

Westmoreland Central School District

Measures to Deal with the COVID-19 Coronavirus Outbreak

(Updated: March 13, 2020)

Public health officials have identified strategies that are most effective in managing issues such as the Coronavirus outbreak. These strategies are being promoted by our public health officials for the effective containment of contagious viruses and it is in our best collective interest to do all we can to keep our community healthy. The strategies fall into three categories: Personal Protective Measures, Environmental Protective Measures and Community Protective Measures.

The Administration and Board of Education of the Westmoreland Central School District have implemented protocols for dealing with the outbreak of the COVID-19 coronavirus. The administrative and safety teams have met and collaborated and developed a detailed plan of action, which is outlined below. *We recognize that this is an evolving situation and as more information and research is made available, this plan may be revised to reflect new information and understandings.* We ask for the full cooperation and consideration of the entire Westmoreland Community for the good of all by incorporating these principles.

Personal Protective Measures

- Get a seasonal flu vaccine – it's not too late! Call your primary care provider or stop by any pharmacy as many now offer flu shots.
- Cover coughs and sneezes in your elbow or sleeve and always use a tissue.
- Avoid touching your eyes, nose and mouth.
- Avoid close contact with people who are sick.
- If you feel ill, stay at home in order to protect yourself and prevent the spread of germs and contact your personal physician for assessment and direction.
- Wash your hands frequently and thoroughly with soap and warm water for at least 20 seconds to avoid spreading any virus to others, or use an alcohol-based hand sanitizer.

Environmental Protective Measures

Cleaning is, of course, important to community health, and our staff is working hard to keep our buildings and busses clean. If you notice an area that needs particular attention or something such as empty soap dispensers or hand-sanitizers, please call 315-557-2682 for James Wharram, Director of Buildings and Grounds, or 315-557-2632 for Mike Sweeney, Director of Transportation.

A small sample of our existing and normal procedures and protocols are:

- All classrooms, gymnasiums, cafeterias, restrooms, offices, common spaces etc. are cleaned each night. Many of these spaces are also disinfected with a Clorox mist.
- All busses are disinfected after each bus run.

- Cafeteria tables are washed after each lunch period.
- Proper hygiene is taught and encouraged.

Community Protective Measures

The following scale will be used to determine the appropriate actions resulting from a virus outbreak:

Level 0 Threat – (below average or average amount of sickness is identified in the school or region and no potential threat exists)

- Business as normal.
- A comprehensive district-wide safety plan is established, practiced and reviewed regularly.
- The external communication system (School Messenger) is updated and tested regularly.
- The internal communication system is tested regularly.
- Business office personnel will be cross-trained.
- Strategies to continue all essential services will be planned and tested regularly.
- Proper non-pharmaceutical interventions will be integrated into the curriculum.

Level 1 Threat – (below average or average amount of sickness is identified in the school or region but a potential threat exists)

- Enhanced cleaning protocols will be put into place.
- Enhanced education about personal protective measures (proper handwashing, avoidance of touching eyes, nose and mouth, etc.) will take place in the school building.
- Additional communication between the school and home will take place to update parents and community members on the situation.
- Parents will be encouraged to communicate any new telephone numbers, addresses and contacts with the school administration to ensure an accurate emergency communication plan.
- All emergency action plans will be communicated.

Level 2 Threat – (more than the average amount of sickness is identified in the school or region, but no positively confirmed COVID-19 cases among staff or students)

- All procedures applicable for Level 1 Threat will take place. Additionally:
- Arrangements will be made to clean/disinfect all materials that are used by more than one person per day (examples: art supplies, tools, computer keyboards, PE equipment, etc.).
- The Department of Health and SED will be notified.
- Students or staff with low-grade fevers (at or above 99.5 °F for a child and 99-99.5 °F for an adult measured orally) or respiratory illnesses will be asked to leave school until symptoms subside.
- All persons with any type of illness or those suspected to have been in contact with a person positively identified with COVID-19 will be expected to self-quarantine. The Oneida County Department of Health will be consulted in such a situation.

Level 3 Threat – (COVID-19 has been positively confirmed in the immediate region, but no positively confirmed cases among staff or students)

- All procedures applicable for Levels 1 and 2 Threats will take place. Additionally:
- The Oneida County Department of Health and the New York State Education Department will be contacted for consultation.
- Seating arrangements in classrooms, cafeterias, etc. will be modified to ensure a safe distance between students and staff (recommended distance is 6 feet between people).
- Carpets in classrooms will be removed and stored to make cleaning with bleach products more thorough.
- All commonly used objects that are shared (computers, lab equipment, etc.) will either be disinfected between use or the use of these objects will be suspended all together.
- All mass gatherings (concerts, sporting events, etc.) will be reviewed and possibly suspended.
- All field trips will be reviewed on a case-by-case basis and possibly suspended.
- The use of school facilities by outside organizations will be reviewed and possibly suspended.
- Staff will continue to prepare for the possibility of alternative learning experiences, when applicable and possible.

Level 4 Threat – (COVID-19 has been confirmed in a staff member or student)

- All procedures from Levels 1, 2 and 3 Threats will take place. Additionally:
- The NYSDOH will be contacted and an initial 24-hour school closure will be enacted.
- The NYSDOH will conduct an investigation to determine the contacts that the infected individual may have had within the school environment. This investigation will inform the plan determined by the Oneida County Department of Health as to any further required closure, or other necessary precautions to take for specific classrooms, or specific individuals. This plan will recommend actions for future positive COVID-19 cases as well.
- Depending upon the length of the closure of school, arrangements for on-line educational materials and/or on-line instruction will be considered.
- Supports for students and staff will be considered (availability of breakfast and lunch, counseling services, payroll, etc.).
- Laptop computers or i-Pads will be made available to students.

Level 5 Threat – (extended school closure and quarantine mandated by NYS, NYSED, DOH, etc.)

- All procedures from Levels 1, 2, 3 and 4 Threats will take place. Additionally:
- Educational materials will be made available on-line and/or on-line learning experiences will be made available to the best extent possible for all students.
- Specific communications about how and where to access services will be announced.

- All attempts will be made to continue to provide essential services (i.e. breakfast and lunch, counseling, etc.), if possible and applicable.