the Center for Disease Control and Prevention (CDC) and the New York State Department of Health (DOH). The guidelines and information in this document are aimed to promote a safe and healthy workplace. These guidelines take effect *immediately*, and will continue to be reviewed and adjusted to meet current situations and protocols. We ask for your continued patience as we navigate through this transition together.

RETURN TO THE WORKPLACE

Workplace Expectations and Guidelines:

All staff are expected to fully comply with the protocols and guidelines outlined in this handbook.

Symptom Monitoring Requirement:

Staff are currently required to take their temperature and then attest that they are not experiencing symptoms, have not come in proximate contact with someone who is COVID positive and have not traveled to a restricted state or country in the last fourteen days before punching in/reporting to work. The District will be implementing a process whereby staff will take their temperatures at home and also attesting to not experiencing symptoms, have not come in proximate contact with someone who is COVID positive and have not traveled to a restricted state or country in the last fourteen days.

If you have any questions as to whether you should report to work based on the screening, please speak with your supervisor first.

At this time the current CDC definition of these symptoms includes:

- Fever (100.0+)
- Cough or Sore Throat
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea
- Repeated shaking with chills
- Headache

Upon returning to work, you will be asked the questions listed below that must be answered at the start of each workday. If you have any symptoms, you must notify your supervisor/building administrator or call your health care provider for an assessment of your symptoms and COVID-19 testing. If you have any of these symptoms and/or answered "yes" to any of the questions, you are not to report to work.

Questions:

Please know that the following questions are intended to limit any exposure to COVID-19. All responses are confidential.

1. *Have you experienced any of the following symptoms in the last 14 days: Cough, Shortness of Breath or Trouble Breathing, Fever, Chills, Muscle Pain, Sore Throat, New Loss of Taste or Smell, Nausea, Vomiting, Diarrhea?*

Yes

No

2. Have you been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?

Yes

No

3. Have you tested positive for COVID-19 within the last 14 days?

Yes

No

4. Have you traveled internationally or from a state identified per the New York State Travel Advisory in the past 14 days?

Yes

No

5. Is your temperature above 100 degrees Fahrenheit today?

Yes

No

Initially, an answer of **yes** must be reported to your direct supervisor/ building administration or Personnel, 874-8400 if your supervisor is not available.

Please answer these questions daily- at work if necessary, at home is preferred. Your supervisor will work with you to determine the appropriate procedures for your building/ department.

PERSONAL HEALTH AND SAFETY PROTOCOLS

The following guidelines are aimed to promote a safe and healthy workplace. If you have any questions, you should first contact your supervisor. If further questions or clarification is needed, please contact the Director of Personnel at pmoses@ktufsd.org or x 20338.

Face Covering:

In general, bring and wear face coverings to work each day (the District will provide face coverings if necessary). Face covering must cover your nose and mouth when necessary. Face covering must be worn by all employees while in common areas and is required when you are not able to maintain six-foot social distancing with others. (e.g., hallway, copy room, staff room, conference room, when transitioning between rooms, etc). In other words, if you are working at your desk or workplace and are more than six feet away from your co-workers, you may remove your mask. When you are moving about your office or general areas, you are required to wear a mask. Disposable masks can only be worn for one day. Cloth masks or face coverings must be laundered every day. When students are in buildings, face masks should be worn essentially at all times- with limited exceptions.

Social Distancing:

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing the spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you do not have symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting sick. Maintain a physical distance of at least six feet (about 2 arms' length) from other people at all times. If you cannot maintain six feet of distance, wear a face covering. Avoid any physical contact, such as shaking hands and hugging.

Hand washing:

Wash your hands often with soap and water for at least 20 seconds (sing the happy birthday song twice), especially after you have been in a public space, blowing your nose, coughing, sneezing or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. It is highly recommended that you always carry and consider using your own sanitizer. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth.

Coughing/Sneezing Hygiene:

If you are in a private setting and do not have on your mask/face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Immediately throw used tissues in the trash and wash your hands with soap and water for at least 20 seconds. If soap and water are not available use hand sanitizer that contains at least 60% alcohol.

Shared Equipment:

Limit the use of shared equipment, objects, and the touching of shared surfaces as much as possible. Consider assigning one person within a work section each day to operate all equipment. When shared equipment is used, such as a copy machine, please wear face covering and wash/sanitize hands before and after contact.

Special Education Consideration:

- Encourage, but do not require students to wear acceptable face covering. Face coverings should not be used by children under the age of 2, or anyone who is unable to medically tolerate such covering, including students where such covering would impair either their physical health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction.
- Reinforce proper hand hygiene and cough/sneeze covering among all students and staff.
- Provide and maintain adequate supplies to support healthy hand and respiratory hygiene, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older students who can safely use hand sanitizer), paper towels, tissues, and lined trash receptacles.

Isolation Protocol:

The isolation protocol for employees who become ill at work is:

- Staff who appear to have symptoms while at work or becoming sick during the workday will immediately be separated from other staff and sent home and/or to a healthcare provider.
- Medical clearance results will be needed to return to work.
- The documentation should include:
 - Name of physician
 - Date of visit
 - Results of COVID-19 (if diagnosed and/or when applicable)
 - Date of clearance to return to work
- The district will close off any areas used for prolonged periods of time by the sick employee. The Facilities department will sanitize the area.

- The district will notify the Erie County Department of Health and follow all protocols.
- If the employee is confirmed as COVID positive, the district/ECDOH will inform employees who had contact with the sick person of their possible exposure to COVID-19.
- The district will ensure that the suspected employee's work area is thoroughly cleaned and sanitized, in addition to all other common surfaces recently touched by the infected employee.

Visitors:

We will be limiting visitors at the building. Safety procedures are in place for visitors to buildings including temperature scans, attestation of lack of symptoms and sign-in for contact tracing.

MAINTENANCE OF FACILITIES

Cleaning and Disinfecting:

Facilities, including individual work areas and regularly touched surface, will be cleaned and disinfected daily. Please clear off desks (and paperwork) and other surfaces, as they will be cleaned/disinfected and may affect the quality of anything left behind. Hand sanitizer is available throughout the building. Please report any issues with social distancing of office space to your direct supervisor.

FREQUENTLY ASKED QUESTIONS

1. What is the difference between quarantine and isolation?

- Quarantine- you need to stay home if you might have been exposed to COVID-19.

<https://www.ktufsd.org/cms/lib/NY19000262/Centricity/Domain/51/Isolation%20and%20Quarantine%20Flow%20Chart.pdf>

- Isolation – you need to stay home and away from other people because you have COVID-19 symptoms.

<https://www.ktufsd.org/cms/lib/NY19000262/Centricity/Domain/51/Symptomatic%20or%20Positive%20COVID%20Protocol.pdf>

When you can be around others (end home isolation) depends on different factors for different situations.

2. If I think one of my co-workers is sick or if I have medical concerns, who should I speak to?

Please speak to your supervisor.

3. What happens if a staff member who has returned to work becomes positive for COVID-19?

We will follow the Erie County Health Department guidance.

4. Do I have to return to in-person work if I do not have childcare?

The Families First Coronavirus Response Act (FFCRA) provides employees with additional benefits for specified reasons related to COVID-19. These provisions apply from April 1, 2020 through December 31, 2020. Documentation must be provided.

5. If I recently travelled to a high-risk state, must I quarantine for 14 days?

Yes, you must also contact your direct supervisor and personnel immediately.

Please be advised that there are very specific parameters for applying COVID time to absences. They will be discussed by Personnel when you report your circumstances.

Read more at <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>. Please contact the Human Resources Department if you believe you are eligible.

