**COVID-19**



Southeast Oklahoma Area Schools Response Guide

***What constitutes a school closure?***

**DAILY SCREENING**

1. Parents screening using provided checklist. Stuart School will test all students before they get on the bus to come to school, or before they are dropped off in the morning. Students with fever of over 100.0⁰ F will not be allowed to enter the bus, or be dropped off by parent, guardian, or person giving them a ride, at school. Students being dropped off must stay in the vehicle until they have been temperature tested by a school official. Students who drive must enter through the front door and must be tested before entering the building.
2. Staff will screen themselves before entering the building. Must enter either through the front door or the door by the superintendent’s office. Kitchen staff will check upon entering the kitchen.
	* Checklist attached: [At Home Checklist for Students](#_bookmark0) and for [Faculty/Staff](#_bookmark1)
	* [Communication to parents attached](#_bookmark2)

### AT SCHOOL PROCEDURES

**Isolation Room:** Any student or staff member who exhibits a fever of 100 degrees will be instantly isolated in a predetermined isolation room and immediately sent home.

After being sent home, the student or staff member cannot return to school until one of the following criteria is met:

* The student or staff member can return to physical school after 24 hours of being fever free with no fever reducing medication.
* If fever persists, student or staff member must quarantine for 14 days, regardless of Positive or Negative COVID-19 Test (Health Department Regulation).
* The student will become a distance learner at home until he/she can return to school.
* The student will be counted as present upon proof of completion of virtual work or upon visual proof if student is taking class in real time distance learning.
* The student will be entered into a medical form from County Health Department and be accessible only to necessary school personnel.

### POSITIVE CASE – ELEMENTARY CAMPUS

1. Consult with county Health Department to begin contact tracing.
2. Communicate to staff ([*sample email/letter attached*](#_bookmark5))
3. Communica[te to applicable parents](#_bookmark7) depending on classroom arrangement (*letters attached*)
4. Thoroughly sanitize classroom
5. Positive case classroom (and possibly entire district) goes to distance learning for 14 days while those students are quarantined if contact tracing proves the student was in contact within 6 feet for 15 or more minutes. If the student has siblings, the siblings will be quarantined.
6. If the attendance of campus learners at the site and/or district where the positive case occurs reaches a 25% absenteeism rate, the site and/or district will g[o to distance learning for 14 day](#_bookmark11)s. The count starts on the first day of distance learning.
7. Grab and Go meals will be provided starting on Day 1 of distance learning. Delivery schedule will be dictated by the district’s Child Nutrition capabilities.

### POSITIVE CASE – SECONDARY LEVEL CAMPUS

1. Consult with county Health Department to begin contact tracing.
2. Communicate to staff ([*sample email/letter attached*](#_bookmark5))
3. Communicate to parents at site about positive case ([*letter attached*](#_bookmark9)*)*
4. County health departments will decide which students will have to be quarantined and go to distance learning dependent on exposure level as determined by the county health officials.
5. If the attendance at the site and/or district where the positive case occurs reaches a 35% absenteeism rate, the site and/or district (dependent on school size and structure) will go to [distance learning for 14 day](#_bookmark11)s. The count starts on the first day of distance learning.
6. Grab and Go meals will be provided starting on Day 1 of distance learning. Delivery schedule will be dictated by the Child Nutrition capabilities.

### REQUIREMENTS FOR ALL ELEMENTARY AND SECONDARY TEACHERS

1. Maximize classroom space (remove reading nooks, center areas, etc.)
2. One directional seating (for all classrooms that don’t have round tables)
3. Seating charts (required by all teachers for all classes)

### BUS TRANSPORTATION

1. Recommend alternate transportation if possible for all bus riders.
2. Maximize air flow.
3. [Seating chart required.](#_bookmark3)
	* [Letter to parents about alternate transportation attached.](#_bookmark4)

ALL SUBJECT TO CHANGE BASED ON CHANGES WITH THE PANDEMIC AND STATE DEPARTMENT OF EDUCATION AND CDC/ HEALTH DEPARTMENT GUIDELINES.

## COVID-19 SCREENING FORM

### STUDENT NAME:

**Signature of Parent**

**ANY STUDENT ANSWERING YES TO ANY QUESTION OR RECORDING A TEMPERATURE OF 100 OR ABOVE MUST STAY AT HOME.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **FEVER** | **SORE THROAT** | **COUGH** | **LOSS OF SMELL OR****TASTE** | **SHORTNESS OF BREATH** | **CLOSE CONTACT TO POSITIVE COVID****PATIENT** | **TEMP** | **Parents Initials** |
|  | YES | NO | YES | NO | YES | NO | YES | NO | YES | NO | YES | NO |  |  |
|  | YES | NO | YES | NO | YES | NO | YES | NO | YES | NO | YES | NO |  |  |
|  | YES | NO | YES | NO | YES | NO | YES | NO | YES | NO | YES | NO |  |  |
|  | YES | NO | YES | NO | YES | NO | YES | NO | YES | NO | YES | NO |  |  |
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###  NAME:

**Signature**

**ANY FACULTY/STAFF MEMBER ANSWERING YES TO ANY QUESTION OR RECORDING A TEMPERATURE OF 100 OR ABOVE MUST STAY AT HOME.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **FEVER** | **SORE THROAT** | **COUGH** | **LOSS OF SMELL OR****TASTE** | **SHORTNESS OF BREATH** | **CLOSE CONTACT TO POSITIVE COVID****PATIENT** | **TEMP** | **Initials** |
|  | YES | NO | YES | NO | YES | NO | YES | NO | YES | NO | YES | NO |  |  |
|  | YES | NO | YES | NO | YES | NO | YES | NO | YES | NO | YES | NO |  |  |
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|  | YES | NO | YES | NO | YES | NO | YES | NO | YES | NO | YES | NO |  |  |

Place on School Letterhead

Date

Dear Parents,

The safety of your child and our staff is of utmost importance as we return to school. During the school year, we are asking you to daily check your child for signs of COVID-19. Below is a checklist of statements you may use as a reference. If your child exhibits any of the following signs, indicating by answering yes to the questions below, please keep them at home. This checklist must be used separately for each child attending school from your household. You can print a checklist/log from our website at [www.stuart.k12.ok.us](http://www.stuart.k12.ok.us)

Please indicate Y for Yes, N for No and circle whether it is you, your child, or both.

 1. Does your child/ Do you have a temperature of 100 degrees or more today?

 2. Does your child/ Do you have a sore throat?

 3. Does your child/ Do you have a cough?

 4. Does your child/ Do you have a loss of smell or taste?

 5. Does your child/ Do you have shortness of breath?

 6. Does your child/ Do you have close contact with a positive COVID case?

By sending your child(ren) to school, you agree the answer to each of the statements above is “No.” Students will also be tested by school staff before being allowed on a bus or being allowed to be dropped off, or walk in if students drives themselves.

Thank you,

School Principal

**SCHOOL BUS SEATING CHART**

**DRIVER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BUS # \_\_\_\_\_\_\_\_**

*FRONT OF BUS*

## ROW 1

**ROW 2**

**ROW 3**

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**ROW 4**

**ROW 5**

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**ROW 6**

**ROW 7**

**ROW 8**

**ROW 9**

**ROW 10**

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**ROW 11**

**ROW 12**

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**ROW 13**

**ROW 14**

**ROW 15**

Letter to Parents regarding transportation/bus

*PUT ON SCHOOL LETTERHEAD*

*INSERT DATE*

Dear Parents.

As we begin the new school year, we are working diligently to provide a safe learning environment for our students. We know that many of our students currently ride the bus to and from school each day. We will continue to provide this option. However, we do encourage anyone that has the ability to transport their own students, please do so. We are working on plans to decrease the numbers of students on a bus to assist with the possibility of exposure to the coronavirus.

Students that do ride the bus will be required to sit in their “assigned” seat each day. We will be keeping a log of all bus riders and their seat location. This will prove helpful in contact tracing should we have a positive COVID case in the future. Also note, NO one will be allowed to be on the bus or at school if they have a fever of 100 degrees or higher. This is for the safely of all faculty, staff and students.

We want parents to know that along with the seating charts, daily cleaning and as much social distancing as possible, we will also be increasing air flow, which will include having more windows down during the bus routes. We are following CDC guidelines and will do whatever is necessary to keep our students safe.

As always, your child’s safety is our top priority. We hope that you have a wonderful summer break and we look forward to the upcoming school year.

Sincerely,

INSERT NAME

Superintendent

**Response to COVID-19 Scenarios**

# Scenario

## A student or staff member exhibits a temperature of 100 degrees or above (whether at school or at home)

**Action**

### Student/staff must be sent, or remain, at home until one of the following conditions is met:

**Student/Staff can return to school after being 24 hours fever free with no fever reducing medication.**

**If fever persists, the student/staff must remain at home for 14 days regardless of positive or negative test. (Health Department Regulation)**

**Site remains open.**

**Communication**

**No communication needed**



**Scenario**

**A student or staff member tests positive for COVID-19**

**Action**

**Health Department will be notified and conduct contact tracing**

**If the student/staff is in the elementary grade range, all individual class members (and possibly the district) will quarantine and go to distance learning for 14 days from last exposure and monitor any symptoms if dictated by contact tracing.**

**All other grade level actions will be dependent on contact tracing and decisions by the Health Department.**

**If at any time with the report of a positive case the absenteeism rate at a site/district reaches 25%, the site/district will go to distance learning for 14 days.**

**Communication**

**To:**

[**Applicable Staff**](#_bookmark6)

[**Applicable student families**](#_bookmark8)[**Site, if necessary**](#_bookmark10)

[**District, if necessary**](#_bookmark12)

CONFIRMED CASE: CLOSE/QUARANTINE A SINGLE CLASSROOM – **Letter/Email to Staff**

Dear Faculty and Staff,

We currently have a CONFIRMED case of COVID-19 in our school. (Insert Teachers name) classroom is now on quarantine for the next 14 days. If you or any of your students have been in close contact with the students from this classroom, please notify the office immediately. COVID protocol for cleaning, distance learning, etc. will be followed during this time.

**Please keep in mind that confidentiality is important and this information is NOT to be shared to students, parents or social media. All communication regarding this will come from the administration office and/or me directly.** We will be sending notification information, as outlined by the superintendent, to all parents.

The mandatory quarantine dates for this incident are (insert start date) until (insert return date.) Should you have any questions or concerns, please don’t hesitate to contact me.

Sincerely,

Tracy S. Blasengame,

Superintendent

CONFIRMED CASE: CLOSE/QUARANTINE A SINGLE CLASSROOM

*Put on school Letterhead*

Dear Parents,

We regret to inform you that a student at Stuart Public School has tested positive for Covid-19. This student was in the same classroom or has been traced to have been in close contact with your child. Currently, we are following CDC guidelines, protocols set by the State Department of Health and our school district, to decrease potential spread. Therefore, it is mandated that if your child was determined to be within 6 feet for over 15 minutes, your child will be immediately switched over to the distance learning platform and will need to be quarantined at home for the next 14 days. We understand that this is not the ideal situation and is an inconvenience for all involved. Your students will not be counted absent during this mandatory quarantine and they will be expected to continue with their class assignments.

(Insert here how they access the distance learning site/online information/check-out devices, etc.)

Should your child/children start exhibiting COVID related symptoms, it is strongly recommended that you contact their primary care physician or the local health department to have them tested immediately.

The mandatory quarantine dates for this incident are (insert start date) until (insert return date.) Should you have any questions or concerns, please don’t hesitate to contact our school office at (insert phone#).

Sincerely,

Chance C. Chapman,

Principal

CONFIRMED CASE: To the Parents **NOT** in the Quarantined Classroom Put on School Letterhead

Insert Date

Dear Parents,

We regret to inform you that a student or staff member at Stuart Public School has tested positive for Covid-19. The students, faculty and staff that were in close contact with this individual have been notified and mandated to quarantine at home for 14 days. At this time, we do not feel that your child was in close contact with the positive individual, however, we are working with the health department on “contact tracing” and will individually notify you if we find out otherwise. We are following CDC guidelines, protocols set by the State Department of Health and our school district, to decrease potential spread.

Should your child/children start exhibiting COVID related symptoms, it is strongly recommended that you contact their primary care physician or the local health department to have them tested immediately.

The mandatory quarantine dates for this incident are (insert start date) until (insert return date.) Should you have any questions or concerns, please don’t hesitate to contact our school office at (918)546-2627 ext. 100.

Sincerely,

Tracy S. Blasengame,

Superintendent

Parent Letter CLOSURE OF ENTIRE SITE or DISTRICT DUE TO COVID

*Place on school letterhead*

Date inserted here

Dear Parents,

Due to an increase in COVID cases and an increase in absences within our school, we will transition to distance learning effective immediately. At this time, school is scheduled to resume (insert date here). Meals will be distributed off-site. A list of these distribution locations will be on our district Facebook page and website later today.

This shutdown is going to differ from the one we experienced this past spring. All students will be transitioned over to our distance learning platform.

*(Insert information on accessing distance learning/access to device/etc. here.)*

Student medications that are held in your school nurse’s office can be picked up at each site by the parent or guardian if needed during this mandatory shutdown. Please call the school at (918)546-2627 ext. 100 to schedule a time. Picture ID is required for pick up.

The safety and well-being of students and employees is our top priority. We continue to monitor the evolving health crisis caused by coronavirus. We are adhering to guidance from the Oklahoma State Department of Health, State Department of Education, the CDC, and Emergency Management in all decisions made.

Thank you for your understanding and partnership with us as we take the necessary steps to protect our school community. Again, the situation is being closely monitored and we will keep you apprised of any changes.

Sincerely,

Tracy S. Blasengame,

Superintendent