



YWCP Health & Safety

The health and safety of the students, staff, and families at YWCP is our priority. We are following NYSED, CDC, and DOH guidance to provide preventative measures. Regardless of the model of instruction, YWCP will continue to educate and regularly communicate with all stakeholders to ensure the health and safety of all stakeholders.

INTERIM GUIDANCE FOR IN-PERSON INSTRUCTION AT PRE-K TO GRADE 12 SCHOOLS DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

https://www.governor.ny.gov/sites/governor.ny.gov/files/toms/-files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf

COVID-19 Safety Coordinator

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Health Checks

Young Women's College Prep will inform and educate staff, students, and parents about required health checks and screenings.

We Will Ensure that:

- Prior to coming to school, students & staff will be encouraged to self-assess & self-monitor symptomatology to avoid exposure on campus.
- Any student or staff with a fever of 100 degrees or greater and/or symptoms of possible COVID-19 virus infection will not be present in school.
- All students will be temperature checked daily at the student entries before entering the building.
 - There will be assigned staff members at the designated entries taking temperatures each morning.
 - Students will only be allowed to enter the building after having their temperature checked.
 - Any student with a fever of 100 degrees or greater will be isolated until they can be sent home.
- All students will periodically be administered a screening questionnaire upon entry to the school building.
- All staff will be temperature checked daily upon arrival to the school building.
- Staff will complete an online screening questionnaire daily (electronically) before reporting to work. If anyone answers yes to any of these 4 questions, they are to stay home and follow appropriate staff call-in procedures.
- The screening questionnaire determines whether the individuals have:
 - Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19.
 - Tested positive through a diagnostic test for COVID-19 in the past 14 days.
 - Experienced any symptoms, including a temperature of greater than 100 degrees in the past 14 days.
 - Traveled internationally or from a state with widespread community transmission of COVID-19 per the NYS Travel Advisory in the past 14 days.
- All necessary visitors, guests, contractors, and vendors will be health screened upon arrival to the building. They will sign in with Security and attest to their answers on the questionnaire.



Health Hygiene

Health hygiene will be taught and re-taught at YWCP for our students and staff. YWCP will provide instruction to the school community in hand and respiratory hygiene as well as providing adequate supplies and time to allow for frequent hand hygiene.

We Will Ensure that:

- Department of Health guidelines for hand and respiratory hygiene will be taught to students and reinforced throughout the day. Signage will be posted throughout the building at entrances, restrooms, classrooms, hallways, offices and cafeteria reinforcing these practices.
 - All students and staff shall wash and/or disinfect their hands upon arrival, and throughout the day or whenever possible/necessary.
 - All students and staff are instructed to cover their mouth and nose with either sleeve or a tissue when coughing or sneezing and dispose of the tissue appropriately.
- Bathrooms will be cleaned periodically throughout the day and a cleaning schedule will be maintained by the custodial staff.
- Students' use will be staggered to accommodate social distancing guidelines.

Social Distancing

Social distancing or physical distancing means keeping a six foot space between yourself and others. YWCP will develop, implement, and enforce social distancing in our school and on school grounds.

We Will Ensure that:

- All students and staff will maximize social distancing(6 feet apart) whenever possible.
- When social distancing is not possible, students, staff and visitors must wear acceptable face mask/covering,with the exception of students or staff who are not medically able to tolerate a face covering.
- Masks will be available when needed.
- In-school movement is reduced where possible.
- Student desks will face the same direction.
- Individual student belongings and instructional materials will be kept in designated individualized areas.
- Visual aids will be used to illustrate traffic flow and appropriate spacing to support social distancing.
- 12 feet of distance will be maintained between individuals while participating in activities requiring projecting the voice, playing wind instruments, or aerobic activity. E.g. in the gymnasium.
- Alternative spaces will be utilized in the building to allow for more social distancing during in person instruction.
- Large events or gatherings will be held remotely or will be limited and in accordance with all social distancing guidelines.

Medically Vulnerable/High Risk Groups

Students and staff who are at an increased risk for complications from COVID-19 are encouraged to consult with their healthcare provider. YWCP will make sure to accommodate the needs of these students in the school community.



We Will Ensure that:

- Accommodations will be met for the needs of medically vulnerable/high-risk students.
- If parents/guardians choose not to send their student back to school, YWCP will provide remote instruction.

Personal Protective Equipment (PPE)/Face Coverings

YWCP has reviewed the OSHA COVID-19 guidance and will follow all CDC recommendations to protect staff and students from potential exposures. Appropriate PPE will be provided in necessary situations.

We Will Ensure that:

- All staff & students MUST wear a face covering when moving around the classroom, the building or within 6 feet of others.
- Face coverings will be available for students and staff who do not have one.
- Licensed healthcare professionals will utilize standard precautions at all times.
- Transmission-based precautions will be used when assessing persons suspected of having COVID-19.
- There will be adequate supplies of PPE for use by school health professionals to assess and care for ill students and staff members.
- Such PPE includes, but is not limited to:
 - face masks (disposable surgical masks), respirators (N95) masks that are fit tested, eye protection or face shields, gloves, disposable gowns
- We will continue to order PPE as demand arises.
- Mask breaks shall occur throughout the day, and particularly when:
 - Individuals can be at least 6 feet apart or 12 feet in certain circumstances of heavy breathing.
 - Individuals are outside and maintaining social distancing.

Management of Ill Persons

Students and staff with symptoms of illness must be sent to the health office to be assessed.

We Will Ensure that:

- Anyone showing signs or symptoms of COVID-19 will be isolated and assessed by the school nurse. If the school nurse is not available, that person will be sent home to be assessed by their healthcare provider.
- Any staff member or student with a fever of 100 degrees or greater, exhibiting other symptoms of COVID-19 that are not explained by a chronic health condition, and/or with a positive response to the screening questionnaire will be isolated until they can be sent home. Common Symptoms Include...

Fever or chills (100 degrees fahrenheit or greater), Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headaches, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea



- All staff will be educated to observe students/staff for signs of illness such as: flushed cheeks, rapid or difficulty breathing, fatigue or irritability, frequent use of the bathroom Any students/staff exhibiting any of these symptoms will be seen by the school nurse.
- Any students/staff who are sick with COVID-19 symptoms, who have recently had close contact with a person with COVID-19, or who have tested positive for COVID-19 will stay at home and notify school officials and follow up with their healthcare provider.
- Students and staff are required to notify the school when they develop symptoms or if their answers to the questionnaire change at any time during or between school hours.
- If a student/staff member is suspected of having COVID 19 we will follow the CDC and NYSDOH recommendations as follows:
 - Close off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred.
 - Open outside doors and windows to increase air circulation in the area.
 - Wait at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible.
 - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- 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.
- Refer to 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. (https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeeereturntowork_053120.pdf)
- 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 will continue.

Returning to School

The return to school of students and staff following illness or diagnosis of confirmed cases of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19 will be coordinated with the local health department. We will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.

www.cdc.gov/coronavirus/2019-ncov/community/schools-child-care/guidance-for-childcare.html#ScreenChildren

We Will Ensure that:

- If person has NOT been diagnosed with COVID-19 by a health care provider, they can return to school:
 - Once there is no fever (without the use of fever reducing medicine) and have felt well for 24 hours.
 - If they have been diagnosed with another condition and have a healthcare provider written note stating that they are clear to return.
 - If a person has been diagnosed with COVID-19 by a health care provider, they will not return to school and stay home until: It has been at least 10 days since the first symptoms., It has been at least 3 days since a fever (without the use of fever reducing medicine), It has been at least 3 days since symptoms improved (including coughing and shortness of breath).