

WYANDANCH UFSD

COVID-19 Preparedness Plan for Facility Use

Wyandanch Schools is committed to providing a safe and healthy environment for all. We have developed the following preparedness plan in response to the COVID-19 Pandemic. All facility users share in the responsibility of implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our facilities, and that requires full cooperation among Wyandanch District staff, program participants and facility users. Only through this cooperative effort can we establish and maintain the safety and health of our staff, participants and facility users.

Our preparedness plan follows guidance taken from the Centers of Disease Control Prevention (CDC), New York Department of Health (DOH), NYSED and OSHA standards related to COVID-19. The plan that follows addresses the safety precautions needed to be taken to ensure safety of all:

- Hygiene and respiratory etiquette
- Social distancing
- Cleaning and disinfection
- Screening and procedures for individuals exhibiting signs and symptoms of COVID-19
- Closing of programs and/or buildings
- Contact and application information
- Creating your Plan

State and Federal Compliance Notice:

Wyandanch Schools will be open and in compliance with State and Federal guidelines during this global pandemic. Please be advised that Participant and User compliance with health and safety expectations is required. Wyandanch Schools will exercise an abundance of care for all, but Participants and Users acknowledge a potential risk for health and safety due to the COVID-19 pandemic.

Hygiene: Handwashing:

Basic infection prevention measures are being implemented at our facilities.

- All users of the facility will be required to sanitize their hands prior to or immediately upon entering the facility by at least one of the following methods:
 - Users may use the nearest restroom to wash hands immediately after entering.
 - Users may use hand sanitizer upon entry or bring their own alcohol-based hand sanitizer to use while in the building.
- Users are instructed to wash their hands for at least 20 seconds with soap and water or use an alcohol-based hand sanitizer frequently while on site.
- Handwashing signs will be posted at building entrances, in restrooms and locker rooms.

Respiratory Etiquette:

- **Masks**
 - Users are encouraged to wear proper face masks when interacting with others while

on site.

- Cover your cough or sneeze
 - Users are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing. Users should avoid touching their face, mouth, nose and eyes, with their hands. Dispose of tissues in the trash and wash or sanitize their hands immediately afterward following the handwashing plan above. “Cover Your Cough” signs will be posted throughout the buildings

Social Distancing:

Social distancing is being implemented in the facilities in the following ways:

- Building and ground use is only permitted through an application process and in the following phases (*complete timeline to be determined*). Number of total participants per building area will comply with local and /or government maximum gathering restrictions:
 - **Phase 1** (beginning September 8 through October 12) – No School District sponsored activities or facilities rental will take place. The District will utilize this time to monitor how well COVID-19 is being managed and contained and may revise its plans based on positive progress.
 - **Phase 2** (October 13) – Pre-Approved School sponsored events will be considered to include (after school tutoring and PTA meetings) Parent Teacher conference will be held virtually (Zoom) or by phone contact. Approval will be determined by building Principals in collaboration with the Superintendent of Schools.
 - **Phase 3** (Fall 2021) – Pre-Approved Community use in designated buildings.
- Total number of groups using the building will be limited depending on the specific building capacity, room(s) requested and group size.
- Group sizes will be limited to the maximum number of people that a room can accommodate while maintaining 6 feet of distance between people without exceeding the maximum gathering size designated by state or local governments.
- Groups / organizations must provide their expected maximum attendance at the time they submit a facility use request. Wyandanch Schools will only issue a permit for rooms / areas that can accommodate the maximum number of participants while maintaining social distancing. Groups may not exceed the number of participants reported without prior authorization from Wyandanch Schools (see “Contact Information and Application Process”). Participants or groups may be denied access if they exceed the number of attendees listed on the permit.
- Activity start and end times will be staggered to minimize the number of people entering the building at the same time and to allow time for cleaning between facility users as needed. Groups over 10 (when allowed) may be assigned staggered entry times to reduce the number of participants from arriving at the same time.
- Users will be notified which doors to enter and exit. Different doors will be used for entering and exiting the building whenever possible.
- Signage is posted in the building to remind people to maintain social distance of 6 feet whenever possible. Prominent areas where signs may be posted are building entrances, restrooms, classrooms, gymnasiums, cafeterias, media centers and other areas where people generally gather.

- Visual distance cues will be marked on the floor outside of restrooms, at the reception desk and other areas where people may need to wait to gain entry.

Cleaning:

Regular cleaning practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, breakrooms, lunchrooms and meeting rooms. High-touch areas will be cleaned and disinfected regularly by custodial staff, coaches, and our facility users. Facility users representing district sponsored programs will be provided all necessary cleaning supplies and will be trained in cleaning and disinfecting procedures as needed.

- Facility users are required to provide their own hand sanitizing supplies for before and after practice for participants. Alcohol based hand rub with greater than 60% ethanol or 70% isopropanol will be used.
- Facility users are required to provide their own first aid kits.
- Facility users are required to bring their own writing utensils, dry erase markers, erasers and other supplies as needed.
- Facility users may not use areas that are not listed on their permit without prior authorization so that rooms can be sanitized before and after use.
- Water fountains may not be available, participants in activities should bring their own *filled* water bottles. Doors will be propped open to reduce handling whenever possible.
- Rooms will be cleaned and disinfected between facility users.
- *Personal Equipment*
 - Facility users may bring in personal equipment for their own use provided they get approval from the Facilities Director prior to their event and clean the equipment before entry to and after use of district facilities. Wyandanch School District reserves the right to refuse the use of personal equipment if it is deemed it to be a safety or health hazard.
 - Facility users must sanitize all equipment before bringing it into the facility and immediately before they leave the room it was used in.
 - Facility users must provide their own sanitizing supplies for their Equipment to help stop the spread and protect our users and staff

Screening and Procedures for Individuals Exhibiting Signs and Symptoms of COVID-19

Wyandanch Staff Assessment

- District staff are required to complete a self-assessment prior to leaving for work. If they are experiencing any symptoms of COVID-19 they will be required to remain home and should contact their healthcare provider.
- District staff may return to work when they meet the conditions outlined in the section *Returning to the Facility After Illness*.

Check-In/Screening Assessment

- Facility users will receive a self-assessment checklist with their permit which they are to use to assess their health before leaving home.

- All building users will be notified in advance and abide by entrance and exit plans set by activity organizer.
- Signs will be posted listing COVID-19 symptoms and instructing users not to enter if they have any symptoms listed.

Self-Assessment: Individuals or anyone in their immediate family (living in the same home) reporting the following symptom(s) will not be permitted into the building and will be asked to return home:

- A fever (100.4 F or higher) within the last 72 hours
- A cough or sore throat
- Shortness of breath and chills
- Repeated shaking with chills
- Muscle pain
- Headache
- New loss of taste or smell
- Direct household contact with a person experiencing an undiagnosed cough and fever
- Diarrhea and/or vomiting in the last 24 hours

Illness Tracking

- Organization/Group leaders will be required to keep rosters, take attendance and keep attendance records at all activities should the information be needed by healthcare professionals for contact tracking purposes.

Symptom Development

- Any individual developing symptoms of illness while on site will go home immediately and contact their healthcare professional.
- If the individual cannot immediately leave, they will stay in the designated room for isolation from the group(s).
 - Annex: Health Office
 - LFH/MLK: Health Office
 - MLO: Health Office
 - WMHS: Health Office

Returning to the Facility After Illness

If you or someone in your household is having respiratory symptoms (cough OR sore throat OR difficulty breathing) but *no test was done to confirm diagnosis* you may return to the facility when these three (3) things have happened:

1. Fever free for at least 72 hours without the use of fever reducing medication AND
2. Symptoms have improved AND
3. At least 10 days have passed since your symptoms first appeared

If you or someone in your household have been in contact with has/had *lab confirmed COVID-19* you can return when these three (3) things have happened:

1. Fever free for at least 72 hours without the use of fever reducing medication AND
2. Other symptoms have improved AND
3. You received two negative tests in a row, 24 hours apart (or per your doctor's written recommendation).

To help stop the spread and protect our users and staff

- Shared/communal food and/or drink is not permitted on school property (buildings and grounds). Eating is only permissible if medically necessary.
- Seed spitting is strictly prohibited on school property.
- Users are encouraged to share safety concerns with district staff.
- Users/Groups reported and found to be non-compliant will be asked to leave the premises and may be prohibited from reserving district facilities in the future.
- Organizations requesting use of district facilities will be asked to provide their COVID-19 preparedness plan.

Communications and Training:

Communication and training will be ongoing through the facility use process and provided to all staff as needed. This plan will be updated and posted as necessary.

This plan is available to the public on the Wyandanch School District website, and relevant information will be communicated to users with their official permit. Permit holders, organizations and their members who are not willing to abide by these procedures may cancel their reservation at any time without penalty.

Closing Programs and/or Buildings

Out of an abundance of caution, Wyandanch Schools will close the building or space(s) used for up to 5 days should an outbreak occur. The New York State Department of Health will direct Wyandanch Schools if further caution is deemed necessary.

Contact Information and Application Process

All users wishing to apply for use of Wyandanch facilities must submit a COVID-19 Preparedness Plan. For assistance contact one of the following:

- Facility Renters:
 - Please submit your COVID-19 Preparedness Plan to Karen Parrish at kparrish@wufsd.net as part of your application process.

All COVID-19 Preparedness Plans need to be reviewed and approved prior to use. Plans submitted less than one week prior to start date may not be authorized to begin on the desired date.

Creating Your Plan:

All potential facility users should reference this Wyandanch Schools COVID-19 Preparedness Plan to ensure alignment in expectations. Details ensure for clarity and potentially faster processing with the district. The plan should include, but is not limited to, answering the following questions:

- Where do participants enter/exit? Consider staggered start/end times to alleviate cross traffic and/or many users entering and leaving at the same time.
- What screening process is taking place to ensure only symptom free users are in attendance? Consider 1 of 3 models the CDC recommended for childcare programs as a

reference: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

- What protocols and schedules are mandated in the group to ensure safe handwashing practices and material sanitization practices before, during, and after use?
- What protocols are taken if a user begins experiencing symptoms while in attendance? For outdoor users, identify a zone for isolation.