August 2, 2021

Dear Visitor to Orleans/Niagara BOCES:

We remain in the midst of a pandemic.

Procedures When Visiting a BOCES Site

Please comply with the following procedures at all times when you are on BOCES premises.

- Come to a BOCES site only with an approved appointment.
- Immediately complete the required health screening questionnaire, and fulfill any sign-in requirements.
- Use only the main front entrance of the building, unless you receive express approval to use a different entrance.
- Wear a clean mask or cloth face-covering that covers your nose and mouth before entering a BOCES building and at all times when indoors at a BOCES site, unless you are seated for a meeting, you are not in close contact with any other person, and you are expressly told by your BOCES host that you may remove your mask or face covering. You must be wearing a clean mask or cloth face-covering that covers your mouth and nose at any time when you are in an indoor common area or in close contact with any other person. For most purposes, close contact is defined as within approximately six feet. As indicated above, you are required to wear a clean mask or face-covering at all times in indoor common areas (including but not limited to lobbies and hallways), when walking around any offices, and when walking indoors between offices. Acceptable face coverings include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana) and surgical masks that cover both the mouth and nose. Masks and face-coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and must be properly stored or discarded. Have a clean face-covering in your possession at all times. It is not required that masks be worn outdoors.
- Practice social distancing and personal hygiene protocols. Do not congregate. Keep six feet away from other persons when possible.
- Please limit travels to your assigned area(s) and adhere to your assigned schedule.

Masks, gloves and hand sanitizer can be made available for you to use while you are in the building.

Self-Screening Before Coming to a BOCES Site

You are prohibited from coming to or remaining at a BOCES site without the express approval of the Labor Relations office if any of the three (3) following criteria apply to you:

(a) You have tested positive through a diagnostic test for COVID-19 within the past 10 days;
(b) You have had fever (with a temperature of 100.0°F or higher), chills, cough, shortness of breath or trouble breathing, new loss of taste or smell, fatigue/tiredness, sore throat, nausea, vomiting, diarrhea, muscle pain, body aches, headaches, nasal congestion, or runny nose within the past 10 days; or

(c) You are not fully vaccinated against COVID-19 and you have been in close contact in the past 10 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19. For purposes of this sub-paragraph (c), having been in close contact means having been within six feet of the person for at least ten minutes within a day, starting from 48 hours before the person had symptoms. Also, for purposes of this sub-paragraph (c), a person has been fully vaccinated against COVID-19 after two weeks have passed since the person received the final dose of a COVID-19 vaccine.

If you are within any of the three (3) categories described above (in (a), (b), or (c)), then please refrain from coming to BOCES (or, if you are already at a BOCES site, then please leave immediately). Please immediately contact and inform the Labor Relations office. Please also immediately contact and inform your health care provider and/or the local health department.

Public Health Recommendations

Visitors are also reminded of the following public health recommendations:

- Wash your hands frequently with warm, soapy water for at least 20 seconds, or frequently use (60% or higher) alcohol-based hand sanitizers.
- Avoid touching your face.
- Cover your mouth with tissues when you sneeze, and discard the tissues in the trash. Wash your hands or use hand sanitizer after you discard the tissue.
- Avoid contact with people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.
- Stay home if you are sick or you have been exposed to someone who has tested positive for COVID-19 or has a presumed COVID-19 diagnosis. Contact your health care provider if needed.
- Wear a mask or cloth face-covering that covers your nose and mouth when in a public place and unable to maintain, or when not maintaining, social distance.

A listing of COVID-19 symptoms can be accessed at the following link to the Centers for Disease Control and Prevention (CDC) web site. https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

Conclusion

Orleans/Niagara BOCES Reopening documents are on the BOCES’ web site (www.onboces.org), and those documents are available at the following link: https://www.onboces.org/Domain/250

Please direct any questions to Wayne Van Vleet, Orleans/Niagara BOCES Director of Labor Relations, at wvanvleet@onboces.org or (716) 731-6800, extension 2206. Thank you.