



SPACKENKILL HIGH SCHOOL COVID-19 STUDENT RESOURCE GUIDE

September 10, 2020

Protocols and Procedures for the Health and Safety of our Students



SPACKENKILL
Union Free School District

Mission Statement:

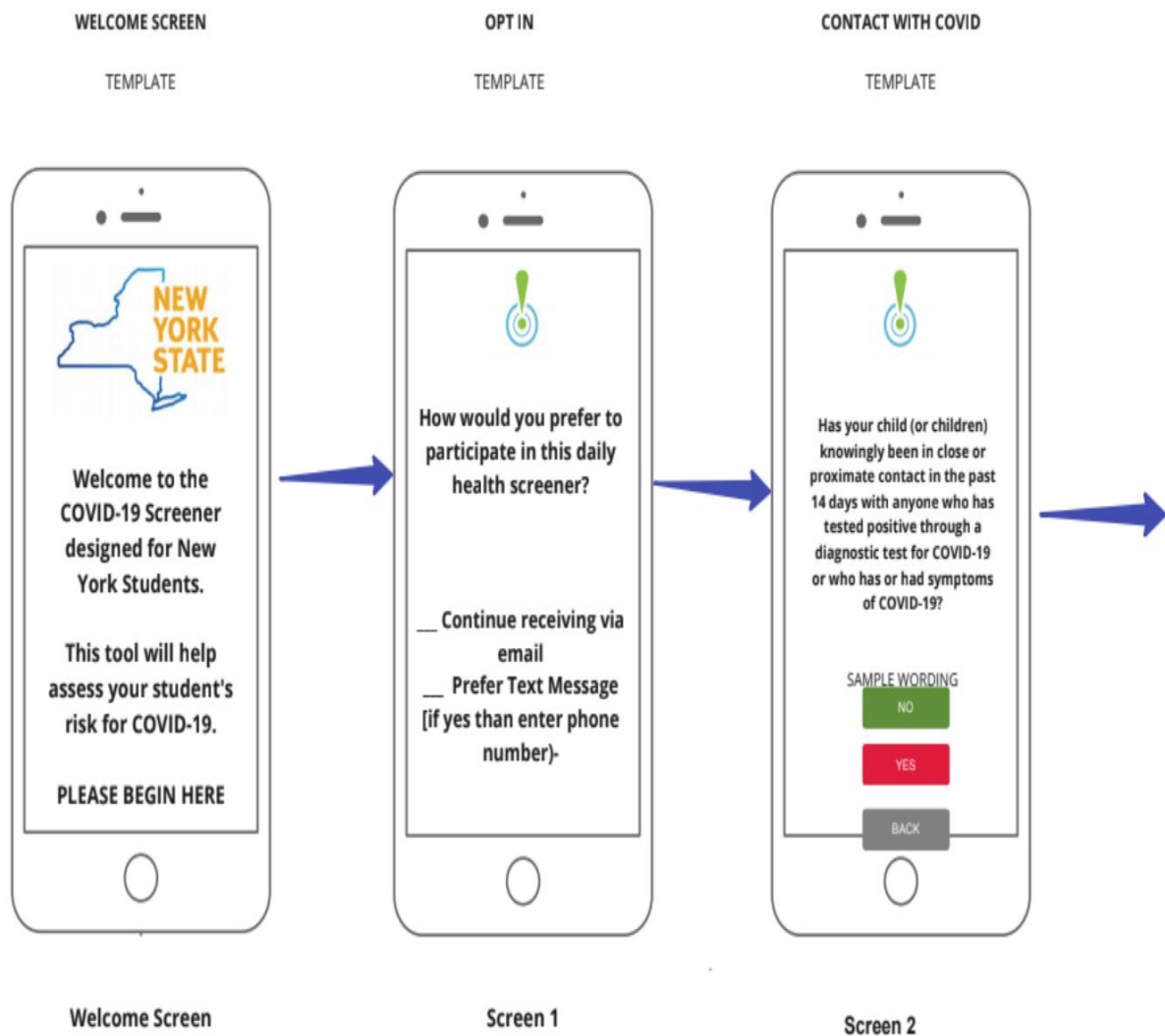
Inspired by a tradition of excellence and a spirit of continuous improvement, the Spackenkill School District will provide all of our students with the academic and social skills necessary to pursue their goals and become responsible citizens in an interdependent global community.

Good Safety Tips:



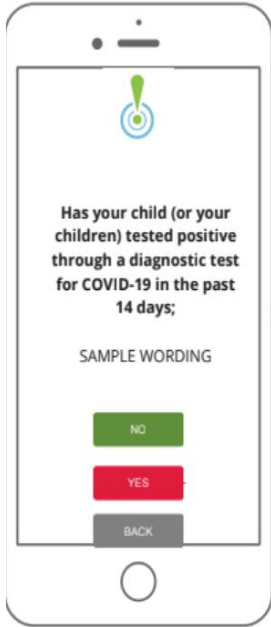
1. Wear a mask! Students should wear masks at all times. Mask breaks will be issued throughout the day. Students **do not** have to wear a mask while they eat their lunch, but will need to be put back after they finish.
2. Practice safe social distance. 6 feet apart from each other at all times including classrooms, hallways, buses, lunch, and open spaces. Follow directional arrows in hallways to keep distance.
3. Wash your hands often. Use hand sanitizer when appropriate.
4. Cough or sneeze into your elbow or a tissue when possible (wash hands after).
5. If you are not feeling well, STAY HOME!

Before Coming to School: Must complete health screening online.



TESTED POSITIVE FOR COVID

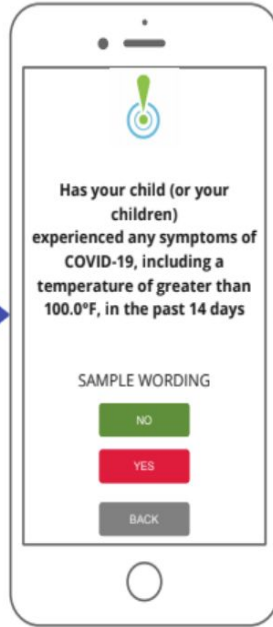
TEMPLATE



Screen 3

HAVING SYMPTOMS

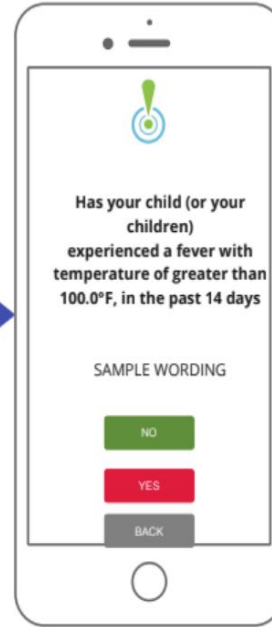
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Screen 4

TEMPERATURE THRESHOLD

TEMPLATE



Screen 5

RESTRICTED TRAVEL

TEMPLATE



Screen 6

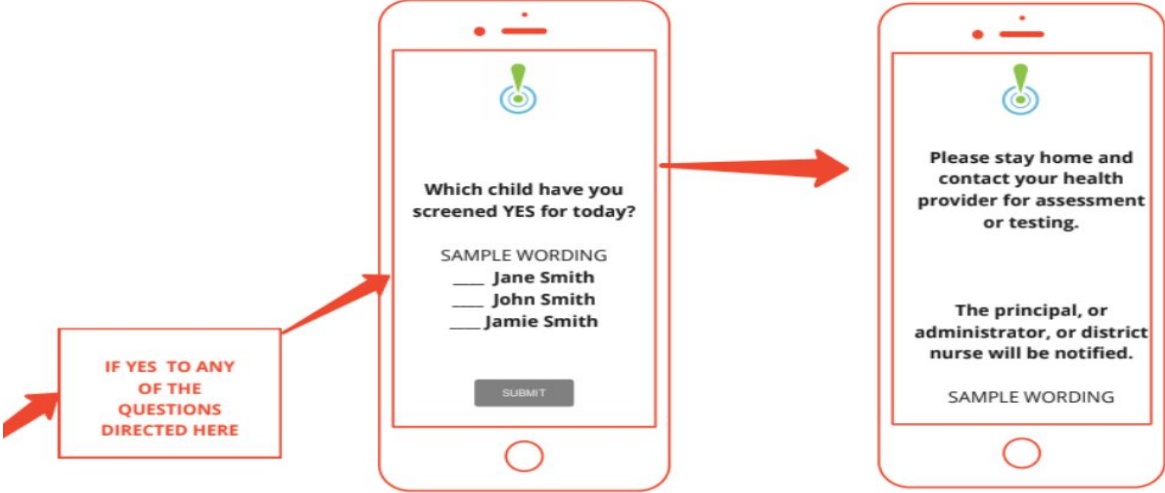
IF YES TO ANY OF THE QUESTIONS DIRECTED HERE

IF NO TO ALL THESE QUESTIONS THEY ARE DIRECTED HERE



IF NO UNIT ID USED, CLIENT CAN
SUBMIT INFO IN TEXT BOX (FOR
EXAMPLE, PLEASE LIST ANY
NOTES FOR THE NURSE OR HR
HERE)

OUTCOME 1
TEMPLATE



Screen 7

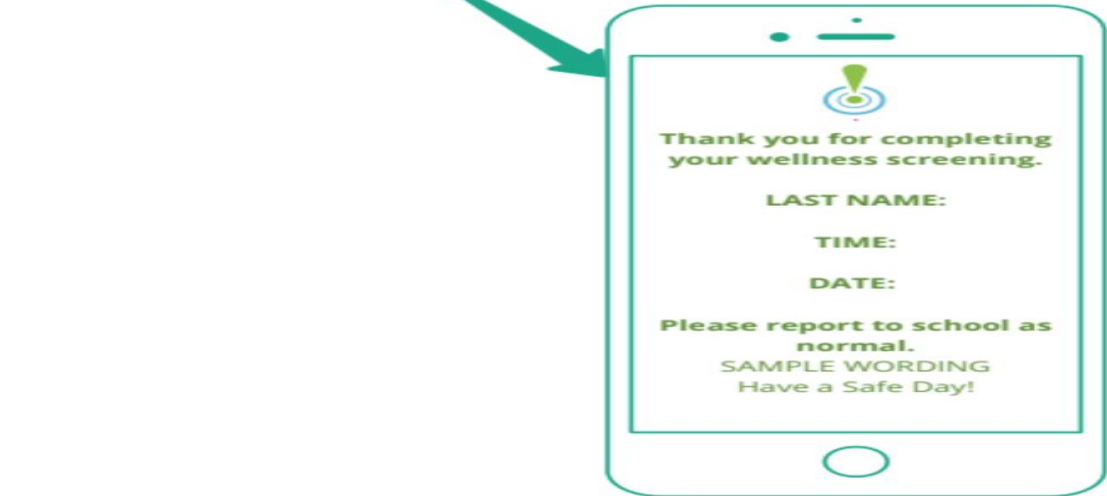
NOT Cleared OUTCOME



Screen 7

IF NO TO ALL THESE QUESTIONS THEY ARE DIRECTED HERE

OUTCOME 2
TEMPLATE



Cleared OUTCOME

We are using Pinpoint's Virtual Health Screening Platform to provide our Staff with a Daily Wellness Screener which will indicate whether an individual is indicating for symptoms of COVID. Here is a link to an intro Video on PinpointSafety.com: <https://www.pinpointhealth.us/video>

How does it work?

Staff will receive an Email & Text Message with a link to their Wellness Screener. Based upon their response to the Questions, they will be routed to potential outcomes (Demo Screenshots are included below - your version may differ).

Do I need to download an app?

No. This is a cross-platform WebApp so it will function and display seamlessly on Any Device, Phone, Tablet, Laptop, Desktop, or PC.

Is the data secure?

Yes, Pinpoint's platform is HIPAA compliant. Here is Pinpoint's privacy policy: <https://www.pinpointhealth.us/privacy-policy>

What if symptoms change?

If symptoms change at any point, the system will update and route you to the proper outcome based on your new responses. Additionally, Administration will also be notified.

NOTIFICATION: You will receive this every morning

Pinpoint Notification 



alerts@pinpointhealth.us

to me ▼

Good Afternoon- Here is your sample wellness screening click here: [CLICK HERE](#)

Absences and Illness Protocol:

1. Requires Absence or Immediate Pickup if at School

- a. **HIGH RISK Symptoms** associated with COVID-19 and other infectious diseases in children:
 - i. **Fever** of 100 degrees or greater
 - ii. **Respiratory symptoms** (cough, congestion, runny nose, sore throat, shortness of breath)
 - iii. **Gastrointestinal symptoms** (diarrhea or vomiting)
 - iv. **Headache**
 - v. **New unexplained loss of taste or smell**
 - b. **Tested positive for COVID-19**
 - c. **Had a close exposure to a confirmed COVID-19 case**
 - d. **Travelled out of state in past two weeks**
 - i. Follow Office of Governor Travel Quarantine
 - e. **Other Conditions**
 - i. Undiagnosed, new, and/or untreated rash or skin condition
 - ii. Doctor's note requiring an individualized plan of care to stay home.
2. **Immediate Pickup** is defined to be within 30 minutes. Please ensure your contact phone numbers are up to date at all times.

Return to School After Having Symptoms Consistent with COVID

Per the NYSED, these directives have been given for discontinuing home isolation or quarantine. All three conditions below must be completed.

- a. Symptoms
 - i. The student/staff member must be symptom free for a minimum of 24 hours without the use of fever reducing medication such as acetaminophen or ibuprofen.
- b. Covid-19 Testing
 - i. Negative results of a Covid-19 test with documentation for the Health Office.
 - ii. Positive results require a Release from Isolation note from Dutchess County Department of Behavioral and Community Health
- c. Clearance Note
 - i. A return to work/school note from a NYS licensed medical professional that the individual is cleared to return to work or school.

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.




[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

35645-A 03/21/2020

Mask Guidelines:

USING A CLOTH FACE COVERING AS A MASK

DUTCHESS COUNTY DEPARTMENT OF BEHAVIORAL & COMMUNITY HEALTH




Face coverings must be worn by everyone outside of their homes to help protect against Coronavirus. New York State has mandated that all essential workers wear masks. The CDC is recommending cloth face masks be worn by all non-healthcare providers.

Cloth face coverings fashioned from household items can stop the spread of COVID-19 when traditional surgical masks and N-95s aren't available and when significant social distancing is not possible.

Masks are NOT a substitute for social distancing.

CLOTH FACE COVERINGS SHOULD:

- fit snugly but comfortably against the side of the face
- include multiple layers of fabric
- allow for breathing without restriction
- be washed regularly



Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

- **Information on masks**

- Must be worn at all times with the following exceptions
 - While seated in a the cafeteria and eating breakfast or lunch
 - During mask breaks while seated in the classroom
- Can be disposable
- Can be reusable cloth type
- No gaiters permitted
- No bandanas
- No scarves
- Must comply with our Code of Conduct-no markings on mask that would disrupt the learning environment

- Hand sanitizing stations will be available throughout the building

How to Safely Wear and Take Off a Mask

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE MASK TO HELP PROTECT OTHERS

- Wear a mask to help protect others in case you're infected but don't have symptoms
- Keep the mask on your face the entire time you're in public
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



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Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Busing Procedures:



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1. Before entering the bus, a student must clear an at-home health screening with a temperature check of no fever. If experiencing any symptoms, student should stay home and contact the school nurse.
2. Masks are required to enter the bus, and must be worn throughout the ride. If students do not have a face covering, they will not be allowed to enter the bus.
3. Students will enter the bus from the front, and go to the furthest empty seat in the back. Students entering should not pass seated students.
4. One student per seat at all times in order to keep social distance, unless from same family.
5. Students will exit the bus row by row from front to back, with the students in the front seats exiting first.

Arrival/Dismissal:

We plan to utilize both the auditorium lobby entrance and main office entrance for maximum spacing.

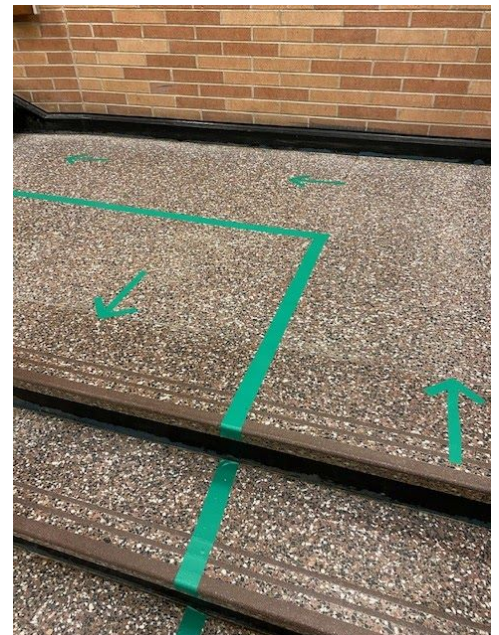
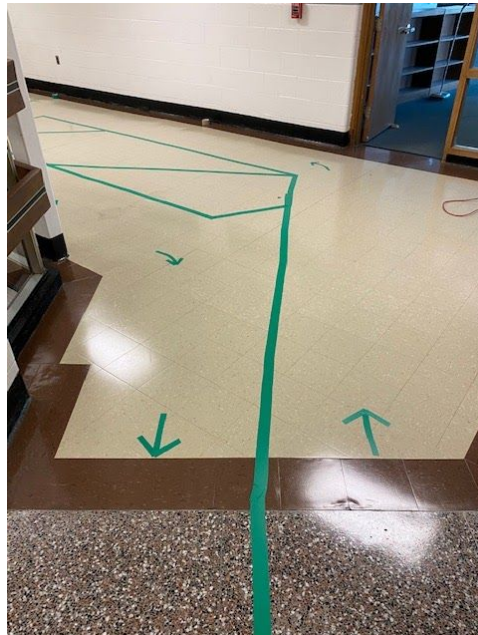
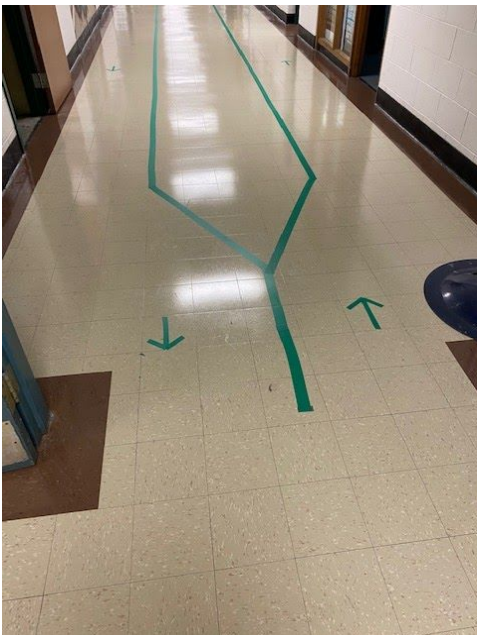
*Buses will drop off students at the auditorium level and they will enter through those doors. Any student driving to school should use this entrance as well.

*Walkers/Drop offs will enter through the main entrance on the top of the hill.

*All students will be dismissed at 2:04 PM and must leave the building.

Hallway Protocols: 6 Feet Distancing

1. Students must wear masks while changing classes or travelling in the hallway.
2. Students must follow all directional markings on the floor in hallways and stairwells. Please follow any signage to help with traffic flow throughout the building. See pictures below!
3. Students must make every attempt to keep social distance while leaving classrooms and travelling in the hallways. Please be mindful of your surroundings.



Classroom Etiquette:

1. Students should wear masks while in class.
2. Desks will be socially distanced at least 6 feet apart. Students should not move desks.
3. As they enter class, students will grab a newspaper sheet to cover their desk top and dispose of it at the end of the period.
4. If students need to use the bathroom, throw something out, or get up from their desk, they must have their mask on while moving around.
5. Be courteous and respectful to your classmates.



CLASS RULES



stay home if
you feel sick



6 FT



keep 6 ft
from others



wash your
hands with
soap and water



use hand sanitizer
if you can't wash
your hands



cough or sneeze into a
tissue or use your elbow.
clean your hands after.

Lunchroom Etiquette:

1. Students should wear masks when entering, exiting, and moving around the cafeteria.
2. Students do not have to wear masks when at their desk eating.
3. Students cannot move desks together and must maintain their social distance throughout the lunch period.
4. Students cannot congregate towards the exit of the cafeteria towards the end of the lunch period, as students have ample time to get to their next class.
5. There will be spacers on the floor for standing in line to get lunch. Please maintain social distance. Students must follow the flow of traffic as there will be one way in and one way out of the lunchroom and kitchen. Will be called up by row to get lunch.



Bathrooms:

1. In order to maintain social distance, only one student is allowed in the bathroom at a time. Please knock before entering to ensure it is empty.
2. Please make sure to wash your hands before exiting.

Students: Let's work together to stop the spread of COVID-19

DID YOU WASH YOUR HANDS?

stop



think



wash hands



ASK YOURSELF:

- Did I just go to the bathroom?
- Am I about to eat?
- Did I just eat?
- Did I cough or sneeze?
- Did I touch supplies or objects that other people have touched?
- Did I touch garbage?
- Did I touch my cloth face cover?

If you can't wash your hands, ask your teacher or another adult for hand sanitizer.



cdc.gov/coronavirus

COVID-19 0024, 02/20/2020

Schedules:

September 10th-18th: FULL REMOTE

Week of Sept. 21st: HYBRID

<u>Spackenkill High School Full-Remote Schedule</u>	
PERIOD 1	<i>7:30 am - 8:00 am</i>
PERIOD 2	<i>8:10 am - 8:40 am</i>
PERIOD 3	<i>8:50 am - 9:20 am</i>
PERIOD 4	<i>9:30 am - 10:00 am</i>
PERIOD 5	<i>10:10 am - 10:40 am</i>
PERIOD 6	<i>10:50 am - 11:20 am</i>
BREAK	<i>11:21 am - 12:29 pm</i>
PERIOD 7	<i>12:30 pm - 1:00 pm</i>
PERIOD 8	<i>1:10 pm - 1:40 pm</i>
PERIOD 9	<i>1:50 pm - 2:20 pm</i>
PERIOD 10 Extra Help/Office Hours	<i>2:25 pm - 2:45 pm</i>

SPACKENKILL HIGH SCHOOL HYBRID 1 SCHEDULE

COHORT	MON	TUES	WED	THUR	FRI
A (A-K)	Remote	In-Person	Remote	Remote	Remote
B (L-Z)	Remote	Remote	In-Person	Remote	Remote
C (All Remote)	Remote	Remote	Remote	Remote	Remote

- *On Tuesday and Wednesday, all students whether remote or in person will follow a regular day schedule.*

- *"In-person" school day will start at 7:25 am and end at 2:04 pm*

Spackenkill High School In-Person & Remote Schedule **(Tuesday and Wednesday)**

PERIOD 1	<i>7:28 am - 8:12 am</i>
PERIOD 2	<i>8:15 am - 8:56 am</i>
PERIOD 3	<i>8:59 am - 9:40 am</i>
PERIOD 4	<i>9:43 am - 10:24 am</i>
PERIOD 5	<i>10:27 am - 11:08 am</i>
PERIOD 6	<i>11:11 am - 11:52 am</i>
PERIOD 7	<i>11:55 am - 12:36 pm</i>
PERIOD 8	<i>12:39 pm - 1:20 pm</i>
PERIOD 9	<i>1:23 pm - 2:04 pm</i>
Extra Help/Office Hours	<i>2:10 pm - 2:45 pm</i>

Remote Student Instruction on Tuesday/Wednesday

Synchronous

- Live Stream / Google Meet of and during in-person instruction
- Provide work via Google Classroom and be available during a portion of class period for remote students
- Combination of Live Stream, provide work, and availability during class period

Asynchronous

- Provide an asynchronous lesson at the time the class begins on Google Classroom
- Provide availability at an agreed upon time with remote student(s) during the same or following day

STUDENT EXPECTATIONS: DO YOUR PART!

Say on top of your schedule. Use **Google Calendar** to manage meet times with different classes.

CHECK YOUR SCHOOL EMAIL REGULARLY! Teachers will be delivering information and announcements through school email.

Check Google Classroom or Teacher webpage regularly. It has the breath of assignments and due dates.

Be engaged, be responsible, and take ownership of your learning. Be on time, turn your cameras on, and ask questions. Make sure you communicate with your teacher about any issues.

Odd and Even Days-

We have made some minor adjustments to odd and even days in order to keep alternating Thursdays and Fridays consistent. Follow this schedule. We will remind staff and students during the quarter.

SEPTEMBER

SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	8	9	10 ODD	11 EVEN	12
13	14 ODD	15 EVEN	16 ODD	17 EVEN	18 ODD	19
20	21 EVEN	22 ODD	23 EVEN	24 ODD	25 EVEN	26
27	28 NO SCHOOL	29 EVEN	30 ODD			

OCTOBER

SUN	MON	TUES	WED	THURS	FRI	SAT
				1 EVEN	2 ODD	3
4	5 EVEN	6 ODD	7 EVEN	8 ODD	9 EVEN	10
11	12 NO SCHOOL	13 EVEN	14 ODD	15 EVEN	16 ODD	17
18	19 EVEN	20 ODD	21 EVEN	22 ODD	23 EVEN	24
25	26 ODD	27 EVEN	28 ODD	29 EVEN	30 ODD	31

NOVEMBER

SUN	MON	TUES	WED	THURS	FRI	SAT
1	2 EVEN	3 SC	4 EVEN	5 ODD	6 EVEN	7
8	9 ODD	10 EVEN	11 NO SCHOOL	12 EVEN	13 ODD (End of Q1)	14

Q1

IN-PERSON ODD- 10
IN-PERSON EVEN- 10

TOTAL ODD- 20
TOTAL EVEN- 23

Tips for Managing Stress and Time:

Right now in this time where our normal routines have been disrupted and the future is uncertain, many of us are worried and may feel helpless about what will happen or what we can do. When things feel uncertain or when we don't generally feel safe, it's normal to feel stressed. Stress can be a normal reaction, but it can also take a toll on our mental health. Here are some tips to cope with some links with more resources:

1. Routine

- a. **Establish and maintain a daily/weekly routine.** Keeping a regular schedule and building structure into your day provides a sense of control, predictability, calm, and well-being.
- b. **Create a visual weekly schedule.** Remote learning and a hybrid schedule may present a challenge for students to keep track of their expectations. Creating a visual schedule can help in organizing information in a clear and digestible manner. Use planners and lists to keep track of dates and assignments. An old Chinese proverb says that "the faintest ink is more powerful than the strongest memory."
- c. **SLEEP!** Make sure to prioritize your sleep hygiene as it's very important to physical and emotional functioning, particularly our ability to manage stress. Recommendations:
 - i. Stay on a predictable schedule - go to bed and wake up around the same time every day
 - ii. Try to get some sunlight during day to maintain circadian rhythm
 - iii. Limit use of electronics in bed - try to keep your phone across (or even outside of) your bedroom for better quality of sleep
 - iv. Bedtime Routine - create one to train your brain to wind down and trigger the process of going to sleep. This could consist of any activities you might find calming - reading, yoga, relaxing music, breathing techniques

2. Mindfulness/Breathing Techniques

- a. **Mindfulness** is a strategy where we challenge ourselves to *stay in the present*. Perhaps your worry is compounding—you are not only thinking about what is currently happening, but also projecting into the future. When you find yourself worrying about something that hasn't happened, gently bring yourself back to the present moment. Notice the sights, sounds, tastes and other sensory experiences in your immediate moment and name them. Engaging in mindfulness activities is one way to help stay grounded when things feel beyond your control.
- b. **Breathing Exercises** are a great and effective strategy to help you relax and manage stress. Deep breathing is one of the best ways to lower stress in the body because when you breathe deeply, it sends a message to your brain to calm down and relax. The brain then sends this message to your body. Those things that happen when you are stressed, such as increased heart rate, fast breathing, and high blood pressure, all decrease as you breathe deeply to relax.
- c. **There are many great apps for mindfulness and breathing so you can have them right at your fingertips:**
 - i. Calm, Headspace, Insight Timer

3. Identify what's in your control and what's not

- a. There are many things that are not in our control during this time but there are things you can do, and it's helpful to focus on those.
 - i. If it's under your control, you can use a **problem-focused coping strategy**, such as breaking the problem into manageable pieces

-
-
- ii. If it's not under your control, you can use **emotion-focused strategies** - relaxation, distress tolerance, radical acceptance, self-soothing, emotional regulation, etc.

b. Create your own toolbox of relaxation strategies

- i. This will look different for everyone but it's helpful to have a list of go-to strategies you can refer to when you're feeling overwhelmed
- ii. Just a few examples: Journaling, coloring, drawing, making tea, baking, listening to music, lighting a candle, yoga, painting or anything else that brings you to the present moment in a way that feels calming)
 - 1. Journaling is a good practice that results in data you can use to track moods, habits, etc

4. Practicing Gratitude

a. **Gratitude** is the practice of seeing life through a lens of acceptance, appreciation, and embracing. It is one of the most powerful tools we have as it allows us to see the best in our lives, each other, and ourselves. It has the power to shift our mindset even during difficult times like these.

i. Ways to express gratitude:

- 1. Giving thanks - let people know you appreciate them
- 2. Making gratitude lists - think about or write down 3 things you are grateful for upon waking and going to sleep every day.
- 3. Savoring the moment

5. Stay Connected and Reach Out

- a. **Know that you are not alone** in this situation - each of us has our own journeys and struggles which are unique, but we are in this together to support each other as a community
- b. Our ways of socially connecting may look different in the current situation **but staying connected** is still essential for well-being. We can still talk and listen to each other while maintaining physical distance. Appreciate that family and friends are important and let them know.
- c. Staying connected (even virtually) can help ease stress, reduce suffering and promote overall wellness

6. Ask for Help

- a. If you are struggling, **reach out** to others for help
- b. Think about your **support system** and who you can reach out to in times of struggle and who are your trusted adults - this could be your parents, guidance counselor, school psychologist, social worker, teachers, coaches, principal, assistant principal, etc.
- c. Finally, if you are feeling distressed and need community resources, you can call or text the **Dutchess County Helpline at 845-485-9700** to speak to a mental health professional any time of day or night (24/7/365).

Technical Difficulties???

QWare Work Order - Students

1. Launch the Chrome web browser and navigate to the following url:
<https://quecentre2.neric.org/spackenkillschools/Login.aspx>
2. Enter the following credentials:
Username: SpackStudent
Password: Spartan10



Spackenkill
Union Free School District
Work Order
Management System

Username:

Password:

[Forgot Password](#)

3. Select the required dropdown fields:
 - Building (If requesting remote support, please select Other-Misc.)
 - Floor
 - Room – If not listed, please select Other.

Details

Service Area:

Campus:

Building:

Floor:

Room:

Location:

Details

Service Area:

Campus:

Building:

Floor:

Room:

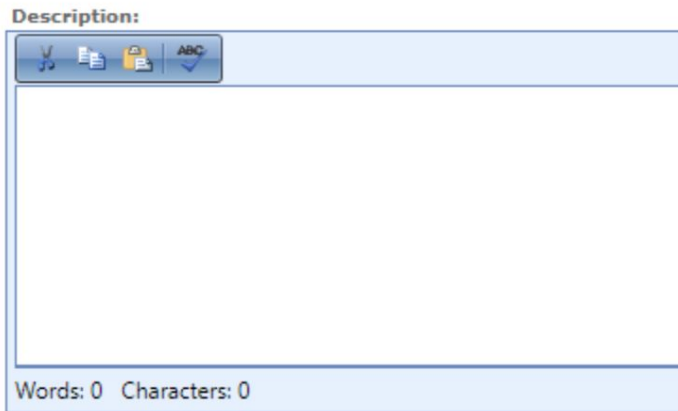
Location:

4. Enter the description of the problem you are experiencing.

Please be as informative as can be.

- Grade
- Building
- Username
- Model
- Service Tag/Serial Number
- Exact Error Messages

Description:



Words: 0 Characters: 0

5. Enter your email address in the **Phone Number** field. If need be, please upload images or documents as well.

Additional Information

Picture Upload: Name:

Document upload: Phone Number:

6. Select Update and the ticket will be submitted.

7. Take note of the work order number that you just created. If you need to make any additional edits, please do so.

	Number	Type	Status	Description	Location	Assigned To	Updated	Requested
<input type="checkbox"/>	06357	Regular	New	.	Area: IT Spackenkill UFSD Hagan Elementary 1st Floor 01 - Lab		Student, Spack Mar 25 2020 2:15PM	Student, Spack Mar 25 2020 2:15PM