



**Plan for Monitoring and
Tracking Health
Conditions & Testing**

**Randolph Central
School District**

18 Main Street
Randolph, NY 14772

Updated 08/12/20

Randolph Central School District Re-Opening Plan

A continuum of mitigation efforts, including daily temperature checks, other screening measures and contact tracing, will be implemented by Cattaraugus Allegany (CA) BOCES to help reduce the spread of the virus. CA BOCES will work directly with the departments of health from Allegany and Cattaraugus counties in the event that screening procedures detect infection of our staff, students, or visitors to any of our locations or programs. CA BOCES will coordinate testing of individuals that display symptoms or have been exposed to COVID-19 with the appropriate departments of health in Cattaraugus and Allegany counties, local hospital systems, or primary care physicians.

Cattaraugus County
Cattaraugus County Department of Health Kevin D. Watkins, MD, MPH; Public Health Director 1 Leo Moss Drive Olean, NY 14760 Primary: 716-373-8050 Secondary: 716-701-3398 Email: https://www.cattco.org/health/contact
Olean General Hospital 515 Main Street Olean, NY 14760 716-373-2600 https://www.ogh.org/
Access the New York State COVID-19 Test Site Finder https://coronavirus.health.ny.gov/find-test-site-near-you?gclid=EAlaIQobChMI3q2Xv4CR6wIVg5-zCh0KlAckEAYASAAEgLcvPD_BwE

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 school nurses 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.

Randolph Central School District Re-Opening Plan

PROCESS

Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors

To ensure all faculty, staff, students, and visitors comply with hygiene and cleaning requirements, RCS will do the following:

- All faculty, staff, students, and visitors must follow all posted signage hygiene and cleaning practices and expectations.
- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs onsite that document the date, time, and scope of cleaning to be maintained by the Facilities and Maintenance Department.
- Provide and maintain hand hygiene stations for personnel, including hand washing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% ethanol or 70% isopropyl alcohol for areas where hand washing is not feasible.
- Provide teachers and therapists with student safe cleaning products to clean room surfaces throughout the day.
- Staff Training will be provided to promote healthy hygiene practices. Training will include, but is not limited to:
 - Proper hand washing techniques
 - Use of hand sanitizer
 - Respiratory etiquette, including covering coughs and sneezes
 - Proper use of face coverings
 - Encourage staff to stay home when sick
- Post signs on how to stop the spread of COVID-19, proper hand washing technique, promote daily protective measures, and the proper wearing of a face covering.
- Conduct regular cleaning and disinfecting daily, or more frequently as needed, along with frequent cleaning and disinfecting of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas.
- Require that hand washing take place before and after consuming food.

Screening of Staff and Students

To ensure the school district and its employees comply with protective equipment requirements, the Randolph Central School District will do the following:

Implement mandatory health screening assessment before employees begin work each day and for essential visitors, asking about COVID-19 symptoms in past 14 days:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Randolph Central School District Re-Opening Plan

- Other less common symptoms have also been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.
- Had a positive COVID-19 test in past 14 days
- Were in close contact with a confirmed or suspected COVID-19 case in past 14 days.

Assessment responses must be reviewed every day and such review must be documented. If the answer to any of these above symptoms are “yes”, the employee or visitor should not be allowed to enter and should be directed to contact their healthcare professional.

- Employees will take an online survey through our Frontline software each day before arriving at work. Responses will be monitored by the building office staff and tracked by the software program. Confidentiality will always be maintained. If the employee answers “yes” to any of the questions they will be advised not to report to work or enter the building, but to consult their healthcare professional and report back to us.
- Each employee and student will enter through one designated entrance of the building and will have their temperature screened by a thermal imaging camera.
- Software will be used to collect the student and staff health checklist for COVID-19 symptoms. This is to be completed daily before students and staff report to school.
- The temperature screening team will monitor and manage entry of all persons in the camera’s view.
- Students and staff who register out of the acceptable temperature range will be transitioned to the quarantine room by one of the screening team members to be evaluated by the school nurse.
 - If a student or staff member evaluation from the school nurse is determined to show COVID-19 symptoms, the staff member or student will be sent home immediately. The DOH and NYSED guidelines must be followed in order to return to school.
 - If a student or staff member evaluation from the school nurse is determined to not be symptomatic of COVID-19, the staff member or student will proceed to their classroom.
- Health screening will occur every morning and may occur periodically throughout the school day.
- The screening team will be trained by the district, provided with appropriate PPE as identified by the DOH.
- If needed, the collection of personal data can be done using a paper questionnaire, with employee signature and date. Their temperature can be written on this form by the screening team. All questionnaires and screening documentation is to be stored in confidential personnel medical files in accordance with DOH guidelines. The best practice is to have this process completed outside in the form of a drive-thru screening, or if not feasible, this should be done at the entrance to the buildings. Employees should maintain social distancing and use hand sanitizer before waiting in line. These screenings should be as private as possible to ensure confidentiality.

Randolph Central School District Re-Opening Plan

Screening of Visitors

All visitors will follow **Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors**

Access to Randolph Central School District buildings will be limited to only essential visitors. All visitors will participate in a self-monitoring check for symptoms of COVID-19 by completing the sign-in and sign-out screening form upon entering the building. All visitors will be required to take their temperature before entering RCS buildings. Thermometers will be available at all Randolph Central School District buildings for those that are unable to do this at home.

Testing

Per guidance from the State Education Department and the CDC (*Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools, p14*), Randolph Central School District 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, or supervisors may make general recommendations to parents and staff members to seek medical advice from their primary care physician, community health experts, or local hospital.

The Randolph Central School District COVID-19 Safety Coordinator, along with all Director Level Staff, receives 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 receive immediate on-screen instructions to contact their supervisor and, if possible, to not enter Randolph Central School District facilities.

Front desk receptionists will serve as frontline observers of screening for 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 Building Level Staff or front desk receptionists if any person fails screening procedures. The Safety Coordinator will work with the appropriate health departments if COVID-19 is suspected. Those that fail screening procedures will not be allowed entry into Randolph Central School District facilities.

School nurses in each Randolph Central School District facility will be key responders if any faculty, staff, students, or visitors are in need of medical care while in our facilities.

Early Warning Signs

The COVID-19 Safety Coordinator and school nurses will regularly confer with the health department for guidance on regional infection rates. Randolph Central School District 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%.

Randolph Central School District Re-Opening Plan

The COVID-19 Safety Coordinator and school nurses 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>). Randolph Central School District 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, local infection rate data, and other information from the Cattaraugus County Department of Health.

Randolph Central School District will collaborate with the local health department to determine the parameters, conditions or metrics, such as 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.

Randolph Central School District faculty and staff will be trained to instruct parents and guardians to observe signs of illness in their child that require staying home from school.