

# Manlius Pebble Hill School

## Health Protocols for Students and Adults

(DRAFT updated 9/4/20 – *additions made after 8/28/20 appear in blue*)

---

### Introduction

Manlius Pebble Hill School (MPH) has developed *The MPH Social Compact and Plan for the 2020-2021 School Year* and the School's *Planning Details* to the core health and safety principles outlined in New York State's "*Reopening New York: Checklist for Pre-K to Grade 12 Reopening Plans*." MPH's plans meet, and often exceed, the minimum requirements outlined by the state of New York.

The following Health Protocols for Students and Adults provide additional details specific to the daily operations of Manlius Pebble Hill School. Every member of the MPH community is asked to read these protocols carefully and to become familiar with the responsibilities that we all must uphold in order to safeguard the health and well-being of all.

Please note that throughout this document, the phrase "physical distance" is used. MPH has adopted this term in reference to the advised distance of six (6) feet between individuals to reduce the risk of virus transmission. While the term "social distancing" is commonly used by other entities to mean the same thing, we intentionally distinguish between *physical* and *social*, to emphasize that while we maintain safe physical distance, we prioritize the social connections that are vital to everyone's health and well-being.

## TABLE OF CONTENTS

---

Introduction	I
Social Compact and Core Values	2
General Requirements	3
Arrival on Campus	4
Classrooms and Other Learning Spaces	8
Beginning of the School Day / Lockers / First Block	8
Transitions Between Class Periods	7
Bathrooms and Hand Washing/Sanitizing	9
Hydration and Nutrition	9
Tutorial and Assemblies	10
Physical Education, Outdoor Spaces, and Performing Arts	10
Mask Breaks, Fresh Air, and Social Time	11
Free Blocks and Study Halls	Error! Bookmark not defined.
Cleaning and Disinfecting	12
Air Quality	12
Ancillary Duties and Extra Staffing	12
Afternoon Dismissal	13
Daily Protocols for Students and Employees who are NOT on Campus	13
Simulcast Access Learning from Home	12
Parents, Guardians, and Other Visitors to Campus	15
COVID-19 Testing and Tracing	15
Pivoting from On-Campus to Distance Learning for All	17

# Social Compact and Core Values

## General Requirements

**For students and employees who will NOT be on campus:**

Complete the Daily Health Assessment (DHA)

- The DHA must be completed by 7:15 a.m. each morning.
- This assessment includes information about whether or not you will be on campus on any given day. Note: Should contact tracing be required, this information will be used to help local health authorities trace who was on campus on any given day.

**For students and employees who will be on campus:**

Complete the Daily Health Assessment (DHA)

- The DHA must be completed by 7:15 a.m. each morning.
- This assessment includes information about whether or not you will be on campus on any given day. Note: Should contact tracing be required, this information will be used to help local health authorities trace who was on campus on any given day.

Wear a face covering and bring a spare.

- Face coverings must be worn by every individual on campus.
- **Bandanas, neck gaiters, and masks with vents are not permitted.**
- Periodic supervised mask breaks will be held outdoors with safe physical distancing in effect.
- Teachers and other employees will be provided with clear, plastic face shields in addition to face coverings.
- The School will provide face coverings for anyone who forgets to bring one or needs a replacement.

Bring a full personal water bottle for use throughout the day, including snack time and lunch.

- Hydration is important.
- Personal water bottles may be refilled using touchless water bottle filling stations.

### Daily Health Assessment Questions **(updated 9/25/20)**

- All students and employees, whether or not they will be on campus, must complete the Daily Health Assessment by 7:15 a.m. each morning. Note: Should contact tracing be required, this information will be used to help local health authorities efficiently trace who was and was not on campus on any given day.

- The Daily Health Assessment is located on MY MPH on the School website.

The Daily Health Assessment consists of the following questions:

1. Does your child have a temperature of 100 degrees Fahrenheit or higher?
2. Does your child have a sore throat?
3. Does your child have a new uncontrolled cough that causes difficulty breathing? (For students with chronic allergic/asthmatic cough, this means a change in their cough from the baseline.)
4. Does your child have diarrhea, vomiting, or abdominal pain?
5. Does your child have a loss of taste or smell?
6. Does your child have a new onset of severe headache, especially with a fever?
7. Within the past 24 hours, has your child taken any type of medication to reduce fever?
8. Within the past 14 days, has your child had close contact (within 6 feet for at least 15 minutes) with a person under quarantine for possible exposure to COVID-19?
9. Within the past 14 days, has your child traveled to a restricted state or territory as outlined in the New York State Department of Health or to a country listed with High Risk of Transmission by the CDC?
10. Within the past 14 days, has anyone in your household tested positive for COVID-19?
11. Is your child currently awaiting COVID-19 diagnostic test results for suspected infection?

## Arrival on Campus

**Campus Hours:** 7:50 a.m. - 3:30 p.m. *Note: Campus will be closed by 3:30 p.m. for cleaning and disinfecting.*

- Students (except for Pre-K students) may not arrive on campus earlier than 7:50 a.m. and may not leave until after their last class for the day.
- All teaching faculty and student-support employees should be on campus and ready to welcome students as close to 7:40 a.m. as possible, and no later than 7:45 a.m.
- Faculty and staff are asked to not park in front of the Center for Early Learning (CEL).

## Carpooling

During the COVID-19 pandemic, MPH does not recommend carpooling among members of different families. At the same time, the School understands that families

may need to carpool in order to overcome occasional transportation hurdles. In such cases, MPH requests that families inform the appropriate division head that their child(ren) will carpool with another family. This information will be helpful in the event that MPH needs to work with the Onondaga County Department of Health to trace a positive case's contacts. MPH recommends that driver and passenger(s) wear face coverings.

#### **School Entrances Assigned by Division**

- Lower School: Phoenix Entrance
- Middle School: McNeil Entrance
- Upper School: Phoenix Entrance

#### **Employees Arriving Without Child(ren)**

- Report directly to your classroom, office, or ancillary duty location.

#### **Employees Arriving With Child(ren)**

- Lower School: Escort your child(ren) to their classroom.
- Middle and Upper School: Your child(ren) should go to their locker and then report immediately to their first-block class.
- Report to your classroom, office, or ancillary duty location.

#### **Pre-K Students Arriving by Car to Center for Early Learning (CEL)**

- Pre-K students may arrive on campus from 7:30 a.m. onward; this is the only age group for which there will be supervision at this time.
- Parents/guardians may park in front of the CEL and walk their child to either the playground or the vestibule entrance.
- Pre-K students will be welcomed each day and checked in according to that day's list of completed Daily Health Assessments. Note: Parents/guardians must complete the Daily Health Assessment for their child(ren) by 7:15 a.m.

#### **Pre-K Students With Older Students Arriving in the Same Car**

- Older students are not allowed in school buildings until 7:50 a.m., so families with Pre-K students and older siblings should plan accordingly.
- Parents / guardians may park their car in front of the CEL and walk their Pre-K student to the entrance of the CEL. Then parents / guardians may escort their older children across the crosswalk to their assigned entrances. (LS and US students enter by the Phoenix, MS students enter at the McNeil entrance.) Parents / guardians must ensure that their children maintain safe physical distance from children who are not members of their own family.

#### **Students Arriving by Car (Being Dropped Off)**

- Students may not arrive on campus before 7:50 a.m.
- Students will be welcomed each day and checked in according to that day's list of completed Daily Health Assessments. Note: Parents/guardians must complete the Daily Health Assessment for their child(ren) by 7:15 a.m.
- To avoid bottlenecks and [help](#) make the morning drop-off process run smoothly for all, families are asked to follow these guidelines to the best of their abilities:
  - Middle School students arriving by car should arrive between 7:50-8:05 a.m. and check in at the McNeil entrance.
  - Upper School students arriving by car should arrive between 7:50-8:05 a.m. and check in at the Phoenix entrance.
  - Lower School students arriving by car should arrive between 8:10-8:20 a.m. and check in at the Phoenix entrance.
- Drivers should leave campus as soon as students are safely dropped off.
- Students will maintain safe physical distancing and wear face coverings as they enter school.
- Lower School students will report directly to their classroom.
- Middle and Upper School students may go to their lockers and immediately thereafter must report to their first-block class.

#### **Students Arriving by Car (Driving Themselves)**

- Students may not arrive on campus before 7:50 a.m.
- Student drivers must park across the street from campus in the parking lot of the Pebble Hill Presbyterian Church and leave an empty parking spot between vehicles.
- Students must not congregate in the parking lot either before or after school.
- Student Carpooling: During the COVID-19 pandemic, MPH does not recommend carpooling among members of different families. At the same time, the School understands that families may need to carpool in order to overcome occasional transportation hurdles. In such cases, MPH requests that families inform the appropriate division head that their child(ren) will carpool with another family. This information will be helpful in the event that MPH needs to work with the Onondaga County Department of Health to trace a positive case's contacts. MPH recommends that driver and passenger(s) wear face coverings.
- Students will be welcomed and checked in each day according to that day's list of completed Daily Health Assessments. Note: Parents/guardians must complete the Daily Health Assessment for their child(ren) by 7:15 a.m.
- Upper School students arriving by car should arrive between 7:50 and 8:05 a.m. and check in at the Phoenix Entrance.
- Students will maintain safe physical distancing and wear face coverings as they enter school.

#### **Students Arriving by MPH-Provided Bus/Van**

- Students and drivers must wear face coverings at all times.
- Students will be assigned seating on the bus according to safe physical-distancing protocols.
- Two members of the same family may sit next to each other.
- Students will be welcomed and checked in each day according to that day's list of completed Daily Health Assessments. Note: Parents/guardians must complete the Daily Health Assessment for their child(ren) by 7:15 a.m.
- Students will maintain safe physical distancing and wear face coverings as they enter school.
- Lower School students should check in at the Phoenix entrance and then report directly to their classroom.
- Middle School students should check in at the McNeil entrance, may visit their lockers briefly, and immediately thereafter must report to their first block class. Congregating in hallways will not be permitted.
- Upper School students should check in at the Phoenix entrance, may visit their lockers briefly, and immediately thereafter must report to their first block class. Congregating in hallways will not be permitted.

#### **Students Arriving by Public School Transportation**

- Students and drivers must wear face coverings at all times, according to NY state requirements.
- Students will be seated on the bus according to safe physical-distancing protocols.
- Two members of the same family may sit next to each other.
- Students will be welcomed and checked in each day according to that day's list of completed Daily Health Assessments. Note: Parents/guardians must complete the Daily Health Assessment for their child(ren) by 7:15 a.m.
- Students will maintain safe physical distancing and wear face coverings as they enter school.
- Lower School students should check in at the Phoenix entrance and then report directly to their classroom.
- Middle School students should check in at the McNeil entrance, may visit their lockers briefly, and immediately thereafter must report to their first block class. Congregating in hallways will not be permitted.
- Upper School students should check in at the Phoenix entrance, may visit their lockers briefly, and immediately thereafter must report to their first block class. Congregating in hallways will not be permitted.

## Classrooms and Other Learning Spaces

- Classroom and learning spaces are assigned according to the number of people who can be in the space with safe physical distancing in place.
- Students and adults will wear face coverings indoors at all times, except when eating. Note: Physical distancing will be strictly maintained at all times.
- When outdoors, students and adults may remove their face coverings. Note: Safe physical distancing will be maintained at all times.
- Any teacher or other adult who must be closer than six feet to a student will wear a face shield in addition to a face covering.
- Hand sanitizer will be available in each classroom and learning space.
- Students will use their own personal supplies whenever possible. When supplies must be shared, students will be directed to sanitize or wash hands first.

## Beginning of the School Day / Lockers / First Block

- All MPH employees must arrive no later than 7:45 a.m.
- Lower School Advisors and Middle/Upper School first-block teachers must be in their rooms no later than 7:45 a.m.
- Lower School students: Report to their classrooms. Note: Lower School students will be able to store their personal belongings in assigned separate bins, hooks, or spaces in their classrooms.
- Middle School students will have lockers assigned with staggered spacing to help classmates maintain safe physical distancing. Upon arrival on campus, Middle School students may go to their lockers and immediately thereafter must report to their first-block class. Note: Students will maintain safe physical distancing as they move between their lockers and their classrooms.
- Upper School students will have lockers assigned with staggered spacing to help classmates maintain safe physical distancing. Upon arrival on campus, US students may go to their lockers and immediately thereafter must report to their first-block class. Note: Students will maintain safe physical distancing as they move between their lockers and their classrooms.

## Transitions Between Class Periods

- Lower School students will not transition between classrooms; Encore teachers will come to the students' classrooms either in person or via video conferencing.
- Middle and Upper School: Transition times for classes will be staggered.
- Students will maintain safe physical distancing as they move through the hallways.
- Designated teachers will supervise hallway transitions, and other adults will help supervise snack times, locker areas, and other spaces during transitions.



- Middle and Upper School students may not linger or congregate in locker areas. Note: Students may go to lockers briefly to drop off and pick up needed items for class before proceeding to a suitable location (e.g., classroom, outdoor space, or an area designated for free blocks).

## Bathrooms and Hand Washing/Sanitizing

- Bathrooms will be assigned by division and/or grade level as possible.
- Bathrooms will be limited to a specified number of students at a time, as indicated by signage on each bathroom entrance.
- Students must wear face coverings in the bathroom.
- Lower School students will have designated hand-washing and bathroom breaks, supervised by teachers.
- Frequent hand washing and sanitizing will be practiced by everyone on campus. Hand-sanitizer dispensers are located throughout school buildings, and bottles of hand sanitizer are provided in every classroom and learning space.
- Personal water bottles may be refilled using touchless water bottle filling stations.

## Hydration and Nutrition

### Hydration

- Hydration is important. Students and employees should bring a full personal water bottle for use throughout the day, including during snack time and lunch.
- Personal water bottles may be refilled using touchless water bottle filling stations.

### Snacks

- Lower School students will have fresh fruit delivered by our Dining Services team to their classrooms each day.
- Middle and Upper School students will have mid-morning snacks during which students may take an extra snack for later in the day. Snacks will be individually packaged and served at three grab-and-go snack stations: in the McNeil entryway, in the Phoenix entryway, and in the Verbeck Hallway.

### Lunch

- All food will be prepared and served by our Dining Services team and packaged for individual consumption.
- Our Dining Services team is aware of food allergies in our community and will prepare meals accordingly.
- Students and employees will be able to choose between two meal options each day and have an option for a larger portion to accommodate larger appetites.

- Students and employees will not eat in the dining hall; they will eat in designated classrooms, learning spaces, or outdoors with appropriate physical distancing in effect.
- Everyone will practice safe hand hygiene before eating.
- Surfaces will be cleaned after eating.
- Sharing of food and/or beverages will be prohibited.
- Students, including seniors, may not leave campus for lunch.

## **Tutorial and Assemblies**

### **Tutorial**

- There will be a tutorial period every day of the week.
- To minimize traffic between learning spaces, students will not sign out during tutorial to visit a teacher in a different classroom. Instead, students will meet virtually with teachers over Zoom or Google Meet.

### **Large-Group Gatherings (e.g., assemblies or class meetings)**

- No matter where our community members are physically located (on campus or at home), all large-group gatherings will take place remotely using technology to connect members of our community while maintaining safe physical distance.
- Middle and Upper School students who are on campus will attend class meetings and assemblies from their advisor's classroom.

## **Physical Education, Outdoor Spaces, and Performing Arts**

### **Physical Education (PE) and Outdoor Spaces**

- PE will take place outside whenever possible. In the event that inclement weather prohibits a class from outside PE, students will meet with PE teachers to learn about appropriate topics related to physical education.
- Lower and Middle School students will be supervised by faculty and staff during outdoor activities and play time to ensure safe physical distancing.
- The CEL playground will be used by Pre-K students only.
- The Schwimmer Family Playground will be used by Kindergarten and Grade 1 students only. Teachers will ensure that students sanitize their hands before and after play.
- Tents will be erected in the STEAM Park and in other locations around campus to afford additional outdoor spaces for classes, lunch, and mask breaks.

### **Performing Arts Classes**

- The choral and dance teachers have combined to offer a music/dance/theater class to students in all divisions. Students will not have in-person, inside chorus lessons on campus this year for safety reasons.
- Students will not have in-person, inside band lessons or rehearsals on campus this year for safety reasons. Instead, band instruction may include percussion, strings, and music theory lessons, and incorporate ways to make music using technology.

## Mask Breaks, Fresh Air, and Social Time

There will be times during the school day for students and employees to go outside to take mask breaks, to get some fresh air, and to enjoy social time. Safe physical distancing must be maintained at all times.

- Lower School students will take mask breaks as a class and under the guidance and supervision of Lower School faculty.
- Middle School students will have mask breaks in the STEAM Park during transitions between classes.
- Teachers may also elect to have an outdoor mask break during class.
- Upper School students will have areas outside that are designated for their use.
- Upper School students may go outside for mask breaks during transition times between classes and during free periods.
- Students in study halls may be released in groups of two or three for five-minute mask breaks at the discretion and with the supervision of the study hall proctor.

## Free Blocks and Study Halls

### Free blocks

- Juniors and Seniors will have free blocks.
- During free blocks, students may be in the Steam Park, the Phoenix, the McNeil lobby, the Student Lounge, or in designated outdoor areas.
- Indoor seating will be arranged to maintain physical distance between students.
- When outdoors, students must observe physical distance between one another, and they may remove their face coverings.

### Study hall

- The dining hall is the primary space for study hall.
- In academic blocks where the number of students assigned to study hall exceed the dining hall's capacity, available classrooms will be used for the overflow.

## Cleaning and Disinfecting

- Each classroom will be equipped with a Learning Space Cleaning Kit containing cleaning supplies (including Ecolab - Peroxide Multi Surface Cleaner and Disinfectant) that will be used by MPH employees to disinfect school supplies and surfaces between classes.
- The Learning Space Cleaning Kits will be restocked nightly by cleaning staff.
- When possible, doors will be left open to reduce the need for people to touch them.
- Extra cleaning personnel will be on site from 8:00 a.m. to 3:00 p.m. to sanitize high-touch surfaces, as well as to clean and restock bathrooms during the day.
- A deep cleaning will be conducted each school day after school hours.

## Air Quality

- MPH is partnered with an engineering firm to assist in evaluating air-flow velocities and system configurations, and to assess our heating, ventilation, and air-conditioning (HVAC) systems and filtration requirements. Throughout the buildings, we are using a Minimum Efficiency Reporting Value (MERV)-rated filter of 8 and have plans in place to increase to the highest MERV rating that our system can tolerate.
- Portable, stand-alone, electric air filtration units are present in classrooms that are unable to leverage the higher efficiency filters. These filter units will create air-flow patterns that maximize mixing of air in classrooms and achieve at least a minimum criterion, as defined by American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE), of two air rotations/hour.

## Ancillary Duties and Extra Staffing

- In order to provide the coverage needed for appropriate physical distancing throughout the day—as well as the coverage needed for on-site classrooms if a teacher must provide instruction from home—MPH has hired permanent substitutes who will be on site every school day.
- Our “all hands on deck” approach to delivering an educational experience in person—with health, safety, and well-being at the center—means faculty and staff will be taking on “ancillary duties” that include additional coverage of spaces to monitor health protocols, the checking in/out of students on arrival to and departure from school, and so on.

## Afternoon Departure from Campus

At the end of each school day, departures will follow a strict protocol in order to keep all children safe and traffic moving as smoothly as possible. The safety of our students is the

number-one priority and responsibility of all of the adults who surround them. Drivers must be aware and careful, especially as children are exiting and entering their vehicles.

Students who ride buses, students who walk, and students who drive themselves to school will be dismissed first.

Students whose families pick them up from school

- Families will be given a laminated placard indicating their name and their child(ren)'s division(s). These placards must be placed on the dashboard of the car that is used to pick up the child(ren).
- Families picking up **Pre-K students** will enter campus directly, at any time, at any time, and park in front of the CEL. Parents/ guardians will walk up to the CEL entrance and pick up the children there.
- Families picking up **students in grades K-12** will begin in the south parking lot of the church across the street from campus. Upon arrival, families should enter the church lot using the south-most entrance, and wait for the traffic attendant to guide them onto campus.
- **Beginning at 3:10, Lower School families** will enter campus, stay to the right, and pick up students next to the Gym. Drivers must stay to the right of the double yellow line. Vehicles will proceed slowly towards the lower playing fields before exiting onto Poole Road. Drivers must be respectful of our neighbors on Poole Road, and take extra care to drive slowly through the neighborhood.
- **Beginning at 3:20, Middle and Upper School families** will enter campus. Upper school families will stay to the right and pick up students in front of the Phoenix. Middle School families will stay to the left and pick up students at the McNeil entrance. Drivers must wait to be signaled by the traffic attendant at the crosswalk before proceeding to the McNeil entrance. All vehicles will exit out to Jamesville Road.
- **Families with students in multiple divisions** will follow the instructions for their youngest student's division and pick up all their children at that location. For example, if a family has students in MS and US, both students will be picked up at the McNeil entrance. If a family has students in LS and MS, both students will be picked up at the Gym.
- Children of employees will be the last to be dismissed and will leave the building with their parents.

## Daily Protocols for Students and Employees who are NOT on Campus

Complete the Daily Health Assessment (DHA)

- The DHA must be completed by 7:15 a.m. each morning, even if you will not be on campus.
- Should contact tracing be required, this information will be used to help local health authorities trace who was on campus on any given day.

If you are staying home because you are not feeling well, please contact Nurse Christine Civello who will monitor illness trends in our community. She may be contacted by [email](#) or the Health Office cell phone 315.383.4792, or 315.446.2452, extension 127. If Nurse Christine Civello is not on campus during school hours there will be a substitute school nurse in the Health Office. The substitute will have the Health Office cell phone and have access to email.

## Simulcast Access Learning from Home

Through simulcast access, students who are at home will access the educational program along with their peers by viewing their classes in real-time. As the simulcast system evolves, we will implement additional practices to better facilitate interaction between the physical and digital classrooms.

Even students who are well and are learning from home via simulcast access must complete the Daily Health Assessment by 7:15 a.m.

Lower School simulcast access:

- Lower School students participating in class from home should check in with their advisor on their class Google Classroom. A posting of times for simulcast direct teaching lessons will be shared for each day by the Lower School advisor.
- Lower School students will be able to connect with their teachers via the simulcast video, video chat, or on Google Classroom.
- Lower School students will interact with their peers, as possible, after direct teaching lessons and for collaborative work via video chat, audio chat, or on Google Classroom.

Middle and Upper School simulcast access:

- MS and US students should prepare their at-home workspace with minimal distractions and easy access to school materials.
- Students must log-in to (Google Meet or Zoom) five minutes before class starts.
- Attendance will be taken within the first five minutes of class.
- Students must wear a headset/microphone and follow video etiquette guidelines.
- Students should begin class by muting their microphones and turning on captions.
- Students may type any questions into the chat.
- Students should communicate directly with their teachers to understand each teacher's expectations for their specific class.
- Teachers will do their best to engage all learners in the classroom.
- There will be tech support resources available for students who encounter technology or connectivity difficulties during class.

- If students have questions outside of class, they can communicate via email between the hours of 7:50 a.m. and 3:30 p.m.

Large-Group Gatherings (e.g., assemblies or class meetings)

- No matter where our community members are physically located (on campus or at home), all large-group gatherings will take place remotely using technology to connect members of our community while maintaining safe physical distance. Therefore, students who are learning from home via simulcast access will have the same access to large-group gatherings as students learning on campus.

## Parents, Guardians, and Other Visitors to Campus

To minimize the potential for virus exposure, visits to campus will be discouraged except for reasons of necessity.

- Admissions tours will be conducted virtually or in person. In-person tours will happen only when school is not in session, and visitors will follow MPH Health Protocols.

Parents, Guardians, and Other Visitors:

- Before entering any school building, parents, guardians, and other visitors are required to call the School's main number, 315-446-2452, which will be posted on the doors of the Phoenix. The call will be answered by MPH personnel who will administer the Daily Health Assessment questions to determine whether or not the visitor may be permitted access to campus.

Deliveries and Vendors:

- MPH will work with delivery personnel and vendors to align their companies' safety protocols with our own.
- Face coverings must be worn and physical distancing must be maintained by everyone visiting campus for any reason.
- MPH will keep a log of visitors to campus along with their contact information.

## COVID-19 Testing and Tracing

[View COVID-19 Testing and Tracing FAQs here](#) (updated 9/18/20)

### COVID-19 Testing

MPH continues to monitor recommendations from [The Centers for Disease Control and Prevention \(CDC\)](#) and [Onondaga County](#) regarding health and safety protocols including testing of students and school employees. Based on current recommendations, MPH's plan for COVID-19 testing includes:

If a student or employee has any [symptom\(s\) of COVID-19](#) AND a fever over 100° they must:

- Stay home (if already home) or leave campus as soon as possible.
- Consult with a doctor immediately.
- Notify Nurse Christine Civello\* and keep her apprised of their condition.

If a student or employee exhibits symptoms of COVID-19 and has been tested, they must:

- Notify Nurse Christine Civello\* immediately of the date of the test.
- Self-quarantine until they receive a test result.
- Notify Nurse Christine Civello\* of the result of the test as soon as it is available.

If a student or employee has been tested because of signs and symptoms of COVID-19, and the test is negative, they may return to campus if:

- Their symptoms have improved.
- They have been fever-free without the use of medication for 24 hours.
- They provide Nurse Christine Civello\* proof of a current negative COVID-19 test.

In the event that large-scale testing is needed, MPH will refer community members to the appropriate testing site, physicians' offices, hospital systems, etc., to obtain tests and provide follow-up instructions. For additional details, see [Onondaga County Coronavirus \(COVID-19\) Information](#).

### Tracing Positive Cases

If a student or employee tests positive for COVID-19:

- The Onondaga County Health Department (OCHD) receives notification and will notify the patient immediately.
- Positive individuals are [placed under isolation and monitoring](#), and [OCHD begins contact tracing and notification of close contacts](#).
- The positive individual must notify Nurse Christine Civello\* immediately.
- MPH will follow all County protocols for thoroughly cleaning and disinfecting any areas the positive individual was in.
- MPH will support the local health department in contact tracing efforts using protocols, training, and tools provided through the [New York State Contact Tracing Program](#) to notify students or employees who have been in close contact with the positive individual on campus.

In order to return to campus, individuals who have tested positive must have:

- Been released from isolation [as stated in the Commissioner's Standing Order for Isolation](#).
- Provided Nurse Christine Civello\* with a note from a healthcare provider clearing the individual for a return to school AND proof of a negative COVID-19 test.



If a student or employee has had close contact off campus with an individual who has tested positive, they must:

- Notify Nurse Christine Civello\* immediately.
- Stay home for at least 14 days and have temperatures of under 100 degrees for three days in a row before they may return to campus, [as stated in the Commissioner's Standing Order for Quarantine.](#)

\*Christine Civello, the School Nurse, may be contacted by [email](#) or the Health Office cell phone 315.383.4792, or 315.446.2452, extension 127. If Nurse Christine Civello is not on campus during school hours there will be a substitute School Nurse in the Health Office. The substitute will have the Health Office cell phone and have access to email.

## Transitioning from On-Campus to Distance Learning for All

MPH has established a Pandemic Response Team comprising six school leaders who meet daily to monitor information pertinent to the health and well-being of our community.

Sources of information include:

- Data concerning the health of MPH community members derived from each day's completed Daily Health Assessments.
- [Daily COVID-19 transmission rates for Onondaga County.](#)
- Data and guidance from local, state, and national health and government officials.
- Local information, especially relating to the virus and large-group gatherings.

MPH will:

- Comply with all national, state, and county mandates as they relate to community response protocols.
- Exercise agency to determine appropriate school protocols for students and professionals, including decisions to transition between on-campus and distance-learning formats.
- Be proactive rather than reactive, erring on the side of caution with respect to health and safety decisions.
- Be transparent and timely in communicating to our community any instances of positive COVID-19 cases among students or employees as well as necessary protocols to safeguard the health and well-being of our community.