

Friendship Central School District

District-Wide Safety Plan

INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools. Describe the process used by the district in developing this school safety plan, including any strategies such as community or student involvement and collaboration. The district may describe the data or process used for needs assessment and implementation of the plan to meet the individualized needs of the district in keeping with the intent of Project SAVE. The Friendship Central School District supports the SAVE Legislation, and intends to engage in a planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Purpose

The Friendship Central School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Friendship Central School District Board of Education, the Superintendent of Friendship Central School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan. The Plan provides for the protection of lives and property before, during, and after an emergency through the effective use of resources and support available from within the Friendship Central School and with assistance and support from local and county agencies and emergency response services.

SUMMARY OF LAWS

The following is a summary of New York State law pertaining to building level school emergency response plans. In 2000, Chapter 181 enacted Education Law §2801-a (Project SAVE) requiring the implementation of certain school safety plans. Education Law §2801-a required that every school district, Board of Cooperative Educational Services (BOCES) and county vocational education extension board, as well as the Chancellor of the City School District of the City of New York, develop a building-level school safety plan regarding crisis intervention and emergency response ("school emergency response plan"). Section 2801-a prescribed minimum requirements of a school emergency response plan, which included policies and procedures relating to responding to certain threats. These plans were designed to prevent or minimize the effects of emergencies and to facilitate the coordination of schools and school districts with local and county resources in the event of such emergencies.

The Commissioner of the New York State Education Department, prescribed requirements into regulation 8 NYCRR Section 155.17. Regulations are hyperlinked within this document. Additionally, recent amendments to

Continuation of Operations Plan Pursuant to Education Law 2801-a

The following additions to the District Safety Plan are pursuant to section [27-c of the Labor Law](#):

- a. A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce.
 - Administration – to ensure operations of the District
 - Cafeteria/Teacher Aides Staff – to provide and distribute meals and classroom items
 - Maintenance – to ensure safe operations of buildings and grounds including sanitation
 - Office Personnel – to ensure communication within and outside district and provide operational continuity
 - Bus Drivers/Bus Monitors – to ensure delivery of classroom items and meals
 - Nurse – to ensure health and home visitation to our students and families
 - Director of Guidance – to ensure students' needs for mental health, materials and coordination of services for our students and families.
- b. A description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute.
 - Non-essential faculty and staff will be provided access to electronic devices that will enable them to telecommute. Staff not already assigned an electronic device will be able to request a device, in writing to the superintendent and technology coordinator. Staff will also be permitted to use their own devices. Staff in need of Internet hotspots will have access to district-provided devices, upon demonstration of need and written request to the superintendent and technology coordinator. All staff have access to a suite of applications provided by the district, which enable remote work. Staff who are willing and able to provide necessary functions to support the work of the District will be able to telecommute. Such staff will work their regular hours and perform their job duties from an alternate location. Based upon the needs of the District, work schedules and duties may be adjusted within reason.
- c. A description of how the employer will, to the extent possible, stagger work shifts of essential employees.
 - Work shifts will be adjusted as needed, within reason, to meet the needs of the District and to respond to the circumstances of the “Emergency Continuation of Operations” as directed by State and Local government.
- d. Protocols the employer will implement to procure personal protective equipment (PPE) for essential employees.
 - The employer will utilize the BOCES consortium purchasing program, and commercial vendors as well as the local Department of Health and State Contracts to secure necessary PPE. The District will store the PPE and other essential equipment/supplies will be stored on site and accessible by administration, building and grounds staff, and medical staff. Line staff will be provided access to needed equipment in the district offices (District Office/High School Office/CSE Office/Nurses Office). Staff can request additional equipment in person or in writing through any of the District Offices.

- e. Protocols in the event of an employee/contractor is exposed to a known case of the disease or exhibits symptoms/tests positive.
 - The District will follow the Allegany County Department of Health and the New York State Department of Health procedures for prevention/isolation/disinfection. The District will work with the local Department of Health on contact tracing and protocols for preventing the spread of disease. All employees and contractors will complete screening prior to entering the building. In the event of a positive or symptomatic case, contact tracing will be completed in conjunction with the Department of Health to prevent the spread of the disease.
 - All areas affected by a positive case will be thoroughly disinfected following guidance from the State Department of Health.
 - The District has developed a policy regarding available leave for testing, isolation, and quarantine offering employees options for utilizing the State COVID Sick Leave, District Sick Leave, remote work, or a combination of the above to ensure employee safety.
- f. Protocol for documenting precise hours and work locations.
 - Staff will work assigned hours. Staff will document absences from work through the current reporting system. Staff will work in designated areas depending upon the needs of the district and guidance from Federal, State, and Local government.
- g. Protocol for working with the employer's locality to identify sites for emergency housing for essential employees.
 - The District will coordinate with the Government of Allegany County and the town of Friendship to make emergency housing available for essential employees.

Definitions:

"Personal protective equipment" shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.

"Public employer" or **"employer"** shall mean the state of New York, a county, city, town, village or any other political subdivision or civil division of the state, a public authority, commission or public benefit corporation, or any other public corporation, agency, instrumentality or unit of government which exercises governmental power under the laws of this state, provided, however, that this subdivision shall not include any employer as defined in section twenty-eight hundred one-a of the education law.

"Contractor" shall mean an individual performing services as party to a contract awarded by the state of New York or any other public employer defined in paragraph b of this subdivision.

"Essential" shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job.

"Non-essential" shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job.

"Communicable disease" shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products

from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.

"Retaliatory action" shall mean the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

155.17 (b) Development of school safety plans. Every board of education of a school district, every board of cooperative educational services and county vocation education and extension board and the chancellor of the City School District of the City of New York shall adopt by July 1, 2001, and shall update by July 1st of each succeeding year, a district wide school safety plan and building level school safety plans regarding crisis intervention and emergency response and management.

155.17 (e)(3) A copy of each building level safety plan and any amendments thereto, shall be filed with the appropriate local law enforcement agency and with the State Police within 30 days of adoption.

Identification of School Teams

The Friendship Central School District has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations; school safety personnel; and, other school personnel. The members of the team and their positions or affiliations are as follows:

Name	Title	Agency	Contact Information
Judy May	Superintendent	Friendship Central School	585-973-3311
Chris Cornwell	Principal	Friendship Central School	585-973-3311
Thomas Fadale	Assistant Principal	Friendship Central School	585-973-3311
Chad Fries	Bldg./Maint. Supv.	Friendship Central School	585-973-3311
Wade Pearsall	Director of Guidance	Friendship Central School	585-973-3311
Gabrielle Betsa	Guidance Counselor	Friendship Central School	585-973-3311
Megan Solomon	Cafeteria Manager	Friendship Central School	585-973-3311

Concept of Operations

The overall strategy of the district-wide safety plan is to execute effective and timely decisions and actions that prevent harm, protect lives and property, mitigate damages, restore order and aid recovery. The District consists of one physical building and District-wide safety plan is therefore directly linked to the Building-level Emergency Response Plan. This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their daily routine functions. To the extent possible, the same personnel and material resources used for daily activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required from those routine functions will be redirected to accomplish assigned incident management tasks.

Implementation of the Incident Command System (ICS)

The Incident Command System (ICS) will be used to manage all incidents and major planned events/drills. The Incident Commander at the school will be delegated the authority to direct all incident activities within the school's jurisdiction. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to the emergency responders, identify incident management resources required and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a more qualified Incident Commander. 8 NYCRR Section 155.17 (e)(2)(v) requires a definition of a chain of command consistent with the Incident Command System.

Initial Response

School personnel are likely to be the first on the scene of an incident in a school setting. Staff and faculty are expected to respond as appropriate and notify the Principal, or designee until command is transferred to someone more qualified and/or to an emergency response agency with legal authority to assume responsibility (Police, Fire or EMS dependent upon the nature of the incident). Staff will seek guidance and direction from the school district and emergency responders.

Any staff person or faculty in a building that sees or is aware of an emergency shall activate the ERP.

Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education. • Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. • This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available in the District Superintendent's office.

The school understands the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that school personnel and community responders are aware of their responsibilities under the School ERP, the following training and exercise actions should occur.

Prevention/Intervention Strategies Program

Initiatives

The Friendship Central School District continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies may include but are not limited to: 1. Compliance with district's Code of Conduct.

2. Alternative Education programs which address the criteria under the section entitled Early Detection of Potentially Violent Behaviors.

3. The Friendship Central School District encourages students to report school violence and any symptoms of potentially violent behavior to counselors, principals, psychologists, and teachers or any other mentor without fear of retaliation. The district is committed to the Dignity for All Students Act (DASA).

- After School program to provide extended time for learning skills, techniques, and strategies for targeted students.
- Intramural Sports and Modified Sport/Sport Activities provided in as many areas as possible.
- Clubs/Activities

Training

All school staff, students, and others deemed appropriate by the school should receive training during the school year to better prepare them for an incident.

- Roles and Responsibilities – Deliver at start of school year
- Incident Command System (ICS) Training – Training should be completed prior to assignment to an ICS role. Online training is available through the FEMA Independent Study Program at www.training.fema.gov. ICS classes are offered through the NYS Division of Homeland Security and Emergency Services (DHSES) at www.dhSES.ny.gov. Or by contacting your local emergency management agency.
- Annual training
 - Review ERP with staff
 - Conduct full staff briefings on roles to perform during an emergency
 - Ensure all staff have been briefed in the communications and notifications requirements set forth in the ERP
 - Conduct student briefings on roles they perform during an emergency

Vital Educational Agency Information

The District-wide Safety plan is shared with the School Safety Team, local fire department, area law enforcement (including village, town, county and state police), local and county emergency management, the district superintendent, and the Board of Education.

Threat, Hazard Types, and Examples

Schools are exposed to many threats, hazards, and vulnerabilities. All of these have the potential for disrupting the school community, exposing students/staff to injury, and causing damage to public or private property.

School Safety Teams shall complete thorough threat assessments to identify circumstances in the school or near campus that may present unique problems or potential risk to people or property.

The interior and exterior portions of all school buildings, school grounds and surrounding neighborhoods should be assessed for potential threats/hazards that may impact the site, staff, and students. Date of threat/hazard assessment 6/30/2015

Develop Threat and Hazard Specific annexes to address each identified threat/hazard from your assessment. Included in the Threat and Hazard Specific Annex section are examples of formats you may utilize while developing these ANNEXES.

The table on the following page provides a list of potential threats that schools should consider when conducting a threat/hazard assessment.

Threat and Hazard Type	Examples
Natural Hazards:	<ul style="list-style-type: none"> • Earthquakes • Tornadoes • Lightning • Severe wind • Hurricanes • Floods • Wildfires • Extreme temperatures • Landslides or mudslides • Winter precipitation • Wildlife
Technological Hazards:	<ul style="list-style-type: none"> <input type="checkbox"/> Explosions or accidental release of toxins from industrial plants <input type="checkbox"/> Accidental release of hazardous materials from within the school, such as gas leaks or laboratory spills <input type="checkbox"/> Hazardous materials releases from major highways or railroads <input type="checkbox"/> Radiological releases from nuclear power stations <input type="checkbox"/> Dam failure <input type="checkbox"/> Power failure <input type="checkbox"/> Water failure
Biological Hazards:	<ul style="list-style-type: none"> <input type="checkbox"/> Infectious diseases, such as pandemic influenza, extensively drug-resistant tuberculosis, <i>Staphylococcus aureus</i>, and meningitis <input type="checkbox"/> Contaminated food outbreaks, including <i>Salmonella</i>, botulism, and <i>E. coli</i> <input type="checkbox"/> Toxic materials present in school laboratories
Adversarial, Incidental, and Human-caused Threats:	<ul style="list-style-type: none"> <input type="checkbox"/> Fire <input type="checkbox"/> Active shooters <input type="checkbox"/> Criminal threats or actions <input type="checkbox"/> Gang violence <input type="checkbox"/> Bomb threats <input type="checkbox"/> Domestic violence and abuse <input type="checkbox"/> Cyber attacks <input type="checkbox"/> Suicide

Drills & Exercises

At a minimum, the school will conduct the following exercises/drills annually:

- [Section 807](#) of the Education Law mandates that pupils must receive instruction on how to exit the building in the shortest possible time without confusion or panic. The instruction must be in the form of drills or rapid dismissals and must include a minimum of 12 drills each school year.
- [8 NYCRR Section 155.17 \(e\)\(3\)](#) - each building level emergency response plan shall be tested including sheltering and early dismissal (no earlier than 15 minutes before normal dismissal).

The following is recommended:

- 1 - Lockdown drill – Announced (first marking period)
- 3 - Lockdown drills – Unannounced (quarterly - following first announced drill)

Lockdown drills will be conducted internally to ensure that school staff have the ability to secure the facility and students against an immediate threat to life and safety. Such drills will cause minimal interruption to academic activities and will involve the clearance of hallways, locking of classrooms and positioning of students and staff in pre-designated “safe areas” within each room. Where possible, the school should seek out opportunities to conduct full-scale response exercises with law enforcement.

Whenever a lockdown drill will be conducted, whether announced or unannounced, the school will notify local law enforcement and/or the regional 911 Emergency Dispatch Center prior to **and at the conclusion of the drill**. This will be done to ensure that law enforcement does not receive a false report that the school is in actual lockdown. Any announcements made during a drill will be preceded and ended with the phrase “this is a drill”. This will ensure that all involved recognize that this is a drill and not a real incident (i.e. “may I have your attention, this is a drill – LOCKDOWN – this is a drill”). Additionally, a sign or notice will also be placed at all public entrances indicating that a drill is in progress and to wait for service “**SAFETY DRILL IN PROGRESS - PLEASE WAIT.**” This will serve to notify any uninformed parents or visitors and prevent unwarranted panic.

Type of Training/Drill	Date of Training/Drill	Agencies Involved
Announced	First week of October	
15 early release drill	First week of November	
Unannounced	Third week of November	Friendship PD
Unannounced	2 nd week of March	
Unannounced	1 st week of May	Friendship PD

Types of Communications

Communication between School and Emergency Responders

The school will contact and maintain communications with emergency responders during an incident. The School Incident Commander will transfer command to the appropriate emergency responder who arrives on the scene to assume management of the incident, including coordination of internal and external communications. The Incident Commander will use the communication platform described in the School ERP to notify the principal/designee of the school’s status and

needs. The school and emergency responders will coordinate the release of information to ensure that information is consistent, accurate and timely.

Internal Communications

The school has identified a school spokesperson or public information officer (PIO) who will be responsible to:

- Help create the policies and plans for communicating emergency information internally and to the public.
- Follow the communications policies and procedures established by the school.
- Help establish alternative means to provide information in the event of a failure of power, phone or other lines of communication.
- Develop materials for use in media briefings.
- Act as the contact for emergency responders and assist in coordination of media communications.

Communication between School Officials and Staff Members

School personnel will be notified when an incident occurs and kept informed as additional information becomes available. They will also be informed as plans for management of the incident evolve (keep staff informed to the greatest degree possible). The following methods of communication will be utilized to disseminate information internally when appropriate:

- Telephone Tree: A telephone tree is a simple, widely used system for notifying staff of an incident when they are not at school.
- Text-Messaging System/E-mail System: A text-messaging or e-mail system is available to provide those who are registered to receive messages with updates during an incident.
- Mobile Device Applications.
- Morning Faculty Meeting: As appropriate, updated information about an incident will be presented at the morning faculty meeting. Any new procedures for the day will also be reviewed at this time.
- End-of-Day Faculty Meeting: As appropriate, updated information and a review of the day's events will be presented at the end-of-day meeting. Staff will also have the opportunity to address any misinformation or rumors.

Communication between School Officials and Students

Communication of emergency information between school officials will primarily take place through the school's public address system or face-to-face between faculty and students.

External Communications

School officials must communicate with the larger school community on how incidents will be addressed on a regular basis. However, once an incident does occur, parents, media and the community at large will require clear and concise messages from the school about the incident. This will include what is being done and the safety of the children and staff.

Communication with Parents

- Before an incident occurs, the school will:
 - Inform parents on how to access alerts and incident information. ○ Inform parents that the school has developed an ERP, its purpose and its objectives. **Detailed response tactics should not be shared if they will impede the safe response to an incident.**
 - Information will be included in school newsletter, presentation delivered at Back-to-School event, on Friendship Central School’s website.
 - Be prepared with translation services for non-English-speaking families and students with limited English proficiency.

- In the event of an incident, the school will:
 - Disseminate information by phone calls, letters home to parents, and Friendship Central School’s website to inform parents about what is known to have happened.
 - Implement a plan to manage phone calls and parents who arrive at the school.
 - Describe how the school and school district are handling the situation. ○ Provide a phone number, web site address where parents can receive updated incident information.
 - Inform parents and students when and where school will resume.

- After an incident, school administrators will schedule and attend an open question- and-answer meeting for parents/guardians as soon as possible.

Communication with the Media

In the event of an incident, the School Incident Commander or the emergency responder Incident Commander (in the event command has been transferred), will coordinate with the public information officer and/or participate in a joint information effort to:

- Establish a media site and reception area away from the school and any established Incident Command Post, Evacuation site or Reunification site.
 - Determine a media location for low impact events (such as a water main break) and high impact events (such as an active shooter incident) when media interviews at the school would be deemed impracticable due to the nature and severity of the incident.
 - Low Impact events can be handled at the School District Central Offices or similar type facilities as the number of media outlets and duration of media coverage can be expected to be low.
 - High Impact events can be handled at a community center, park or other facility that is of appropriate size to accommodate a large number of media outlets for an extended duration. **DO NOT** use government facilities (fire stations, etc.) as this will interfere with government administration and operations.

Pre-designated Media sites

Alternate Location		Address and description
LOW IMPACT	Friendship Central School Superintendent's Office	46 West Main St Friendship NY 14739
HIGH IMPACT	Friendship Bingo Hall	6 E Main St Friendship, NY 14739

- Provide regular updates to the media and school community.
- Once Incident Command is transferred to emergency response authorities, so too will PIO functions be transferred to the ICS PIO.
- Provide only information that has been approved to be released by the Incident Commander in charge of the scene.
- Monitor the release of information and correct misinformation. Coordinate messages with the Incident Commander or PIO.

COVID Continuation of Operations Plan Addendum

Friendship CSD Practices and Expectations of Faculty, Staff, Students, and Visitors

The health and safety of our faculty, staff, students, and visitors to Friendship CSD is our top priority. We believe Friendship CSD plays a key role in educating and communicating with our educational community about everyday actions that are best known to prevent the spread of COVID-19. While Friendship CSD will perform daily screening, increased cleaning and disinfection, and management of persons that become ill in our care, there are three central activities all people entering our facilities and events will be expected to participate in to keep everyone as safe as possible: social distancing, wearing personal protective equipment, and giving increased attention to personal hygiene practices. While these three practices are mentioned throughout our plan, they are mentioned here to emphasize the importance of their practice and guide everyone in setting these as our norms as we come together within our facilities.

Practices and Expectations for Social Distancing for Faculty, Staff, Students, and Visitors (*SED*

Assurance: Health and Safety 11)

To ensure all faculty, staff, students, and visitors comply with physical distancing requirements, anyone within Friendship CSD facilities will practice social distancing expectations:

1. All faculty, staff, students, and visitors must follow all posted signage regarding social distancing practices and expectations.
2. All faculty, staff, students and visitors will refrain from physical contact with one another to the extent possible.
3. Ensure 6 ft. distance between any employee, student, or visitor, unless safety or core function of work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
4. Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings.
5. Social distancing markers are posted throughout our facilities.
6. Limit in-person gatherings as much as possible and use tele- or videoconferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.
7. All planned deliveries to our school will take place through our Business Office at the District Offices. All other deliveries will be received through our main entrances and follow screening and safety protocols of visitors.

Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and

Visitors (*SED Assurance: Health and Safety 13)*

To ensure all faculty, staff, students, and visitors comply with protective equipment requirements, you agree that you will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage regarding PPE practices and expectations.
2. Friendship CSD will provide employees and students with an acceptable face covering at no-cost and have an adequate supply of coverings in case of need for replacement.
3. Face coverings must be cleaned or replaced after use or when damaged or soiled. Face coverings may not be shared and should be properly stored or discarded.
4. Training will be provided to all staff members and students on the proper use of face coverings including:
 - a. How to wear face covering appropriately
 - b. How to put on face covering
 - c. How to properly remove a face covering
 - d. Proper care of face coverings
5. Face coverings must be worn at all times, especially when social distancing is difficult or impossible to practice.
 - i. Students must wear face coverings at all times. Students may remove face covering during instruction if they are seated and while eating meals. The only exception to the mask requirement is for students whose physical or mental health would be impaired by wearing a mask. Any student unable to wear a mask for any reason must be approved by our Medical Director or learn from home.
 - ii. Faculty and staff will wear face coverings at all times. Faculty and staff may remove face coverings when social distancing is being practiced.
 - iii. Students will be provided regular mask breaks, but only when social distancing is being practiced or when everyone in the classroom is seated or stationary.
 - iv. Visitors are required to wear face coverings at all times, unless otherwise instructed by a Friendship CSD district level staff member.
6. When in contact with shared objects or frequently touched areas, gloves will be provided; employees, students, and visitors are encouraged to wash hands before and after contact.
7. Touching of shared objects and surfaces is discouraged.
 - a. Examples of some frequently touched areas in schools: Classroom desks and chairs, lunchroom tables and chairs, door handles and push plates, handrails, kitchen and bathroom faucets, light switches, handles on equipment (e.g., athletic equipment), buttons on vending machines and elevators, shared telephones, shared desktops, shared computer keyboards and mice, bus seats and handrails, etc.
8. Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects
 - a. First, clean the surface or object with soap and water
 - b. Then, disinfect using an EPA-approved disinfectant
 - c. If an EPA-approved disinfectant is unavailable, you can use 70% isopropyl alcohol solutions to disinfect

Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors

To ensure all faculty, staff, students, and visitors comply with hygiene and cleaning requirements, Friendship CSD will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage hygiene and cleaning practices and expectations (*SED Assurance: Health and Safety 10*).
2. Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs onsite that document date, time, and scope of cleaning to be maintained by the Facilities and Maintenance Department.
3. Provide and maintain hand hygiene stations for personnel, including hand washing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% ethanol or 70% isopropyl alcohol for areas where hand washing is not feasible.
4. Provide Teachers and Therapists with student safe cleaning products to clean room surfaces throughout the day.
5. Staff Training will be provided to promote healthy hygiene practices. Training will include, but is not limited to:
 - a. Proper hand washing techniques
 - b. Use of hand sanitizer
 - c. Respiratory etiquette, including covering coughs and sneezes
 - d. Proper use of face coverings
 - e. Encourage staff to stay home when sick
6. Post signs on how to stop the spread of COVID-19, proper hand washing technique, everyday protective measures, and the proper wearing of a face covering
7. Conduct regular cleaning and disinfection daily, or more frequently as needed. Frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed regularly
8. Require that hand washing take place before and after consuming food (*SED Assurance: Child Nutrition*

Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors (*SED Assurance: Health and Safety 5, 8*)

To ensure all faculty, staff, and students comply with daily screening requirements, Friendship CSD will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage regarding daily screening practices and expectations (*SED Assurance: Health and Safety 10*).
2. Implement a daily screening protocol, either electronically for faculty and staff, or on paper for students and visitors that document answers to the following questions:
 - Have you experienced any COVID-19 symptoms in the past 14 days?
 - Have you had a positive COVID-19 test in the past 14 days?
 - Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?
 - Have you travelled to and returned from a state with significant community transmission of COVID-19, as defined by NYS DOH, in the past 14 days?
 - Have you had your temperature taken today?
 - If you have taken your temperature today, was it over 100°F?
3. If any person answer “yes” to any question, additional immediate screening will be required.
4. Immediate digital notification is sent to Friendship CSD District Level Staff if any faculty and staff member answers “yes” to any question.
5. Thermometers will be available at Friendship CSD for additional screening if required or if temperature readings were not able to be conducted before entering Friendship CSD.
6. If a student is sent home with any Covid symptom they will be given an order from our School Medical Director and required to go to Jones Memorial Hospital that day for Covid testing.

- The student will be required to stay home until they have tested negative for Covid and are 36 hrs. symptom free
- Currently the Covid symptoms identified by the CDC include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Any student returning to school after any illness with Covid-type symptoms must have been tested for Covid before returning to school. If the student's primary physician signs a note for the student to return to school, the note will be reviewed by our Medical Director, Dr. Kassas, and must be approved before the student may return to school.
- Any student testing positive for Covid 19 will remain home until 36 hrs symptom free and they are cleared by ACDOH/Medical Director to return to school