Recommended Practices During Community Transmission of COVID-19
Reopening Plan for a Safe Return to School

Overview
The purpose of this plan is to outline return-to-school guidelines and re-opening of schools following federal, state and local recommendations. These have been carefully considered to address and promote the safety, health, and welfare of our community and are based on the CDC's Community Mitigation Strategies for Schools and CDC's Interim Guidance for Schools.

However, COVID-19 mandates and recommendations are ever changing as additional information is shared by our local and state health departments and state and national regulatory agencies which, in-turn will change our community's practices.

Reopening requires all of us to move forward together using recommended best practices and maintaining safe daily habits in order to reduce our risk of exposure to COVID-19. Remember: we're all in this together!

What is COVID-19?
COVID-19 is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China. COVID-19 is a disease caused by a new coronavirus, which has not been previously identified in humans. Coronaviruses are a large family of viruses found in both animals and humans. There is no specific antiviral treatment or vaccine for COVID-19 at this time. People with COVID-19 should receive treatment and care to help relieve symptoms.

Symptoms of COVID-19
People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus.** People with these symptoms may have COVID-19 and should stay home and contact their healthcare provider:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing

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- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

Transmission of COVID-19
Transmission, according to the CDC, is believed to be spread mainly from person to person:

- Between people who are in close contact with someone with the virus. The CDC as of the date of this document defines a close contact as any individual who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or for asymptomatic patients, 2 days prior to positive specimen collection) until the time the identified positive person is isolated.
- Via respiratory droplets produced when an infected person coughs or sneezes and then those droplets land in the mouths or noses of people who are nearby, possibly entering that person's lungs

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not considered the main reason for spread of the virus.

Practices to Prevent Transmission
1. Strategies to reduce the spread of COVID-19 will be practiced by all staff/employees:
   a. social distancing (specifically, staying 6 feet away from others when you must go into a shared space);
   b. frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available;
   c. wearing cloth face coverings;
   d. avoiding touching eyes, nose, and mouth;
   e. staying home when sick;
   f. cleaning and disinfecting frequently touched objects and surfaces

2. Self-screening for symptoms should be done prior to coming to work/school. If person self-screening has any of the following, they should contact their health care provider for further assistance. Their school administrator should also be contacted and and they should not come to work/school:

- cough, shortness of breath, fever, muscle pain, headache, chills, sore throat, new loss of taste or smell, vomiting, and/or diarrhea
- exposed to any confirmed or suspected cases of COVID-19 within the past 14 days

Choice and Use of Face Masks

Bandanas, neck "gaiters", crocheted masks, and masks with zippers, holes, or vents do not provide the best coverage for the wearer or pubic in general, so are not considered appropriate.

When choosing a mask, consider a three ply mask made of the following: an inner layer of absorbent material such as cotton, a middle layer of non-woven material such as polypropylene, an outer layer of non-absorbent material, such as polyester or polyester blend

Whatever mask you choose, it should cover the nose, mouth and chin and be secured with elastic loops or ties. All masks must conform to school and/or program dress code guidelines.

Adult and child masks are not the same size. Check that the mask covers your mouth, nose and chin, and you don't have any gaps on the sides or blocks your vision. Make sure you can breathe comfortably in the mask while walking briskly and talking.

DO choose masks that
- Have two or more layers of washable, breathable fabric
- Completely cover your nose and mouth
- Fit snugly against the sides of your face and don't have gaps

DO NOT choose masks that
- Are made of fabric that makes it hard to breathe, for example, vinyl
- Have exhalation values or vents, which allow virus particles to escape
- Are intended for healthcare workers, including N95 respirators or surgical masks

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Face Masks or Face Shields/Staff
1. Staff members will have face coverings (cloth masks, reusable face shield).
2. Protocol for face coverings:
   - Wear cloth mask while on any SSD campus.
   - May remove cloth mask and don face shield for forward facing instruction or communication; **AND** 3-6 feet from person; **AND** no one beside or behind you.
   - Cloth mask must be worn for direct student activities and/or if someone is beside or behind you.
   - Cloth mask and face shield must be worn for direct student care activities.
   - Cloth mask must be worn during transitions (such as in halls or not able to physically distance).
   - Face coverings may be removed when using restroom or eating lunch, maintain physical distancing.
   - If alone in office and door closed, may remove face covering(s).
3. Students should wear cloth mask or face shield if physically able and when harms (eg. increasing hand-mouth/nose contact) do not outweigh benefits (potential COVID-19 risk reduction).

Face Masks or Face Shields/Students

Masks are a critical preventive measure and are **most** essential in times when social distancing is difficult.

CDC recognizes that wearing masks may not be possible in every situation or for some people. In some situations, wearing a mask may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a mask or to reduce the risk of COVID-19 spreading if it is not possible to wear one.

If masks cannot be used, make sure to take other measures to reduce the risk of COVID-19 spread, including social distancing to the greatest extent possible, frequent hand washing, and cleaning and disinfecting frequently touched surfaces.

Communications
1. Communicate with staff, family and community via email, all calls, school website, etc to advise on returning to school/work. **Communications will be drafted by a collaboration between Nursing & Health Services, SSD ELT, and SSD's Communication Department**. Communications will include:
2. Plan for reopening;
3. Request from parents to keep children home if sick;
4. Request from parents to call building administrator if will not be sending their child to school due to concerns over COVID-19;
5. Inform parents that they must come up with a plan in the event child gets sick at school to pick up and provide up to date emergency contact numbers;

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6. School Nurses to communicate with parents of students with chronic health conditions about talking with their child's health care provider for recommendations for school attendance.
   a. [CDC's Identified At Risk Populations](#);
7. Hand sanitizer will be available at entrances/exits.
8. Signs about COVID-19 and those that promote handwashing, respiratory etiquette, etc. will be posted in common areas, hallways, restrooms, offices.
   - Printable signs: [Stop the Spread](#); [Symptoms](#); [Stay Home if Sick](#); [Avoid Spreading Germs](#); [Wash Your Hands](#); [Wash Your Hands 2](#); [Germs Out, Handwashing In](#);
9. Alternative education plans and how to implement these plans for students that may not attend school due to health risk or fear will be created and implemented as necessary.

Absence Policies and Planning for Temporary Closure
1. Absence policies will be reviewed. Attendance secretaries will be required to ask parent/guardian for reason for absence and specify whether respiratory illness, fever, etc, not just "out sick."
2. The St. Louis County Health Department suggests that if over 5% of the student body in a building or district test positive any day, 4% test positive over 2 days in a row or 3% test positive for 3 days in a row, then that building or district closes for 10 days (percentages may change as more scientific data becomes available).
3. If 10% of students absent due to respiratory illness or fever, notify Area Coordinator or EPS of Nursing & Health Services to consult with St. Louis County Department of Health.

Alterations in Staff Environment
4. Staff break rooms/common areas will allow for social distancing.
5. Markers will be placed to identify 6 feet apart distance in high trafficked areas;
6. Virtual meetings are highly encouraged. However, in-person meetings may take place as long as the meeting space allows for 6-feet physical distancing to be practiced and all participants are wearing a cloth face covering.

Screening Procedures/Staff
1. Employees should self-monitor for symptoms at home prior to coming to work/school as outlined in behavioral strategies to prevent transmission;
2. Employees will be required to complete SSD's health self-screening document.

Screening Procedures/Students
1. If a student is sick, he or she should stay home.
2. Families should notify the school using the absence reporting procedure if they will not be sending their child to school due to concerns over COVID-19.
3. School attendance secretaries will be required to ask the parent/guardian for the reason for a student's absence. Parent/guardian will need to specify whether it is due to respiratory illness, fever, etc. (not just "out sick").

4. A temperature check will be done prior to a student getting on the bus. Any student with a temperature of 100F or above will not be allowed on the bus. An adult must be present at the bus stop.
5. Temperatures of students transported to school by families or by EMT/cab will be checked by a staff member at the front vestibule of the school.
6. Families must develop a plan in the event a child gets sick at school to pick up the child and need to provide up-to-date emergency contact numbers.
7. If a student is identified as having a fever at school, the student will be placed in an isolation room. Families will immediately be called to pick up.
8. Any student with a temperature of 100F or above will be asked not to attend school and not to return until fever-free for 24 hours without the use of fever-reducing medication or a note from a healthcare provider (MD, NP, DO) indicating that student may return to school.

When a Case Is Identified/Staff
1. The Human Resources department will verify there is a confirmed case of COVID19.
2. The health care provider who handles the positive test/diagnosis is required to contact the health department of a confirmed case.
3. Human Resources will notify the District's medical team of a confirmed case.
4. The District will take direction from the St. Louis County Department of Health regarding the need for contact tracing and employee notifications.
5. The District will ensure all areas the confirmed case visited are deep cleaned immediately.
6. The District will only close buildings based on guidance from the health department in the event of a confirmed case.
7. Staff members identified as those in "close contact" with a confirmed case will be subject to mandated quarantine by the health department or their health care provider.
8. Close contact is currently defined as within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting 48 hours before illness onset.
9. Staff that are mandated to quarantine will be required to follow the District's leave policies and practices for reporting absences.
10. Staff who would like to apply for FMLA or the temporary FMLA amendments covered by FFCRA should contact Human Resources for information and/or to be provided an application.
11. Staff will be required to provide Human Resources a medical clearance to return to work following any absences resulting from a confirmed case or a quarantine mandated by a health care provider or the health department.

If an individual within a school building tests positive for COVID-19, recommendations from St. Louis County Department of Health will be followed. To assist in minimizing possible spread of the virus, school staff should:

1. Identify who the individual was in contact with, within a 6-foot space, for at least 15 minutes over a 24-hour period. If specific contacts cannot be identified, quarantine everyone who was in the same room, bus or other areas. Contact school nurse, SSD Human Resources, and St. Louis County Department of Health for further steps.
2. In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the staff or students, be prepared that the school may be ordered to close for 1-2 days for cleaning and disinfection.
3. For students who are diagnosed with COVID-19, either by a laboratory test or based on their symptoms, return to school is permissible when the student is at least 10 days from symptom onset, has had 24 hours with no fever **and** has improving symptoms.
4. Children with a known close contact with COVID-19 (or an adult with symptoms compatible with COVID-19) should stay home for 14 days from their last contact **and** until return to school is approved by the local health department in accordance with the CDC guidance. Click here to review the CDC guidance.

Isolation Room(s)
3. **Isolation Room Protocol** will be followed.
4. Any student with COVID-19 like symptoms will be given a mask, if can tolerate wearing one, be escorted to an isolation room, and will be evaluated by the school nurse while waiting parent/guardian pick up.
5. Staff will call nurse office in the event they have a student with symptoms consistent with COVID-19 during the school day (shortness of breath; uncontrollable cough) and nurse will meet that student in isolation room.
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6. Assigned staff will be appointed by administration as necessary to escort student to isolation room.
7. Custodial staff should be instructed on classroom where student came from and equipment student used, so that it can be disinfected.
8. After isolation room is vacated by a symptomatic student or staff, it will be closed for disinfection by custodial staff.
9. Once the room is disinfected, it can be re-occupied.

Alterations to School Environment to Promote Social Distancing
1. Desks will be rearranged in classrooms to maximize space between students, 3-6 feet apart with elimination of seating where students face each other;
    ● CTE shops will have enough space for 6 feet apart distancing of students;
    ● While in CTE shops and unable to practice social distancing due to curriculum requirements, students will be required to wear masks or cloth facial coverings;
2. Break times will be staggered to decrease number of students in hallways;
3. Meal procedures will allow for social distancing;
4. Passing time between classes will be staggered;
5. Water fountains will be disinfected frequently;
6. After school activities, student meetings, sports, etc. will be suspended;

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7. Assemblies and other large group gatherings will be suspended;
8. Communal school supplies will be eliminated, and each student will have their own school supplies for their own use only;
9. Movement of students around the building will be limited to required classes/health office/main office visits only;
10. If possible, same cohort of students will be kept together throughout the school day as able per student required credits;
11. Restroom breaks will be scheduled to avoid overcrowding.
12. Furniture will be arranged to avoid clustering in common areas;

Sodexo Meal Delivery Plan
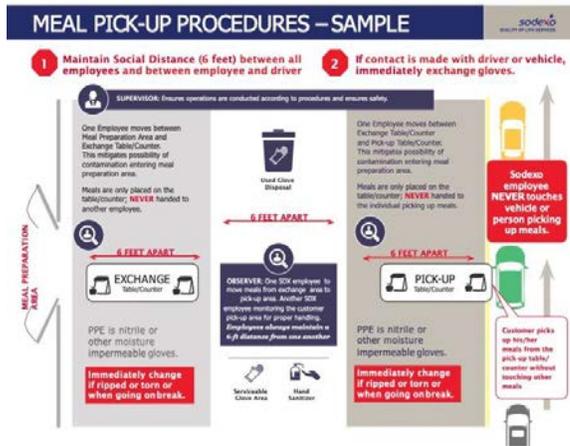
Drop Off/Pick Up Procedures
1. Symptom check at home is strongly encouraged. Any student with the following symptoms needs to stay home, alert the school that they will be absent, and seek further guidance from their medical provider:
    a. Cough
    b. Shortness of Breath
    c. Fever
    d. Known exposure to someone diagnosed with COVID-19
2. A fever is defined as body temperature of 100F or above. A student may not return to school until fever free for 24 hours without the use of fever reducing medication or a note from a health care provider (MD, NP, DO) indicating that student may return to school;
3. As buses and students arrive, social distancing will be encouraged through markers on sidewalks and posting of signs; staff will be around to encourage and enforce social distancing;
4. Buses will drop off at lower B and C lots.

Main Office

1. Plexiglass barriers will be installed in high trafficked areas (ie main office secretaries/reception area, health office and cafeteria);
2. Secretaries and school officer will monitor the front door;
3. Main entrance will be moved to where childcare is located;
4. Sodexho staff will enter through main office for temp check prior to going to kitchen;
5. Other deliveries will continue to be delivered at dock, and materials will be dropped off without entering building;
6. Any visitor or late arrival must have their temperature checked by front office staff.
    a. Office staff member will stay behind plexiglass barrier and reach around to conduct a temperature check with a non-contact thermometer.
    b. Any person with a temperature at or above 100F will be asked to leave.
7. Only essential visitors will be allowed and must sign in/out, hand sanitize upon entering building, have their temperature checked and wear a face covering.
8. Essential Visitors include:
    a. All SSD employees including facilitators
    b. DJOs
    c. Children's Division or other court mandated visitors
    d. Equipment repair
    e. Licensing agencies, inspectors and outside testers (Tech Schools)
    f. CPR instructors
    g. BHR or other emergency mental health providers
    h. First responders
    i. College recruiters
    j. Military recruiters
    k. State government officials
    l. Parent/Guardian responding for a behavioral or medical situation that requires entry into the building
9. Non-essential Visitors: Services through BJC, Hopewell, Wings and other providers that can be scheduled at the home should not be scheduled during the school day. Student volunteers are also excluded at this time.

Nursing Office

1. Nurses will wear scrubs to work to identify themselves as the health care professionals. Nurses should keep an extra pair of scrubs at work in the event need to change if scrubs become soiled.
2. Students and staff will be highly encouraged to stay home if they are sick.
3. Sick Day Guidelines/Symptoms Requiring Absence
    a. Fever of 100F or higher in the past 24 hours
    b. Undiagnosed rash
    c. Bad cough or difficulty breathing
    d. Vomiting or diarrhea within the past 24 hours
    e. Sore throat, with fever or swollen glands in neck
    f. After 24 hours on antibiotics for variety of bacterial causes

g. Doctor's note requiring an individualized plan of care to stay home.
h. If diagnosed with COVID19, with or without positive test and/or symptoms, refer to CDC protocol for return to school or work.
   a. Further guidance is provided under COVID-19 and Exclusion Guidance
i. Educate staff and students on appropriate nurse office visits in order to prevent potential exposure to infectious diseases, promote isolation, and decrease office congestion.

COVID-19 and Exclusion Guidance
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Student or staff will be sent home or denied entry, for **any** symptoms of illness and encouraged to contact their healthcare provider. Please reference exclusion criteria below to determine when may return following identified symptoms.

Symptoms consistent with COVID-19: new onset or worsening cough, shortness of breath, fever (100F or above), chills, muscle pain, headache, sore throat, new loss of taste or smell.

Clinically evaluated & received lab test for COVID-19:

If POSITIVE:
STL Co DOH will provide instructions about when it is safe to return to work/school

If NEGATIVE:
Stay home until fever has resolved, other symptoms have improved, AND either two negative tests are received in a row at least 24 hours apart OR 10 days have passed since symptoms first appeared.

If has been clinically evaluated & diagnosed COVID-19+ without a lab test:

Stay home until you have had no fever for at least 24 hours AND improvement of other symptoms AND at least 10 days have passed since your symptoms first appeared.

Siblings and household members should stay home for 14 days.

If has been clinically evaluated & received an alternate diagnosis:

Follow provider directions, treatment, and return guidance.

Follow MO Communicable Disease Manual (https://health.mo.gov/living/families/schoolhealth/pdf/Communicable_Disease.pdf)

If experiencing symptoms of COVID-19 and healthcare provider advised to monitor symptoms at home:

Stay home until you have had no fever for at least 24 hours AND improvement of other symptoms AND at least 10 days have passed since your symptoms first appeared.

Siblings and household members should stay home for 14 days.

If monitoring symptoms at home that are not consistent with COVID-19 (diarrhea, vomiting, rash only):

Follow the MO Communicable Disease Manual (https://health.mo.gov/living/families/schoolhealth/pdf/Communicable_Disease.pdf)

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Personal Protective Equipment (PPE)

SSD will provide its staff in partner districts with any necessary PPE that is not provided by the partner district.

Staff at SSD schools will be separated into the following categories to ensure adequate distribution of personal protective equipment:

a. **Tier 1**: Staff who do not have direct contact with students **or** staff that do not perform direct student care activities (i.e.. secretaries, custodial staff):

- will be required to wear cloth facial coverings to work and will maintain physical distancing as much as is feasible (6 feet apart).
- will have access to District-provided disposable gloves, disinfectant and access to perform handwashing or use hand sanitizer.

b. **Tier 2**: Staff that have direct contact with students and perform direct student care activities, such as toileting, diapering or feeding (i.e.. teachers, paraprofessionals):

- will be required to wear cloth facial coverings to work and will maintain physical distancing as much as is feasible (6 feet apart).
- will have access to District-provided disposable gloves, disinfectant and access to perform handwashing or use hand sanitizer.
- will also have access to disposable gowns, gloves and surgical face masks if providing student care and there is a concern for exposure to bodily fluid.

c. **Tier 3**: Nursing staff and any staff member that will be assigned to assist in the nursing office or sick student isolation rooms:

- will be required to wear cloth facial coverings to work and will maintain physical distancing as much as is feasible (6 feet apart).
- will have access to District-provided disposable gloves, disinfectant and access to perform handwashing or use hand sanitizer.
- will wear medical grade mask, eye protection and gloves when providing nursing interventions.
- will use clinical judgement to evaluate the risk of exposure and implement further PPE as appropriate for themselves and other Tier 3 non-nursing staff.

Appropriate PPE must be utilized in conjunction with universal precautions and proper hand hygiene. PPE supplies will be provided to all staff at the beginning of each school week prior to student arrival and supplemented throughout the week as needed. Supplies will be tracked/monitored and distributed to ensure all have access to needed supplies.

Should PPE be in short supply due to demand, CDC PPE strategies will be followed, and alternatives may need to be provided.

Bus Transportation Procedures

The following strategies will be implemented during school bus transportation:

1. Social distancing and mitigation strategies will be implemented during school bus transportation. Cloth facial coverings are required on the school bus, unless student is medically or physically unable to wear a facial covering;
2. Families/students must self-monitor for symptoms and not attend school if have cough, fever, shortness of breath, any symptoms consistent with COVID-19 or if not feeling well;
3. Student temperatures will be checked prior to entry onto the bus with a non-contact thermometer;
4. Any student with a temperature of 100F or above will not be transported to school;
5. Any student identified to have a fever will also be reported to that student's school building attendance secretary by dispatch and transportation will be cancelled for 24 hours unless the parent provides a note from the child's health care provider;
6. Families/students are encouraged to self-transport to decrease number of students on buses;
7. All buses will be disinfected between routes;
8. Hand sanitizer will be utilized as staff and students enter/exit the bus;
9. Tissues on the bus and a disposal hamper will be available on buses;
10. Buffer zones will be instituted on the bus, ie seat directly behind driver will be left empty.

Cleaning/Disinfection

1. This will be done in coordination with custodial staff. Any questions regarding cleaning of your school should be directed to custodial staff.
2. Gloves and disinfectant will be available to all staff to clean their personal workspaces.
3. CDC's Cleaning and Disinfection Protocols

References

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3. Centers for Disease Control and Prevention (CDC), Coronavirus Disease 2019 (COVID-19), Discontinuation of Home Isolation for Persons with COVID-19 (Interim Guidance), 3/16/2020 found at https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home- patients.html

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5. Centers for Disease Control and Prevention (CDC), Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission, March 12, 2020, found at https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf

6. National Association of School Nurses (NASN), Considerations for School Nurses Regarding Care of Students and Staff that Become Ill at School or Arrive Sick in Response to COVID-19, found at https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9- 4ed7-833f-215de278d256/UploadedImages/PDFs/03182020_NASN_Considerations_for_School_Nurse s_Regarding_Care_of_Students_and_Staff_that_Become_Ill_at_School_or_Arrive_Sick. pdf

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8. Missouri Department of Elementary and Secondary Education: Missouri School Reopening Guidance Frequently Asked Health-Related COVID-19 Questions, July 9, 2020 found at https://dese.mo.gov/communications/news-releases/dhss-and-dese-address-frequently-asked-questions-about-school-reopening

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9. St. Louis County Department of Public Health, EducationPlus and Independent Schools of St. Louis: Return to School Guidance, July 7, 2020 found at https://www.edplus.org/cms/lib/MO01928355/Centricity/Domain/4/Return%20to%20School%20Guidance.07.2020..pdf

10. Centers for Disease Control face cover guidance found at https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html

11. Unicef mask tips for families found at https://www.unicef.org/coronavirus/covid-19-and-masks-tips-families

12. World Health Organization advice on masks found at https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks