



## Carmel Reopening Plan Handbook

**“In accordance to NYSED requirements, the plan was developed with staff members across the agency with at least one representative from each program reflective of health care professionals, community stakeholders, educators and clinical staff members.”**

Easterseals New York is committed implementing an evidence informed reopening plan in order to ensure the safety of our staff, students, and their families to the greatest extent possible. While no plan can remove all risk during a world-wide pandemic, our school staff has worked diligently to prepare a plan that follows guidance from public health agencies and best meets the needs of our school population.

In the plan below, you will be able to review what we will do to prepare our school in the weeks before the new school year begins. Sections covering how **people** will interact in our school following best practices for infection mitigation (physical/social distancing, face coverings, hand washing and hygiene), how we will clean and arrange our school **spaces**, and the **processes**, we have put in place to control to monitor how our school will function safely.

### **Before Opening:**

- Establish and maintain communication with parents/guardians and local health authorities about any changes to instruction and services being offered within the school.
- Establish in-person, hybrid & remote educational models that are aligned to the NYS standards that provide Continuity of Learning and follow NYS & DOH guidelines.
- Have full remote plan in place with signed consents forms from families in case of another shutdown so that the continuity of instruction can be provided.
- Stay in communication with state and local authorities to ensure we are following current guidance for school programs. Review and modify changes as needed.
- Post signs on how to stop the spread of COVID-19, proper handwashing, and proper use of a face mask.
- Determine amount of maintenance/janitorial staff needed on a full time/part time basis.
- Have facilities thoroughly cleaned and disinfected 1-2 weeks before start date.

- Prepare schedules for cleaning of classrooms, therapy rooms, bathrooms, common areas and outside playgrounds. Inform staff of their certain responsibilities.
- 3 days of fall trainings including but not limited to cleaning procedures, precautions, health & wellness, PPE procedures, & proper handwashing hygiene (Nurses, Cindy and All Points).
- Staff Meeting between all schools (Upstate and Downstate Meetings) using videoconferencing if social distancing cannot be followed.
- Survey families about returning to school and their needs (transportation, childcare, internet & technology).
- Responsible parties must submit an affirmation that they have read and understand the Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency
- Submit reopening plan to NYSED and DOH by July 31, 2020 using the link provided in the guidance.

## I. People

### A. Social Distancing and Face Covering

#### *Social Distancing*

- Develop, distribute and train all employees on protocol.
- Ensure that appropriate social distancing is maintained between individuals while in school facilities and on school grounds, inclusive of students and staff, unless safety or the core activity (e.g., instruction, moving equipment, using an elevator, traveling in common areas) requires a shorter distance or individuals are of the same household.
- Installation of barriers (sneeze guards) in public-facing offices where social distancing is less than 6'.

#### *Schedules*

- Socially distancing during arrival and departure for staff
- Socially distancing during arrival and dismissal for students
- Staggered lunch and break times

#### *Space Configurations*

- Modify or reconfigure or restrict areas where staff and students gather so that individuals can be socially distanced and are not sharing workstations, desks, tables without cleaning and disinfection between use (classrooms, staff rooms, etc.).
- Label outdoor spaces, hallways, stairwells to reduce bi-directional foot traffic
- Evaluate restrooms for spacing and if possible, increase daily cleaning

#### *Face Coverings*

- Face coverings must be worn at all times by employees when interacting with children. Face coverings are required to be worn by staff when not in the presence of children if a 6 foot distance cannot be maintained. Acceptable face coverings include, face masks, face shields, homemade cloth covering, disposable or other face coverings that cover the mouth and nose.

Students are always required to wear a face covering on school buses (e.g., entering, exiting and seated) and throughout the school day to the greatest extent possible.

- In accordance with CDC guidelines, cloth face coverings will not be placed on children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- All staff and students will be trained on how to adequately put on, take off, clean (as applicable) and discard PPE. Including and not limited to, appropriate face coverings.
- All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot social distance; and for this reason, individuals must wear face coverings in common areas, such as entrances/exits, lobbies and when traveling around school.
- Individuals wearing face coverings will be given breaks throughout the day. Face coverings will not be required for students at mealtime and nap time because social distancing protocols will be in place during these times.

### *Signage*

- Signage will be posted throughout the school, including entryway, kitchen area, and classrooms. The school community's verbal instructions will be consistent with DOH signage regarding public health protections against COVID-19. Some of the posted signs will be specific and age appropriate for our students. Signs will remind individuals to:
  - Stay home if they are sick.
  - Cover their nose & mouth with an acceptable face covering when unable to maintain social distance from others.
  - Properly store and when necessary, discard PPE.
  - Adhere to social distancing instructions.
  - Report symptoms of, or exposure to, COVID-19 and how they should do so.
  - Follow hand hygiene & cleaning & disinfection guidelines.
  - Follow respiratory hygiene & cough etiquette.

## **B. Gatherings**

### *Meals*

- Staff will eat in designated lunch areas with social distancing and be encouraged to bring lunch from home.
- Students will eat in their classrooms using social distancing placing tables 6 feet apart from each other with proper cleaning & disinfecting between students if necessary.
- Food and beverage sharing (e.g. buffet style meals, snacks) will be prohibited.
- Students will wash their hands before & after meals.

### *Ventilation*

- Ventilation with outdoor air will be increased to the greatest extent possible (e.g. opening doors and windows) while maintaining health & safety protocols.

### *Faculty & Staff Meetings*

- Meetings will be held in open, well-ventilated spaces using social distancing guidelines (e.g. leave space between chairs or have staff sit in alternating chairs). If this is not possible then videoconferencing or teleconferencing may be used.

### **C. Operational Activity**

Our goal is to return all students to in-person instruction, however, due to the nature and risk of community transmission of COVID-19 we have prepared a combination of in-person instruction, remote learning, and a hybrid model any one of which may be necessary at various times throughout the 2020-2021 school year.

In cases where full day in-person instruction is not feasible, hybrid models of instruction will be implemented. Students will be prioritized for in-person and hybrid instruction frequency based on educational or other needs (e.g. students with disabilities, ELL, or students without Internet or technology), and in consideration of requirements for equity, capacity, social distancing, PPE, feasibility and learning considerations.

If COVID-19 cases develop at any time during the school year, access to certain areas may be prohibited to avoid a full closure. Certain classrooms may move to a remote/virtual format until all contacts can be identified, notified, tested and cleared. Public Health Authorities will be notified by the school's safety coordinator (nurse).

Families may choose to continue using the remote learning plan by notifying school administration.

### *Cohorts*

- Students will be assigned to "cohorts" up to a maximum number of 15 plus adults. The staff to student ratio will be maintained according to our NYS approval letter. This will ensure that the groups will remain as static as possible. There will be no mixing of cohorts for gym, playground time, or therapies.
- Floaters (lunch coverages & staff absences) will be limited & kept to the same groups/classrooms as much as possible. They will also have to sign-in to each classroom.

### *In-Person Instruction*

- To maximize in-person instruction, measures will be implemented to decrease density and congregation in the school building or on school grounds, when possible, such as:
  - Stagger student entry & departure & limit in-person presence to only those staff who are necessary, where appropriate and possible;
  - Limiting in-person presence to only those staff who are necessary to be at the school during normal school hours;

- Maintaining or increasing remote workforce (e.g. administrative & office staff or lead remote coordinator) to accommodate social distancing guidelines;
- Assigning student cohorts.

### *Remote Learning Plan*

- Students will attend live lessons on zoom during the week. Individual or group lessons will be provided according to students' needs. Lessons will be offered at various times to help accommodate parent schedules.
- Staff will post daily activities on Class Dojo for their students to complete. Parents will share pictures/videos with staff in order to create a student portfolio.
- Staff will send home activity packets to supplement student learning through Class Dojo and Zoom lessons.
- Staff will communicate with families at least weekly via phone calls, emails, texts or dojo chats.
- Therapy sessions will be conducted via telehealth using live Zoom and/or phone calls.
- All forms of learning will be aligned to the NYS Pre-K standards in helping the students become kindergarten ready & successfully demonstrate the skills needed for them to be successful in kindergarten.
- In addition, special education students' learning will be focused on achieving their IEP goals and developing daily living skills based upon their level of development.

### *Hybrid Learning Plan*

- The hybrid model combines in-person instruction and remote learning.
- Students will be further divided into two cohorts; Cohort A and B. Cohort A will attend school in-person Monday-Tuesday, and Cohort B will attend Thursday-Friday. Wednesday will be a remote learning day for all students, as well as an additional day for staff to deep clean and plan.
- The remote learning plan will consist of live zoom lessons, activities on Class Dojo & packets sent home with students.
- Staff will continue to communicate with parents/guardians at least weekly, via phone calls, emails, texts & Dojo chats to eliminate communication notebooks. Plastic folders will be provided to exchange work/notes between school & home.
- The in-person instruction will take place following all guidance from NYS, DOH, OCFS, CDC and OSHA as listed in this document.
- Staff will work with students in small groups maintaining social distancing or individually throughout the day.
- Large group activities will maintain social distancing. Carpets will have areas defined for students to do so.
- The same therapists will push-in to the classroom for services whenever possible.
- Doors will be opened in the classroom whenever possible unless they pose a safety or health risk.

### *Additional Classroom Guidance for students*

- Student belongings (clothes & bookbags) must be kept in a separate bag/container in each cubby/hook. When storing mats used by students, they must be kept separate/in a bag.

Families will supply sheets and bedding for their child, if needed. All bedding will be sent home & must be washed weekly.

- Staff and students using shared electronic equipment such as iPad & computers must wash their hands before & after usage. As possible, equipment must be cleaned and disinfected daily.
- Daily cleaning logs must be completed daily and kept in the classroom.
- Each Child has own bin of sensory items (sand, playdough, pasta, foam) and art supplies (crayons, glue stick, scissors) - this bin can go with them to therapy, so student can use own supplies in therapy.
- Decrease the number of toys out for children to have access to for each day. Break up similar bin toys (for example; blocks, pegs, Legos, magnet tiles) so more students can use similar or the same type of toy. Eliminate soft toys or toys that cannot be washed and toys from home. Toys will be cleaned & disinfected at least daily using registered disinfects.
- More gross motor activities within classroom to make up for limited gym time (i.e. music and movement, yoga, bean bag toss).
- **Small group activities**- one adult per three kids, have enough materials for each child. Clean shared materials between groups if necessary.
- **Large group** (for example; read aloud, morning meeting, end of day mtg) – Social distancing will be maintained to the fullest extent possible.
- **Gym**- equipment sprayed down with bleach and water solution. Time will be left in schedule for spraying equipment and drying of cleaner.
- **Outside playground**- equipment cleaned between uses by assigned staff. Time will be left in schedule for cleaning equipment.
- **Community Walks**- scheduled to stagger classes, so children do not meet up on walking path.
- **Rest time:** Cots or mats are to be kept 6 feet apart and children are to rest head to toe. Sheets for mats must be washed weekly.
- **Implementation of PBIS**-reinforce with students and families over summer. Review with PBIS team/LMSW to implement.
  - Be Safe- wash hands, give others space
  - Be Kind- Listen and use nice words
  - Be Responsible/Team- take care of your belongings

*Therapies:* All clinicians will wash their hands before and after working with a student and all materials used will be disinfected in between sessions. Extra time will be provided to enhance cleaning and disinfecting of all equipment. Students hands will be washed prior to and after therapy session.

- **Push-in services and caseloads** will be determined by classrooms as much as possible to keep groups static. Student sessions will be individual whenever possible. If a group is necessary, it must consist of students from the same classroom.
- **Time** (approx. 5 to 10 minutes) given in between sessions to clean materials, furniture (table, chair), equipment (bikes, etc.) toys and handwashing for both the therapist and student.
- Therapists will alternate activities between sessions to allow drying time.

- **Speech Therapists** will wear face mask & a face shield. Therapist will remove their mask when working on oral motor goals. Gloves will also be worn when therapists need to touch a child's face as part of therapy.
- **Speech, OT & Counseling-** therapists will take the student's individual class bin of supplies to use in therapy.
- **Physical Therapy-** use outside space when appropriate & available (Section off part of field for PT).

### **Tours**

- Tours will be set up by appointment only. Parent will be expected to show up at scheduled time, as waiting area will not be available.
- Health screening will be done via the phone the morning of the tour by CPSE coordinator and/or social worker.
- Temperature checks will be done before the parent and student come into the building.
- Masks will be required.
- Only one family member will be allowed to participate in the tour along with the child.
- Families will wash hands upon arrival and will be given gloves while touring the program.

### ***Evaluations Protocols:***

- All Evaluations must be conducted at the facility. No home visits allowed.
- A designated area will be selected to conduct each evaluation. The area needs to be cleaned and sanitized before and after each evaluation conducted. Cleaning supplies registered by NYS DEC will be provided.
- All testing materials being used will need to be cleaned and sanitized before and after each evaluation session.
- Families that are referring their children to be evaluated will be pre-screened using the health assessment questionnaire prior to them coming to PE.
- Before entering the program site, both therapists and families will have their temperatures checked and be screened before entering the building. If a family member or therapist has a fever, he or she will not be granted access into the building and evaluation will be postponed until the person no longer has a fever for at least 72 hours without medications.
- Anyone who is entering the building will have to sign in and out in a designated evaluation log after using hand sanitizer.
- Therapists must wear acceptable face coverings while conducting evaluations. Face shields along with a face mask are an acceptable form of face covering.
- Family members will be required to wear a mask and promote social distancing to the best of their abilities.
- When entering the building, all therapists and family members will wash hands with soap and water and/or hand sanitizer before and after each evaluation.
- Hand sanitizer will be accessible in all evaluation designated areas.
- Family coming into the building will be limited to most essential members only (additional siblings or family members will not be allowed into the building).

### **D. Movement & Commerce**

### *Student Drop-Off & Pick-Up*

- Students will be dropped-off and picked up at the rear of the building within the designated areas.
- As a general rule, parents will not be allowed inside the school building. If parents must enter, the mandatory health screening will be completed by the nurse, a face covering must be worn & the parent visitor log must be signed. Temperatures will be taken and checked off on the visitor log. Parent will use their own pen or pens must be sanitized after use.
- Stagger student entry & departure to reduce congregation of students & staff.
- Ideally, the same parent or designated person should drop off and pick up the child every day.
- The same staff from each classroom, when possible, will be at drop off daily to greet children outside while the nurse/other appointed staff completes the mandatory health screening assessment (consisting of a temperature check & screening questions).
- Hand hygiene stations should be set up at the entrance of the facility, so that children can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets. Keep hand sanitizer out of children's reach and supervise use. If possible, place sign-in stations outside. Social distancing will be enforced.
- Parents will use their own pen to sign their child in and out of the program.

### *Bussing/Transportation Policies*

- Families using bussing are required to use the remote screening method and must sign the OCFS attestation form #6040. The form will be kept on file & states that the child has had their temperature taken prior to boarding the bus. Student temperatures will be taken again upon arrival.
- Students are always required to wear a face covering (e.g. entering, exiting & seated) while on the bus. Face coverings will be provided for the student if they do not have one. Students should maintain appropriate social distancing unless they are members of the same household.
- Families will be encouraged to drive their children to school.

### *Deliveries/Repairs*

- Any deliveries will be left in a designated area (reception area or outside front or back door) and repair service personnel will be screened using the mandatory assessment.

### *Fire Drills*

- Per OCFS regulations, Fire-Drills will be placed on a "temporary interpretation status." This will allow staff to discuss the program's fire drill procedure with the students on a regular basis. This conversation will be logged in the fire drill log in place of conducting "conventional" fire drills until the COVID-19 crisis has passed. Administration will attempt to perform traditional fire drills if and when it is deemed safe to do so.

### *Staff Entrances & Exits*

- Staff will use the back entrance of the facility and be screened upon entering the building.



### *Shared Objects*

- Computers, telephones, books and office supplies are possible items that might be shared between staff. However, the sharing of objects will be limited, and the touching of shared objects will be discouraged. Staff and children will be required and reminded to practice proper hand hygiene before and after contact. The items will be wiped down and sprayed after use. Handrails, doorknobs and light switches will be cleaned regularly throughout the day and the times will be logged using the cleaning logs. Toys will not be shared between different cohorts of children. They will be cleaned daily and disinfected with approved NYS DEC registered disinfectants. Soft toys from home will not be permitted. Children will have their own sensory toys and art supplies to use.
- Toys/manipulatives that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with soap and water, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry.
- Toys and manipulatives will only be shared within the same cohort, unless they are washed and sanitized before being moved from one group to the other.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

## **E. Mental Health Wellness**

### *Family/ Student Wellness:*

- Staff will be trained to become more attuned to the social-emotional and family stressors that may affect the student's ability to participate in class and therapy sessions.
- Staff will continue to support families based on their previous needs assessed through connections made with the families via the community outreach.
- Administrators/Social Worker will be available to thoroughly explain policies and procedures about reopening guidelines for parents to ease their concerns about sending their children back to school.
- The families will be provided with mental health referrals, community organization referrals, social services referrals, and any other local agencies that may potentially assist.
- PBIS Team will provide classrooms with activities and support to reinforce coping skills.
- Teachers will have laminated pictures of their faces without masks to help children deal with any difficulties or fears of seeing the teachers with a mask.

### *Staff Wellness:*

- Administration will continue to assess staff needs as the pandemic and re-opening progress
- Staff will be trained to implement proper hygiene techniques and protocols decided upon in the Health and Safety section in order to reduce any apprehension they may have about returning to work
- Monthly staff meetings will incorporate an opening "mindfulness exercise"
- Each program will implement a monthly health and wellness activity for staff to participate in to promote mental wellness
- Monthly surveys will be sent out to assess staff needs
- Staff that identify any concerns with returning to work due to being medically compromised or if they have a family member that is medically compromised, will be referred to Fedcap HR Benefits

- Fedcap and Easterseals will continue to provide mental health/ wellness through their Employee Assistance Program.
- Staff will participate in Trauma Enforced Care trainings

## II. Places

### A. Personal Protective Equipment

- As per OCFS guidelines, staff and students are required to wear face coverings. ESNY will require students to wear face coverings to the greatest extent possible on the bus and during the school day except for socially-distanced break periods (lunchtime, naptime, etc). ESNY will maintain an adequate supply of disposable child-sized face masks for children who arrive without face coverings, and for children whose face coverings become soiled or otherwise unusable during the school day.
- Staff have been provided with an acceptable face covering at no cost to them. An adequate supply of coverings will be kept on hand in case of need for replacement. Face shields will also be available if a staff member or therapist requires one.
- Staff will be trained on how to put on, take off, clean (as applicable) and discard PPE. Receptacles will be placed around the facility for proper disposal of PPE.
- If a staff member chooses to use a cloth covering, they must cover both the nose & mouth & staff are required to wash them daily.
- Sharing of face coverings is prohibited.
- Appropriate signage will be placed around the facility to remind staff & students of proper procedures.

### B. Hygiene, Cleaning & Disinfection

#### *Hygiene incl. Handwashing Protocols for Staff & Students*

- Adherence to hygiene, cleaning & disinfection requirements as advised by CDC & DOH will be followed.
- An appointed staff member (admin, and/or nurse) will be responsible for keeping the common areas' logs. Staff will be responsible for their individual work area.
- The logs will document date, time, and scope of cleaning and disinfection. They will be kept in each area of the facility as follows: classroom (tables, toys, chairs, etc.), bathrooms, therapy areas, gym, staff lounge, and each office area. The main office will have the log for the cleaning of other areas such as handrails, doorknobs, light switches and playground.
- All staff & students will be trained on proper hand & respiratory hygiene. Information will be provided for families on ways to reinforce the same procedures at home.
- Wherever sinks are located (classrooms, kitchen and break areas, nurses' offices, and bathrooms) an adequate supply of soap and paper towels will be kept. In addition, each facility will keep a two-month supply of products will be kept on hand.
- An alcohol-based hand sanitizer containing at least 60% alcohol (bottled and/or wall dispensers) will be placed in convenient locations (main reception/security desk, nurses' office, entrances/exits, classrooms, therapy areas and gym) throughout the facility.

- Signage will be placed near hand sanitizer locations reminding everyone that visibly soiled hands must be washed with soap & water; hand sanitizer is not effective on visibly soiled hands. The use of hand sanitizer will be supervised by adult staff for children's use.
- Stop the Spread posters from the CDC and other age appropriate signage for proper handwashing will be posted throughout the building.
- Hands will be washed according to the following schedule and more often if necessary:
  - Upon arrival
  - Between all program activities
  - After using restroom
  - Before & after eating
  - Before departing the last program activity

### III. Processes

- **Screening Students/Parents/Visitors:**
- Staff conducting daily screenings will be provided with PPE which includes face covering, gloves, gown, and/or face shield.
- The school nurses or other trained school employees will perform screening activities. These individuals will be familiar with CDC, DOH and OSHA protocols.
- Staff / Parents / Guardians / Visitors must complete a health screening questionnaire & temperature check daily prior to entering the building. In addition, each employee, volunteer, parent, child and essential visitor must sign and submit the Health Screening One-Time Attestation form (OCFS-6040).
- Anyone entering the building must sign in on the Child Care Program Tracker (OCFS-6039). Person must include their phone number in the event contact tracing needs to be done.
- Persons who have a fever of 100.4 degrees F or above or other signs of illness will not be admitted to the facility. Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Children will be screened upon arrival.
- ESNY will use non-contact infrared thermometers.
- Non-contact thermometers will be cleaned with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client.
- Implement questionnaire that determines whether the individual has:
  - knowingly 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;
  - tested positive for COVID-19 in the past 14 days;
  - Has experienced any symptoms of COVID-19 in the past 14 days; and/or
  - Has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

- A designated safety coordinator (nurse, social worker or other) will be appointed by administration to be the main contact upon the identification of positive COVID-19 cases and will be responsible for subsequent communication between staff, students, families & local health agencies or overseeing regulatory agencies as required.

### *Positive Screen Protocols:*

- Any individual who screens positive for COVID-19 exposure or symptoms, will not be admitted into the building and will be immediately sent home with instructions to contact a health care provider for assessment & testing.
- Students who present with a fever or other symptom that develops during the school day will be immediately separated from other students and supervised until their parent/legal guardian or emergency contact can pick them up from school.
- Suspected positive children and staff must be kept away from other individuals in a closed area where there is enough room to have 6 feet apart from staff that are monitoring the individual.
- During screening, individuals must immediately disclose if & when their responses to any of the questions changed, such as when they began to experience symptoms; on or off school premises.
- For a student who failed the screening or who was sent home with potential symptoms, the protocol to return to school must include, at a minimum, documentation from a health care provider, negative COVID-19 testing & symptom free or fever free w/o fever reducing medication for 72 hours, or if COVID-19 positive, release from isolation.
- Staff will take the following actions related to COVID-19 symptoms or exposure:
  - If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.
  - If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms.
  - The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.
  - If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine
  - If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.

### **Tracing & Tracking:**

- To the extent possible, a log will be maintained & kept onsite of every person, including employees, parents/guardians, children, and any essential visitors who may have close or proximate contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means. Log should contain contact information, such that all contacts may be identified, traced and notified in the event an employee, parent/guardian, child or visitor is diagnosed with COVID-19. Responsible Parties must cooperate with state and local health department contact tracing efforts.
- In the case of an employee, parent/guardian or child testing positive, the designated safety coordinator must cooperate with the state & local health department as required to trace all contacts in the workplace. The state & local health department where the site is located must be notified of all individuals who entered the site dating back to 48 hours before the employee, parent/guardian or child first began experiencing COVID-19 symptoms or tested positive, whichever is earlier. Confidentiality must be maintained as required by federal & state law & regulations. The log will be used to trace contacts and staff will be informed by the nurse and/or administration.

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