

Horseheads Central School District

Protocol addressing visitors, guests, contractors and vendors to district facilities

Access to schools will be limited to essential visits only, as determined by the school.

All visitors, including guests, contractors and vendors, who visit a school must have their temperature checked by a District staff member and review the current screening questionnaire. Only those visitors who register a temperature below 100.0 degrees and affirm that they can truthfully answer “no” to all questions on the screening questionnaire will be permitted entry into the school building.

Drop-offs and deliveries of items outside of the school building, or in the vestibule only, do not require a screening.

Temperatures will be taken by school staff using a contact-less thermometer. School staff will use sanitized writing implements, or writing implements which have not been used by any other individual in the past 72 hours.

All visitors who meet the conditions for entry must sign a log indicating the date of their visit and certifying that they have met the conditions for entry. This log will be kept at each building.

A sample of the screening questionnaire is below. This screening questionnaire will be regularly updated by the District in accordance with directives from NYS.

Horseheads Central School District
Daily Screening Questionnaire for
Staff, Visitors, Guests, Contractors and Vendors

Prior to arrival to our schools, all staff, visitors, guests, contractors and vendors must complete the following daily screening questionnaire. If you answer YES to any of the questions, do not report to the school/office. If you are a district staff member, contact your supervisor immediately. If you are not a staff member, please contact the school office you are planning to meet.

Thank you for your help in keeping Horseheads Central School District safe and healthy.

Have you been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has had symptoms of COVID-19?	YES	NO
Have you tested positive through a diagnostic test for COVID-19 in the past 14 days?	YES	NO
Have you experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days?	YES	NO
Have you travelled internationally or from a state with widespread community transmission of COVID-19 and is restricted per the New York State Travel Advisory in the past 14 days (see list below)?	YES	NO

Restricted States*
Based upon Governor Cuomo's Executive Order 205, issued June 25, 2020, the following states and territories meet the criteria for required quarantine:

*list updated as of September 1, 2020

Alabama	Louisiana	Texas
Alaska	Minnesota	Utah
Arkansas	Mississippi	Virgin Islands
California	Missouri	Virginia
Florida	Montana	Wisconsin
Georgia	Nebraska	
Guam	Nevada	
Hawaii	North Carolina	
Idaho	North Dakota	
Illinois	Oklahoma	
Indiana	Puerto Rico	
Iowa	South Carolina	
Kansas	South Dakota	
Kentucky	Tennessee	

This is based upon a seven-day rolling average of positive tests in excess of 10% or number of positive cases exceeding 10 per 100,000 residents.