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From: Disanto, Rosaria (PARKS) <Rosaria.Disanto@parks.ny.gov>
Sent: Friday, January 15, 2021 10:47 AM
To: Disanto, Rosaria (PARKS)
Cc: parks.ls.boatingsafetyinstructors; Irving, Yvonne (PARKS)
Subject: Safe Boating Instructor Newsletter Jan. 2021
Attachments: COVID_ScreeningQuestions - UpdateJan2021.pdf; InstructorNewsletter_Jan2021.pdf

Dear Instructors,

Happy New Year! 2020 was a year unlike any other and I'm sure many of you join me in welcoming 2021.

For those of you who continue to teach courses through the winter, please note that the COVID screening questionnaire has been updated in accordance with DOH/CDC protocols and is attached to this email. Use this updated version before welcoming students into your classroom.

Please be reminded that New York Safe Boating course is only a classroom course. Zoom classes or other virtual classroom courses are not permitted at this time. We will alert all instructors if this becomes a possibility.

Also attached to this email is the January 2021 Instructor newsletter. Please review and let me know if you have any questions or concerns. As always, stay safe and healthy.

Regards,

Rosaria DiSanto
Environmental Educator 1

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New York Safe Boating Course COVID-19 Screening Questionnaire Updated 1/11/21

Instructions: NYSBC instructors must ask the following questions of each student, guest instructor, support staff and visitor BEFORE they enter the training room. Instructors may also use this questionnaire to self-screen before teaching a course. Additional screening measures may be utilized at the discretion of the instructor. Instructors choosing to include temperature checks as part of their screening process are prohibited from keeping records of health data (e.g. temperature data)

- 1) Have you tested positive for COVID-19 through a diagnostic test within the past 10 days?
- 2) In the last 10 days, have you had any of the following symptoms that you cannot attribute to another health condition?
 - Cough (new or worsening)
 - Shortness of breath (new or worsening)
 - Trouble breathing (new or worsening)
 - Fever (above 100.0 degrees F)
 - Chills
 - Muscle pain or body aches (new or worsening)
 - Headache (new or worsening)
 - New loss of taste or smell
 - Fatigue
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- 3) Have you had any know contact with a person confirmed (by diagnostic test) or suspected (based on symptoms) to have COVID-19 within the past 10 days? (Close contact is defined by DOH as being within 6 feet of an individual for 10+ minutes within a 24-hour period, starting from 2 days before their symptoms developed or, if asymptomatic, 2 days before they were tested).
- 4) Have you traveled within a state that does not border New York, or a CDC Level 2 or 3 Travel Advisory country, for longer than 24 hours within the past 14 days? *Note: Border states are Pennsylvania, New Jersey, Connecticut, Massachusetts and Vermont*
 - 4a) If yes, have you “tested out” of quarantine in accordance with NYS travel advisory guidelines or Quarantined for 10 days, have not developed symptoms during quarantine, and will continue to self-monitor through 14 days? *Note: Travel advisory guidance can be found at <https://coronavirus.health.ny.gov/covid-19-travel-advisory> . Participants answering “yes” to this question may be admitted to your course.*

If a person responds “yes” to any of the questions on this screening questionnaire, they must not be permitted to attend the course and should be advised to register for a course scheduled at least 10 days after they are no longer experiencing symptoms, or when they receive clearance from a medical professional.

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January 2021

NEW YORK SAFE BOATING COURSE INSTRUCTOR NEWSLETTER

Certifications with 2020 expirations extended >>>

All instructor certifications with a 2020 expiration date have been renewed through 2022. If your card expired, you should receive a new card with the 2022 expiration date in the mail, along with your annual update and renewal paperwork.

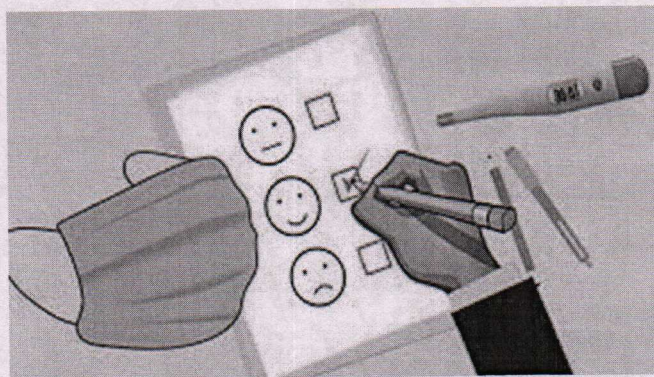
ALL INSTRUCTORS MUST RETURN THEIR ANNUAL UPDATE AND RENEWAL PAPERWORK BY MARCH 15, 2021. Deadline for commercial organizations was December 31, 2020.

Your courses will NOT be registered if your paperwork is not returned. Also note that, as per page 15 of your instructor guide, returning your annual update and renewal paperwork is required to qualify instructors for certification renewal.

COVID-19 Screening Updates >>>

The most up-to-date version of the COVID-19 screening questionnaire is also attached to this email. The questionnaire has been updated to include:

- Expanded list of COVID symptoms to align with CDC/DOH recommendations
- Quarantine duration reduced from 14 days to 10 days
- Travel question responses expanded to reflect new DOH guidance



Please use this newest iteration in your classes, going forward.

Contact Us >>>

Main Phone #: (518) 474-0445 **Instructor Only #:** 1-888-274-6121 **Fax:** (518) 408-1030

Email: Boating@parks.ny.gov **Instructor only website:** <https://parks.ny.gov/recreation/boating/instructors.aspx>

Course Paperwork Reminders >>>



As an instructor of the NY Safe Boating Course, you are helping to provide a service to the boaters of New York. Please remember that this service includes not just your teaching of the course, but the issuance of student certificates by NYS Parks.

Our office cannot issue students their certificates until we receive your correctly completed course paperwork. Instructors should return their paperwork to our office (or manager of your commercial organization) within 7 days of course completion. This responsibility is outlined on page 10 of your instructor guide.

Failure to return course paperwork, or failure to return it in a timely manner, is a disservice to your students and, in some cases, may result in suspension of your instructor certification.

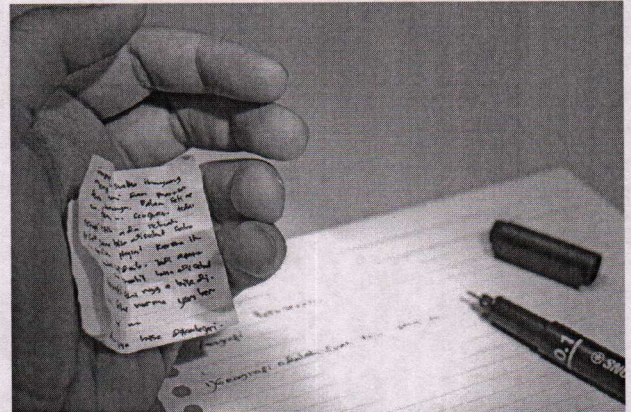
Remember that we are here to help! If you have any questions or concerns about your paperwork, please get in touch.

Cheat Sheets >>>

COVID-19 may have prevented some instructors from teaching a course in 2020 – it may even have been a few years since last teaching a course.

For a quick refresher, our office created Instructor “Cheat Sheets.” These checklists, included in this newsletter, are intended to help remind instructors of the major processes at each stage of their courses.

There are 4 Cheat Sheets: Before Your Course, During Your Course, After Your Course & Mailing Your Paperwork. These cheat sheets are not exhaustive, and instructors should routinely review their Instructor Guides to refresh themselves on all course policies and procedures.





Instructor Cheat Sheet

Before Your Course

- Register your course with Parks at least 14 days before the course start date**
 - Registration forms are found on your instructor flash drive or on the Instructor only website
 - Email registration forms to boating@parks.ny.gov or fax to 518-408-1030
- Request Materials (course rosters, textbooks, student record forms, exams, return envelopes, Spanish language materials)**
 - You request materials at the time of course registration, on the bottom of the registration form
 - If you require additional materials not on the form (Spanish language exams/textbooks, boater's guides etc.) please include the request in the body of your email or by handwriting a note on the faxed form.
- Secure course location**
 - Course location must be in a public location and meet the requirements outlined on page 8-9 of your instructor guide (found on your flash drive or the instructor only website)
- Advertise your course**
 - Consider networking with local businesses or community organizations to advertise your course. Libraries, City/Town/County Parks and Rec departments, Chambers of Commerce, Tourism agencies, Campgrounds and Farmers Markets all have potential. Not only can these locations serve as good host sites for your courses, but they may have member listservs or newsletters that they may advertise your courses in.
 - Course must be registered with our office BEFORE advertising.



Instructor Cheat Sheet

During Your Course

- Lead instructor is responsible for screening all students, assisting instructors and other volunteers for COVID-19 before they enter the classroom.**
 - Use the screening questionnaire provided.
- Review COVID-19 precautions using provided PowerPoint slide before each class.**
- Remember that the NY Safe Boating course is a minimum of 8 hours, including one 10-minute break every hour and exam time.**
 - If teaching a multi-session course, be sure to mark student attendance at each session on the course roster
 - Students must attend all 8 hours of course instruction to be eligible to take the exam.
- All students must be at least 10 years of age at the start of the course -no exceptions!**
- A NYS Parks instructor must always be in the room**
- At the end of the course, students who have attended all 8 hours of instruction take the exam**
 - Exam is closed book and proctored
 - Passing grade is 76%.
 - Students requiring special testing accommodations, such as having the exam read to them, should be accommodated to the best of your ability.
 - Any student who fails the exam should discuss retest options with the instructor.
 - Students may not leave the class with the exam, transcripts of exam questions, or any part of the 3-part student record form.



Instructor Cheat Sheet

After Your Course/ Student Record Form

- Instructors must make sure the student has completely and legibly filled out all information in the 3-part student record form.
 - Gender field is the only field that does not need to be filled out.

- Every student who passes the final exam takes home the **WHITE** copy of the student record form.
 - This is their Temporary Certificate and is valid for 90 days.
 - Instructors must be sure to sign the bottom of the temporary certificate

- Every student who passes the final exam and is 18 years of age or older takes home the **YELLOW** copy of the student record form.
 - This is their Application for a Safe Boating Certificate and must be mailed to Parks by the student with a check or money order for \$10 before their permanent certificate is issued.

 - DO NOT give the yellow copy to students under the age of 18 (there is no charge for their certificate). Simply leave the yellow copy attached to the pink copy for these students.

- PINK** copies of the student record form should NOT be sent home with any student, under any circumstance.
 - Instructors must be sure that the student signs the attestation on the side of the pink form before they leave the class.

When in doubt, look at the bottom of each part of the student record form – the small text at the bottom tells you what to do with each of the 3 copies.



Instructor Cheat Sheet

Mailing back your Paperwork

What to mail back to Parks (within 7 days of course completion, 21 days for commercial organizations)

- **WHITE** copy of the Course Roster/Attendance Sheet. If you have multiple assisting instructors, be sure you write their information on the back of the roster.
- **PINK** copies of the student record form for **ALL** students in your class.
- **YELLOW** copies, still attached to the pink copy, for all students **UNDER the age of 18**.
- **ALL** parts of the student record form for students who failed the exam

DO NOT Mail the following items back to Parks

- Yellow copies of the student record form for students 18+ years old.
- Payment for permanent certificates on behalf of students. Instructors must never collect this fee (instructor guide, page 9)
- Yellow copy of the Class Roster/Attendance Sheet. Keep this for your records.
- Any unused/extra student record forms, exams, textbooks etc. Please hold on to these for your next course.