

DRAFT

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



COVID-19 Plan for Re-Entry

Based on CDC Guidelines and Oklahoma State Health Department

July 14, 2020

***These guidelines may be updated frequently based on the changing and fluid environment of the COVID-19 situation. All updates will be based on the most current information provided by the Center for Disease Control, AND State and Local Health Agencies.**

Employee Guidelines

Before Entering Building:

- Until further notice, employees must take their temperature and answer a [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 mask will be provided for employees to wear
- **Masks are not mandatory, but strongly recommended particularly in areas where physical distancing is difficult** [CDC Reference Link](#)
- Masks may be required after employee exposure (see Employee Exposure Guidelines below)

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 it is **strongly recommended** employees wear a mask
- 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:
 - Living in the same household as a person with COVID-19
 - Caring for a person with COVID-19
 - Being within 6 feet of a person with COVID-19 for ≥15 minutes (per CDC)
<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
 - Being in direct contact with secretions from a person with COVID-19 (e.g., exposure to coughing, kissing, sharing utensils, etc.)
- **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**
 - **Wearing a mask is strongly recommended**

- **Employees in close contact with someone who HAS a confirmed case of COVID-19**
 - Contact your physician and do **NOT** come to work
 - Employee may return to work after
 - Quarantine for 14 days after exposure based on the time it takes to develop illness, **OR**
 - Physician releases employee to return to work
 - Monitor your health for fever, cough and shortness of breath during the 14 days
 - Notify your site principal or supervisor of your continued status or test results

Employees returning to work if confirmed to have COVID-19:

- If an employee has previously tested positive for COVID-19, they can discontinue home isolation and return to work under the following conditions:
 - At least 3 days (72 hours) have passed since recovery - defined as resolution of fever without the use of fever-reducing medications **AND**,
 - Other symptoms have improved (for example, when your cough or shortness of breath have improved) **AND**,
 - At least 10 days have passed since symptoms first appeared

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 Superintendent Durkee immediately

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
- Buses will be sanitized after each route is completed
- Students should social distance to the extent possible
- **Masks may be required**

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:

- **Masks are strongly recommended, but not mandatory**
- 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 over 250 and longer than 15 minutes as advised by local, state and federal guidelines
- Students should report directly to classrooms upon arrival if necessary to follow large group guidance
- Avoid congregating and intermingling homeroom classes (elementary level)
- Students may eat in the cafeteria provided no more than 250 individuals are gathered at the same time and social distancing is practiced when possible

- 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 mask 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

- 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**
- 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
- **Masks will not be provided to students**
- **Students are strongly encouraged but not required to wear masks**

While in Building:

- Individual Students:
 - 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
- Routine hand washing every 2 hours suggested
 - 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 Full-Time Virtual or Blended Learning options
 - 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)

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 Office with the following common situations:

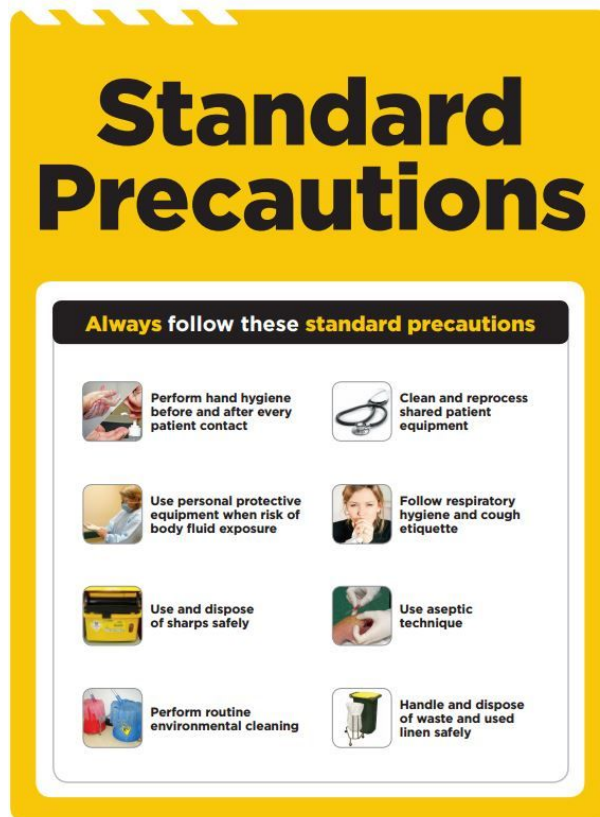
- Paper cuts, small abrasions, picked scabs
 - Wash hands
 - Use first aid kit/supplies to apply band aid and triple antibiotic ointment if needed
- **Minor** headaches and/or fatigue & student is not acting ill in the classroom, especially immediately after lunch or recess
 - Encourage snack or drink 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
 - 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, including mask
 - 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, including mask
 - 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 mask
 - Evaluate if the individual has been exposed to someone with positive or presumed positive COVID-19
- Respiratory Condition and Febrile (Fever)
- Use gloves and KN95 mask
 - Direct student to a separated sick zone
 - 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



- **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
- IF diagnosed with COVID-19, with or without a positive test and/or symptoms, follow CDC protocol for return to school/work (refer to employee guidelines)
 - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND,**
 - At least 10 days have passed since symptoms first appeared
- 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, staff or visitor 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. Follow CDC guidelines (refer to employee guidelines above)

- **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 another student/staff tests positive in their child's classroom, however **student 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