



Book	Administrative Guideline Manual
Section	8000 Operations
Title	Copy of COVID-19 PREPAREDNESS AND RESPONSE STUDENT PROCEDURES
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8460B - COVID-19 PREPAREDNESS AND RESPONSE STUDENT PROCEDURES

Board Policy 8460 describes the COVID-19 Preparedness and Response "Workplace Plan" which complies with current Executive Orders related to workplace environments and staff members. This procedure is designed to mirror the staff requirements contained in Policy 8460, but describes how those requirements apply to students in accordance to the "Return to Schools" plan. This plan shall be followed so long as required by law or executive order, or determined by District administration to be necessary for the health and safety of District employees, students, and visitors.

Proactive Measures

A. Daily Screening – District parent and student communications including orientations, newsletters and handbooks will include recommendations for parents to conduct daily screening of students at home each morning prior to going to school.

1. Parents will be encouraged to monitor their children daily and exclude their children from school when:
 - a. a temperature of 100.4 or higher is registered;
 - b. any of the following symptoms are present: atypical cough, atypical shortness of breath, fever over 100.4, sore throat, diarrhea, vomiting/ abdominal pain, new onset of severe headache.
2. Parents will be encouraged to report to the school and seek testing if primary symptoms of COVID-19 are present and students have had possible exposure or traveled out of the country.
3. A daily screening tool will be provided to parents to assist in the monitoring of COVID-19 symptoms and provide details regarding when to keep students home from school.

B. Social Distancing

There are no required social distancing protocols for schools when in Phase 4. When possible,

1. Individuals who are in a District building or on District property will be encouraged to maintain a distance of at least six (6) feet from one another.
2. Locations throughout school buildings will be reviewed and reorganized to promote social distancing when possible including:
 - a. Office spaces will be reviewed and protective shields installed for high contact areas with the general public.
 - b. Classroom desks will be rearranged to face the front of classroom. Dividers will be added to tables of students when students face one another and are less than six (6) feet apart.
 - c. Non-essential classroom items will be eliminated in order to provide wider space within classrooms for students to social distance.
 - d. When possible, make adjustments to minimize the number of students in hallway at one time and allow students to carry backpacks. This will limit the need to access lockers between every class period, reducing the amount of travel required during passing time.
 - e. The District will use signs and physical barriers as appropriate and practicable to promote social distancing.

C. Face Coverings

Disposable face coverings will be provided daily for students who do not have their own face covering. Students with cloth face coverings will be

instructed to clean the cloth face covering daily. Face Coverings are required to be worn by students:

1. when in classrooms; ii. Face coverings are NOT required to be worn by students:
 - a. during meals;
 - b. when outdoors and students can social distance. Face coverings WILL be required for elementary students when outside for recess since we cannot ensure students will maintain social distance;
 - c. who cannot medically tolerate a face covering. Students who are unable to medically tolerate a face covering are required to provide medical documentation supporting the claim. Documentation should be submitted to the main office of the student's school.
2. when in indoor hallways and common areas;
3. on a school bus.

Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official and asked to put the face covering on. Students showing patterns of non-compliance, will be handled as an "insubordination" violation in accordance to the Student Code of Conduct. Students who continue to willfully violate the requirement may be placed into a virtual learning setting.

D. Hygiene

1. Students will be taught the proper techniques for hand washing and covering coughs.

Proper hand washing technique includes soap and water for at least 20 seconds and safe techniques for using hand sanitizer.
2. All classrooms will be equipped with sanitization stations. Students will be required to sanitize each time they enter the classroom. Teachers will encourage students to frequently sanitize throughout the day.
3. Sharing of personal items is discouraged. To the extent possible, students will keep their school supplies separate. Any shared school supplies will be disinfected between use.
4. All indoor drinking fountains will be disabled. Students will be encouraged to bring their own water to drink throughout the day.

E. Daily Cleaning

Classrooms and common areas such as restrooms will be cleaned and disinfected multiple times throughout the day. The District has increased workplace cleaning and disinfection to limit exposure to COVID-19, particularly on high-touch surfaces and shared equipment and products.

When cohorts of students are not able to be maintained (such as changing classes at the 6-12 level), student desks and common touch surfaces such as pencil sharpeners will be cleaned after each class period.

F. Visitors

1. Guests and family members are allowed in school buildings on a limited basis. At any time, only one family member of a student will be allowed indoors.
2. When guests are present in the building, they will be issued a disposable face covering upon signing in at the main office unless they have their own. Guests will be instructed to wear the face covering at all times while in the building. Non-compliant guests will be escorted from the building.

G. Limit Indoor Large Groups

Indoor assemblies bringing students from more than one classroom together are prohibited.

H. Student Cohorts

To the extent possible, school day activities and schedules will be structured to maintain cohort groups (the same students) throughout the school day.

1. At the elementary level, this includes adjustments to lunch room procedures and specials classes which will remain in the classroom.
2. At the secondary level, this includes adjustments to lunch room procedures and passing procedures.

I. Riding a School Bus

1. Students who become sick during the day will NOT be allowed to ride the bus home from school.
2. In order to reduce the total number of students on a bus, parents will be encouraged to transport their own students when possible.

3. All school buses will be cleaned after every bus route.
4. The following procedures will be required for students and staff while riding District provided transportation:
 - a. Students and staff will be required to wear a mask at all times when riding a bus.
 - b. Students will be required to use hand sanitizer prior to boarding the school bus.
 - Hand sanitizer will be provided.

Responding to Potential Infection

For all situations described in 1-6 below, the following procedures will apply:

- A. Office staff receiving the possible infection information will collect and record information on Part I and II of the COVID-19 Symptoms/Diagnosis/Exposure Report and forward to the Superintendent's Office while finishing collection of information on Part III (if applicable).
- B. When applicable, the Superintendent's Office will contact the health department to determine if contact tracing and notification of vulnerable individuals is necessary as well as any building closure.
- C. The family of the student will receive written communication from the office of the Superintendent regarding CDC and health department exclusion requirements listed below and return to school requirements (if applicable). Families may be required to communicate with the school prior to returning.
 1. Positive COVID-19 TEST - If a student or staff member tests positive for COVID-19, s/he will be informed they are prohibited from entering District property until:
 - a. Ten (10) days have passed since symptoms first appeared, or since the date of positive test if asymptomatic; AND
 - b. All symptoms have improved; AND
 - c. Twenty-four (24) hours with no fever (without the use of fever-reducing medication) If a student or staff member who tests positive for COVID-19 has been on-site within forty-eight (48) hours prior to the positive test, all of the following will occur:
 1. Contact will be made to the local health department. iii. All areas of the worksite where the student/employee traveled will be disinfected and deep cleaned in accordance with guidance from the Centers for Disease Control and Prevention (the "CDC"). The area or facility may be temporarily closed if deemed appropriate.
 2. Assist the health department with notice to any staff or students, who may have come into contact with the person with a confirmed case of COVID-19.
 2. Reported Symptoms & Possible Exposure - If a student displays one or more of the following symptoms of COVID-19: Temperature 100.4 or above; atypical cough; atypical shortness for breath; sore throat; diarrhea, vomiting, abdominal pain, new onset of severe headache, AND in the past fourteen (14) days has had at least one of the following:
 - a. close contact (within six (6) feet of an infected person for at least fifteen (15) minutes) with a person confirmed to have COVID-19, or close contact (within six (6) feet of an infected person for at least fifteen (15) minutes) with a person under quarantine for possible exposure to COVID-19, or
 - b. student has traveled out of state or country

The student will be informed to contact their healthcare provider and get evaluated and tested for COVID-19. The student will be informed that they will be excluded from school as described in "a" above. Office staff will proceed with procedures as described in "a" above.
 3. Onsite Symptoms & Possible Exposure - If a student is onsite with symptoms and exposure as described in "b", the student will be moved to an identified isolation area in the building and will not be left unattended until the student is safely removed from the building. Additional PPE will be provided and worn by student and staff.
 - a. During the time of quarantine, building staff will use the COVID-19 Symptoms/Diagnosis/Exposure Report to assist with the collection of relevant information. The student will be asked to self-identify the location and individuals they came into contact with for the past two (2) days to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained fifteen (15) minutes or more.
 - b. Office staff will make contact with the parent immediately with clear and concise directions on where and how to pick up the student.
 - c. Office staff will complete Part I and II of the COVID-19 Symptoms/Diagnosis/Exposure Report and forward to the Superintendent's Office while finishing collection of information on Part III (if applicable).

- d. The Superintendent's office will contact the health department to determine if contact tracing and notification of vulnerable individuals is necessary as well as any building closure.
 - e. The family of the student will receive written communication from the office of the Superintendent regarding CDC and health department exclusion requirements listed below and return to school requirements. Families will be required to communicate with the school prior to returning.
4. Onsite Symptoms & No Exposure - If a student displays one or more of the following symptoms of COVID-19: Temperature 100.4 or above; atypical cough; atypical shortness for breath; sore throat; diarrhea, vomiting, abdominal pain, new onset of severe headache, But in the past fourteen (14) days has NOT HAD
- a. Close contact (within six (6) feet of an infected person for at least fifteen (15) minutes) with a person confirmed to have COVID-19, or
 - b. Close contact (within six (6) feet of an infected person for at least fifteen (15) minutes) with a person under quarantine for possible exposure to COVID-19, or
 - c. Student has NOT traveled out of state or country, the student will be moved to an identified isolation area in the building and will not be left unattended until the student is safely removed from the building. Additional PPE will be provided and worn by student and staff.
 1. During the time of quarantine, building staff will use the COVID-19 Symptoms/Diagnosis/Exposure Report to assist with the collection of relevant information. The student will be asked to self-identify the location and individuals they came into contact with for the past 2 days to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
 2. Office staff will make contact with the parent immediately with clear and concise directions on where and how to pick up the student.
 3. Office staff will complete Part I and II of the COVID-19 Symptoms/Diagnosis/Exposure Report and forward to the Superintendent's Office while finishing collection of information on Part III (if applicable).
 4. The family of the student will receive written communication from the office of the Superintendent regarding CDC and health department exclusion requirements listed below and return to school requirements. Parents will be informed that son/daughter must remain out of school until:
 - a. At least twenty-four (24) hours with no fever, without the use of fever-reducing medicine;
 - b. Improvement of symptoms related to sore throat, cough, shortness of breath, severe headache;
 - c. Twenty-four (24) hours with no diarrhea, vomiting, abdominal pain;
 - d. If strep throat, do not return until at least two (2) doses of antibiotic have been taken.
5. NO Symptoms & Notice of Positive Exposure - Students who have had close contact with an individual who tests positive for COVID-19 are prohibited from coming to school until ten(10) days have passed since the last close contact with the sick or symptomatic individual. Students will be instructed to continue to carefully monitor symptoms 11-14 days after exposure.
6. No Symptoms & Notice of Possible Exposure - Students who have had close contact with an individual who displays one or more of the principal symptoms of COVID and is awaiting COVID test results are NOT excluded if they have had no other history of COVID exposure. Symptoms of the student should be carefully monitored and the student should be excluded if symptoms develop or a close contact tests positive for COVID.