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District Superintendent

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Dear **Visitor** to Orleans/Niagara BOCES:

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 if, within the previous ten (10) days, you have experienced any COVID-19 symptoms, tested positive for COVID-19, or been in close contact with a person who has tested positive for COVID-19.
- Fulfill any sign-in requirements.
- Use only the main front entrance of the building, unless you receive express approval to use a different entrance.
- 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 ten (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 ten (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. For purposes of this sub-paragraph (c), having been in close contact means having been within six feet of the person for at least (15) fifteen minutes within 24 hours, starting from 48 hours before the person had symptoms. Also, for purposes of this sub-paragraph (c): a person who is eligible for the COVID-19 booster has been fully vaccinated against COVID-19 after two weeks have passed since the person received the COVID-19 booster; and a person who is not eligible for the COVID-19 booster has been fully vaccinated against COVID-19 after two weeks have passed since the person received the final dose of the COVID-19 primary vaccine.

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If you are within any of the three (3) categories described above (in (a), (b), or (c)), then please immediately contact and inform the supervisor or administrator in charge of the building or program and also the Labor Relations office.

A person who has recently tested positive for COVID-19, or who has recently experienced COVID-19 symptoms, or who has recently been exposed to COVID-19 (through close contact with a person who has tested positive for or been diagnosed with COVID-19) may be required to wear a mask or face-covering while at BOCES. Please contact the Labor Relations office with any questions.

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.

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.