

**03/12/2020**

**Title:** Coronavirus (COVID-19)

**Goal(s):** To be prepared in the event of an outbreak

**Objective(s**): Preventative measures and responsive measures

**Preventative Courses of Action**

* We are encouraging students and staff to practice healthy behaviors (staying home when sick, covering mouth when coughing and sneezing as well as 20 sec hand wash technique.)
* We have provided hand sanitizing stations in every classroom and throughout the building.
* Deep clean to disinfect the entire school scheduled the weekend of 03/13/2020. All school and building activities will be shut down.
* Teachers are being asked to take laptops home in case of a school closing.
* Green Tech High will use Plato as a contingency plan to continue student’s education

**Procedures for a regular cold/flu**

* Front office is collecting student/staff symptom information (Fever 99.5 or higher, Nausea)
* Upon students return, confirm if student has been symptom free for at least 24 hours.
* If students have not been symptom free for 24 hours, they will be sent back home
* If student is showing symptoms while in school they will be immediately sent to nurse’s office.
* The nurse will quarantine student.
* Students and staff who appear to have a flu‐like illness when they come to school – or who become ill during the school day – should be isolated in a room separate from other people if possible, or kept a minimum of 6 feet away from others while wearing a surgical mask until they can be sent home in accordance with school procedures.
* If the nurse receives more than 2 students in her office we will use the ISS room as a backup infirmary.

**Procedures for a confirmed case**

**School Closing**

* If a student is identified as having a confirmed case of COVID-19, s**chool and program administrators will seek guidance from local health officials to determine when students and staff should return to school and what additional steps are needed for the school community.**
* Staff will be notified and instructed via Email.
* Students and parents will be notified and instructed via One Call.
* The health department will be notified via Phone or email.
* Notify and place info on school closure system.
* At least a 24 hour closure to disinfect.
* Monitor communication for the next steps from the Health Dept.

**Dismissal while school is in session:**

* Students will be sent to advisory.
* Advisory teacher will call all students’ parents.
* Student will not be released until parent contact is made.
* Teachers will contact admin with the list of parent communications.
* Admin will release students upon receiving communication.
* Discourage students and staff from gathering or socializing anywhere**.**
* Discourage gatherings at places like a friend’s house, a favorite restaurant, or the local shopping mall.
* Once students are dismissed, staff will be dismissed and take their laptops home.
* At least a 24 hour closure to disinfect.
* Monitor communication for the next steps from the Health Dept.

**Confirmed Cases After hours:**

* Staff will be notified and instructed via Email.
* Students and parents will be notified and instructed via One Call.
* The health department will be notified via Phone or email.
* We will wait for their instruction as to the next steps.

If this event occurs after hours we will communicate with parents and staff through our one call system and or the School closing hotline.

**Closure more than 3 days (Ensuring the Continuity of Instruction)**

* Administration will load the entire student body into Plato online learning portal (Math, English, Social Studies, Science, all courses appropriate to student’s schedule.)
* Teachers will monitor their advisory student’s progress on Plato and coach, encourage, teach, and tutor their students online.
* Instruction will be provided on how to use and monitor Plato.

**Payroll in the event of an extended school closure**

If health officials require a full school shutdown due to COVID‐19 (worst‐case scenario), a reminder:

* No staff members will be allowed access to the building for the duration of the closure, with the exception of janitorial under certain circumstances to conduct required cleaning and sanitizing.
* During an extended district closure, the district would not have the ability to produce and distribute paper checks due to “social distancing” restrictions that health officials would require to contain the spread of illness.
* **Only those employees with direct deposit** would continue to receive payment on our regular biweekly schedule during an extended district closure.
* **Employees without direct deposit** who typically receive a paper check every two weeks would not receive those checks for the duration of an extended closure. Those employees would receive their paper checks when the school reopens.
* **We strongly encourage all employees who do not currently have direct deposit to enroll immediately to avoid a potential disruption in your regular pay.** We have included the direct deposit enrollment form with this communication.
* Please also note that only regular pay will be processed during any period of closure.

**Domestic travel to conferences**

As of March 12, the school has suspended approval of any new requests to attend conferences until further notices.

**International travel**

Regarding travel and quarantine measures, the New York State Department of Health has made quarantine mandatory for individuals returning to the United States from a known high‐risk exposure area on or after March 4 Because of this, any student, student family member or employee who has returned from a known high‐risk exposure area should notify the Albany County Health Department. In addition, please notify your principal prior to re‐entering the school. For more information, please visit the CDC’s web page for coronavirus and travel, [https://www.cdc.gov/coronavirus/2019‐ncov/travelers/after‐travel‐precautions.html](https://www.cdc.gov/coronavirus/2019%E2%80%90ncov/travelers/after%E2%80%90travel%E2%80%90precautions.html)

**Staff absences due to COVID‐19 symptoms**

While the school is operating on a normal schedule, staff should follow standard school procedures for the use of sick time should you experience flu‐related symptoms, which are similar to common symptoms of COVID‐19:

* Fever, cough, respiratory illness, sore throat, runny or stuffy nose, body aches, headache, nausea or vomiting, or tiredness.
* **Please note that the school is following a recommended fever threshold of 99.5 degrees at this time.**
* If you or a family member show any of the above symptoms, particularly symptoms of a respiratory illness, talk with your health‐care provider.
* Staff should access their PTO in the typical fashion if they are experiencing flu‐related symptoms.
* Communicate your absence via Absent@greentechhigh.org and provide a doctor’s note if your absence is three(3) or more days.

**As a reminder, while public schools have the authority to exclude a student who shows symptoms of COVID‐19 or any other communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, schools DO NOT have the authority to exclude well or asymptomatic students and staff based on race, country of origin, religious affiliation or any of these perceived statuses.**

Students and staff who are well but are taking care of, or share a home with, someone with a

confirmed case of COVID‐19 must not attend school and must follow precautionary quarantine

instructions from state health officials, who will determine when it is safe for them to return to school.

**Visitor’s Policy**

* Visitors will be asked to wash hands and sanitize upon entering the main office.
* We will try to keep visits centralized to the conference room as much as possible.

**Cancellation of Outside Activities**

* The School is cancelling all non-essential school activities through April 5th 2020 out of an abundance of caution due to COVID-19 and related health concerns.
* The district also is suspending the use of all facilities by outside organizations through April 5th 2020.
* We will continue to actively monitor all COVID-19 guidance and should the April 5th 2020 date change we will provide additional updates.

**After Incident**

* We will communicate with the health dept. to verify if we are able to return to regular business.
* We will follow up with parents through one call to inform families of the opening status.
* We will communicate with teachers and staff as to when to report back to work.

**As a reminder:**

* Please wash your hands for at least 20 seconds especially before a meal.
* Avoid contact with people who are sick.
* Avoid touching your eyes nose and mouth.
* Stay home if you are sick.
* Cough or sneeze into a tissue then throw tissue away.
* Clean and disinfect frequently touched objects and surfaces.

**Do your part in Keeping Green Tech High COVID-19 Free**