

Reopening Required Written Protocols Overview

Written Protocol
1. Instructs staff to observe for signs of illness in students and staff and require symptomatic persons to be sent to the school nurse office
2. Takes daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students
3. Requires that ill students and staff be assessed by the RN school nurse or medical director and that if a school nurse or medical director is not available, ill students and staff will be sent home for follow up with a healthcare provider
4. Requires students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to the school's isolation room where students are supervised, prior to being picked up or otherwise sent home
5. Requires health screenings for visitors, guests, contractors, and vendors to each school
6. Instructs parents/guardians to observe for signs of illness in their child that require staying home from school
7. Instructs staff and students in correct hand and respiratory hygiene
8. Ensures that all persons in school buildings keep social distance of at least 6 feet whenever possible
9. Details how the district/school will provide accommodations to all students and staff who are at high risk or live with a person at high risk*
10. Requires all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained
11. Provides for students to take mask breaks
12. Details actions to be taken if there is a confirmed case of COVID-19 in the school
13. Details the return to school of students and staff following illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19
14. Details how the school will clean and disinfect schools following CDC guidance
15. Details how required school safety drills with modifications ensures social distancing between persons

*High risk includes individuals (persons themselves or living with):

- Individuals age 65 or older
- Pregnant individuals
- Individuals with underlying health conditions including, but not limited to:
 - Chronic lung disease or moderate-to-severe asthma
 - Serious heart conditions
 - Immunocompromised
 - Severe obesity (body mass index [BMI] of 30 or higher)
 - Diabetes
 - Chronic kidney disease undergoing dialysis
 - Liver disease
 - Sickle cell anemia
 - Children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children



REOPENING PROTOCOL All BuffSci Schools

Protocol 1: Instructs staff to observe for signs of illness in students and staff and require symptomatic persons to be sent to the school nurse office

- Ongoing training will be provided to all staff on how to observe for signs of illness in students and staff
 - BASCS Registered Nurse will provide August 2020 training for all school employees/staff (including janitorial/maintenance/security staff), substitute teacher/substitute paraprofessional pool, any AmeriCorps or student teachers, any regularly scheduled volunteers, and BASCS Board of Directors and will provide follow-up training 6-8 weeks after any in-person training has begun for these same individuals
 - BASCS Registered Nurse will conduct Zoom trainings for all individuals listed above on a bi-monthly basis throughout the remainder of the 2020-21 school year and summer
 - These trainings may occur by in-person or by remote means
 - Training will be supplemented by 1) purchased handouts/booklets distributed to all individuals listed above as well as for parents and 2) laminated sheets for visitors
 - Training will further be supplemented by video snippets showing “how-to’s” posted on BASCS COVID-19 central communications webpage
 - Information packet/video snippets will be provided to new staff, substitute teachers, and/or substitute paraprofessionals not in the substitute pool well before their on-site arrival
 - Each staff member and individual listed above will sign forms to acknowledge/verify that they received the training, as well as training on all reopening protocols—signed forms will be maintained in BASCS Human Resources files
 - All new staff hiring will be trained by BASCS Director of Human Resources and BASCS Registered Nurse, supplemented with informational packets and video clips, on all reopening protocols
 - All training, informational packets, video snippets, and classroom/school walkthroughs to observe for accurate implementation of reopening protocols will adhere to CDC and NYS DOH reopening guidelines
- Roles of school nursing LPN staff and RN nurse
 - Anytime a student goes to or is taken to the school nurse’s office, they will be immediately assessed for COVID-19 symptoms. If COVID-19 symptoms are present, the LPN will contact the RN to further assess. If the RN is not on school site at that time, the LPN will place the student with COVID-19 signs in the isolation room and the principal will arrange for supervision until the RN’s arrival.
 - The RN will assess the student and determine the likelihood of COVID-19. If likelihood is shown, RN will relay to the school secretary to contact the parents to pick the student up and immediately take to their medical practitioner.

- Should COVID-19 be likely, the RN will immediately inform the school principal and the school Dean of Students and, with the principal/Dean of Students presence, will contact the Erie County Health Department
- Should the medical practitioner, drive-through site, or hospital verify the student has COVID-19, school will close and a thorough all-school deep cleaning will occur (see Protocols 12 and 13)
- Check-in logs and status logs will be maintained for both the school nurse's office and the school's isolation room
- Each school principal will arrange for student supervision while a student is in the isolation room. No student will be left in the isolation room unsupervised.

NOTE: All other written protocols in this series must be followed

BuffSci COVID-19 Safety Coordinator: Mr. Hakan Aktar, Director of Operations



REOPENING PROTOCOL

All BuffSci Schools

Protocol 2: Takes daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students

- All students, staff, parents, visitors, and guests may only enter the school through the entrance with the body scanner. Signs will be posted to indicate the correct entryway. All other entrances to the school building will be locked at all times.
- Based on body scanner findings, entrants will either continue on, be turned back, or, if a student, they will go to the nurse's office for further assessment and potential parent pick-up
- Students will take weekly, nonscheduled, questionnaires on their signs and symptoms. Questionnaires will pop up on student screens and must be completed/submitted before moving on to instruction. For children who haven't learned to read yet or who are learning to read, questionnaires will be conducted by Zoom or in-person means by school staff. For ELL students, questionnaires will pop-up in their native/home language.
 - The school principal and BASCS Registered Nurse will follow-up with weekly student questionnaires. For students indicating COVID-19 signs or symptoms, parents will be contacted and asked to immediately take their child to their medical practitioner
 - Each school will maintain a log including follow-through with parents as to the child's status and outcome of medical analysis
- All BASCS staff will take daily questionnaires on their signs and symptoms. This may include questionnaires after going through the body scanner and before entering the school and/or pop-up questionnaires on their screens. All staff must complete these daily questionnaires.
 - The school principal and BASCS Registered Nurse will follow-up with daily staff questionnaires. For staff indicating COVID-19 signs or symptoms, the staff member will be asked to either go to the isolation room for RN assessment or will not be allowed entry into the school until providing a release from their medical provider.
- Each school will have sufficient "thermometer guns" to check for signs or symptoms throughout the day in addition to body scanners and questionnaires. Hall monitors, main office staff, nursing staff, and other administrative staff will maintain these devices. These checks may be in the classroom, throughout the school building, outside, or in hallways. Should teachers note signs and symptoms in a student, the teacher should send the student to the nurse's office for readings and/or assessment.
- All related data will be transmitted and maintained by BASCS Registered Nurse to collect, organize, store, and follow-up on.

NOTE: All other written protocols in this series must be followed

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REOPENING PROTOCOL

All BuffSci Schools

Protocol 3: Requires that ill students and staff be assessed by the RN school nurse or medical director and that if a school nurse (RN) or medical director is not available, ill students and staff will be sent home for follow up with a healthcare provider

- All students and staff showing or relaying COVID-19 signs will be assessed by BuffSci's Registered Nurse (Lynn Lent)
 - If RN is not in the building, other school-based nursing staff will be responsible for initial intake, immediately contact the Registered Nurse who will come to the building, and supervise the nurse's office/isolation room until the Registered Nurse assessment has been done and, if warranted, students are picked up/staff go home.
 - Students/staff with signs of COVID-19 will be taken to the isolation room for assessment or until parent pick-up
 - If RN is unavailable that day or is seriously delayed, 1) the school secretary will call parents to pick-up ill students with directions to immediately take the student to their medical provider and/or 2) the principal will arrange for substitute staff or assign temporary qualified personnel to continue instruction until the next day when substitutes are available. If a staff member shows signs, they will not be allowed to return to their regular assignment and temporary or substitute staff will be assigned instead.
- Written directions, in parents' primary language, will be provided to parents of students needing to be picked-up that give steps to take, including taking their child immediately to their medical provider, and to provide steps for student's return to school
- RN will follow-up with parents and staff affected by COVID-19 signs to ensure proper treatment and steps taken to return to school.
 - Students and staff showing COVID-19 signs may only return to school site with a doctor's note clearing them to be with others

NOTE: All other written protocols in this series must be followed

BuffSci COVID-19 Safety Coordinator: Mr. Hakan Aktar, Director of Operations



REOPENING PROTOCOL All BuffSci Schools

Protocol 4: Requires students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to the school's isolation room where students are supervised, prior to being picked up or otherwise sent home

- If students/staff show signs of COVID-19, have body temperature scans of 100° or more, or have positive questionnaires, they will be sent to the isolation room
- RN will assess
- Students showing COVID-19 signs will stay in isolation rooms under school nursing staff supervision until parent/guardian pick up. Parents should immediately ensure children are screened/seen by doctors/medical staff. Staff will immediately go home with directions to immediately see their medical provider.
 - School nursing staff or the school secretary will contact parents for any student going to the nurse's office and/or isolation room
 - RN will contact parents regarding students assessed with COVID-19 signs and symptoms
 - Nursing staff will escort students out to their parents once they have arrived at the school. Parents should not come inside but should stay in their car and call or text they are there. Security staff will also be watching for their arrival and ensure they are listed on the student's approved pick-up list. Parent/pick-up person's ID may be requested if not recognizable by security.
 - All safety measures followed adhere to CDC and NYS DOH guidelines
- Information packet/written instructions will be provided to parents/staff to take to medical provider, ER, etc. with COVID-19 assessment findings

NOTE: All other written protocols in this series must be followed

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REOPENING PROTOCOL All BuffSci Schools

Protocol 5: Requires health screenings for visitors, guests, contractors, and vendors to each school

- School Entry/sign-in procedures include
 - Body temperature scan: this will be located at one entryway—all students, parents, staff, visitors, construction and renovation workers, guests, vendors, and others must enter the building through this entryway. All other entryways to the building will be locked at all times.
 - RN nurse will maintain data collected in body scans, questionnaires, and temperature readings. This data will be summarized, provided to school principal and BASCS Executive Director, and maintained for public health officials and NYSED officials
 - Staff will observe that all students are wearing acceptable face coverings. This data is not personally identifiable.
 - Face coverings are required for all students, staff, parents, visitors, and guests
 - BASCS will maintain face coverings for those who forget
 - Parents should check to be sure each of their children has their face covering with them before leaving home and exiting the car
 - For parents, visitors, workers, and/or guests, a paper questionnaire at the visitor log must be completed after the body scan and before entry to the building. The questionnaire includes a section for acceptance of/agreement with maintaining social distance and health policies while in the building.
 - If the questionnaire shows a reasonable suspicion or policies are not accepted, the visitor will be denied entrance. If the RN is on school site, they can do further assessment—school nursing staff will provide written directions (in parents’ primary language) to follow, including going immediately to their medical provider.
 - Security desk check-in: All visitors will be questioned at the security staff before final entryway is permitted
- It is highly suggested that any visitor to the building make arrangements with the school secretary before their arrival or before they depart to travel to the school
- Security desk check-ins will continue as before COVID-19

NOTE: All other written protocols in this series must be followed

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REOPENING PROTOCOL
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Protocol 6: Instructs parents/guardians to observe for signs of illness in their child that require staying home from school

- Parents must conduct daily screenings and temperature readings of each child prior to sending to school
 - BASCS will provide a printed log to use in recording these readings—this is for use at home and does not need to be brought to the school (home purposes only)
- If any child shows COVID-19 signs from parent screenings (including a temperature of 100° or more), the student must stay at home and be taken immediately to a medical provider prior to school return with doctor's note
- BuffSci health screenings and temperature scans will be in addition to this

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REOPENING PROTOCOL **All BuffSci Schools**

Protocol 7 and Signage: Instructs staff and students in correct hand and respiratory hygiene

- Signage will be posted throughout the school (including in classrooms, bathrooms, multi-purpose rooms, outdoors, entryways, office, and hallways)
- Video clips showing correct hand and respiratory hygiene will be available 24/7 on BASCS COVID-19 webpage
- Teachers/counseling staff will train students in correct hand and respiratory hygiene and will practice with their students how this will occur in:
 - Classrooms
 - Meeting rooms
 - Bathrooms
 - Entries/exits
 - To/from transportation
 - Shared rooms
 - Multi-purpose rooms
 - When shared materials with other students have been used
 - Before/after breakfast and lunch
- Teachers will conduct daily practices for at least the first quarter and weekly for the remainder of the year
- This training will be included in staff summer training and in follow-up training throughout the year as well as for new staff members and substitutes

NOTE: All other written protocols in this series must be followed

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REOPENING PROTOCOL All BuffSci Schools

Protocol 8: Ensures that all persons in school buildings keep social distance of at least 6 feet whenever possible

- Results of each school's square footage calculations of each room, hallway, entry/exit, and shared rooms that determines the number of students allowed in school at one time will be posted in each room and for all rooms at the entryway and in the office
- Provisions to maintain social distance include:
 - Signage
 - Wall signs
 - Floor signs
 - Classroom signs
 - Sink signs
 - Barriers
 - Shields
 - PPE
 - Face masks / face shields
 - Disposable gloves
 - Hand sanitizers
 - Soap
- Any variance of 6-foot minimum (less or more) will be explained to students, staff, and parents at least 3 days before implementation
 - Written information will be provided to staff, parents, students, and expected impacted individuals (e.g., guests, workers, etc.)
 - Written information and videos will be posted to BASCS COVID-19 website
 - Translations and audio/visual versions will be posted/provided as well

NOTE: All other written protocols in this series must be followed

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REOPENING PROTOCOL **All BuffSci Schools**

Protocol 9: Details how the school will provide accommodations to all students and staff who are at high risk or live with a person at high risk*

- RN School Nurse will collect the list of students and staff who have, or who are living with someone who have, high risk factors
- Equitable accommodations for learning/working will be implemented
 - Any student/staff who are at high risk or who live with a person at high risk
 - Affected students will participate in all online instruction
 - Affected teachers will instruct or provide instructional activities/programs 100% in the online format
 - Affected staff's work schedule will be re-arranged to work remotely
 - Affected related services (Special Education) will be provided remotely
- No student will be excluded from any instruction regardless of high risk and all students will experience high-quality instruction
- All staff at high risk will be accommodated in their work schedule and/or on-school site requirements. This may include re-assignment, if necessary.

NOTE: All other written protocols in this series must be followed

*High risk/medically vulnerable groups include individuals (persons themselves or living with):

- Individuals age 65 or older
- Pregnant individuals
- Individuals with underlying health conditions including, but not limited to:
 - Chronic lung disease or moderate-to-severe asthma
 - Serious heart conditions
 - Immunocompromised
 - Severe obesity (body mass index [BMI] of 30 or higher)
 - Diabetes
 - Chronic kidney disease undergoing dialysis
 - Liver disease
 - Sickle cell anemia
 - Children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children

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REOPENING PROTOCOL **All BuffSci Schools**

Protocol 10: Requires all employees, adult visitors, volunteers, vendors, workers and construction personnel, and students to wear a cloth face covering whenever social distancing cannot be maintained

- Face coverings must be worn by all:
 - During classroom transitions
 - Entering and exiting the building
 - During emergency drills
- Links on check-in screens will be provided for visitors to view video clips on social distancing expectations including when social distancing cannot be maintained. Visitors will check a box that they've read/understood before entry is permitted.
- Visitors who do not agree to social distancing requirements on check-in will not be allowed admittance to the school
- Signed forms regarding social distance requirements received in summer and school year training will be included in the forms maintained by Human Resources
- Teachers/counseling staff/staff who drive school vans will teach social distancing routines to students including when social distancing cannot be maintained
 - A maximum of 3 passengers will be allowed in school vans
- Related video clips will be maintained 24/7 on BASCS COVID-19 webpage for parent, employee, visitor, workers, vendors, and guests to view
- BASCS will ensure a sufficient supply of cloth face coverings are kept on school site for when social distancing cannot be maintained.
 - Single use and multi-use

NOTE: All other written protocols in this series must be followed

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REOPENING PROTOCOL
All BuffSci Schools

Protocol 11: Provides for students to take mask breaks

- Students are allowed to take mask breaks if they are adhering to 6-foot social distancing
- Schools will install desk shields between students for additional security, allowing students to take more frequent mask breaks
- Mask breaks are not allowed during classroom transitions, entering and exiting the building, and during emergency drills
- Each teacher will train and practice with students social distancing classroom routines including mask breaks

NOTE: All other written protocols in this series must be followed

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REOPENING PROTOCOL All BuffSci Schools

Protocol 12: Details actions to be taken if there is a confirmed case of COVID-19 in the school

- See Protocol 4
- School will be closed and all students will participate in online schooling
 - All in-person activities will be suspended, including child care, until further clearance from Erie County Department of Health
 - Small-group instruction, tutoring, group meetings, and related services will be provided 100% online
- BASCS Executive Director and BASCS Registered Nurse will report the case to the Erie County Department of Health, coordinate with them, and follow-up until receiving clearance to reopen
- Deep cleaning to sanitize and disinfect the entire school will be conducted by an external licensed and bonded company
 - Air filters will be replaced and all ductwork will be cleaned
- No staff, students, parents, or other individuals will be allowed in the school or on school property until clearance has been received by Erie County Department of Health
- All students, staff, parents, families, visitors, and workers will adhere to 14-day quarantines and see their medical providers to determine presence of COVID-19
- All staff and parents will be notified of confirmed case of COVID-19 for their follow-up with medical providers
 - Written notices, including in home languages, will be mailed home and posted to BASCS COVID-19 webpage
 - School all-calls will be made
 - Schools will send emails to parents/guardians to inform of shift to all online instruction and activities
 - School secretaries will contact parents/guardians of shift in child care
- All notifications will be translated into parent/family primary/native language
- Schools will ensure communications are available in audio/video formats to ensure parent preferred communication mode—principals will be sure immediate phone calls are provided to ensure all parents/guardians understand the situation and any changes needed
- School communications will identify BASCS or school point-person for additional information or questions
- BASCS Registered Nurse will maintain communication with quarantined or affected (as possible) staff, students, and families and will check-in with them on a daily basis

NOTE: All other written protocols in this series must be followed

BuffSci COVID-19 Safety Coordinator: Mr. Hakan Aktar, Director of Operations



REOPENING PROTOCOL **All BuffSci Schools**

Protocol 13: Details the return to school of students and staff following illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19

- BASCS Executive Director and BASCS Registered Nurse will coordinate with Erie County Department of Health for safe return to school and clearance to reopen
 - The affected school will be completely online for at least the 14-day quarantine period and will reopen upon Erie County Department of Health’s clearance
 - Once cleared with no identified cases during the 14-day quarantine period, BASCS’ hybrid model will continue (combination of in-person and online)
 - All close contacts of someone with a confirmed case must be seen immediately by their medical provider, assessed, and cleared as well as adhere to the 14-day quarantine
- For diagnosis of COVID-19 of students, parents must provide a doctor’s clearance for their child to return to school after quarantine
- For diagnosis of COVID-19 of staff, a doctor’s note of clearance must be provided to return to school after quarantine
- BuffSci will provide written directions, translated into native/primary languages, and audio/visual formats on BASCS COVID-19 webpage on how to return to school for 24/7 use by parents and staff

This protocol complies with CDC and NYS DOH guidance and will be implemented with the Erie County Department of Health.

NOTE: All other written protocols in this series must be followed

BuffSci COVID-19 Safety Coordinator: Mr. Hakan Aktar, Director of Operations



REOPENING PROTOCOL All BuffSci Schools

Protocol 14: Details how the school will clean and disinfect schools following CDC guidance

- Daily cleaning, disinfecting, and sanitization schedule will be strictly adhered to
 - Two COVID-19-trained cleaners in each building will do the cleaning
 - High-traffic areas and in-person instruction classrooms/meeting spaces will be prioritized
- Classroom disinfecting and sanitization, including shared materials/spaces/furniture, will be done throughout the day by classroom-based staff
- Because school building schedules include one day without students Monday-to-Friday as well as availability of buildings on weekends, these days will be dedicated to weekly deep cleaning, adequate ventilation and air filter checks, and complete building sanitization (including unused spaces)
- If or when needed, outside help will be used (must be licensed, bonded contractors with background clearances) to ensure all buildings adhere to 100% compliance of reopening health safety requirements
- Daily cleaning teams will ensure cleaning and disinfecting of outdoor space, entry/exit ways, hallways, bathrooms, office space/equipment, etc.

All cleaning and sanitization schedules/activities adhere to CDC and NYS DOH guidance

NOTE: All other written protocols in this series must be followed

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REOPENING PROTOCOL All BuffSci Schools

Protocol 15: Details how required school safety drills with modifications ensures social distancing between persons

- Schools will maintain previous safety drill schedules: a minimum of 10 fire drills and 2 stay-in-place drills will occur at each building during the 2020-21 school year
- Safety drill procedures will ensure compliance with social distancing requirements
 - Face coverings/masks are required to be kept on during the entire drill
 - The outdoor collecting area will be extended to ensure social distancing is possible
 - Students and staff will maintain social distancing requirements while outside
- Students and staff will be trained on how to do safety drills while maintaining social distance; teachers will practice with their students well before potential drills and after to best ensure all students' safety in any actual emergency
- Teacher-student practice will occur frequently throughout the school year using social distancing guidelines/protocols. This will include in-classroom, in-hallways, and out-of-doors protocols.

NOTE: All other written protocols in this series must be followed

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