

Center for Workforce Development

Visitors to Campus

The following outlines the hygiene protocols required by all individuals visiting either our Gates, or Spencerport campuses of the Monroe 2-Oleans BOCES Center for Workforce Development.

Prior to entering the building:

If you have been diagnosed with COVID-19 you cannot visit our campuses until you provide a physician's statement allowing you to do so.

The following guidelines apply to all visitors:

- Engage in a self-assessment related to COVID-19 prior to coming to class each day (based on <http://www.roccovid.org>). If you have experienced one or more of these symptoms in the last 24 hours, *or have traveled internationally, or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days*, stay home and contact our offices to reschedule your visit.
 - Symptoms include:
 - Temperature of 100° F or greater
 - New cough
 - Hard time breathing
 - Sore throat (not due to allergies)
 - Body aches
 - Diarrhea, nausea or vomiting
 - New loss of taste or smell
- Upon entering the building you need to sign in on the contact tracing log. This serves three purposes:
 1. This will attest that you have completed the self-assessment outlined above, and are symptom free.
 2. You attest that you have not tested positive for COVID-19 or been in contact with anyone who has tested positive for COVID-19 in the past 14 days.
 3. It provides a record for Monroe County Department of Health of your presence should anyone test positive for COVID-19 and was physically present on CWD campuses.

While in the building:

1. Use hand sanitizer provided upon entering the building.
2. Wear a facemask upon entering the building and while in any common area such hallways. Visitors are expected to provide their own cloth mask but will be given a BOCES-provided facemask if they forget it.
3. Maintain 6 ft. distance between personnel. If the work activity requires a shorter distance and personnel are less than 6 ft. apart from one another, you must wear a facemask
4. Regularly wash your hands and/or use hand sanitizer. Visitors should wash their hands after touching shared surfaces or objects
5. If you experience any of the symptoms of COVID-19 listed above, please notify your CWD point of contact and make arrangements to leave the building. Notify your physician. Do not return to the building until you have been cleared by a physician and get verbal permission to do so.

Physical Distancing Measures:

1. All meeting spaces will be organized to provide appropriate physical distancing when at all possible.
2. Maximum room capacity will be determined for all common spaces to ensure physical distancing measures are met.

Cleaning and Disinfecting Protocols for all worksites:

- Frequent and routine cleaning will remain a best practice. The BOCES 2 will follow the local, state, and federal guidelines for cleaning practices during a pandemic outbreak. Specialized OSHA and CDC-approved cleaning solutions such as Virex II 256 will be used by O/M cleaners. Products will be used according to manufacturer's instructions to ensure adequate amount of drying time to ensure disinfecting of area/surfaces.
- All high touch surfaces in common areas will be cleaned/ disinfectd daily. Cleaners will use a checklist for each space.
- Appropriate ventilation monitoring to the facility will be maintained to ensure a clean internal atmosphere at each worksite. Should an outbreak occur more frequent maintenance/filter changes will take place.