



Clark J. Godshall, Ed.D.
District Superintendent

Wayne M. Van Vleet, Esq.
Director of Labor Relations
716.731.6800 x 2206
Fax 585.798.1943
wvanvleet@onboces.org

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Dear **Orleans/Niagara BOCES Employee:**

This serves as a reminder regarding the following matters that were previously communicated.

Procedures at Work

Please comply with the following procedures at all times when you are on BOCES premises and also when you are working at a location other than BOCES premises.

- Complete the required health screening questionnaire every day. The questionnaire is to be completed prior to or upon your arrival at a BOCES site.
- Wear a clean face-covering that covers your nose and mouth while you are in close contact with any other person or in any indoor common area. Close contact is defined as within approximately six feet. Employees are required to wear clean face-coverings at all times in indoor common areas (including but not limited to classrooms, lobbies and hallways), when walking around any office, and when walking between offices or classrooms. It is not required that masks be worn outdoors. 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 replaced or cleaned 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.
- Practice social distancing and personal hygiene protocols. Do not congregate. Keep six feet away from other persons when possible.
- When at a site, please limit travels to your assigned area(s) and adhere to your assigned schedule.

Masks, gloves and hand sanitizer are available for you to use while you are in the building or working.

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

*District Superintendent & Orleans Career and Technical Education Center • 4232 Shelby Basin Road, Medina, New York 14103
Niagara Career and Technical Education Center & Niagara Academy • 3181 Saunders Settlement Road, Sanborn, New York 14132
Niagara Conference and Technology Center • 4124 Saunders Settlement Road, Sanborn, New York 14132
716-731-6800*

Page 2

(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 **do not** come 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

Employees 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, Director of Labor Relations, at wvanvleet@onboces.org or (716) 731-6800, extension 2206. Thank you.