Policy #1: PRECAUTIONS RELATED TO COVID-19

Policy Overview

Exposure to a variety of infectious diseases in a school population are not unexpected and are often commonplace. This policy provides information to Mill Neck personnel regarding appropriate actions that can be taken in response to the coronavirus disease (COVID-19).

The outbreak of COVID-19 has been declared a Public Health Emergency and the virus has spread to many countries. COVID-19 is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth).

While COVID-19 continues to spread it is important Mill Neck takes action to prevent further transmission, reduce the impacts of the outbreak and support control measures. The protection of children and educational facilities is particularly important. Precautions are necessary to prevent the potential spread of COVID-19 in school settings; however, care must also be taken to avoid stigmatizing students and staff who may have been exposed to the virus.

It is important to remember that COVID-19 does not differentiate between borders, ethnicities, disability status, age or gender. Educational settings should continue to be welcoming, respectful, inclusive, and supportive environments to all. Measures taken by schools can prevent the entry and spread of COVID-19 by students and staff who may have been exposed to the virus, while minimizing disruption and protecting students and staff from discrimination.

This policy is designed to provide guidance to Mill Neck staff on how to support safe practices and prevent exposure to COVID-19. Additional guidance will be provided throughout the school year.

What is COVID-19?

COVID-19 is a disease caused by a strain of coronavirus. ‘CO’ stands for corona, ‘VI’ for virus, and ‘D’ for disease, and ‘19’ for 2019, the year the disease was identified. The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.

Symptoms can include any or all of the following:

- Fever or chills
- Cough
- Fatigue
- Muscle or body aches
- Headache
- Diarrhea
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19.

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

Older people, and people with chronic medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe symptoms. As this is a new virus, we are still learning about how it affects children. We know it is possible for people of any age to be infected with the virus, but so far there are relatively few cases of COVID-19 reported among children.

A vaccine for COVID-19 has been approved but will require months to be distributed. Meanwhile, many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous.

**Strategies to Prevent the Spread of COVID-19**

As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses. Public health measures are everyday preventive actions that include:

- Staying at home when sick
- Wearing face coverings (masks and face shields)
- Covering mouth and nose with flexed elbow or tissue when coughing or sneezing
- Disposing of used tissues immediately
- Washing hands often with soap and water
- Cleaning and disinfecting frequently touched surfaces and objects
- Avoiding crowded spaces
- Increasing social distancing
- Using effective infectious disease control strategies

As we learn more about COVID-19 public health officials may recommend additional actions.

**Basic Procedures**

Following basic principles can help keep students, teachers, and staff safe at school and help stop the spread of this disease.

1. **Use Distance Learning:** Mill Neck has elected to teach in a hybrid fashion with small cohorts. This provides the maximum protection against transmission of COVID-19 while receiving
services from Mill Neck. As conditions change and the public emergency improves, Mill Neck will make changes to teaching models as necessary.

2. **Reduce On-Site Staffing:** Mill Neck will identify staff that are essential and must be on-site. Where possible, staff will be directed to work from home, or stagger the days they will work on site to reduce the total number of staff. The goal is to reduce the density of staffing in every area to lower the risk of disease transmission. One-on-one support services and therapy sessions and meetings by appointments are possible as long as participants are healthy and follow recommended infectious disease prevention practices.

3. **Use Self-Quarantining:** People should not come to school if they are sick or exhibiting symptoms associated with COVID-19. As a general principle, this guidance applies to any person who presents with any potentially infectious disease. Remain at home and monitor your symptoms for 10 days.

4. **Engage in Hand Washing:** Every person must engage in frequent hand washing with water and soap or use hand sanitizer.

5. **Provide Frequent Cleaning:** Facilities will follow effective environmental cleaning, decontamination and waste management procedures.

6. **Use Social Distancing:** Everyone should engage in social distancing to slow the spread of contagion. This includes increasing the physical distancing between each other (at least 6 feet apart), limiting large groups of people coming together, and avoiding crowded areas.

7. **Wearing Face Masks:** Everyone will be wearing face masks with or without face shields while on campus. If you need one, just ask. You cannot be present on campus without wearing a face mask and/or face shield. We will provide protective personal equipment (PPE) for our students, clients and employees. There are a very few exceptions:
   a. Children two years old and under are exempt from wearing face masks
   b. People who are unable to tolerate face masks because of a disabling condition are exempt from wearing masks. Mill Neck, however, reserves the right to require enforcement of other measures, such as increased social distancing or teleworking.
   c. Face masks can be removed when alone in a closed office or doing outdoor labor unaccompanied by other staff members. Before rejoining colleagues, the face mask must be put on.

8. **Be Accountable:** In order to protect ourselves and others in this pandemic, use PPE properly, act appropriately and be comfortable requesting that others on campus do the same.

**When Staff Should Stay Home or Come to Campus**

Every employee will receive instructions from their supervisor on whether they are permitted to be on campus or if they must engage in telecommuting.

When teleworking is unavailable due to an employee’s job function or when a supervisor requires an employee to be present on campus, Mill Neck requires that all employees self-attest. Each
employee must ask themselves the following questions prior to having permission to enter the campus.

**PLEASE NOTE:** You cannot be on campus without filling out this form. Mill Neck audits these responses to assure all people on campus are attesting to following all COVID guidelines for keeping themselves and others safe.

**SELF-ATTEST QUESTIONNAIRE FOR MILL NECK STAFF**

*(to be filled out the day you work on campus)*

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<td>1</td>
<td>Have you <strong>experienced any COVID-19 symptoms</strong> in the past 14 days?</td>
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<td><strong>If you answered YES</strong>, stay home and self-monitor your symptoms for 10 days. Depending upon your job, you may be eligible to telework with permission of your immediate supervisor.</td>
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<td>Have you <strong>tested positive for COVID-19</strong> in the past 14 days?</td>
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<td><strong>If you answered YES</strong>, stay home. After seeking medical care, contact your immediate supervisor. Your immediate supervisor will inform Human Resources and a MNFO trained contact tracer who will contact you to provide list of all MNFO personnel, students, clients, vendors or other parties you came in contact with in the past 14 days. There is no need for you to report to anyone other than your supervisor. You may be eligible for leave under the NYS Cares Act or take paid time off during your illness. Depending upon your job responsibilities, your immediate supervisor's approval and your own health situation, you may be able to work remotely. You may return to campus after submitting one negative PCR COVID test to Human Resources performed on days 5, 6 or 7 of your quarantine. Tests performed prior to 5th day of quarantine are invalid. You must remain quarantined until at least 10 days following your onset of symptoms.</td>
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<td>Have you <strong>been in contact with someone</strong> with confirmed or suspected COVID-19?</td>
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<td><strong>If you answered YES</strong>, stay home. You must quarantine until 10 days have passed from your last contact with a person known to have COVID-19 or suspected to have COVID-19. Even though you may feel well now, you are at risk of getting the disease and you may get sick. You may return to campus after submitting to Human Resources one negative PCR COVID test performed on days 5, 6 or 7 of your quarantine. Tests performed prior to 5th day of quarantine are invalid. You must remain quarantined until at least 10 days following your onset of symptoms. Depending upon your job responsibilities, your immediate supervisor's approval and your own health situation, you may be able to work remotely.</td>
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Anyone who meets the following criteria **DOES NOT NEED TO QUARANTINE**;

- Has had Covid-19 within the previous three months
- Has fully recovered, and;
- Remains without COVID-19 symptoms.

After three months have passed of having COVID-19, it is unsafe for you to work and you must quarantine. Please speak with Human Resources about the timing of having COVID-19 and returning to work to determine if you need to stay home.
Were you in another state other than MA, CT, NJ, VT or PA, US territory or outside of the country for more than 24 hours?

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If you answered YES, stay home and follow the NY State COVID-19 Travel Advisory which currently is:

- You must obtain a test within three days of departure, prior to arrival in NY
- You must fill out the New York Traveler Health form upon entering New York.
- Upon arrival in New York, you must quarantine for three days.
- You may return to campus after submitting the second negative PCR COVID test to Human Resources performed on days 5, 6 or 7 of your quarantine. Tests performed prior to 5th day of quarantine are invalid. If both tests return negative, you may exit quarantine early upon receipt of the second negative diagnostic by Human Resources.

If you are a non-essential worker, you may opt to decline getting a COVID-19 test. In that instance, you must self-quarantine for 10 days after return from travel. You must inform your immediate supervisor about your decision to forego testing. Depending upon your position, you may be able to telework during the 10-day period. If you are not able to telework, then you must take some form of paid time off (Vacation, sick time, Care act time, or other type of time.). Essential workers are required to be present on campus and are not allowed to quarantine; they need to take the COVID test four days after they return to NY to ascertain if they can return to work.

Were you in another state other than MA, CT, NJ, VT or PA, US territory or another country for less than 24 hours?

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If you answered YES, you do not need to self-quarantine upon arrival in New York State. However, you may return to campus after submitting a negative PCR COVID test to Human Resources performed on days 5, 6 or 7 of your quarantine. Tests performed prior to 5th day of quarantine are invalid. If you choose to travel voluntarily out of the state, you should first talk with your supervisor. Your supervisor will decide whether you can return by the test or the quarantine. Essential workers are required to be present on campus and are not allowed to quarantine; they need to take the COVID test four days after they return to NY to ascertain if they can return to work. Essential workers are required to be present on campus and are not allowed to quarantine; they need to take the COVID test four days after they return to NY to ascertain if they can return to work.

IF YOU ANSWERED "YES" TO ANY OF THESE QUESTIONS, please leave campus and follow the CDC guidelines. Please stay healthy! [www.CDC.gov](http://www.CDC.gov)

A record of insubordination will go into your personnel file if:

1. Do not sign an attestation form before you begin work on campus
2. Repeatedly violate social distancing/PPE protocols
3. You knowingly come to campus when you should be quarantining because:
   a. of having COVID-19 or
   b. because you’ve been with a confirmed or suspected case of COVID-19, or
   c. you traveled outside of New York and returned without abiding New York’s COVID-19 Travel Advisory
Depending upon your job, you may be eligible for telework assignments with the permission of your supervisor. [https://coronavirus.health.ny.gov/covid-19-travel-advisory](https://coronavirus.health.ny.gov/covid-19-travel-advisory)

**Guidelines for On Campus Work**

If at any time during your shift, you begin to feel ill, contact your supervisor. You may be required to self-isolate or leave campus and seek medical assistance.

The Administration and Services Buildings are limited to maximum 50% capacity. Your supervisor will establish your work schedule for you on campus work.

All staff must sign a health screening attestation online or when entering a building (see above). Each building will have an entrance/exit log and blank attestation forms to sign. Employees are required to sign in and sign out of the entrance/exit log at the beginning and end of each shift. These logs are essential means of tracing people who are on campus in event of any outbreak. In addition, your temperature will be taken. Hand sanitizers and other PPE will be available at the entry. Employees should immediately wash hands upon entry and follow handwashing protocols.

Each office will be provided with hand sanitizers, wipes, paper towels and other cleaning materials to keep your space clean. While custodial crews will clean throughout the day and after hours, it is in everyone’s best interest to keep your desk as clean and clutter-free as possible.

When using shared areas or equipment such as copy machines, bathrooms, meeting rooms, clean up after yourself. All common areas such as lunchrooms are off limits until further notice.

Employees may use refrigerators and microwaves as needed but must clean handles and surfaces immediately after use. Eat in your office or outside using appropriate PPE. Please leave with everything that you brought into the building, except trash which can be left in marked receptacles.

To minimize exposure to the highest extent possible, non-essential workers are restricted from Building 4 and the DEC during program hours. For Building 4, non-essential workers may enter after 12:30 pm. For the DEC, non-essential workers may enter after 3 pm. All staff must sign into and out of the building no matter what time they arrive and when they leave. All staff must wear masks and use appropriate PPE at all times.

**The New York State COVID-19 Travel Advisory**


For any traveler to New York State from a noncontiguous state (other than MA, CT, VT, NY & PA), US territory or another country for more than 24 hours, the new guidelines for travelers to test-out of the mandatory 10-day quarantine are below:

- You must obtain a test within three days of departure, prior to arrival in NY
• You must fill out the [New York Traveler Health form](#) upon entering New York.
• Upon arrival in New York, you must quarantine for three days. On day 4 of your quarantine, you must obtain another COVID test. If both tests return negative, you may exit quarantine early upon receipt of the second negative diagnostic test.
• A copy of the tests must be given to Human Resources before arriving on campus.

You may opt to decline getting a COVID-19 test. In that instance, you must self-quarantine for 10 days after return from travel. You must inform your immediate supervisor about your decision to forego testing. Depending upon your position, you may be able to telework during the 10-day period.

For any traveler to New York State from a noncontiguous state (other than MA, CT, VT, NY & PA), US territory or another country for less than 24 hours, the new guidelines for travelers to test-out of the mandatory 10-day quarantine are below:

- The traveler does not need a test prior to their departure from the other state, and does not need to quarantine upon arrival in New York State.
- However, the traveler must fill out [New York's traveler form](#) upon entry into New York State, take a COVID diagnostic test 4 days after their arrival in New York. If your test comes back positive, you must isolate for 10 days and cooperate with contact tracing.

If your test comes back negative, you must give a copy to Human Resources before arriving on campus.

The travel guidelines require all New Yorkers, as well as those visiting from out-of-state, to take personal responsibility for compliance in the best interest of public health and safety.

Remember, if you have been with someone with confirmed or suspected COVID-19, stay home. If you test negative, but you have been in close contact with a person known to have been infected, you must quarantine until 10 days have passed from your last contact with a person known to have COVID-19. Even though you may feel well now, you are at risk of getting the disease and you may get sick. You may return to campus after submitting to Human Resources one negative PCR COVID test performed on days 5, 6 or 7 of your quarantine. Tests performed prior to 5th day of quarantine are invalid. You must remain quarantined until at least 10 days following your onset of symptoms. Depending upon your job responsibilities, your immediate supervisor's approval and your own health situation, you may be able to work remotely.

If you choose to travel voluntarily out of the state, you should first talk with your supervisor. Your supervisor will decide whether you can return after a PCR test or a quarantine. If a test is taken, the negative results must be given to HR.

Although New York State permits employers to not pay wages to employees who voluntarily travel to places that are listed on [COVID-19 Travel Advisory list](#), Mill Neck has opted to permit employees if they are unable to telework, to take paid time off using their paid time off allocation or the CARES Act.
Keep in touch with your supervisor. Please inform your supervisor and Human Resources should you experience signs of COVID-19.

**Other Campus Changes**

Here are a few additional actions we are taking to help promote your safety while on campus:

1. Conducted a hazard assessment for each building currently in use to ensure our campus is safe. We evaluated each building and its mechanical and life safety systems to determine if the building is ready for occupancy after prolonged shut down and taking appropriate remedial actions, if necessary.
2. Increasing the frequency and thoroughness of cleaning and disinfecting of surfaces in all buildings.
3. Increasing circulation of outdoor air as much as possible by opening windows and doors and are utilizing HEPA filtration systems to help enhance air cleaning.
4. Reducing occupancy in our buildings and vehicles to no more than 50% capacity when necessary.
5. Modifying or adjusting seats, desks, and furniture to maintain social distancing of six feet or more, where possible.
   - Installing transparent shields or other physical barriers where possible to separate people where social distancing isn’t possible or simply not sufficient.
   - Arranging communal seating areas to place chairs that maintain social distancing
   - Using methods to separate people in all areas of the building such as meeting rooms, break rooms, parking lot, and entrances using signage placed 6 feet apart to show where to stand. Using arrows in hallways requesting everyone walk in one direction on a given side.
   - Removing communal coffee/tea makers and water fountains. We ask that you bring your own beverages/food to campus.
   - Limiting lunchroom use to refrigerator, microwave and kitchen sink as needed. Occupancy signs will be placed on the door when in use and shall be marked unoccupied when the user departs.
6. Increasing frequency and intensity of cleaning and disinfecting of buildings prior to re-opening. Throughout the day, Mill Neck cleaning staff with work with clean high traffic areas such as bathrooms, passageways, photo copiers, fax machines and other high use areas.
7. Using a minimum of six-foot social distancing between yourself and others. Social distancing practices vary depending upon activity.
8. Reducing occupancy in our buildings and vehicles when necessary. Staggered work hours, shifts and other work modifications will be implemented to reduce number of occupants in any building.
9. Using remote services for students and clients where possible. For Visitors and other members of the general public, a virtual meeting can be arranged with Mill Neck personnel to answer any questions.

**Enhancing Our Communication**
We recognize that these are uncertain times, and that the public health emergency has affected all of our lives and routines. Mill Neck is committed to facilitating open and frequent communications regarding our services. We will share what we know when we know it. Official policy changes will be communicated through the Office of the CEO, Dr. Asiah Mason.

If you have immediate concerns or questions, please send an email to HR@millneck.org. Mill Neck will do its best to reply within one working day and we appreciate your understanding and patience.

The New Normal

Even when services resume in person, Mill Neck is renewing its commitment to preventing disease and infection. We are open to ideas that may help in keeping everyone healthy. We must consider and promote Best Practices in this regard, such as:

- Reinforce frequent handwashing and sanitation and procure needed supplies.
- Prepare and maintain handwashing stations with soap and water, and if possible, place alcohol-based hand rub (hand sanitizers) in each classroom, at entrances and exits, and near lunchrooms and toilets.
- Clean and disinfect buildings, classrooms and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.)
- Implement social distancing practices.
- Cancel assemblies, sports games and other events that create crowded conditions.
- Cancel community events that usually take place on school premises.
- Create space for children's desks to be at least six feet apart.
- Teach and model creating space and avoiding unnecessary touching.
- Establish procedures when students or staff become unwell.
- Ensure a procedure for separating sick students and staff from those who are well – without creating stigma – and a process for informing parents/caregivers, and consulting with health care providers/health authorities wherever possible.
- Share procedures with staff, parents and students ahead of time.
- Coordinate and follow guidelines from the national health and education authorities.
- Share known information with staff, caregivers and students, providing updated information on the disease situation, including prevention and control efforts at school.
- Reinforce that caregivers should alert the school and health care authorities if someone in their home has been diagnosed with COVID-19 and keep their child at home.
- Utilize parent-teacher committees and other mechanisms to promote information sharing.
- Address children's questions and concerns, including through the development of child-friendly materials such as posters which can be placed on notice boards, in restrooms, and other central locations.
- Develop flexible attendance and sick leave policies that encourage students and staff to stay home when sick or when caring for sick family members.
- Discourage the use of perfect attendance awards and incentives.
- Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.
- Plan for possible academic calendar changes, particularly in relation to breaks and exams.
- Plan for continuity of learning and creating teaching strategies during temporary school closures.
- Support continued access to high quality education.

**Related Policies**

All staff should be familiar with related policies to ensure a clean and hygienic work environment, including but not limited to:
- Policy #2: Universal Precautions
- Policy #3: Infectious Disease Control
- Policy #4: Cleaning