



STRATFORD BOARD OF EDUCATION

POLICY 6114.82 – EMERGENCY PREPAREDNESS AND MEASURES DURING COVID-19

Instruction

Emergencies and Disaster Preparedness

COVID-19 Emergency Measures

Student, Staff, and Community Health and Safety

The Board of Education (Board) has adopted the protocols outlined in this policy during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property and a safe workplace when staff are present on school property and the safety, health and well-being of parents / guardians and community members. The supervising teacher, principal, Superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials and the Connecticut State Department of Education (SDE).

Symptoms of Illness

Students and staff who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not come to school or work. Students who have a fever or are exhibiting other signs of illness must be isolated in the designated isolation room until such time as parents/guardians or caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the area by staff utilizing safety measures in accordance with state and/or local health standards as applicable. Students may engage in alternative delivery of education services during the period of illness or be permitted to make up work. Staff members will be provided access to leave in accordance with applicable District policy, or the applicable bargaining unit agreement or Memorandum of Understanding/Agreement.

Parents, guardians, or caregivers of students who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not be present at the school for any reason, including but not limited to, events or gatherings or to drop off or pick up students except as provided by this policy. To avoid exposing others to illness, parents/guardians or caregivers who are ill must make arrangements with others to transport students to school or events, if at all practicable. If not practicable, parents, guardians or caregivers must not leave their vehicle during pickup or drop off and must arrange with District staff to supervise students in accordance with the physical distancing guidelines in this Policy.

Physical Distancing

Students, staff, volunteers, and visitors will attempt to maintain a six-foot distance between themselves and their colleagues and peers throughout the school day inside any school building and on school property before and after school. The District shall strive to maintain the recommended social distancing to the maximum extent possible under the circumstances presented. Staff members will arrange classrooms and restructure instruction, and food service to meet this standard, to the extent possible.

Recess will continue as scheduled in accordance with physical distancing guidance.

Drop off and pick up of students will be completed in a manner that limits direct contact between parents/guardians and staff members and adheres to social distancing expectations around the exterior of the school building while on school property.

Masks as Personal Protective Equipment

The Board requires all staff and students to wear face masks/coverings to protect colleagues and peers while present in any school building. The District will provide masks to students and staff who arrive at school without a face covering. The Board of Education's decision to require and provide masks, when needed is based upon SDE guidelines pertaining to the reopening of school.

Staff working with students who are not wearing face coverings due to one of the permitted exceptions and who also cannot maintain social distancing shall be provided increased protection equipment, including, but not limited to, medical-grade masks and disposable gowns.

The wearing of face masks is governed by policy #4118.237 and policy #5141.8.

Cleaning and Disinfecting

Designated school district personnel will routinely both clean by removing germs, dirt and impurities and disinfect by using chemicals to kill germs on all surfaces and objects in any school building and on school property that are frequently touched. This process shall include cleaning objects/surfaces not ordinarily cleaned daily.

Designated personnel will clean with the cleaners typically used and will use all cleaning products according to the directions on the label. Personnel will disinfect with common EPA- registered household disinfectants. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available from the administration. Personnel will follow the manufacturer's instructions for all cleaning and disinfection products used by the District.

The District will provide EPA-registered disposable wipes to teachers, staff, and secondary students so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use. Teacher or administrators are required to ensure adequate supplies to support cleaning and disinfection practices are available.

Student Arrival

Hand hygiene stations will be available at the entrance of any school building, so that children can clean their hands before they enter. If a sink with soap and water is not available, the District will provide hand sanitizer with at least 70% alcohol. Hand sanitizer will be kept out of elementary students' reach and such student use will be supervised by staff.

A District employee will greet children outside the school as they arrive to ensure orderly compliance with the provisions of this policy.

Temperature Screening

A school nurse or designated School District staff are authorized to test, when necessary, the temperature of students with an approved non-contact or touchless temperature reader. Students who have a fever or are exhibiting other signs of illness must be isolated in the designated isolation room until such time as parents/guardians or caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the area by designated staff utilizing safety measures in accordance with state and/or local health standards as applicable.

When administering a temperature check on a possibly ill student, the nurse or designated staff member will utilize available physical barriers and personal protective equipment to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.

Healthy Hand Hygiene Behavior

All students, staff, and others present in the any school building will engage in hand hygiene at the following times, which include, but are not limited to:

- Arrival to the facility and after breaks
- Before and after preparing, eating, or handling food or drinks
- Before and after administering medication or screening temperature
- After coming in contact with bodily fluid
- After recess
- After handling garbage
- After assisting students with handwashing
- After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 70% alcohol can be used if soap and water are not readily available. Staff members will supervise children when they use hand sanitizer and soap to prevent ingestion. Staff members will place grade level appropriate posters describing handwashing steps near sinks.

Vulnerable Individuals

Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's adoption as those age 65 or older or those with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy) are authorized to talk to their healthcare provider to assess their risk and to determine if they should telework during the period of declared public health emergency.

Employees who have written documented high risk designation from a medical provider are entitled to reasonable accommodation within the meaning of that term in accordance with the Americans with Disabilities Act and Section 504 as outlined in District Policy #3511. These accommodations may include but are not limited to teleworking in accordance with a work plan developed in coordination with and authorized by the supervising teacher, administrator or other designated supervisor. Such employees may also be eligible for available leave in accordance with the applicable policy, bargaining unit agreement provisions or employee leaves enacted as part of the Families First Coronavirus Response Act (FFCRA).

Food Preparation and Meal Service

The administration of each District school shall determine the appropriate meal distribution method(s) for that respective school. Such methods can include the use of the cafeteria, pick-up model, classroom delivery model or a hybrid delivery model for meal service based on considerations for appropriate social distancing, physical location, student traffic, space and staffing.

Facilities must comply with all applicable federal, state, and local regulations and guidance related to safe preparation of food.

Sinks used for food preparation must not be used for any other purposes.

Staff and students will wash their hands in accordance with this policy.

Transportation Services

The Board of Education authorizes the transportation of eligible students to and from the school facility in a manner consistent with the guidelines outlined in the State Department of Education's *Adapt, Advance, Achieve, Reopening* guidance document. The school bus drivers will clean and disinfect each seat on each bus after each use.

Instruction

Emergencies and Disaster Preparedness

COVID-19 Emergency Measures (continued)

Public Awareness/Communications

The District will communicate with parents/guardians, citizens, and other necessary stakeholders about the protocols established in this policy and the steps taken to implement the protocols through all available and reasonable means.

The Board designates Head Nurse, Kim Velazquez as the District's COVID-19 Health and Safety Compliance Liaison. This individual shall be responsible for engaging with students, parents/guardians, faculty, staff and administrators to answer questions or respond to concerns about health and safety requirements regarding COVID-19.

(Note: this role can be assigned to an administrator or someone with authority to address compliance issues.)

Confidentiality

This policy in no way limits or adjusts the District's obligations to honor staff and student privacy rights. All applicable district policies and any handbook provisions governing confidentiality of student and staff medical information remain in full effect.

Transfer of Funds for Safety Purposes

The Board of Education may transfer funds in accordance with policy #3160 in an amount not to exceed the school district's estimated costs of improvements to school and student safety and security to implement this policy.

(cf. 1100 – Communications with the Public)

(cf. 1250 – Visits to the Schools)

(cf. 3160 – Transfer of Funds)

(cf. 3511 – Compliance with 504 Regulations)

(cf. 3524 – Hazardous Materials in Schools)

(cf. 3541ff – Transportation)

(cf. 3542ff – Food Service)

(cf. 3171 – Non-Lapsing Educational Fund)

(cf. 4112.61/4212.61 – Use and Disclosure of Employee Medical Information (HIPAA))

(cf. 4118.237 – Face Masks/Coverings)

(cf. 4118.238 – Self-Quarantine/Travel Advisory)

(cf. 4152.6/4252.6 – FMLA Leave)

(cf. 5125 – Student Records/Confidentiality)

(cf. 5141ff – Student Health)

Instruction

Emergencies and Disaster Preparedness

COVID-19 Emergency Measures (continued)

- (cf. 5141.8 – Face Masks/Coverings)
- (cf. 6114.8 – Pandemic/Epidemic Emergencies)
- (cf. 6114.81 – Suspension of Policies During a Pandemic)
- (cf. 6159/6171 – Special Education)
- (cf. 6172.61 – Distance Learning Plan)

Legal Reference: Connecticut General Statutes
10-154a Professional communications between teacher or nurse and student.
10-207 Duties of medical advisors.
10-209 Records not to be public.
10-210 Notice of disease to be given parent or guardian.
10-221 Boards of education to prescribe rules.
19a-221 Quarantine of certain persons.
52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.
The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 U.S.C. 1232g, 45 C.F.R. 99.
Adapt, Advance, Achieve: Connecticut's Plan to Reopen and Grow Together

ADMINISTRATIVE REGULATION:

Emergencies and Disaster Preparedness

COVID-19 Emergency Measures

Administrative Procedures for Student, Staff, and Community Health and Safety

These procedures have been developed in order to assist in implementing policy #6114.82 during the term of the declared public health emergency to ensure a safe and healthy work and instructional setting. These procedures were developed in accordance with available guidance from the Centers for Disease Control and in coordination with applicable state and local health officials. These procedures supplement Policy #6114.82. All provisions in Policy #6114.82 remain in effect.

Personnel Cleaning and Disinfecting

Custodial personnel will evaluate and identify surfaces and objects to be cleaned and disinfected in accordance with their knowledge, experience, and the latest available guidance from the Centers for Disease Control, state, and local health officials. Custodial personnel will have access to or the opportunity to access the latest available guidance upon request to their supervisor/administrator.

Custodial personnel will coordinate with colleagues and supervisors/administrators to develop a plan, schedule, and routine to regularly clean and disinfect identified surfaces and objects. Custodial personnel will honor this plan, schedule, and routine until adjusted. Reasons for adjustment may include, but are not limited to, change in school schedule, absence of colleagues, availability of equipment and supplies, and federal, state, or local health directives and guidance. If adjustment is necessary, custodial personnel will again coordinate with colleagues and supervisors/administrators to improve the plan, schedule, and routine. Custodial personnel will solicit and accept perspectives from colleagues and other school officials when considering improvements to the plan.

Custodial personnel will prioritize disinfecting frequently touched and indoor surfaces. Hard and non-porous surfaces and objects that are touched daily will be the top priority for disinfection on a daily basis. Hard and non-porous surfaces and objects that are not indoors or have not been occupied for seven days will be routinely cleaned. Custodial personnel will first clean visibly dirty surfaces and objects prior to disinfection by using the appropriate cleaning or disinfecting product for the identified surface, object, or task. Custodial personnel will always use chemicals, products, and substances authorized by Policy #6114.82 in a manner consistent with the applicable instructions.

Custodial personnel will thoroughly clean or launder soft, porous, or fabric-based materials as permitted by location and substance. During evaluation and identification of surfaces, custodial personnel will consider removing soft and porous materials in high traffic areas that may increase risk of exposure.

Instruction

Emergencies and Disaster Preparedness

COVID-19 Emergency Measures

Personnel Cleaning and Disinfecting (continued)

Custodial personnel will establish and maintain safe work practices in accordance with these procedures and School District policy in order to reduce the risk of exposure.

Symptoms of Illness

Personnel who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not come to school or work. Personnel who have a fever or are exhibiting other signs of illness while at work will be authorized to return home. All affected surfaces and areas should be thoroughly cleaned and disinfected once the staff member has vacated the area by custodial staff utilizing safety measures in this procedure in accordance with available standards as applicable. Staff members will be provided access to leave in accordance with District policy, or the applicable bargaining unit agreement, or memorandum of understanding/agreement.

Physical Distancing and Work Areas

Staff members working in the school when no students are present will attempt to maintain appropriate physical distance from their colleagues as permitted by their duties and work setting to minimize contact and risk of exposure. Staff members will have access to disinfecting wipes or disinfecting spray and disposable paper towels and time to clean their desk, office, work area or classroom when needed.

Physical Barriers and Guides

Maintenance personnel and school administrators will review school buildings and identify areas where installation of physical barriers, such as sneeze guards and partitions, will assist students and staff when unable to remain at a safe distance from their colleagues and peers. Maintenance personnel will coordinate with building or district administrators to complete or install any identified physical barrier. In areas where physical distancing is implemented, maintenance and/or custodial personnel are authorized to provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and students remain at least 6 feet apart in lines and at other times.

Ventilation

Maintenance and custodial personnel will review and ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible. Classroom staff are authorized to open windows and doors to increase air flow in a manner that does not pose a safety or health risk to students and staff. Risks to consider include but are not limited to weather, risk of falling, and triggering asthma symptoms.

Instruction

Emergencies and Disaster Preparedness

COVID-19 Emergency Measures (continued)

Water Systems

Maintenance and custodial personnel will review water systems and features including, but not limited to, sink faucets and drinking fountains to ensure they are safe to use after any prolonged facility shutdown. Drinking fountains will be cleaned and sanitized in accordance with this procedure. The administration may provide alternative water sources if available. Staff and students are authorized to bring their own water to minimize use and touching of water fountains.

Report and Revision

These administrative procedures will be reported to the Board of Education (Board). The Board retains the authority to amend policy and procedures. Any revision to these procedures will be reported to the Board.