

Bolton Central School District COVID-19 Return to School Plan

The safety and health of our students, our faculty, and our staff is paramount and has been at the forefront of our planning. Our planning is designed to allow our school district to safely reopen. As a result there are a number of features, contingencies, and safety protocols that we must plan for, and we have attempted to outline this throughout our plan. We understand that the situation around COVID-19 is ever-evolving, and as a result, our plan will be forced to evolve with it. We, as a school district, cannot anticipate the way variants will develop, nor can we fully anticipate the ways it will affect our region. With careful planning, hard work, and resilience, we have put together a plan that allows our school to have the flexibility to address these concerns. This plan is subject to change and likely will as recommendations are continually revised. This plan has been developed over months through the input of a vast number of stakeholders, including building and district administrators, teachers, nurses, buildings and grounds staff, parents, and Warren County Public Health. Their time, efforts, and dedication have been inspiring and have provided the backbone for our return this fall.

The committee consists of the following individuals:

Michael Graney – Superintendent
Kathleen Dennin – Business Manager
Chad Shippee – PK – 12 Principal
Dan Hull – Bolton Teachers’ Association President/Teacher
Deb Andersen - Bolton Teachers’ Association/Teacher
Mark Sullivan - Safety Officer
Donna Dipietro - School Nurse
Diane Burkhardt - Bolton Support Personnel/Receptionist
Dawn Robinson – Transportation
Patrick Ross – Transportation
Chuck Morel – Facilities
Michelle Borgh – Alumni/School Counselor
Molly Gordon – CSE/CPSE Chairperson/School Psychologist
Jennifer Carlson – Parent
Christina Dunalewicz – Administrative Assistant
Margaret Maranville – Food Service
Margaret Lawrence – Athletic Director/Teacher
Denise Clark – School Counselor

In addition, Warren County Public Health Director Ginelle Jones, Hudson Headwaters Health Network, and Warren County School Superintendents have collaborated during this process. The Bolton Central School District will communicate reopening plans through a link on the school district website, mailed information to student households and through the District social media platforms. All staff will be trained during Opening Day Staff Development and have easy access to cleaning, disinfecting and screening instructions.

See Main Cleaning Schedule Appendix

Specific training will include:

- All transportation procedures and cleaning and disinfecting
- Food service procedures and cleaning and disinfecting
- All facility procedures and cleaning and disinfecting
- All instructional procedures including student hygiene and personal protection equipment (PPE) training
- All health screening procedures

Guiding Safety and Health Principles

Any and all discussions about how to safely and effectively reopen our schools requires us to understand the *how* of safely reopening. For us to safely reopen, there are four major areas that need to be considered- *face coverings, social distancing, hygiene, and screening* - all of which will be covered throughout the course of this planning document. As a baseline, we as a school district have opted to maintain six feet of distancing in most scenarios and wear appropriate face coverings and PPE. We must maintain proper hand hygiene and adhere to the CDC's and Department of Health's guidance as they relate to the cleaning and disinfection of our classrooms. Staff and faculty members will be responsible for self screening each day. We will perform screening of all students as they enter, or prior to their entry into the building. In order for us to safely reopen, we need to be able to achieve and maintain these recommendations, and throughout the course of this document we will explain and explore the process through which we will accomplish these requirements.

All Bolton Central School entry points will be marked with the following signage:

- Face coverings required
- Practice 6-foot social distancing
- Temperature checks required

In addition, signs promoting and explaining proper hand washing practices, reminding of appropriate social distancing and face covering will be posted throughout the building. All students will be age appropriately trained in hand hygiene, mask wearing, mask cleaning, mask disposal, social distancing, use of hand sanitizers, use of water bottle refilling stations and respecting hygiene.

The school district has designated Superintendent Michael Graney as their COVID-19 Safety Coordinator. This individual shall be responsible for the continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels. District Safety Officer Mark Sullivan will serve as the COVID-19 Liaison.

The school district has designated Superintendent Michael Graney as the primary point of contact upon the identification of a positive COVID-19 case and to be responsible for subsequent communications. This person shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians regarding the COVID-19 public health emergency and the plans being implemented in the school.

Educational Philosophy

We remain committed to an in-person PK – 12 instruction model. Hybrid and remote instructional models will not be offered as an educational program. Based on the social distancing recommendations put forth by the CDC and Department of Health, our school district is capable of having our students and staff return to in-person instruction with the appropriate safety protocols in place. In order to promote safety, our planning will also cohort students together to the extent that is practicable in order to limit the potential spread of the disease should anyone become infected.

The school district has given special consideration to the way that we will perform safety and emergency drills throughout the course of the school year while we are recommended to socially distance. We will still complete our eight evacuation drills and four lockdown drills, but the way that we conduct our drills shall be modified for the upcoming school year. To ensure the safety of our lockdown drills we may conduct them in several different ways to enforce social distancing - whether this be through the use of a "staggered" schedule with smaller numbers of students which allows us to maintain social distancing or by conducting a lockdown drill through verbal and visual instruction and providing students an opportunity to ask questions and receive answers about lockdowns.

Safety and Health Procedures

Face Coverings

Prior to entering the school district, a school facility, or school grounds, staff, faculty, students, and visitors agree to wear a face covering in all required areas. The school district will remind staff, faculty, students, and visitors of this process through training, signage, verbal communication, and other means throughout the school year. During the school day, individuals will be required to wear a face covering at all times while indoors. Frequent mask breaks will be provided while maintaining social distancing. The school district shall train all students, faculty, and staff on how to adequately put on, take off, clean, and discard PPE by training done in classrooms and proper protocols displayed on television screens in the lobbies and cafeteria. This training will include an explanation of what is considered appropriate PPE and will be supplemented by signage, continued education and verbal instruction.

While the school district will encourage all staff, students, and faculty to provide their own face coverings, the school district will continue to maintain an adequate stock of disposable PPE for their emergency use or by request. In order to ensure that stock is maintained, Mark Sullivan, District Safety Specialist and Chuck Morel, Operations and Maintenance Supervisor will be responsible for performing weekly checks of supplies and working to order more as need dictates. The school district has worked throughout the spring and summer to supplement the stock of PPE for the upcoming school year and will continue to do so throughout the school year. The district will also maintain a supply of disposable face coverings on each of the school buses for students who have forgotten, broken, or soiled their face coverings. An inventory of face coverings will be kept at the bus garage as needed. The school district will also request that students, staff, and faculty keep a replacement mask(s) in the building or on their person in case their initial mask fails or becomes soiled throughout the school day.

Social Distancing

For our school district to maintain safe operations, we must attempt to maintain social distancing to protect against the transmission of the COVID-19 virus while on school grounds and in school facilities. To facilitate this, our school district has redesigned our classroom spaces, common areas, and other rooms throughout the buildings for appropriate social distancing. Specifically, appropriate social distancing means six feet of space in all directions between individuals or the use of suitable physical barriers between individuals that do not adversely affect air flow, heating, cooling, ventilation, or otherwise present a health or safety risk. Bolton Central School will only use polycarbonate sheeting or tempered glass for barriers as recommended by the New York State Education Department. The only time when social distancing recommendations may be relaxed in the school district is when the safety of an activity or the core activity requires a shorter distance or individuals are of the same household. To promote this type of behavior, the school district has instituted measures such as placing six-foot distance markers around the school district. Furthermore, the school district has evaluated smaller spaces in the school building, such as elevators, break rooms, and faculty offices, and will be limiting the use of these spaces. These identified spaces will require the use of face coverings and occupancy should not exceed 50% of the maximum, unless the space is designed for use by a single occupant. In addition to the above noted changes, our school district has evaluated the feasibility of modifying existing areas of mass assembly, such as auditoriums, gymnasiums, and cafeterias, to provide additional learning spaces for students that are more easily appropriately socially distanced. Bathroom usage will be limited to two individuals at a time. Regular water fountains have been replaced with water bottle filling stations. Gym locker rooms will not be used. To maintain social distancing in hallways, and considering minimal student locker use in the past, students will not be assigned a locker to start the school year. A student may request a hall locker if they wish. Any hall lockers given to students will be spaced appropriately.

Screening

To ensure that sick or ill students, staff, and faculty are not allowed on campus, the school district will be implementing screening procedures. This will include temperature checks for students, faculty, and staff, as well as daily screening questionnaires for faculty and staff who are unvaccinated or choose not to reveal their vaccination status. The school district will also require screenings for contractors, vendors, and visitors who will be entering the school building. We will require all screenings to occur before individuals reach the school building or enter any school facility. If an individual fails the screening or feels ill, then they should remain home. Furthermore, we ask that parents and guardians remain vigilant in observing their students for signs of illness and to keep them home when they are ill. To facilitate this, the school district will share materials on proper screening and use of PPE that will be provided to all families. The school will implement the use of an online screening tool that will be available via any web browser. Staff members who are unvaccinated or choose not to reveal their vaccination status will complete the screening using their school email information prior to reporting to school. When completing the daily screening, staff are expected to take their temperature at that time. Individuals who are vaccinated and not utilizing the online screening tool are still responsible to perform self temperature checks prior to entering the building.

Student temperatures will be taken prior to entering the building or boarding a bus using infrared no-touch thermometers. Any student displaying a temperature at or above 100 degrees Fahrenheit will not be permitted to enter the school or bus. Students not riding the bus will be dropped off at the gym lobby entrance.

If an individual wants to enter a school building or facility, but has not been screened prior to entry, they will be required to complete an in-person screening with School Nurse, Donna DiPietro who will be provided with all required PPE, which is at a minimum, an acceptable face covering and may include gloves, a gown, and/or a face shield to ensure their safety and well-being.

Our district's screening process will meet all of the recommendations as set forth by the CDC, where a temperature at or above 100 degrees Fahrenheit or a failure of the screening will result in that individual not gaining entry into the school. If the individual who fails a screening is a staff member, faculty member, or outside visitor, then they will be instructed to leave the school facility and see their health care provider. If the individual who fails a screening is a student, then they shall be taken to the isolation room to be assessed by the school nurse and await a parent, guardian, or emergency contact who can bring them to a health care provider for further evaluation. The isolation room will require that appropriate social distancing be maintained, an increased cleaning and disinfection schedule from the school district's buildings and grounds staff, and constant visual supervision. We will provide all required PPE to the individual(s) who will be supervising the isolation room to ensure their safety. When an individual's parent, guardian, or emergency contact arrives to pick up their student, we will once again remind them that their student is required to be seen by a health care provider in regards to the failed screening. The school district will also instruct staff and faculty members to observe for signs of illness in others and require that symptomatic persons be sent to the school nurse or isolation room for a check-up.

The school district continues to work and remains in communication with Warren County Public Health to determine the specific return requirements of individuals who fail a screening, test positive for COVID-19 through a diagnostic test, or has come in close contact with or has been exposed to someone who tests positive for the COVID-19 virus. After a failed screening, the school district will require, at a minimum, documentation from a health care provider of a negative COVID-19 diagnostic test result and symptom resolution. If, after a failed screening, that individual tests positive

for COVID-19 from a diagnostic test, then the school district *will work with the Warren County Public Health* to determine their minimum standards for return to school. In addition, the school district will work with our county health department to test or determine the process for the provision or referral to diagnostic testing for students, faculty, and staff, should that become necessary. The district has also worked with our county department of health to determine what metrics will serve as early warning signs that COVID-19 cases may be increasing beyond an acceptable level, both within our school or within the larger local community. The school district will work with the Warren County Public Health to determine the protocol for when there is a confirmed case of COVID-19 in the school, including how the school district will immediately notify the state and local health departments if/when they become aware of a positive case and how the school district will assist in contact tracing efforts. **See BCS/ Warren Co. Public Health Coordination Appendix**

The school district has identified School Nurse Donna DiPietro as the individual who will serve as the central point of contact and who is responsible for receiving and attesting to having reviewed all screening activities on a daily basis. This individual shall also be identified as the contact for individuals to notify if they later experience COVID-19 related symptoms during the day or have COVID-19 exposure, as noted on their questionnaire.

Hygiene, Cleaning, and Disinfection

Our school district has instituted, trained on, and will continue to follow the CDC and DOH guidelines on the hygiene, cleaning, and disinfection of school buildings and materials. We have developed extensive procedures and protocols for school-wide cleaning and the disinfection of classrooms, restrooms, cafeterias, libraries, playgrounds, school buses, and all other school facilities based on the CDC guidance. We have also identified the areas of buildings that will require additional cleaning and disinfection, such as bathrooms. Throughout the course of the year, our district will maintain cleaning and disinfection logs which identify the date, time, and scope of cleaning and disinfection for those areas. We have also developed and maintained a list of commonly touched surfaces throughout the school district, with a cleaning and disinfection schedule assigned to individuals and positions for these surfaces. The school district has included an appendix to this plan which includes their specific cleaning, hygiene, and disinfection protocols and procedures. This appendix also includes the cleaning and disinfection frequency for each facility and area type and discuss who will be responsible for that.

See BCS COVID-19 Cleaning and Disinfecting Program Appendix

We will also be increasing ventilation with outdoor air to the greatest extent possible based on the outdoor air temperature and the capabilities of our HVAC system. Lastly, the school district will continue to conduct or complete the process of performing its required Lead-in-Water testing as required by NYS DOH regulation 67-4.

Our school district also understands that in order to maintain a safe and healthy school environment, we need to promote and encourage proper hand hygiene throughout the day. In order to achieve this goal, we will be installing hand hygiene stations throughout common areas of the building so that students may sanitize their hands while they are in transition and at times where they may not be able to clean their hands with soap and water throughout the school day. We will also be training students, faculty, and staff on proper hand hygiene throughout the school year and provide continued education for individuals through proper signage at all levels of the school district. Throughout the course of the school day, we will also require students, staff, and faculty to wash or sanitize their hands upon arrival, before and after eating, and at regularly scheduled intervals.

Transportation

We recognize that transportation will present its own unique set of challenges for this upcoming school year and as a school district we are committing ourselves to providing a safe and healthy school environment at all phases and stages of the school day. In order for us to maintain this safety, face coverings will be required while students are entering the bus, exiting the bus, and are seated on the bus, unless a student is not physically able to wear a face covering. We will also maintain social distancing to the greatest extent possible while on the bus unless individuals are from the same household. If a student tries to enter the bus without a proper face covering they will not be denied service or entry- instead they shall be provided with a disposable face covering that is kept on the bus. Furthermore, transportation will not be denied to students with disabilities that would prevent them from wearing a mask nor will they be forced to do so during transportation.

The school district shall commit to ensuring that all buses that are used during the day are cleaned and disinfected at least daily. All high-contact points shall be wiped down after each run. **(See BCS COVID-19 Cleaning and Disinfecting Program Appendix)** While we acknowledge that school buses cannot be equipped with hand sanitizer due to its combustible nature, and we will advise individuals to not bring personal hand sanitizer containers with them on the bus, we will ensure that hand sanitizing or hand washing stations are provided for all staff in transportation locations such as dispatch offices, employee lunch/breaks rooms, and bus garages. Furthermore, we will provide all required PPE for transportation department staff and require the use of a face covering. Should a driver, monitor, or attendant be required to have direct physical contact with a child, they will be required to wear gloves, which the school district shall provide to ensure their safety and good health. These employees will also be required to complete the daily self-health screening, if required, prior to arriving at work to help ensure the safety and wellbeing of their fellow employees.

Extracurricular Activities

Extracurricular activities must follow the same protocols that are implemented during the school day. Athletics will follow protocols provided by the Adirondack League, Section II, the Mountain Valley Athletic Conference and Section VII.

Food Service

Our school district shall continue to provide school breakfast and lunch to all students at Bolton Central School. We will maintain social distancing during the course of our meals and provide food service in the classroom and in the cafeteria to allow for appropriate physical distancing.

Based on the usable square footage of our cafeteria, twenty seven students can be safely accommodated in the space. Cafeteria tables can be split in half and face all in one direction with students socially distant at either end to accommodate a six foot separation. Assigned seating will be enacted and masks will be worn at all times except when seated and eating. Sharing of food and beverages will not be permitted. Hand sanitizing stations will be set up inside the cafeteria door to use when entering and exiting the cafeteria. Students who bring their own lunch will eat in the classroom. Separate eating areas, both in the cafeteria and the classroom, will be maintained for students with food allergies. Students will be staggered to assure socially distant traffic flow through the serving line. Cafeteria personnel will utilize face shields, masks and barriers. Cleaning and sanitizing will be done before and after each group. **See Main Cleaning Schedule Appendix**

Communication

Our school district affirms and attests that we have reviewed and understand all CDC and Department of Health issued recommendations and will submit our plans for reopening if requested. In addition to this, we will post copies of our finished plan on the school website and will be available upon request.

Throughout the course of this process, we will also develop consistent communication plans to ensure that members of the school community are kept up-to-date with all developments and changes to our plan. This process will be managed through verbal instruction, posted signage that is consistent with DOH COVID-19 signage, the maintenance of COVID-19 information on our school website, letters or emails home, and our automated messaging system. We will also develop communications for students and families about how to prepare for the upcoming school year, including specific information on the social distancing and mask requirements. Throughout the course of the school year, we will continue to train students, faculty, and staff on how to follow any new COVID-19 protocols safely and correctly, including hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

Mental Health, Behavioral, and Emotional Support Services and Programs

Our school district will make every effort to provide and address the mental health, behavioral, and emotional needs of students, faculty, and staff throughout the school year. During this time, we will identify and support students who are having difficulty in the school setting by instituting Supervised peer mentoring, Olweus class meetings, individual counseling, elementary guidance curriculum, secondary health curriculum, St. Anne's counseling partnership (teletherapy will also be available). We will also provide periodic training for faculty and staff on how to support students during and after the ongoing COVID-19 public health emergency. We will also provide information on developing coping and resilience skills for students, faculty, and staff during training or through written materials.

Education

Remote Learning

Our 2021 - 2022 learning plan consists of 100% in person instruction. If temporary remote learning takes place due to a county issued quarantine, a school device will be provided to each student. (iPad or Chromebook). Students without internet access will be provided assignments in an alternative format and will be provided and expected to complete the same curriculum as those students with internet access.

Learning Plans

If short term quarantines are mandated by Warren County Public Health, remote classes will be conducted through Google Classroom and Google Meet. Students will provide assigned work, as outlined in the regular curriculum. Mastery and assessment will be conducted based on this work and other formative measures based on student engagement and participation. In the unlikely event we are required to close for a period of time, we are prepared to shift to a remote learning model.

Receptionists will be available during all school hours to take phone calls and parents and students are encouraged to check the school website regularly. All teachers can be contacted via email and all email addresses are posted on the school website and the school calendar. A handbook regarding all COVID-19 reopening plans can be found on our district website or be made available by request.

Any additional PPE or safety measures needed to accommodate students with disabilities will be assessed by the CSE/CPSE chair and provided as needed.

English Language Learners (ELL)

The district currently does not have any ELL students enrolled. However, should an ELL student enroll in the district, materials will be provided in their preferred language and all requirements of the IDEA will be met in accordance with regulations and the law.

The school district will provide the required instructional Units of Study to all ELL's based on their most recently measured English-language proficiency level.

Evaluation

Our school district's plan ensures that all teachers and principals will be evaluated pursuant to our currently approved APPR plan, including any variance applications approved by the Department. All teachers in our school district shall hold valid and appropriate certificates for their teaching assignments, except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or Education Law.

Bolton Central School District
COVID-19 Reopening Plan Appendices
2021 – 2022

Contents

- Bolton Central School Cleaning and Disinfecting Plan
- School Building Cleaning and Disinfecting Log Sheets
- Warren County Health Department Coordination Guidelines

Bolton Central School District Cleaning and Disinfecting Plan for Infectious Disease 2021 - 2022

Date: August 17, 2021

Introduction: All recommended preventive building and cleaning measures are what the Bolton Central School District will do on a daily basis to combat the spread of colds and flu. However, in response to the Coronavirus the district will coordinate resources and supplies for additional preventative cleaning.

The district has authorized extra custodial hours for enhanced disinfecting and the transportation department will be conducting daily cleaning on school buses.

The district will provide financial resources to ensure adequate cleaning and disinfecting supplies are in stock.

Disease Prevention Supplemental Facilities Cleaning and Disinfecting Plan

Purpose: To set forth the district plan for cleaning buildings to prevent the spread of disease.

Objective: Prevent the spread of disease to students, staff, volunteers and community members through frequent, effective and safe cleaning and disinfecting procedures developed by the United States Center of Disease Control (CDC) in district buildings and school buses.

Scope: Applies to all schools, offices, programs, auxiliary service buildings and school buses.

Procedures: There are four modes of cleaning which apply to various circumstances:

Routine cleaning is performed on a regularly scheduled basis by district custodial staff assigned to a building area. Routine cleaning includes daily cleaning and disinfecting of all restrooms, scheduled sweeping and vacuuming of floors, sanitizing of cafeteria tables, emptying trash and other building-based tasks.

Supplemental cleaning is performed by either regular custodial staff, substitute custodial staff or temporary custodial staff assigned to perform cleaning over and above what is considered routine. Supplemental cleaning is focused on cleaning and disinfecting high touch surfaces, specifically for the purpose of preventing the spread of disease.

Personal area cleaning is performed by all employees in their personal workspace, which may include their desk, telephone, keyboard, chair or any other items they use in performing their

duties. This cleaning is customized to personal preference and standards and is done using district supplied cleaning products and equipment.

Emergency cleaning can be performed by contracted services on an emergency basis if it cannot be promptly, effectively and safely handled by district staff, in response to a particular, identified incidence of COVID-19.

Routine high touch cleaning

- Restroom stalls and dispensers
- Cafeteria tables
- Toilets, sinks and faucets
- Food preparation surfaces
- Drinking Fountains

Supplemental cleaning

- Door handles, knobs and crash bars (including exterior doors)
- Elevator buttons
- Handrails
- Light switches
- Counter tops
- Cabinet handles and latches
- Desk tops
- Student Chairs
- Light switches
- Copier, printer and fax control buttons
- Front desk and lobby surfaces

Personal area cleaning

- Desk
- Computer keyboards and mouse
- Phones
- Chair arms
- Remote controls
- Cabinet and file drawers handles
- Microwave, refrigerator, appliances and coffee machines

Supplemental Cleaning – Planned Effort:

Objective: The objective of the supplemental cleaning plan is to accomplish the work described above in the definition of supplemental cleaning. The supplemental cleaning plan below presents our best estimates of the additional hours per day of custodial services needed to accomplish the objective.

The plan shown above was adopted on August 16, 2021. The time requirements are based on best estimates so as we gain experience the district will be flexible and adjust as needed to effectively and safely accomplish the stated objective.

Implementation of Supplemental Cleaning: The supplemental cleaning plan will be implemented at the direction of the Superintendent or designee in response to a threat or threats to health or when directed by County, State or Federal health authorities.

Upon direction to implement a supplemental cleaning plan, each affected school principal or building supervisor will conduct a minimum 15-20-minute meeting with the School Maintenance Mechanic to develop a plan that meets the objectives of the supplemental cleaning plan and addresses any special areas or needs of their particular building or department.

Emergency cleaning: The emergency cleaning plan will be implemented at the direction of the Superintendent or designee in response to an actual infection located at or attributed to a particular school or location or when directed by County or State health authorities.

Upon direction to implement an emergency cleaning plan, the school principal or building supervisor will be notified of the building closure, if occupied, the facility will be vacated and plans for the length of closure will be communicated to the public and staff. The District reserves the option to contract with a professional cleaning service for the emergency cleaning if in-house resources is not available. The District Business Official or designee shall maintain oversight and monitor progress of all emergency cleaning activities.

Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case

The district will provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high touch surfaces.

The district will follow CDC guidelines on “Cleaning and Disinfecting Your Facility,” if an individual is suspected of confirmed to have COVID-19, which include:

- Close off areas used by the person who is suspected or confirmed to have COVID-19.
- The district will consult with Warren County Public Health regarding the need to close operations and response protocols.
- Open outside doors and windows to increase air circulation in the area, weather conditions permitting.

- Wait 24 hours before cleaning and disinfecting, unless waiting 24 hours is not feasible, in which case, wait as long as possible.
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as classrooms, offices, bathrooms, lockers, isolation room, transportation vehicles and common areas.
 - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
 - The district will refer to the New York State DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" for information on "close and proximate" contacts.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection shall continue.

Summary: The overriding purpose for these processes is to protect the health of school district staff, our students and the public. Implementation of the four modes of cleaning procedures must be done with safety at the health and safety as the number one priority while also acting in deference to collective bargaining agreements and public contract laws. Clear, timely communication of facts and cooperation of all parties will result in the best outcomes for our students, staff and public.

Bolton Central School
Cleaning and Disinfecting Log

September 1 – 30, 2021

First Floor Classrooms and Offices

Employee: Carlos Nieves

Areas: 150 & 152 Stage & Ramp

Week Of	Monday	Tuesday	Wednesday	Thursday	Friday
September 1-3					
September 6-10					
September 13-17					
September 20-24					
September 27-30					

Tasks

Bathrooms: Follow Restroom Cleaning Guide

Clean and disinfect sinks and counters tops

Clean and disinfect hand soap dispenser

Clean and disinfect towel dispenser

Clean and disinfect the tops of desks

Clean and disinfect chairs

Clean and disinfect light switches

Clean and disinfect door handles

Clean and disinfect cabinet handles

Clean and disinfect table tops

Clean and disinfect whiteboards

Clean and disinfect pencil sharpeners

Clean and disinfect vertical & horizontal surfaces

Disinfecting product: QT3/Share Corporation (3-minute kill time)

Employee: _____

Complete the log daily and provide to supervisor for retention.

Bolton Central School
Cleaning and Disinfecting Log

September 1 – 30, 2021

Second Floor Classrooms and Offices

Employee: Carlos Nieves

Areas: 226, 227, 228, 229, 230, 24, 240, 244, 245, 247 & 248

Week Of	Monday		Tuesday		Wednesday		Thursday		Friday	
September 1-3										
September 6-10										
September 13-17										
September 20-24										
September 27-30										
Tasks										
Bathrooms: Follow Restroom Cleaning Guide										
Clean and disinfect sinks and counters tops										
Clean and disinfect hand soap dispenser										
Clean and disinfect towel dispenser										
Clean and disinfect the tops of desks										
Clean and disinfect chairs										
Clean and disinfect light switches										
Clean and disinfect door handles										
Clean and disinfect cabinet handles										
Clean and disinfect table tops										
Clean and disinfect whiteboards										
Clean and disinfect pencil sharpeners										
Clean and disinfect vertical & horizontal surfaces										

Disinfecting product: QT3/Share Corporation (3-minute kill time)

Employee: _____

Complete the log daily and provide to supervisor for retention.

Bolton Central School
Cleaning and Disinfecting Log

Third Floor Classrooms and Offices

Employee: Carlos Nieves

September 1 – 30, 2021

Areas: 327, 328, 329, 330, 332 & 334

Week Of	Monday	Tuesday	Wednesday	Thursday	Friday
September 1-3					
September 6-10					
September 13-17					
September 20-24					
September 27-30					
Tasks					
Bathrooms: Follow Restroom Cleaning Guide					
Clean and disinfect sinks and counters tops					
Clean and disinfect hand soap dispenser					
Clean and disinfect towel dispenser					
Clean and disinfect the tops of desks					
Clean and disinfect chairs					
Clean and disinfect light switches					
Clean and disinfect door handles					
Clean and disinfect cabinet handles					
Clean and disinfect table tops					
Clean and disinfect whiteboards					
Clean and disinfect pencil sharpeners					
Clean and disinfect vertical & horizontal surfaces					

Disinfecting product: QT3/Share Corporation (3-minute kill time)

Employee: _____

Complete the log daily and provide to supervisor for retention.

Bolton Central School
 Cleaning and Disinfecting Log
 Second Floor Restrooms

September 1 – 30, 2021

Employee: Carlos Nieves

Areas: South Boys & South Girls

Week Of	Monday	Tuesday	Wednesday	Thursday	Friday
September 1-3					
September 6-10					
September 13-17					
September 20-24					
September 27-30					
Tasks					
Clean and disinfect sinks, toilets, urinals, tubs with an all surface cleaner					
Clean and disinfect light switches					
Clean and disinfect door handles					
Clean and disinfect partition walls using an all surface cleaner					
Clean and disinfect paper towel dispenser					
Clean and disinfect hand soap dispenser					
Clean and disinfect toilet paper dispenser					
Clean and disinfect sanitary napkin dispenser					
Clean and disinfect walls using an all surface cleaner					
Clean and disinfect vertical & horizontal surfaces					

Disinfecting product: QT3/Share Corporation (3-minute kill time)

Employee: _____

Complete the log daily and provide to supervisor for retention.

Bolton Central School
 Cleaning and Disinfecting Log
 Third Floor Restrooms

September 1 – 30, 2021

Employee: Carlos Nieves

Areas: Boys & Girls

Week Of	Monday		Tuesday		Wednesday		Thursday		Friday	
September 1-3										
September 6-10										
September 13-17										
September 20-24										
September 27-30										
Tasks										
Clean and disinfect sinks, toilets, urinals, tubs with an all surface cleaner										
Clean and disinfect light switches										
Clean and disinfect door handles										
Clean and disinfect partition walls using an all surface cleaner										
Clean and disinfect paper towel dispenser										
Clean and disinfect hand soap dispenser										
Clean and disinfect toilet paper dispenser										
Clean and disinfect sanitary napkin dispenser										
Clean and disinfect walls using an all surface cleaner										
Clean and disinfect vertical & horizontal surfaces										

Disinfecting product: QT3/Share Corporation (3-minute kill time)

Employee: _____

Complete the log daily and provide to supervisor for retention.

Bolton Central School
 Cleaning and Disinfecting Log
 Stairwells First to Second Floors

September 1 – 30, 2021

Employee: Carlos Nieves

Areas: D & E

Week Of	Monday	Tuesday	Wednesday	Thursday	Friday
September 1-3					
September 6-10					
September 13-17					
September 20-24					
September 27-30					
Tasks					
Clean and disinfect handrails					

Disinfecting product: QT3/Share Corporation (3-minute kill time)

Employee: _____

Complete the log daily and provide to supervisor for retention.

Bolton Central School
 Cleaning and Disinfecting Log
 Stairwells Second to Third Floors

September 1 – 30, 2021

Employee: Carlos Nieves

Areas: F & G

Week Of	Monday	Tuesday	Wednesday	Thursday	Friday
September 1-3					
September 6-10					
September 13-17					
September 20-24					
September 27-30					
Tasks					
Clean and disinfect handrails					

Disinfecting product: QT3/Share Corporation (3-minute kill time)

Employee: _____

Complete the log daily and provide to supervisor for retention.

Bolton Central School
 Cleaning and Disinfecting Log
 Second Floor Hallways

September 1 – 30, 2021

Employee: Carlos Nieves

Areas: 2B South & 2C

Week Of	Monday	Tuesday	Wednesday	Thursday	Friday
September 1-3					
September 6-10					
September 13-17					
September 20-24					
September 27-30					
Tasks					
Clean and disinfect light switches					
Clean and disinfect door handles and crash bars					
Clean and disinfect wall locker handles					

Disinfecting product: QT3/Share Corporation (3-minute kill time)

Employee: _____

Complete the log daily and provide to supervisor for retention.

Bolton Central School
 Cleaning and Disinfecting Log
 Third Floor Hallway

September 1 – 30, 2021

Employee: Carlos Nieves

Areas: 3A

Week Of	Monday	Tuesday	Wednesday	Thursday	Friday
September 1-3					
September 6-10					
September 13-17					
September 20-24					
September 27-30					
Tasks					
Clean and disinfect light switches					
Clean and disinfect door handles and crash bars					
Clean and disinfect wall locker handles					

Disinfecting product: QT3/Share Corporation (3-minute kill time)

Employee: _____

Complete the log daily and provide to supervisor for retention.

**Bolton Central School
Cleaning and Disinfecting Log**

September 1 – 30, 2021

First Floor Classrooms and Offices

Employee: Preston Wood

Areas: 100, 100-A, 101, 102, 103, 104, 105, 106, 107, 107-A, 112, 114, 116, 118, 120, 122, 126, 127, 132, 136, 140, 142, 144, 145 & 151

Week Of	Monday	Tuesday	Wednesday	Thursday	Friday
September 1-3					
September 6-10					
September 13-17					
September 20-24					
September 27-30					
Tasks					
Bathrooms: Follow Restroom Cleaning Guide					
Clean and disinfect sinks and counters tops					
Clean and disinfect hand soap dispenser					
Clean and disinfect towel dispenser					
Clean and disinfect the tops of desks					
Clean and disinfect chairs					
Clean and disinfect light switches					
Clean and disinfect door handles					
Clean and disinfect cabinet handles					
Clean and disinfect table tops					
Clean and disinfect whiteboards					
Clean and disinfect pencil sharpeners					
Clean and disinfect vertical & horizontal surfaces					

Disinfecting product: QT3/Share Corporation (3-minute kill time)

Employee: _____

Complete the log daily and provide to supervisor for retention.

Bolton Central School
Cleaning and Disinfecting Log

September 1 – 30, 2021

Second Floor Classrooms and Offices

Employee: Preston Wood

Areas: 200, 201, 202, 203, 204, 206, 212, 215, 216, 217 & 220

Week Of	Monday	Tuesday	Wednesday	Thursday	Friday
September 1-3					
September 6-10					
September 13-17					
September 20-24					
September 27-30					
Tasks					
Bathrooms: Follow Restroom Cleaning Guide					
Clean and disinfect sinks and counters tops					
Clean and disinfect hand soap dispenser					
Clean and disinfect towel dispenser					
Clean and disinfect the tops of desks					
Clean and disinfect chairs					
Clean and disinfect light switches					
Clean and disinfect door handles					
Clean and disinfect cabinet handles					
Clean and disinfect table tops					
Clean and disinfect whiteboards					
Clean and disinfect pencil sharpeners					
Clean and disinfect vertical & horizontal surfaces					

Disinfecting product: QT3/Share Corporation (3-minute kill time)

Employee: _____

Complete the log daily and provide to supervisor for retention.

Bolton Central School
 Cleaning and Disinfecting Log
 First Floor Hallways

September 1 – 30, 2021

Employee: Preston Wood

Areas: 1A, 1B & 1C

Week Of	Monday	Tuesday	Wednesday	Thursday	Friday
September 1-3					
September 6-10					
September 13-17					
September 20-24					
September 27-30					
Tasks					
Clean and disinfect light switches					
Clean and disinfect door handles and crash bars					
Clean and disinfect wall locker handles					

Disinfecting product: QT3/Share Corporation (3-minute kill time)

Employee: _____

Complete the log daily and provide to supervisor for retention.

Bolton Central School
 Cleaning and Disinfecting Log
 Second Floor Hallways

September 1 – 30, 2021

Employee: Preston Wood

Areas: 2A & 2B

Week Of	Monday	Tuesday	Wednesday	Thursday	Friday
September 1-3					
September 6-10					
September 13-17					
September 20-24					
September 27-30					
Tasks					
Clean and disinfect light switches					
Clean and disinfect door handles and crash bars					
Clean and disinfect wall locker handles					

Disinfecting product: QT3/Share Corporation (3-minute kill time)

Employee: _____

Complete the log daily and provide to supervisor for retention.

Bolton Central School
Cleaning and Disinfecting Log

September 1 – 30, 2021

First Floor Restrooms

Employee: Preston Wood

Areas: 107-A BATHROOM, OFFICE MENS, OFFICE WOMENS, SOUTH GIRLS & SOUTH BOYS

Week Of	Monday		Tuesday		Wednesday		Thursday		Friday	
September 1-3										
September 6-10										
September 13-17										
September 20-24										
September 27-30										
Tasks										
Clean and disinfect sinks, toilets, urinals, tubs with an all surface cleaner										
Clean and disinfect light switches										
Clean and disinfect door handles										
Clean and disinfect partition walls using an all surface cleaner										
Clean and disinfect paper towel dispenser										
Clean and disinfect hand soap dispenser										
Clean and disinfect toilet paper dispenser										
Clean and disinfect sanitary napkin dispenser										
Clean and disinfect walls using an all surface cleaner										
Clean and disinfect vertical & horizontal surfaces										

Disinfecting product: QT3/Share Corporation (3-minute kill time)

Employee: _____

Complete the log daily and provide to supervisor for retention.

**Bolton Central School
Cleaning and Disinfecting Log
Second Floor Restrooms**

September 1 – 30, 2021

Employee: Preston Wood

Areas: North Boys & North Girls

Week Of	Monday		Tuesday		Wednesday		Thursday		Friday	
September 1-3										
September 6-10										
September 13-17										
September 20-24										
September 27-30										
Tasks										
Clean and disinfect sinks, toilets, urinals, tubs with an all surface cleaner										
Clean and disinfect light switches										
Clean and disinfect door handles										
Clean and disinfect partition walls using an all surface cleaner										
Clean and disinfect paper towel dispenser										
Clean and disinfect hand soap dispenser										
Clean and disinfect toilet paper dispenser										
Clean and disinfect sanitary napkin dispenser										
Clean and disinfect walls using an all surface cleaner										
Clean and disinfect vertical & horizontal surfaces										

Disinfecting product: QT3/Share Corporation (3-minute kill time)

Employee: _____

Complete the log daily and provide to supervisor for retention.

Bolton Central School
 Cleaning and Disinfecting Log
 Stairwells First to Second Floors

September 1 – 30, 2021

Employee: Preston Wood

Areas: A, B & C

Week Of	Monday	Tuesday	Wednesday	Thursday	Friday
September 1-3					
September 6-10					
September 13-17					
September 20-24					
September 27-30					
Tasks					
Clean and disinfect handrails					

Disinfecting product: QT3/Share Corporation (3-minute kill time)

Employee: _____

Complete the log daily and provide to supervisor for retention.

**Bolton Central School
Warren County Health Department Coordination**

	District Scenario	Response
1	Responsible Parties must notify the state and local health departments immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff and visitors. In the case of an individual testing positive, responsible parties must develop and maintain plans to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Tracing Program. Confidentiality must be maintained as required by federal and state law and regulations. Responsible parties must cooperate with all state and local health department contact tracing, isolation and quarantine efforts.	Each County and District will identify a COVID-19 liaison to facilitate conversations about students or staff who have tested positive. Should the individual who tested positive live in a different county than the county where the building is located, both counties should be contacted immediately by the COVID liaison. The School District liaison will reach out to the county should there be a suspect or if there is a concern.
2	Responsible parties must establish protocols and procedures in consultation with the local health department(s) about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in person learning environment at school.	Students and staff who test positive for COVID-19, regardless of whether the person is symptomatic or asymptomatic, the student or staff may return to work upon completing at least ten (10) days of isolation from the onset of symptoms or ten (10) days of isolation after the first positive test if they remain asymptomatic. The local health department will release the person from isolation.
3	Process for the provision or referral of diagnostic testing for students, faculty and staff for COVID-19, in consultation with local health department officials, when needed, which should include plans for testing of symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals with recent international travel or travel within the state with widespread transmission of COVID-19 as a designated through the New York State Travel Advisory, before allowing such individuals to return to in person school.	<p>The county health department will collaborate with the school when there is a concern that diagnostic testing is needed. Diagnostic testing is generally someone who is a high priority or symptomatic. The School District liaison and/or the school nurse will work with the County Health Department and/or the district's medical director to refer students/staff for required testing.</p> <p>Individuals who have returned from international travel and/or a state designated through the New York State Travel advisory must complete mandatory quarantine prior to returning to school.</p>

Bolton Central School
Warren County Health Department Coordination

4	<p>Plan to support local health departments in contact tracing efforts using the protocols, training and tools provided through the New York State Contact Tracing Program - an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins, Bloomberg School of Public Health and Vital Strategies.</p>	<p>Upon request, districts will be asked to provide information on the past locations of students and staff who are involved in the contract tracing program, including, but not limited to room locations, who was in the room and information on transportation. Districts will need to maintain adequate records to answer questions. Should this information be needed, the County Liaison will contact the District's Liaison to obtain the needed information in a timely manner.</p>
5	<p>Closure triggers: Identification of the conditions that may warrant reducing in-person education or closing of the school, in consultation with the state and local health departments, and plan for an orderly closure.</p>	<p>Local Health Departments anticipate using data from the regional "control rooms" for this purpose as well as regular communications with the district. Should a district experience any type of increase in absentee rates or individuals who have tested positive, the district's liaison should contact their COVID-19 liaison to review the data. Should it be warranted, the County Health Department Director will be consulted, and the Superintendent of Schools will make a determination if the school should be closed and for how long.</p>
6	<p>Metrics: Responsible parties must include a process in their plan if/when COVID-19 cases are discovered at school, including closing areas or classes where individuals were infected or more broadly, the entire school in consultation with the local department.</p>	<p>Should multiple cases be discovered in an area or school within the district, the district's COVID-19 liaison will contact the County liaison and should action be warranted, the County Health Department Director and the Superintendent of Schools will make a determination if a portion of the school, or a particular school shall be closed.</p>

Bolton Central School
Warren County Health Department Coordination

7	Districts/schools must review and consider the number of students and staff allowed to return in person. These factors should be considered when determining resumption of in person instruction: Local hospital capacity, consult your local department of health.	County Health Departments monitor this information in the regional control room. Should the County Health Department determine that there is a shortage of hospital capacity due to COVID-19, and if in the determination of the County Health Department that schools need to consider how many students and staff should be allowed on site, the County Health Director will contact the Superintendent of Schools to make a determination if the school district's plan or status should be altered.
8	The director of school health services shall immediately notify their local public health agency of any disease reportable under public health law.	The District's COVID-19 liaison will notify the County COVID-19 liaison (or counties should the individual live in a different county than the location of the school) should they become aware of a positive test for COVID-19 and/or any other disease reportable under public health law.
9	Schools must cooperate with state and local health department contract tracing. Schools can assist public health departments in knowing how many individuals may have had contact at school with a confirmed case by assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training and tools provided through the New York State Contact Tracing Program. This does not mean schools are required to have staff members take the contact tracing program. Questions should be directed to the local health department.	Upon request, districts will be asked to provide information on the past locations of students and staff who are involved in the contract tracing program, including, but not limited to room locations, who was in the room and information on transportation. Districts will need to maintain adequate records to answer questions. Should this information be needed, the County Liaison will contact the District's Liaison to obtain the needed information in a timely manner.
10	Schools must collaborate with their local health department to determine the parameters, conditions or metrics (e.g. increased absenteeism or increased illness in the school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level. School administrators should consider closing if absentee rates impact the ability of the school to operate safely. Schools may choose to modify operations prior to closing to help mitigate a rise in cases. Schools should consult their medical director and/or the local department of health when making decisions.	Should multiple cases be discovered in an area or school within the district, the district's COVID-19 liaison will contact the County liaison and should action be warranted, the County Health Department Director and the Superintendent of Schools will make a determination if a portion of the school, or a particular school shall be closed.

Bolton Central School
Warren County Health Department Coordination

11	<p><u>TESTING</u></p> <p>The responsible party's testing protocol and procedures. The plan needs to include where the testing will take place and who will be providing the testing and under what circumstances the testing will occur and describe how the district will work with local departments of health.</p>	<p>The primary care provider is the first option, and the testing would go through the health insurance carrier. A number of primary care providers can test in their offices. Saratoga Hospital has testing capacity. Warren County holds a drive through clinic for those who are symptomatic at the Warren County Municipal Center. There is a state testing site at the University at Albany. Hudson Headwaters Health Centers will test their own patients and will test non-patients but only after an office visit. Adirondack Pediatrics is setting up a program. All counties are utilizing the Warren County testing site. If someone does not have insurance or a care provider, any of the counties can refer someone to the clinic. Districts are free to contact County Health Directors should there be questions if there is a positive case or a suspected case. School physicians may be able to work to assist with a referral.</p>
12	<p>Provide details about how the school will work with, support and supplement the contract tracing efforts of their local health department. Plans must include protocols for symptomatic individuals and positive cases in school, and proximate contacts; and a determination for how students and staff need to be tested adequately isolate and mitigate additional exposure to COVID-19. This plan must also specify the roles of the responsible party's staff will perform and who among the staff will perform these tests.</p>	<p>Contract tracing efforts are addressed in Question 9. Districts will contact public health or work through physicians' offices. Students/staff who have a fever, may want to ask students/staff to stay out of school/work for between 24 to 72 hours. Parents should be asked to check with their child's primary care physician to determine if testing is necessary, and parents should be asked to have children/staff home if they don't feel well or are exhibiting unusual symptoms. Some exceptions may need to be made for usual allergy like symptoms, documents history of headaches, etc. Determinations about testing will be made between physicians and/or county health departments.</p> <p>The District's School Nurse has received contact tracing training.</p>