



Belfast Central Reopening Plan
COVID Testing & Contact Tracing
August 10, 2020

1 King St.

Belfast, NY 14711

Wendy S. Butler Ed.D., Superintendent

Acknowledgements

Dedicated members of the Belfast Central staff served as contributors to the Belfast Central Reopening Plan. Many thanks for their expertise and dedication not only to the outstanding educational experience of our students, faculty, and staff, but also for making the health and safety of our education community their top priority during the COVID-19 global pandemic. The Reopening Planning Committee members represented the diversity of our large organization, including members from each of our collective bargaining units, parents, faculty, staff, and administration.

Belfast Central COVID-19 Reopening Planning Committee Members

- ▶ Wendy Butler Ed.D., Superintendent
- ▶ Jessica Hess, PK-4 Principal/ Director of Special Education
- ▶ Rick Bull, 5-12 Principal
- ▶ Teresa Heaney, Guidance Counselor
- ▶ Rob Morgan, Director of Technology
- ▶ Mary Enders, Cafeteria Manager
- ▶ Jim Schneider, Supervisor Transportation/ Buildings and Grounds
- ▶ Bob Lingenfelter, Business Manager
- ▶ Sandy Miller, Teacher/ Parent
- ▶ Jessica Romance, Teacher
- ▶ Wanda Weaver, Teacher
- ▶ Lisa Denning, Teacher/ Parent
- ▶ Deb Borden, Teacher/ Parent
- ▶ Elizabeth Austin, Teacher
- ▶ Mary Paulsen, Teacher/ BTA Co-President
- ▶ Mary Guilford, Teacher/ Parent
- ▶ Brandi Mahon, Teacher/ Parent
- ▶ MaryBeth Arnold, Teacher
- ▶ Kim Stack, Teacher
- ▶ Aran Heaney, Teacher/ Parent
- ▶ Laura Brace, Teacher
- ▶ Carolyn Burr, Teacher
- ▶ Jessica Grottanelli, Teacher
- ▶ Cindy Struckmann, Teacher/ Parent
- ▶ JD Struckmann, Teacher/ Parent
- ▶ Bonnie Barber, Teacher
- ▶ Jane Foster, Home to School Coordinator

Introduction

A continuum of mitigation efforts, including daily temperature checks, other screening measures and contact tracing, will be implemented by Belfast Central to help reduce the spread of the virus. Belfast Central will work directly with the department of health in Allegany County in the event that screening procedures detect infection of our staff, students, or visitors and will coordinate testing of individuals

that display symptoms of or have been exposed to COVID-19 with the Allegany County Department, local hospital systems, and/or primary care physicians.

Support for Testing and Contact Tracing

Allegany County Department of Health

Lori Ballengee; Public Health Director
County Office Building, Room 30
7 Court Street
Belmont, NY 14813
585-268-9250

Access the New York State COVID-19 Test Site Finder

https://coronavirus.health.ny.gov/find-test-site-near-you?gclid=EAJaIQobChMI3q2Xv4CR6wIVg5-zCh0KlAckEAAYASAAEgLcvPD_BwE

Jones Memorial Hospital

191 North Main Street
PO Box 72
Wellsville, NY 14895
585-593-1100

<https://www.urmc.rochester.edu/jones-memorial-hospital.aspx>

Olean General Hospital

515 Main Street
Olean, NY 14760
716-373-2600

<https://www.ogh.org/>

Belfast Central Plan for Monitoring and Tracking Health Conditions

Screening for Faculty and Staff:

- ❖ All faculty and staff will follow “**Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors**”.
- ❖ All staff will participate in daily self-monitoring check for symptoms of COVID-19 by completing a digital sign-in when entering the building. Daily reminders to sign-in and out of Belfast Central facilities will be generated as employees log into the BCS computer network (*SED Assurance: Health and Safety 5*).
- ❖ All staff are expected to take their temperature on a daily basis at home and answer the COVID screening questions before reporting to work locations (*SED Assurance: Health and Safety 5*).
- ❖ Thermometers will be available at all Belfast Central work locations for those that are unable to do this at home.
- ❖ All staff will be trained to know and recognize possible symptoms of COVID-19 and what to do when they believe someone (student or staff) is experiencing symptoms.

Screening for Students:

- ❖ All students will follow “**Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors**”.
- ❖ All students will undergo a screening prior to entering the building. This will include a temperature check (must be below 100 degrees without medication), and a brief symptom checklist (*SED Assurance: Health and Safety 5*).
 - ❖ Families are encouraged to take their child’s temperature at home.
 - ❖ No one will be allowed in the building with a temperature over 100 degrees.
 - ❖ Students and staff must be fever free (without medication) for 14 days before they can return to school, per DOH guidance.
 - ❖ Students will periodically be required to answer the COVID screening questions.

- ❖ Student temperatures will also be checked mid-way through the day.

Screening for all Visitors (including guests, contractors, and vendors):

- ❖ All visitors will follow “Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors” (*SED Assurance: Health and Safety 8*).
- ❖ Access to Belfast Central School will be limited to only essential visitors.
- ❖ All visitors will participate in self-monitoring check for symptoms of COVID-19 utilizing the Raptor screening software.
- ❖ All visitors will be required to take their temperature before entering Belfast Central.
- ❖ Thermometers will be available at Belfast Central for those who are unable to do this at home (*SED Assurance: Health and Safety 5*).

Testing Protocols (*SED Assurance: Health and Safety 5*):

- ❖ Faculty, staff, students, and visitors entering Belfast Central will attest to the following questions:
 1. Have you experienced any COVID-19 symptoms in the past 14 days?
 2. Have you had a positive COVID-19 test in the past 14 days?
 3. Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?
 4. Have you travelled to and returned from a state with significant community transmission of COVID-19, as defined by NYS DOH, in the past 14 days?
 5. Have you had your temperature taken today?
 6. If you have taken your temperature today, was it over 100?
- ❖ Immediate digital notification is sent to Belfast Central Administrators if any staff member answers “yes” to questions 1 through 5 or “no” to question 6 for immediate follow-up with said staff member to see if additional screening by the school nurse (and School Medical Director) is required or if an entry error was made.
- ❖ Belfast Central will coordinate testing of individuals that display symptoms of or have been exposed to COVID-19 with the appropriate Departments of Health in Cattaraugus and/or Allegany Counties.
- ❖ If additional screening is required, the school nurse (and School Medical Director) may implement the **Belfast Central Plan for Containment**, in coordination with the COVID-19 Safety Coordinator and county health officials.

Testing Responsibility:

- ❖ Per guidance from the State Education Department and the CDC (*Recovering, Rebuilding, and Renewing: The Spirit of New York’s Schools, p14*), Belfast Central will not seek to test anyone for COVID-19 or require testing or antibody testing of students or staff members. The Safety Coordinator, Director Level Staff, and/or supervisors may make general recommendations to parents and staff members to seek medical advice from their primary care physician.
- ❖ The Belfast Central COVID-19 Safety Coordinator will receive electronic notification of digital screening results so that appropriate supervisors can be immediately contacted to determine if intervention is needed with any employee that fails screening procedures.

- Employees will receive immediate on-screen instructions to contact their supervisor and, if possible, to NOT enter Belfast Central facilities.
- ❖ Front desk receptionists will serve as frontline observers of screening of self-transporting students and visitors and will deny entry to any person that fails screening procedures or will be taken to an isolation area for parent pick-up.
- ❖ The COVID-19 Safety Coordinator will be notified by Director Level Staff or front desk receptionists if any person fails screening procedures.
- ❖ The Safety Coordinator will work with the appropriate County Health Departments if COVID-19 is suspected.
- ❖ Those that fail screening procedures will not be allowed entry into Belfast Central facilities.
- ❖ The Belfast Central School Nurse will be key the responder if any faculty, staff, students, or visitors are in need of medical care while in the building.
- ❖ Belfast Central will work directly with the Allegany County Department of Health from Allegany in the event that screening procedures detect infection of our staff, students, or visitors to any of our locations or programs.
- ❖ If a community breakout of COVID-19 occurs, BCS will host a drive through testing site for the Allegany County Department of Health to conduct tests at the school.

Early Warning Signs:

- ❖ The COVID-19 Safety Coordinator and School Nurse will regularly confer with County Health Departments for guidance on regional infection rates.
- ❖ Belfast Central will follow all state guidance if the Western New York region's (Allegany, Cattaraugus, Chautauqua, Erie, and Niagara Counties) 7-day infection average meets the state determined threshold of 9%.
- ❖ The COVID-19 Safety Coordinator and School Nurse will monitor daily the 7-day average infection rate for Western New York and for Cattaraugus and Allegany Counties (<https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-Map?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>).
- ❖ Belfast Central will follow guidance from our County Health Departments and New York State officials to determine if local practices, protocols, and procedures need to be adjusted based on local and regional infection rates.
- ❖ Other internal early warning signs that will be closely monitored are faculty, staff, and student absences related to COVID-19, more local infection rate data, and other information from the Allegany County Department of Health.
- ❖ Belfast Central will collaborate with the local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

Belfast Central Plan for Containment

School Health Offices (SED Assurance: Health and Safety 4):

- ❖ Students and staff with symptoms of illness must be sent to the Belfast Central health office.
- ❖ The school nurse (and School Medical Director) will assess individuals with chronic conditions such as asthma and allergies or chronic gastrointestinal conditions which may present the same

symptoms as COVID-19 but are neither contagious nor pose a public health threat (*SED Assurance: Health and Safety 6*).

- ❖ If the school nurse is not available, schools will isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider.
- ❖ Administrators will work collaboratively with the school nurse to determine if additional staff is needed to assist with non-nursing tasks such as: student supervision; telephone calls, text, or emails to parent/guardians; and assistance with completing any required paperwork other than nursing documentation.

Isolation (*SED Assurance: Health and Safety 15*):

- ❖ Belfast Central will follow Education Law § 906:

Whenever a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law. The director of school health services, or other health professionals acting upon direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.

- ❖ School staff must immediately report any illness of students or staff to the school nurse or administration or the COVID-19 Safety Coordinator.
 - Such reports should be made in compliance with FERPA, and Education Law 2-d.
 - If the nurse chooses to go to classrooms to make assessments of students, this also should be done in a manner that protects the student's confidentiality.
- ❖ If there are several students waiting to see the school nurse, arrangements should be made to have students wait at least 6 feet apart.
- ❖ Where possible Belfast Central will have two rooms for school health personnel - one room for healthy students who have injuries or need their medications or nursing treatments, and another room for assessing and caring for ill students and staff. Both rooms require a supervising adult to be present and should have easy access to a bathroom and sink with hand hygiene supplies (*SED Assurance: Health and Safety 7*).
- ❖ The school nurse and other school health professionals assessing or providing care to ill students and staff will follow transmission-based precautions which includes the use of appropriate PPE.
- ❖ Students suspected of having COVID-19 awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE.
 - Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet.

Collection (*SED Assurance: Health and Safety 15*):

- ❖ The Belfast Central school nurse and building administrators will coordinate efforts, in conjunction with county health officials, to communicate directly with student guardians and request they be seen by a health care provider. Collection locations will vary depending on location and will be determined to maintain confidentiality and minimize potential exposure to others.
- ❖ Parents will be instructed to call the school upon arrival for student pick-up and will be instructed NOT to enter school facilities.

Infected Individuals (SED Assurance: Health and Safety 15, 16):

- ❖ Belfast Central will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.
- ❖ If a person IS diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:
 - It has been at least fourteen days since the individual first had symptoms;
 - It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
 - It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.
- ❖ All discharges from isolation and return to school/work will be conducted by the COVID-19 Safety Coordinator and the local health departments.

Exposed Individuals:

- ❖ Belfast Central will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.
- ❖ If a person is NOT diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:
 - Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
 - If they have been diagnosed with another condition and has a healthcare provider written note stating, they are clear to return to school.

Hygiene, Cleaning, and Disinfection (SED Assurance: Health and Safety 17):

The CDC and NYSDOH recommends, and Belfast Central will implement the following:

- ❖ Belfast Central will undergo a 'deep clean' of the building every Monday, following CDC guidelines.
- ❖ Belfast Central will follow CDC guidelines to clean and sanitize the building on a daily basis, following CDC guidelines.
 - BCS restrooms will be cleaned multiple times a day.
 - High touch surfaces will be sanitized multiple times a day.
 - Classrooms, busses (between each run), and offices will be 'fogged' each night to sanitize the spaces.
- ❖ Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;

- ❖ Opening outside doors and windows to increase air circulation in the area;
- ❖ Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- ❖ Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
 - Once the area has been appropriately cleaned and disinfected it can be reopened for use.
 - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

Contact Tracing:

- ❖ Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus.
- ❖ Belfast Central will cooperate with state and local health department contact tracing, according to requirements of the New York State Education Department. The Belfast Central COVID-19 Safety Coordinator will, solely, 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 (see “**Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors**”);
 - ensuring student schedules are up to date;
 - keeping a log of any visitors which includes date, time and where in the school they visited; and
 - assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.
- ❖ Confidentiality will be maintained as required by federal and state laws and regulations. Our staff will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

Communication:

- ❖ The “**Belfast Central Plan for Containment**” will be posted on the organizational website.
- ❖ Containment communications will be coordinated by the COVID-19 Safety Coordinator and the Belfast Central Communications Department.
- ❖ Belfast Central School’s re-opening plans will be distributed to families throughout the District in multiple formats to increase access to the information.
 - will be posted on the District’s webpage and Facebook page.
 - A written, condensed version of the plan will be mailed to students’ homes.
 - A Zoom meeting will be held for parents to share and discuss the re-opening plans.
 - Belfast Central School’s re-opening plans will be translated for any student/ family for whom English is not their first language.