

**SAND SPRINGS PUBLIC SCHOOLS**  
**STRATEGIES FOR START UP**  
**2020-2021**



**COVID-19 Plan for Re-Entry and Distance Learning Plan**  
Based on CDC Guidelines and Oklahoma State Health Department  
Revised November 12, 2020

**\*These guidelines were developed to provide the safest possible school environment for students and staff. These guidelines may be updated frequently based on the changing and fluid environment of the COVID-19 situation. The State Department of Health has created an alert system as indicated in the link provided below that will aid in determining the changes in this guidance document, including the point by which restrictions may be lifted. All updates will be based on the most current information provided by the [Centers for Disease Control and Prevention](#), the [Oklahoma State Department of Health](#) and the [Tulsa Health Department](#).**

## Employee Guidelines

### Before Entering Building:

- Until further notice, employees must take their temperature and answer a health screener BEFORE reporting to their work area. A Google Form will be provided to the employee for the purpose of filling out the screener and logging temperature. If Google access is not available to employees, a paper form will be provided. If an employee does not have a personal thermometer, one will be provided at the site to take temperature upon arriving to work.
- Each site principal or department director will verify temperature log on a weekly basis
- No one with a fever will be allowed to remain at work until fever free for at least 24 hours *WITHOUT MEDICATION*. The CDC considers a person to have a fever when he or she has a measured temperature of 100.4° F (38° C) or greater
- Sanitize hands at entry station(s) provided (location site specific) when hand washing at a sink is not practical
- A cloth face covering and clear face shield will be provided for employees to wear, however employees may provide their own
- Cloth face coverings will be required for all employees while in a school building or in a school vehicle unless one of the following conditions apply:
  - There is a medical reason, documented by a physician, indicating the employee cannot wear a face covering
  - The employee is incapacitated or otherwise unable to remove the cloth face covering without assistance
  - The employee has trouble breathing or is unconscious
  - The employee is in a room or school vehicle by themselves

- The employee is outside and able to social distance from both students and other employees
- Employees for whom wearing a cloth face covering would create a risk to the person related to their work, as determined by local, state or federal regulators or workplace safety guidelines. This includes people who work in a setting where cloth face coverings may increase the risk of heat-related illness or cause safety concerns due to introduction of a hazard (for instance, straps getting caught in machinery) may consult with an occupational safety and health professional to determine the appropriate face covering for their setting.
- Some teachers and staff may use clear face coverings that cover the nose and wrap securely around the face or clear face shields in certain situations. Clear face coverings should be determined not to cause any breathing difficulties or overheating for the wearer. Teachers and staff who may consider using clear face coverings include but are not necessarily limited to:
  - Those who interact with students or staff who are deaf or hard of hearing, per the Individuals with Disabilities Education Act
  - Teachers of young students learning to read
  - Teachers of students in English as a second language classes
  - Teachers of students with disabilities
- [CDC Guidelines for cloth face coverings](#)
- [Additional CDC Mask Considerations](#)

## While in Building:

- Limit size of gatherings as much as possible.
- To the greatest extent possible, maintain at least six feet of distance between individuals at all times
- Adhere to sneeze and cough etiquette
- Wash hands vigorously (20 seconds or more) and routinely, or use provided hand sanitizer
  - Remember to wash hands/sanitize when handling any personal belongings. If you are gathering multiple students' belongings, you should wash your hands/sanitize before moving to a new students' personal items
- Try to avoid using any areas that are not essential to your task

## Leaving Building:

- Disinfect surfaces of the areas you were in contact with before leaving

## When Transferring Objects from Building/Staff to Parents:

- Clean and disinfect any objects to be distributed.
- Upon parent arrival:
  - Carry item to curbside
  - Allow at least 6 feet for the parent to pick up item
  - Confirm item is taken
  - Please wear a mask if you have one at this time
- ***Please note: If you are using gloves and are handling personal items, you need to change gloves at any time you change personal belongings. If you are not wearing gloves, you should wash hands/sanitize at any time you change personal belongings.***

## While at Home:

- Wash hands frequently with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizers.
- Avoid touching eyes, mouth and nose with unwashed hands
- Avoid close contact with individuals who are sick
- Stay home when you are sick. The CDC recommends that individuals remain home for at least 24 hours after you no longer have a fever (i.e. chills, feeling warm, flushed appearance).
- Cover your cough or sneeze with a tissue and then immediately discard the tissue in the trash
- Clean and disinfect frequently touched objects and surfaces
- Take any anti-viral medication prescribed to you as instructed

## Employee Exposure Guidelines

**Employees with COVID-like symptoms (with no known exposure or close contact to someone with COVID-19) should:**

- Employees with a fever should stay at home until they are free of fever (100.4) and signs of a fever for at least 24 hours, without the use of fever-reducing medications
- Employees with COVID-like symptoms and NO fever may come to work and must adhere to the cloth face covering guidelines stated in the Employee Guidelines section of this document
- Notify the site principal or department director of status
- Documentation kept by administrator or designee including employee name, date, symptoms
- Site principal or department director will notify the Human Resources department for leave clarification related to COVID-like symptoms

### **Employees with known exposure to COVID-19**

- **Definition of COVID-19 exposure**
  - Individuals in close contact with an affected person. Close contact includes:
    - Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period
    - You provided care at home to someone who is sick with COVID-19
    - You had direct physical contact with the person (hugged or kissed them)
    - You shared eating or drinking utensils
    - They sneezed, coughed, or somehow got respiratory droplets on you
    - [CDC Guidance Updated 10/21/2020](#)
- **Employee has been near but NOT in close contact with a confirmed COVID-19 case, there is a low risk of infection and employee may continue to go to work and school but should monitor health for 14 days and adhere to the employee cloth face covering guidance**
- **Employees in close contact with someone who HAS a confirmed case of COVID-19:**
  - Contact your physician and do **NOT** come to work

- Stay home for 14 days after your last contact with a person who has COVID-19
  - Watch for fever (100.4°F), cough, shortness of breath, or [other symptoms](#) of COVID-19
  - If possible, stay away from others, especially people who are at [higher risk](#) for getting very sick from COVID-19
  - Notify your site principal or supervisor
  - Visit [this page](#) to view scenario examples.
- **Employee has been in close contact with someone who HAS a confirmed case of COVID-19 [may continue to work](#) IF:**
    - Employee developed COVID-19 illness within the previous 3 months **AND**
    - Recovered **AND**
    - Remains without COVID-19 symptoms (for example, cough, shortness of breath, etc.)

**Employees returning to work if employee thinks or is confirmed to have COVID-19:**

- If an employee has previously tested positive for COVID-19 and has symptoms, they can discontinue home isolation and return to work under the following conditions:
  - At least 10 days since symptoms first appeared **and**
  - At least 24 hours with no fever without fever-reducing medication **and**
  - Symptoms have improved
  - [Per change in CDC guidelines as of 8/16/2020](#)
- If an employee has tested positive for COVID-19, but had **no** symptoms, they can be with others and return to work after:
  - 10 days have passed since the test
  - [Per change in CDC guidelines as of 8/16/2020](#)

**Travel**

- Given CDC guidance, employees who choose to travel outside of the country will be required to meet with district HR personnel for return-to-work guidelines

***Any employee who has tested positive for COVID-19 at any time, should contact a Central Office Administrator.***

# Operations Guidelines

## Bus Guidance

- Parents will be encouraged to bring their children to school if possible
- To the extent feasible, windows will be open on the bus
- To the extent feasible, the 1st row of seats behind the driver will be kept empty
- Buses will be sanitized after each route is completed
- Students should social distance to the extent possible
- Cloth face covering will be required on buses unless one of the following apply:
  - There is a medical reason, documented by a physician, indicating the employee or student cannot wear a face covering
  - The employee or student is incapacitated or otherwise unable to remove the cloth face covering without assistance
  - The employee or student has trouble breathing or is unconscious
  - The employee or student is able to adequately social distance by keeping at least 6 feet away from others
  - There is an increased safety issue under certain circumstances

## Physical Building Guidance

### **Classrooms:**

- Desks and tables should be facing the same direction allowing for all students to face the front of the room whenever possible
- Restroom breaks should be in small groups
- Restrooms should be sanitized frequently, at least once per HOUR
- Disinfectant wipes will be provided for classrooms
- All faculty and staff should routinely wipe frequently touched surfaces (door handles, light switches, etc.)
- Use a disinfecting wipe to clean electronics, as opposed to spraying them directly, or spray the Virex onto the cloth, then use as directed
- To the extent possible, discontinue using shared school supplies
- If supplies must be shared, ensure that they are wiped down between use
- Site principals will notify the director of maintenance if an employee tests positive or is suspected to have COVID-19 in order to have the employee's area sanitized before the next school day or as soon as possible

### **Large Groups: [CDC Guidelines](#)**

- In the event large gatherings are held, cloth face coverings are required for all employees and students unless one of the following apply:
  - There is a medical reason, documented by a physician, indicating the student or employee cannot wear a face covering
  - The student or employee is incapacitated or otherwise unable to remove the cloth face covering without assistance
  - The student or employee has trouble breathing or is unconscious
- To the greatest extent possible, maintain at least six feet of distance between individuals at all times
- To the extent possible, avoid large group gatherings
- Students should report directly to classrooms upon arrival if necessary to follow large group guidance
- Avoid congregating (all sites) and intermingling homeroom classes (elementary level)
- Students may remove cloth face coverings while eating and may eat in the cafeteria provided no more than 250 individuals are gathered at the same time and social distancing is practiced when possible
- Variances in lunch arrangements will be addressed at individual sites
- Cafeteria tables will be cleaned and disinfected after each group exits
- Assemblies at all levels will be kept to a minimum, if held at all, until further notice

### **Visitors & Volunteers**

- Buildings will be secured at all entrances to prohibit entry of the public
- Volunteers may be allowed to enter buildings on a limited basis with prior notice and site administrator(s) approval
- Temperature and screening information are required and will be logged upon entry into the building
- Approved volunteers are required to wear a cloth face covering while in the building
- No parents or family members will be allowed to accompany their students into the building at any time, including meals, drop off and pick up
- School parties will be suspended until further notice
- School assemblies at all grade levels will be limited to students and staff only until further notice



- Large school events held in instructional buildings (Back to School nights, Meet & Greet, Title I Parent Nights, etc.) will be restricted to 250 people and managed by site leaders following guidelines to the best extent possible
- If held, optional extracurricular events (athletics, band performances, choir performances, plays, etc.) attended by patrons will be managed by the designated department leader
- To the extent possible, these optional events will follow health guidelines for large group gatherings

## End of Day Disinfecting Procedures - Faculty and Staff - [CDC Guidelines](#)

- Disinfecting Guidelines
  - Where and when possible, open doors and windows to allow ventilation given security and weather concerns
  - Secure the location before leaving
  - Sanitize all manipulatives
  - Gloves are available for all tasks in the cleaning process
  - Virex will be used as a one-step cleaner and disinfectant
    - Please [read and follow the directions using this link](#) to ensure safe and effective use
    - Apply solution to hard, non-porous surfaces
    - Disinfectant is most effective if allowed to remain on surface for **10 minutes**
    - After 10 minutes wipe surfaces to dry and remove any residue
    - Use a disinfecting wipe to clean electronics, as opposed to spraying them directly, or spray the Virex onto the cloth, then use as directed
  - Wash your hands often with soap and water for 20 seconds
- Nurse's Office
  - Virex spray will be used to disinfect frequently touched objects and surfaces
- School Buildings
  - Commons: Virex spray will be used on chairs, tables, light switches, door handles, countertops
  - Halls: Virex spray will be used on light switches, water fountains, handrails, door handles
  - Classrooms:

- Virex spray will be used on door handles, sinks, soap dispensers, light switches, countertops chairs, tables, desks, phones and other classroom equipment
- Lysol spray may be used on manipulative materials difficult to wipe down, following directions on the bottle to prevent overuse
- Wipes will be available, but please only use when Virex spray is not an option
- Offices: Virex spray will be used on light switches, door handles, phones, chairs desk, countertops and other equipment in the area
- Bathrooms: Virex spray will be used on sinks, handrails, soap dispensers, toilets, urinals, light switches, door handles, water fountains, paper towel dispensers and sinks
- While disinfecting a room or area previously occupied by an individual who has tested positive for COVID-19, custodial staff will be required to wear a KN95 mask

# Student Guidelines

## Before Entering Building:

- **Parents should keep their student at home if they are sick and notify school [CDC Guidelines - Updated 7/23/2020](#)**
- Parents are strongly encouraged to take their child's temperature before coming to school
- Any student with a fever after arrival will be taken to the Nurse's Office (the CDC considers a person to have a fever when he or she has a measured temperature of 100.4° F or greater)
- Parents will be contacted and the student will be required to return home until fever free for at least 24 hours WITHOUT MEDICATION
- Parent will be required to notify school prior to returning
- Appointed personnel at the building will assess whether a student is cleared to return to school

## While in Building:

- All students will be expected to have a cloth face covering at school
- Students in grades 4 through 12 will be required to wear a cloth face covering while at school
- It is highly recommended students in grades PreK through 3 wear masks at all times and these students will be required to wear a cloth face covering in common areas such as hallways, but may remove the face covering in the classroom, while eating lunch, and during outdoor activities
- If at any time, district data indicates an increase in cases for students in grades PreK through 3, students in these grades will be required to wear a mask at all times
- Students may be exempt from wearing a cloth face covering if one of the following apply:
  - There is a medical reason, documented by a physician, indicating the student cannot wear a cloth face covering
  - The student is incapacitated or otherwise unable to remove the cloth face covering without assistance
  - The student has trouble breathing or is unconscious

- If an exemption is approved, the district reserves the right to change a student's schedule, when possible, if it affects a classroom where valid and verifiable circumstances apply
- Individual Students should:
  - Avoid close contact (less than 6 feet space, greater than 15 minutes) when possible
  - Cover, cough or sneeze in elbow or tissue and follow with hand hygiene
  - Avoid touching eyes, nose and mouth
- Routinely wash hands every 2 hours if feasible
  - Wash hands with soap and water (20 seconds)
  - Use hand sanitizer (60-95% alcohol based) only when hand washing is not practical
- Students are highly encouraged to bring their own water bottle to school
- To the extent possible, avoid large gatherings
- Adhere to rules of traffic flow in the hallway
- Follow Student Health and Nurse's Office Guidelines (see below)

## School Support

- Students should remain home if sick
- Sand Springs Public Schools will continue to support **all** students with an educational program that best fits their needs, **including** those with acute or chronic health conditions
  - Support could include one of the following instructional environments:
    - **Traditional** – A traditional learning, or Brick and Mortar, environment places students on-site and learning through traditional methods. While technology may be utilized within classrooms, the methods of teaching are in person.
    - **Distance Learning** – Distance learning is used for short-term placements away from traditional learning or may be used in the event of a school-wide or district-wide closure. Coursework could include virtual online instruction by the classroom teacher, as well as the use of packets. *A full explanation of Distance Learning is outlined on page 14 of this document.*
    - **Virtual Learning** – Virtual learning is when a student receives the majority of instruction away from the brick and mortar school. This would include students who take all courses (full-time virtual) away from brick and mortar buildings via the Sand Springs Virtual Academy. These courses are offered through online virtual learning

management systems (Edgenuity, Calvert, Study Island, Exact Path, IXL) provided by the district.

- **Blended learning** – Blended learning includes some virtual instruction delivered by the Sand Springs Virtual Academy as well as onsite placement for some specific coursework which includes traditional instruction at a brick and mortar site.
  - SSPS attendance policy will be followed during student short absences
  - Short-term absences will be handled on a case-by-case basis
  - Long-term absences may be evaluated if criteria is appropriate for medical leave or other potential medical accommodations (IEP, IHP, 504 homebound)
- Short-term Blended Students
  - Interruption of student learning may occur due to illness, accident or other emergency circumstances
  - Distance learning may be necessary
  - District attendance policy will apply (Updated July 6, 2020)
- For more information about Virtual/Blended learning options, contact Jay Rotert at 918-246-1483 OR [jay.rotert@sandites.org](mailto:jay.rotert@sandites.org)

# Distance Learning

To the extent possible, brick and mortar instruction will continue as normal. In the event of a site or district closure, the following guidelines will be applied to instruction. This plan was developed through guidance provided by the District Distance Learning Committee, and careful consideration of best practices of this model of instruction.

## Instruction

- All instruction provided during a distance learning scenario will be provided by Oklahoma State Certified teaching staff employed by the district
- Students will continue to work with teachers to which they are assigned for traditional instruction
- Teachers will be required to work from their onsite classroom, obeying health guidelines in the strategies for startup
- As with SSPS traditional instruction, materials utilized will be district approved from the state adopted textbook list and others incorporated by the district that are aligned to OAS standards
- Teachers will be required to deliver instruction via Google Classroom, providing weekly lesson plans using the following formats
  - [Elementary](#)
  - [Secondary](#)
- Daily Instruction
  - Elementary teachers will provide live instruction for a minimum of 15 minutes per day (via Google Meet)
  - Secondary teachers will model their brick and mortar schedule of classes providing some live instruction (via Google Meet) at the start of each period to allow for guidance related to daily instruction
  - Live sessions should be recorded and made available on Google Classroom for students who cannot attend a live video session

## Student Equity

- In order to provide equitable services to all students who may need face to face support to meet their individualized needs (for example, due to IEP accommodations or the need for tutoring assistance) onsite meetings may be allowed, obeying health guidance and social distancing

- To ensure that all students have equitable instruction, the district will provide the following as necessary
  - Chromebook devices - all students in grades PreK - 12 may be provided with a device that can be used at home
  - WiFi Hotspots - for families without equitable internet access, WiFi hotspots can be provided
  - Public Guest WiFi access will be provided at selected sites across the district
  - Paper Packets - for students who do not have access to a device or access to the internet, printed copies of work will be provided, given the following stipulations
    - Lessons must mirror the rigor of work provided online
    - All lessons must be aligned to state standards
    - All lessons must be aligned to the pacing calendar set forth by the subject or grade level department

## Attendance

- In the event of distance learning, student attendance will be recorded based on guidelines in the Sand Springs Public Schools board-approved [virtual attendance policy](#) and the [student attendance policy](#).

## Student Privacy

- Under all circumstances, the provisions of the Family Educational Rights and Privacy Act (FERPA) apply to student data held or accessed by any public school or its contractors or agents, including any contracted provider of virtual instruction or other distance learning media.



# Sand Springs Public Schools Learning Options

	<b>Traditional</b>	<b>Virtual</b>	<b>Blended</b>
Course Delivery		+	+
State Approved Curriculum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
High Quality Face to Face Instruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
High Quality Online Instruction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Teacher Instruction and Assistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access to Virtual Lab and Tutors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access to Campus Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Daily Access to Counselors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Participate in School Activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Meets NCAA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chromebook Provided	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WiFi Hotspots available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



# Student Health and Nurse's Office Guidelines

- **When to Visit the Nurse**

- Teachers will be given first aid kit/supplies
- Staff will be asked to call the nurse office when sending an ill student.
- Nurse will prioritize the student for a visit and direct them to a “well” or “sick” zone based on symptoms
- Student will independently ambulate to health office unless one or more of the following symptoms are present:
  - Confusion/disorientation
  - Decreased Level of Consciousness
  - Shortness of Breath/Respiratory Distress
  - Dizziness/Lightheadedness
  - Spinal Cord Injury/Head Injury complaining of neck pain- DO NOT MOVE THE STUDENT
  - Vision Impairment
  - Diabetic Low Blood Sugar- Hypoglycemia
  - Life Threatening Bleeding
- If any of the above-mentioned criteria are met, or per faculty/nurse best judgment, students will stay in place for in-person evaluation
- If it is an emergency, 911 should NEVER be delayed. Activate EMS and delegate as appropriate

- **In an effort to reduce unnecessary exposure, please do NOT send student to Nurse's Office with the following common situations:**

- Paper cuts, small abrasions, picked scabs
  - Wash hands
  - Use first aid kit/supplies to apply band aid and triple antibiotic ointment if needed
- **Minor** headaches and/or fatigue & student is not acting ill in the classroom, especially immediately after lunch or recess
  - Encourage snack or drink water
  - Apply cool water to the face and neck
  - Rest 30 minutes
  - If worsening, contact the nurse for an office visit

- Mild indigestion and/or upset stomach especially immediately after lunch or recess
  - Allow to use the restroom
  - Drink water
  - Rest 30 minutes
  - If worsening, contact the nurse for an office visit
- Localized bug bite
  - Apply cool paper towel
  - Use first aid kit for anti-itch relief
- Soiled underwear or clothing
  - Encourage parents to keep supplies and multiple changes of clothing in all student backpacks
  - Students may be directed to self clean up and discard fecal contaminated clothing
  - If the students need to be sent home for hygiene, the parent/guardian may be contacted by the teacher, staff or health office
- **Isolation and Personal Protective Equipment (PPE)**
  - Appropriate PPE must be utilized in conjunction with Standard Precautions and proper hand hygiene
    - Cloth face covering or KN95 mask is required
    - Hand hygiene is required before and after each office encounter and after each intervention
    - Soap and water scrubbing for 20 seconds is the preferred method  
Hand sanitizer with at least 60% alcohol is also acceptable
    - Soap and water handwashing must be used in the case of gross soiling
  - PPE for Non-Respiratory Condition
    - Abdominal Pain or Vomiting
      - Direct student to a separated sick zone in the case of active emesis
      - Use Standard Precautions
    - Integumentary
      - Use Standard Precautions, including gloves
    - Miscellaneous: headache, sore throat, muscle pain, etc.
      - Evaluate if they have been exposed to someone with positive or presumed positive COVID-19
      - Evaluate temperature

- Direct student to a separated sick zone as needed
  - Use Standard Precautions
- Respiratory Condition and Afebrile (No Fever)
  - Triage if acute respiratory illness or chronic condition exacerbation
    - Allergy and asthma symptoms are NOT acute respiratory illnesses
    - Use Standard Precautions, including KN95 mask and eye protection
  - Evaluate if the individual has been exposed to someone with positive or presumed positive COVID-19
  - Direct student to a separated sick zone as needed
- Respiratory Condition and Febrile (Fever)
  - Direct student to a separated sick zone
  - Use Standard Precautions, including KN95 mask and eye protection
  - Apply face mask to student, if tolerated and developmentally appropriate
  - Evaluate if the individual has been exposed to a person with positive or presumed positive COVID-19

# Standard Precautions



- **Sick Day/COVID-19 Guidelines**

- Common Symptoms Requiring Absence
  - Active vomiting or diarrhea- return 24 hours after last episode
  - The first 24 hours of antibiotic treatment for bacterial conditions (i.e. strep throat, pink eye)
  - Fever/chills/generalized body aches- 24 hours without the use of fever-reducing medication and no other respiratory symptoms
    - Instruct parent/guardian to call Primary Care Physician or Tulsa County Health Department for MD guidance to return to school
  - Doctor's note requiring an individualized plan of care to stay home

**Students with COVID-like symptoms (with no known exposure or close contact to someone with COVID-19) should:**

- Students with a fever should stay at home until they are free of fever (100.4) and signs of a fever for at least 24 hours, without the use of fever-reducing medications

- Students with COVID-like symptoms and NO fever may come to school and must adhere to the cloth face covering guidelines stated in the Student Guidelines section of this document
- Notify the site of status
- Documentation kept by administrator or designee including student name, date, symptoms

### **Students with known exposure to COVID-19**

- **Definition of COVID-19 exposure**
  - Individuals in close contact with an affected person. Close contact includes:
    - Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period
    - You provided care at home to someone who is sick with COVID-19
    - You had direct physical contact with the person (hugged or kissed them)
    - You shared eating or drinking utensils
    - They sneezed, coughed, or somehow got respiratory droplets on you
    - [CDC Guidance Updated 10/21/2020](#)
- **Student has been near but NOT in close contact with a confirmed COVID-19 case, there is a low risk of infection and student may continue to go to school but should monitor health for 14 days and adhere to the student cloth face covering guidance**
- **Students in close contact with someone who HAS a confirmed case of COVID-19:**
  - Contact your physician and do **NOT** come to school
  - Stay home for 14 days after your last contact with a person who has COVID-19
  - Watch for fever (100.4°F), cough, shortness of breath, or [other symptoms](#) of COVID-19

- If possible, stay away from others, especially people who are at [higher risk](#) for getting very sick from COVID-19
- Notify your site
- Visit [this page](#) to view scenario examples.
- **Student has been in close contact with someone who HAS a confirmed case of COVID-19 [may continue to go to school](#) IF:**
  - Student developed COVID-19 illness within the previous 3 months **AND**
  - Recovered **AND**
  - Remains without COVID-19 symptoms (for example, cough, shortness of breath, etc.)

### **Students returning to school if student thinks or is confirmed to have COVID-19:**

- If a student has previously tested positive for COVID-19 and has symptoms, they can discontinue home isolation and return to school under the following conditions:
  - At least 10 days since symptoms first appeared **and**
  - At least 24 hours with no fever without fever-reducing medication **and**
  - Symptoms have improved
  - [Per change in CDC guidelines as of 8/16/2020](#)
- If a student has tested positive for COVID-19, but had **no** symptoms, they can be with others and return to school after:
  - 10 days have passed since the test
  - [Per change in CDC guidelines as of 8/16/2020](#)
- IF a student is diagnosed or tests positive for COVID-19, any sibling/student living in the same household, will be required to quarantine for 14 days (refer to employee guidelines)
- IF a student tests positive for COVID-19 after being on site
  - Notify the principal. This is a reportable condition. Likely the healthcare provider who diagnosed COVID has already reported to TCHD.
- **Notification of Parents**
  - Student Confidentiality
    - If any site within Sand Springs Public Schools learns that student(s) are out sick due to COVID-19, **it may disclose information about**

**the student's illness** under FERPA to other students and their parents in the school community without prior written parental or eligible student consent **only if that information is in a non-personally identifiable form**

- Parents will be notified if an individual tests positive in their child's classroom, however **student or employee names will not be given to the public**
- Notification to parents and guardians will be through email and/or text notification

- **Communicable Disease Monitoring**

- Collaborate with the site Administrative Assistant/Attendance Office to record and track symptoms and diagnosis when students/staff are called in for sick days
- RN will monitor site illness symptoms and disease trends
- If 10% of the student population at a site call out sick for similar symptoms, report to principal and Superintendent Sherry Durkee