

Back to Work Staff Guide

September 2020



**HEALTHY
TOGETHER**



**SYRACUSE
CITY SCHOOL
DISTRICT**

Health & Safety.....	4
Attending Work	4
COVID-19 Daily Attestations.....	4
Suspected, Presumptive, Confirmed Case Protocols.....	4
Habits at Work.....	8
Face Masks & Coverings	8
Hygiene	9
Sanitary Supplies & PPE	11
Social Distance	11
 Clean & Safe Buildings	 13
Cleaning & Disinfecting	13
HVAC	14
COVID-19 Case Protocols	14
 Resources	 15

Our Reopening Mission

Syracuse City School District will keep students' and staff health, safety, and learning at the forefront of all plans for continuous learning as we navigate the return to school in SY 20-21. We will communicate with families with a sense of urgency and a commitment to transparency as situations arise that may impact the location or schedules of educational activities.

We will prioritize the safety and well-being of every member of our team. Syracuse City School District will provide support for faculty and staff as they adapt to the changing conditions of educating students through these challenging conditions.

Guiding values for reopening in the Fall of 2020 were informed by Syracuse City School District's Core Beliefs and Commitments.

Welcome Back, Staff!

Dear Staff,

Welcome back! This is a much different start to the school year than all of us could have anticipated. I appreciate your patience, understanding, and most of all, dedication to our students during these challenging times.



This Back to Work Staff Guide is intended to be a resource to you in navigating questions you may have as we return to school buildings and resume our normal – yet modified – activities. It outlines the daily procedures all staff are expected to follow, including completing a daily self-screening, adhering to daily screenings in your school buildings and more. It also outlines the new policies and procedures in place in all of our buildings to help keep you, your colleagues and your students healthy and safe.

In preparation for your return, we have done our best to ensure a safe working environment. We have cleaned all HVAC systems, installed new air filters, cleaned cooling coils and have made other Facilities adjustments to create the safest possible workplace. We have also moved desks and installed signage and floor markers to help encourage safe movement within buildings and to remind all building visitors to wear appropriate masks or face coverings and practice social distancing at all times.

Again, thank you for your commitment to our District and our students during these unprecedented times. As always, if you have any questions or concerns, please contact your building leadership or appropriate Central Office staff and we are happy to assist.

Sincerely,

A handwritten signature in black ink that reads "Jaime Alina". The signature is fluid and cursive, with the first name "Jaime" and last name "Alina" clearly distinguishable.

Health & Safety

Attending Work

COVID-19 Daily Attestation

Electronic Form

Daily, all staff will attest to the statements on the COVID-19 Daily Attestation electronic form prior to going to work (see Figure 1 for statements). This electronic form can be found on the District website under Staff Resources and can be completed on any smart-device or personal computer. To complete the form staff will need their personal District provided ID number. If you do not know your ID number, check with your supervisor, refer to Employee Self Service under Personnel Memorandum, or contact the Office of Human Resources at (315) 435-4171 or humanresources@scsd.us. *Staff who are telecommuting do not need to complete an attestation if working remotely at home.*

Please note that guests and visitors must also complete this attestation in person, have their temperature taken and sign in upon entry. If unable to attest to the statements, entry into the building will be denied.

Temperature Screening

Daily, all staff will take their temperatures at home using the reusable forehead thermometer given at the start of the school year or their own.

If a staff member does not take their temperature at home and has not reviewed the attestation, they will take their temperature upon arrival at work and read and attest to the COVID-19 statements



at the self-service temperature scan location in their building.

If a fever (temperature above 100.0°F) is recorded, wait 15 minutes and retake temperature. If two readings are above 100.0°F, stay home or leave work and go home. Contact your healthcare provider, put your absence into the absence system and request a sub if needed.

Do Not Attend

If a fever (temperature above 100.0°F) is recorded or if any of the questions on the Daily COVID-19 Attestation are yes, the person is asked to stay home, contact their supervisor, call their healthcare provider, and follow the District's normal absence reporting process to either take the day off or work from home when ill, as applicable.

Suspected, Presumptive or Confirmed Case Protocols

Possible Scenarios

Please see Figure 2 on page 6 for detailed instructions for various scenarios.

COVID-19 Symptoms & Testing

If you are out sick and you are being tested for COVID-19, you must follow your regular procedures for using sick days (i.e., contacting supervisor and entering days into NovaTime and FrontLine). Upon providing documentation of testing for COVID-19, the district will retroactively return your sick days and replace them with administrative leave with pay.

Figure 1: COVID-19 Daily Attestation

All SCSD employees are required to attest to the following each day using their building's electronic form (accessible from the District website under About > Staff Resources). The attestation form is required for building entry.



1. Wear a Face Covering

I am aware of the CDC recommendation and the District's requirement to wear a face covering or mask while on District property.

2. Fever-free

I have checked my temperature and do not have a fever (higher than 100.0°F). In the event that I have not checked my temperature, I will immediately do so at the self-check scan location at the main entrance prior to moving about the building. I will ensure that I do not have a fever (higher than 100.0°F).

3. No Symptoms

I feel well and do not have symptoms of:

- Fever (temperature above 100.0°F) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or Vomiting
- Diarrhea

4. No Recent Exposure

In the past 14 days, I have not been in close contact with anyone suspected or lab-confirmed with COVID-19.

5. Diagnosis or Testing?

I am not currently clinically diagnosed as having COVID-19 or awaiting medically-directed COVID-19 test results.

6. Not Quarantined

I have not been asked to self-isolate or quarantine by a medical professional or local public health official.

7. No Travel

I have not traveled to any of the states listed by NYS as having travel restrictions within the last two weeks.

8. Clean Hands

I am aware of the CDC recommendation for handwashing and the use of hand sanitizer.

Notify Health Services

Contact the District's Office of Health Services at **(315) 435-4145** or email healthservices@scsd.us if:

- Diagnosed with COVID-19;
- A healthcare provider instructs the employee to self-isolate because they are experiencing COVID-19 symptoms;
- They experience COVID-19 like symptoms; and/or they have been in close contact with someone who has COVID-19 (even if not experiencing symptoms)
- Have been mandated to isolate or quarantine by the Onondaga County Health Department

Figure 2: Protocols for Exposures, Symptoms, Testing & Illness

**Return from travel
advisory location during
past 14 days
(No symptoms)**

QUARANTINE
Cannot attend work

Home for 14 day quarantine
post travel to advisory state.



**Family/ Household
COVID-19 Case**

In the event you or someone in your immediate family, including anyone in your household, has been diagnosed with COVID-19, you will be placed on administrative leave with pay.

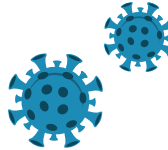


You can contact the Office of Human Resources directly at humanresources@scsd.us. Return to work or use of sick time will be discussed with you individually.

**Exposure to positive
COVID-19 Case
(No symptoms)**

QUARANTINE
Cannot attend work

Contact the District's Office of Health Services at extension 4145 or email healthservices@scsd.us.



Stay home for 14 day quarantine post COVID-19 exposure as directed by the Onondaga County Health Department (OCHD).

Return to work: A quarantine release notice from OCHD is required before returning. May not return to work until criteria is met and documentation is analyzed by Health Services for staff.

**Symptom(s) of
COVID-19**

ISOLATION
Cannot attend work

Contact the District's Office of Health Services at extension 4145 or email healthservices@scsd.us.



Return to work: If staff has any symptoms of COVID-19 but does not have diagnosis of COVID-19 or refuses COVID-19 testing they may be qualified to return to work or school if they meet all of the following criteria:

- Have no fever for 24 hours without medications
- Have felt well for 24 hours
- Provide healthcare provider note stating other diagnosis or condition and note indicates staff is cleared for work.
- May not return to work until documentation is reviewed by Health Services for staff.

What is an exposure?

A true exposure is defined as close contact (within 6 feet) of a CONFIRMED COVID-19 case for at least 10 minutes starting from 48 hours before illness onset until person is isolated OR direct contact with infectious secretions of a COVID-19 case without the use of proper PPE. *With an exposure (even with COVID-19 negative test) a 14-day quarantine must be completed.*

**Positive COVID-19 test
(Even if no symptoms)**

**ISOLATION
Cannot attend work**

Contact the District's Office of Health Services at extension 4145 or email healthservices@scsd.us.



Isolation at home for at least 10 days after positive test or as directed by the OCHD.

Return to work: May not return without note from the OCHD indicating release from isolation. May not return to work until documentation is reviewed by Health Services for staff.

Positive COVID-19 test and symptom(s) of COVID-19

**ISOLATION
Cannot attend work**

Contact the District's Office of Health Services at extension 4145 or email healthservices@scsd.us.

Isolation at home for at least 10 days after positive test or as directed by the OCHD.

Return to work (all criteria must be met):

- Must be 10 days since first symptom(s)
- No fever for 3 days without fever reducing medication
- Has felt well for 3 days
- Note must be provided from OCHD releasing person from isolation.

What is isolation?

Separating people who are ill from others who are not ill to keep the disease from spreading.

What is quarantine?

Separating people and limiting movement of people who have or may have been exposed to the disease to see if they become ill.

Office of Health Services

(315) 435- 4145

healthservices@scsd.us

Habits at Work

Face Masks & Coverings

Students and staff in the Syracuse City School District are expected to wear a face covering with exception of those staff and students who are unable to tolerate a face covering, including students where such covering would impair their physical health or mental health. CDC and the New York State Department of Health recommends that everyone 2 years and older wear a cloth face covering that covers their nose and mouth when they are out in the community and at school. In the event that a student or staff member needs a mask, one will be provided to them from their assigned school or supervisor.

Proper Use & Care

Wear face coverings properly by covering nose and mouth and secure with ties or ear loops. Wash cloth face coverings routinely after use. Wash hands prior to removal of mask to prevent contamination. Disposable face coverings are disposed of in the regular trash.

Asthma & Exceptions

Students and staff who have asthma can wear facemasks or face coverings. Those students or staff who state or those parents who state their child cannot wear a facemask or face covering for any reason including asthma are to provide documentation as such from their healthcare provider. The documentation must include a diagnosis and explanation as to why the person cannot tolerate a facemask. Give documentation for students to the school nurse or send to Health Services at healthservices@scsd.us or Fax: (315) 435-4859. Staff may send their documentation directly to Health Services. Staff and students who may tolerate other PPE that may provide some source control will be considered.



Nose covered and mouth covered. See Figure 3 on page 9 for more detail on types of face coverings.

When/ Where to Wear




Masks do not need to be worn while eating; however, measures to social distance for both students and staff are expected to be maintained. Wear face covering whenever within 6 feet of someone, in hallways, in restrooms, in classrooms, on buses and any area that is a congregate setting.

Wearing a mask does not negate the practice of social distancing. Social distancing of 6 feet for most activities and 12 feet for activities requiring projecting the voice such as singing, playing a wind instrument, or activity that result in heavy breathing such as physical education class should be maintained whenever possible.

Face Shields

A face shield worn alone without a mask or face covering is not adequate protection or source control for COVID-19. If wearing a face shield, a mask or face covering must also be worn.

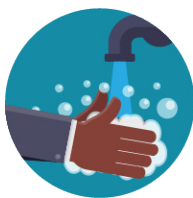
Figure 3: Which face covering is for me?

Cloth Face Covering (Cloth mask/ scarf/ bandanna)		Disposable Mask	N95 Mask
			
Who should wear	Recommended for staff.	Recommended for staff when cloth mask is not available.	For use by custodial and healthcare workers only.
How to wear	Loose fitting. Nose and mouth covered. Fit snugly but comfortably against the side of the face, secure with ties or ear loops, include multiple layers of fabric and allow for breathing without restriction.	Loose fitting. Nose and mouth covered.	
Function	Provides some protection. Prevents wearer from possibly transmitting infectious respiratory droplets to others.		
Wash or toss?	Wash routinely after use. Wash hands prior to removal of mask. Once cloth mask is removed, wash before wearing again. If you need to remove mask during the course of your day, have more than one mask available to use.	Disposable. Discard after being soiled by nose or mouth. Do not touch eyes, nose, or mouth when removing. Wash hands immediately after removal.	

Hygiene

Frequent Hand Washing

Hand hygiene means cleaning your hands by using either handwashing (washing hands with soap and water), antiseptic hand wash, antiseptic hand rub (i.e. alcohol-based hand sanitizer including foam or gel). Hand washing is best practice. Hand sanitizer is used only on those occasions when there is no sink with soap and water available.



- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Fingernails & Jewelry

- Germs can live under fingernails both before and after using an alcohol-based hand sanitizer and handwashing
- It is recommended to keep nails shorter and be sure to clean under nails when washing hands
- Some studies have shown that skin underneath rings contains more germs than comparable areas of skin on fingers without rings so be mindful to wash and sanitize beneath jewelry

Medical or Food Grade Gloves

Gloves are not needed for regular day-to-day activities by most school employees. School personnel such as nurses, teaching assistants and food service providers will continue the need to use gloves. Gloves worn by health care providers are worn when it can be reasonably anticipated that contact with blood or other potentially infectious materials, mucous membranes, non-intact skin, potentially contaminated skin or contaminated equipment could occur. Food service workers also wear gloves to reduce spread of food borne illness.

- Gloves are not a substitute for hand hygiene.
- If a task requires gloves, perform hand hygiene prior to donning gloves.
- Perform hand hygiene immediately after removing gloves.
- Change gloves and perform hand hygiene during task, if gloves become damaged, or if gloves become visibly soiled following a task.
- Never wear the same pair of gloves in the care of more than one person. Food service workers are to change gloves between preparing raw and cooked foods.
- Carefully remove gloves to prevent hand contamination.

Figure 4: How to Remove Gloves



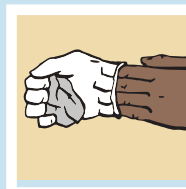
1 Grasp the outside of one glove at the wrist. Do not touch your bare skin.



2 Peel the glove away from your body, pulling it inside out.



3 Hold the glove you just removed in your gloved hand.



4 Peel off the second glove by putting your fingers inside the glove at the top of your wrist.



5 Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.



6 Dispose of the gloves safely. Do not reuse the gloves.



7 Clean your hands immediately after removing gloves.

Adapted from Workers' Compensation Board of B.C.

- Perform hand hygiene prior to wearing and after removing gloves.

Respiratory Hygiene, Coughs & Sneezes

Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Use tissues and throw them away in trash receptacle. Avoid touching your nose or mouth. Wash your hands or use a hand sanitizer after touching your nose or mouth.

Sanitary Supplies

Supplies will be offered to support healthy hygiene behaviors including hand sanitizer with at least 60 percent alcohol and tissues. District is stocked and will ensure each building starts with a one-month supply.

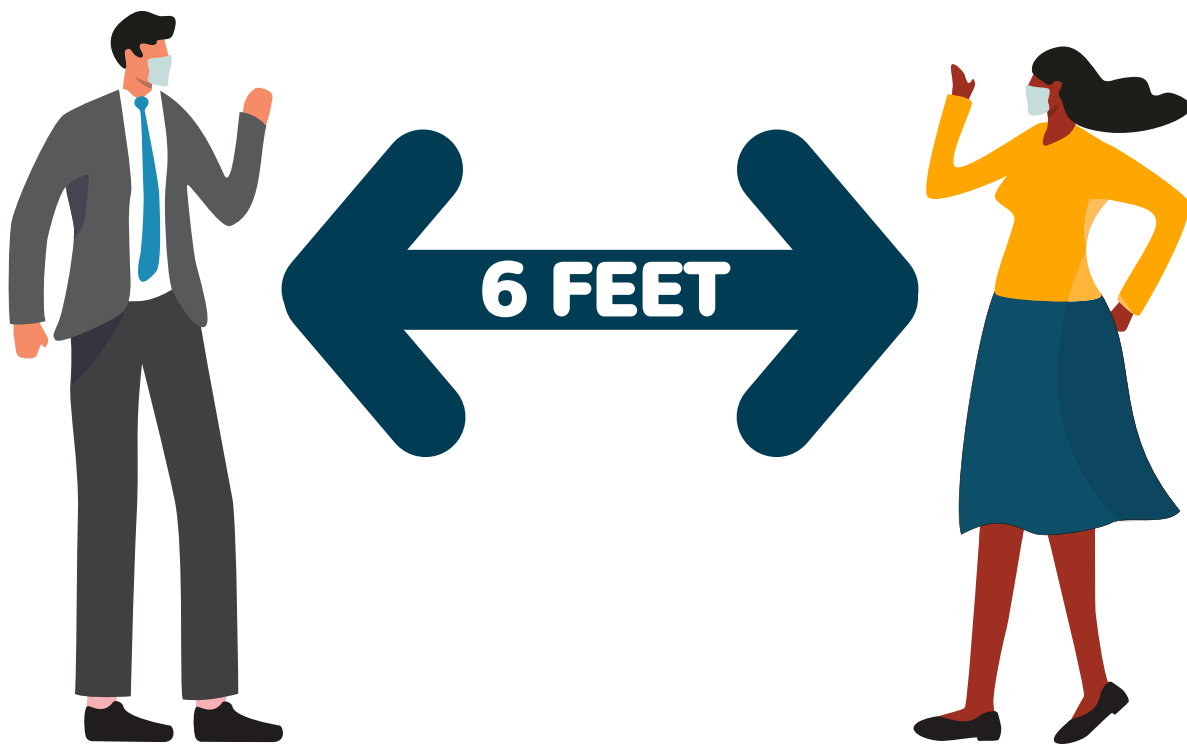
Personal Protective Equipment

Additional personal protective equipment (PPE) is available for those students and staff who may need additional PPE who are at risk for severe COVID-19 illness or who work with students with certain disabilities. Additional PPE equipment may be requested through a staff member's direct supervisor.

Social Distance

Avoid Close Contact

People without symptoms may be able to spread the virus. Put at least 6 feet between yourself and other people outside of your home. Remember, please wear face coverings even when social distancing.



Non-Classroom Workspace

Your supervisor will ensure that your office space maintains a distance of 6 feet between staff. If physical barriers do not exist or cannot be made available, then staff will utilize alternate work spaces or rotate work schedules using staggered shifts, every other day models, with work-from-home and telecommuting allowable on that basis.

Meetings

Avoid in-person meetings even when in proximity. Use email, teleconference or phone calls to communicate as needed.

Unavoidable in-person meetings should be short, in a large space where people can sit 6 feet apart from each other; avoid any physical contact, such as hand shaking.

Limit Interaction with Public

Establish practices that encourage the public to limit visits to your office/worksites. Instead, encourage email, phone or teleconference. The public should be limited from entering worksites and, if necessary, arranged by appointment. Consider setting visitation hours for this purpose. Require face masks

and coverings for the public. At this time there will be no building permits for outside organizations or after-school programs.

Avoid Travel

Eliminate unnecessary travel between schools/sites and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions. Any that are required can be held through phone or teleconference. Limit travel between buildings as much as possible. Always sign in at each building. Complete self-check list at the beginning of each work day prior to entering first building of the day.

Shared Spaces

Do not congregate in work rooms, hallways, copier rooms or other areas where people socialize. Keep six feet apart whenever possible. Avoid visiting other's workspaces.

Break rooms and lunchrooms should be avoided. Consider eating lunch on your own at your desk. Always perform hand hygiene before and after use of shared equipment such as copy/fax machines. Try to avoid use of shared refrigerators but if needed, perform hand hygiene prior to and after use.



Clean & Safe Buildings

Cleaning & Disinfecting

Daily Disinfecting

The District follows guidelines by the Center for Disease Control and Prevention (CDC) for cleaning and disinfecting and will be doing both daily.



Custodial staff will be diligent about disinfecting high contact surfaces that could spread COVID-19 including but not limited to:

- Countertops
- Desks and chairs
- Door knobs and handles
- Drinking fountains
- Light switches
- Sinks and plumbing fixtures
- Telephones

Custodians will provide spray bottles of an Environmental Protection Agency (EPA) approved disinfectant and paper towels to building staff members to clean up student spills and messes. If warranted, buildings may be disinfected by custodial staff during non-occupied hours using electrostatic sprayers and/or fogging style applicators with an EPA approved disinfectant.

Deep Cleaning & Disinfecting

Deep cleaning and disinfecting will be done on Wednesdays and Saturdays at this time.

When someone is sick

If someone is identified by a building administrator or Human Resources as suspected of being ill, custodians will disinfect in accordance with the procedures above in areas of the building where the person was present.

If someone is confirmed to have COVID-19, the District will seek direction from the Onondaga County Health Department as well as the CDC's reopening decision tool. Sections of the building or the entire building may be closed for further disinfection or disinfected during off hours.

Drinking Fountains

Buildings have drinking fountains that meet building code for public school district use. Based on usage, drinking fountains will be periodically sanitized during the school day and sanitized every evening. The District has accelerated its program to add bottle filling drinking fountains to each school building.

Main Office

Sneeze guards and general barriers have been installed in all of our main offices in our schools and on counters frequently used by the public.

Elevators

Building occupants are encouraged to use stairs. If elevator use is needed, Principals will review the requests and grant usage through an elevator key, card access or code depending on the building. Students need

an adult chaperone to use an elevator with a maximum of two people in the elevator at a time. Face coverings must be worn at all times when using elevators.

Heating Ventilation and Air Conditioning (HVAC)

HVAC systems will be operated in accordance with NYSDOH, NYSED and the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) requirements and guidance including the following:

- Buildings will be operated for longer periods of time in “occupied” mode so that additional fresh air and ventilation are brought into spaces and air is exchanged more frequently.
- HVAC equipment controls have been programmed to increase air exchanges where applicable.
- Air filtration will be increased by utilizing higher rated MERV filters in HVAC equipment with a goal of MERV 13 minimum, where applicable.
- Air filters will be changed at more frequent intervals.
- HVAC coils will be cleaned and sanitized in accordance with manufacturer’s directions.
- When weather permits and practical, windows will be opened to bring in additional outside air.
- The number of students in classrooms will be reduced.

COVID-19 Case Protocols

Isolation Area

An isolation room or area has been established in each building to separate anyone who exhibits COVID-like symptoms. School nurses and other healthcare providers and other trained staff will use Standard and Transmission-Based Precautions when caring for sick people. In the building’s isolation room, a hospital grade portable air purifier with a HEPA filter will be provided.

Training

COVID-19 training for staff will be through SafeSchools online learning platform, webinars, professional development sessions, virtual meetings, electronic communication, signage and posts concerning COVID-19 to the Syracuse City School District Health Service webpage and the Syracuse City School District COVID-19 webpage.

Please direct any questions concerning COVID-19 to the COVID-19 building resource person (School Nurse) or directly to Health Services at (315) 435-4145 or email healthservices@scsd.us.

All persons may refer to reputable resources for COVID-19 information such as Center for Disease Control (CDC), New York State Department of Health and the Onondaga County Department of Health.

Need Assistance?

Guidance Resources®

No-cost, 24/7 confidential solutions to life's challenges.

Whatever the issue, your GuidanceResources program can help sort it out. The program is provided free of charge and offers someone to talk to and resources to consult whenever and wherever you need them, 24 hours a day, seven days a week.

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[guidanceresources.com](#)

Mobile App (Register using Web ID [SCSDEAP](#))
GuidanceNowSM

Call
844-206-1127

TTY
844-697-0353



Office of Human Resources

humanresources@scsd.us | (315) 435-4171

Health Concerns

Syracuse City School District Health Services
(315) 435-4145

Upstate University Hospital Triage COVID-19 Hotline
(315) 464-3979

Syracuse Community Health Center
(315) 476-7921

Centers for Disease Control and Prevention (CDC)
www.cdc.gov

New York State Department of Health
www.health.ny.gov

Onondaga County Health Department
www.ongov.net



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The Syracuse City School District hereby advises students, parents, employees and the general public that it is committed to providing equal access to all categories of employment, programs and educational opportunities, including career and technical education opportunities, regardless of actual or perceived race, color, national origin, Native American ancestry/ethnicity, creed or religion, marital status, sex, sexual orientation, age, gender identity or expression, disability or any other legally protected category under federal, state or local law. Inquiries regarding the District's non-discrimination policies should be directed to: Civil Rights Compliance Officer, Syracuse City School District, 725 Harrison Street, Syracuse, NY 13210, (315) 435-4131, CivilRightsCompliance@scsd.us