



# Instructional Continuity and Return to School Plan: 2020-2021

Christina Britton  
July 2020



Dear Oasis High School Families,

The COVID-19 pandemic has caused a major shift in our day to day lives, procedures and our student expectations. Our number one goal is the continued education and growth of your student while providing for the safety and welfare of all students, teachers, and staff. We also wish to empower our families with options for continuous student learning.

This plan is divided into two sections: Health and Safety, and Instruction and Learning. Oasis High School will continue the same services to students as expected but our delivery will be modified to fit an on-campus model or a or virtual instruction that continues at home. Information will be posted frequently on our website, so please visit the “Reopening” section, “Announcements” section, and student portal frequently. Continuous, two-way communication will be critical as we continue to educate our students in these unprecedented times. Please review these procedures and expectations carefully as our school environment will be different this year. As always, if you have any questions, please do not hesitate to contact the front office.

Thank you for your support and patience through these ever-changing, sometimes challenging times.

Sincerely,  
Dr. Christina M. Britton  
Proud Principal – Oasis High School

## **Important Contacts and Information for Oasis High School**

Website: [www.oasishighschool.net](http://www.oasishighschool.net)

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### **Principal:**

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Tod Baldwin (students A-L)

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Tim Loughren (students M-Z)

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### **Counselors**

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### **AICE Coordinator**

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### **Athletic Director**

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### **Front Office Staff**

Sheila Haymans (secretary)

Lisa Abbodandolo (attendance)

Tammy Wermerskirchen (registrar)

Rhonda Pignataro (principal's secretary)

Barbie Wood (media)

Deb Downey (ERC)

## Section 1: Instructional Continuity Plan

### *Schedule*

#### OHS - Odd/Even Block Schedule

1 / 2 7:00am – 8:30am

3 / 4 8:35am – 10:00am

4/6 10:05am – 12:00pm (lunches)

7/8 12:05pm – 1:35pm

- OHS will operate on a 4 x 4 alternating block (odd day / even day) schedule.
- Student Return to School Options / Attendance Options
- Option 1: Full time
  - Students return full time and follow their daily schedule.
- Option 2: 100% Virtual
  - Students that are participating in the full-time virtual option are expected to follow the time and class schedule from home by logging in, being present, and participating in class when it is scheduled. Attendance will be taken daily, per period. Virtual students may not log in to another period when the class is offered.
  - Virtual students must remain “live” and visible during instruction; they are not permitted to post a still picture/background or leave the video off (displaying name only). Students will exhibit proper digital and social etiquette while participating in instruction.
  - Students are expected to meet deadlines established by teachers.
  - Students will need to come on campus when state assessments are given. If the student is medically vulnerable, individual test settings and/or times will be scheduled.
  - Selection of the virtual option is quarterly, the student will need to notify his/her counselor of the intention to continue the virtual option, or switch to full time instruction.
- Option 3: Temporary Virtual Instruction Program - TVIP
  - If a student is placed on quarantine, but is still able to attend school virtually, he/she may be placed on a TVIP (temporary virtual instruction plan), specifically written for the anticipated dates he/she is on quarantine.
  - Students that are experiencing potential symptoms of COVID-19, *and whose parents notify the attendance secretary of the student’s need to stay home*, can participate in virtual instruction that day, and will be marked present that day.
  - Students that are participating in TVIP are expected to follow the time and class schedule from home by logging in, being present, and participating in class.
  - Virtual students must remain “live” and visible during instruction; they are not permitted to post a still picture/background or leave the video off (displaying name only). Students will exhibit proper digital and social etiquette while participating in instruction.
  - Students are expected to meet deadlines established by teachers.

### *Virtual Platform and Software*

- All students will be issued a school-owned Chromebook. Students are responsible for all expectations listed in the OHS Technology Agreement which includes: proper device usage, storage, care, and replacement.
- Students who do not have access to internet at home should notify Mr. Loughren. Several area internet providers do provide low-cost internet; it is the parent's responsibility to reach out to that provider.

### *Continuation of Services*

- Students with a 504, an IEP, or an EP will continue to be supported and should notify the appropriate staff member if assistance is needed. (504s: assigned guidance counselor, ELL: Ms. Alvez, ESE: Ms. Wolters). When necessary, conferences to support continuation of services can be held in person, or via video conference.

### *How to Access Online texts, Tutorials, Textbooks, and Tech Support*

- All teachers and students will use Google classroom to communicate assignments.
- Live classes should be held in Google hangouts.
- Any necessary texts or instructional support materials will be issued by the OHS media center or will be made available online through the Google classroom platform.
- Any technical issues should be reported to the teacher, especially if it involves the submission of an assignment. If a student experiences a technical issue, it is his/her responsibility to reach out to [steve.cole@capecharterschools.org](mailto:steve.cole@capecharterschools.org).

## Section 2: Health and Safety

### *Personal Protective Equipment (PPE) and Daily Arrival at OHS*

- Students reporting to the assigned entry point is critical. All students will have their temperature taken upon arrival to school. A temperature under 100.4 is considered acceptable (Florida Department of Health – FDOH). If a student shows higher than 100.4, the student will be sent to a secured area and a parent/guardian will be called to come pick them up.
- Students are to bring their own personal protection equipment to school (*masks, face shields*). *Masks\* will be required in all areas where an appropriate social distance of 6 feet may not be maintained (i.e. busses, arrival and dismissal, the front office, restrooms, hallways during class exchange, cafeteria, etc. Please review the full plan for specifics.)* All personal protective equipment should be of one solid color with no writing, designs, pictures, non-OHS logos. School colors are preferred. School logo masks and gaiters are available from our approved uniform provider, located on the OHS website.
- \*Throughout this document, the term “masks” is inclusive of face masks, face coverings (gaiters), and face shields. Students not wearing masks must provide current medical documentation that they are unable to do so.

### *Buses*

- OHS is following the recommendations of the Lee County School District (LCSD) and will provide full transportation services to students who rely on this method to get to school.
- Masks are required on the bus since proper social distancing cannot be maintained.
- Students are required to bring their own hand sanitizer for use on the bus each day.
- Bus windows will remain lowered to allow for proper ventilation.
- Students are to sit in assigned seats daily and with siblings as often as possible.
- It is important that all students follow the bus driver's directions.
- Drivers will clean buses after each route with an approved disinfectant spray.
- Students will be grouped by their bus to have their temperature checked after exiting the bus and before entering the building. A temperature under 100.4 is acceptable.
- Buses will be unloaded one at a time at the front of the school, and students will enter through the front doors located by the main office. Students shall remain with their bus group as they line up for temperature readings.
- Students with a temperature will be escorted to the secured containment area of our school. A parent/guardian will be notified if temperature exceeds guidelines and will need to pick the student up immediately.

### *Student Drop-Off/Walkers*

- The student drop-off area is located on the cafeteria side of the school. All walkers and students being dropped off will enter through the side gate by the cafeteria/patio. Students are required to wear a mask during this process.
- The same parent/guardian is encouraged to drop off the student daily.
- Students will have their temperatures checked immediately upon arrival at the gate. A temperature under 100.4 is acceptable.

- Students with a temperature will be escorted to the secured containment area of our school. A parent/guardian will be notified if temperature exceeds guidelines and will need to pick the student up immediately.

#### *Bikers/Student Drivers*

- Student drivers will enter through the back gate (tennis courts), and bike riders will enter through the side gate (bike rack), then proceed to the double doors by the guidance office for a temperature check. A temperature under 100.4 is acceptable. Students are required to wear a mask during this process.
- Students with a temperature will be escorted to the secured containment area of our school. A parent/guardian will be notified if temperature exceeds guidelines and will need to pick the student up immediately.

#### *Early Arrivals*

- ROTC will screen all students who arrive early prior to entering building
- Coaches will screen all athletes reporting for early morning practice prior to entering building or participating in athletics. A temperature under 100.4 is acceptable.
- Any students participating in before-school activities shall not exit the gates once on campus. The teacher/coach will escort students to the cafeteria, tennis courts.
- Students with a temperature will be escorted to the secured containment area of our school. A parent/guardian will be notified if temperature exceeds guidelines and will need to pick the student up immediately.

#### *Hallway Travel / Movement on Campus*

- Students will be wearing masks during hall travel and restroom stops.
- Hallways will be one way only; students will exit out of classrooms and the cafeteria to their right. All students will travel in the same direction.
- In the main building:
  - The middle staircase (located by main entrance / front office) will be used to go up to the second floor only.
  - The outer staircases will be used to go down to first floor. Students are NOT to go outside the gate and must re-enter the main building after coming down staircase.
  - The middle walkway on the 2<sup>nd</sup> floor will not be accessible in order to support continuous, one-way traffic.
  - The door between the counselors' offices will serve as the exit from the main building.
- In the gym building:
  - Students in the gym building will be dismissed one minute prior to those in the main building so that they have exited the building prior to class change.
  - The stairway and door by the tennis courts will be used to go down to the first floor and either exit the building or turn right to go to the gym and first floor classrooms.
  - The stairway and door by the restrooms will be used to go up to the second floor.

- Students that come from the gym shall enter the main building through the back door by the tennis courts.
- Restrooms:
  - No more than four students are permitted in the restroom at a time. While staff may be available to monitor this, students are expected to self-monitor
- Elevator
  - Only students with a signed medical excuse are permitted to use the elevator. The excuse shall have a start and end date.
  - No more than two students are permitted on the elevator at a time.

#### *Cafeteria*

- Masks will be required in the cafeteria when the student is not eating (i.e. while standing in line, being seated/dismissed, throwing trash away.)
- Breakfast: students purchasing breakfast will receive a grab and go bag.
- During lunches, students will enter the cafeteria and be seated. Students should sit with the same students / groups every day. Additional seating will be available, students should spread out as much as possible.
- Tables and chairs are not to be moved.
- Students will be dismissed by table to go to lunch line and will remain 6 feet apart while in line.
- At lunch dismissal time students will be dismissed by table.

#### *Classrooms*

- Masks are encouraged in the classroom when social distancing is not possible.
- Students will have assigned seats in all classrooms, they are NOT to move from table to table (desk). All students must face the same direction.
- Sharing of materials is not permitted.
- Restroom visits will be monitored campus wide.
- Students should not be leaving the classroom unless they are called to report to an office, or if there is an emergency.

#### *Electives*

- Electives classrooms that do not provide a traditional classroom setting shall make every effort to socially distance students and provide activities that encourage social distancing.
- Computers and or technology tools used to support learning activities will be assigned to students and will not be shared. These tools will be disinfected between class periods when in use.
- Students will be assigned seats in all possible settings.
- Gym lockers shall be assigned, and small, pre-assigned pods of students will use the locker room at a time.
- Physical Education activities should involve social distancing and discourage the sharing of sports equipment. Weights equipment will be cleaned after each use. Spotters shall remain within six feet of the student whom they are spotting.

### *Athletics*

- OHS athletics programs will follow LCSD and FHSAA guidelines.

### *Students Feeling Ill or Presenting COVID-19-like Symptoms*

- The OHS clinic is located in the front office (Room 110). The clinic remain in use for issues such as injuries that occur while on campus and daily distribution and monitoring of medications.
- A second area for students with a fever or presenting with COVID-19-like symptoms will be set up across from the office (Room 115).
- If a student is ill with the following: fever (100.4 or higher), chills, dry or persistent cough (not asthma related), shortness of breath (not asthma related), sore throat, diarrhea and/or vomiting (not related to food, medication, and/or other-illness related), loss of taste/smell, achy, he/she shall be escorted to Room 115.
  - The staff member will call the office to notify of the need for a student to report to the clinic.
  - The student will be escorted and wear a mask down to the clinic.
  - The student will be assessed for symptoms by clinic staff. All students will wear a droplet mask while in containment with the exceptions of those requiring increased accommodations due to shortness of breath.
  - The parent will be notified immediately of the ill student, and proper protocol and procedure for pickup; parents must pick up student within an hour of being called. If a parent cannot be reached, staff will call emergency contacts.
  - When the person responsible for pick-up arrives, the student will be escorted by a clinic staff member with a mask on, to the pick-up area outside.
  - The responsible individual will be briefed on the student's medical status, protocols and procedures for the student to return to school and given a copy of the illness policy.
  - Parents/guardians are reminded to communicate with OHS on a daily basis regarding the student's medical status.
- In order to return to school, the student must:
  - At least 72 hours has passed since recovery- defined as no fever without the use of medications and improvement in respiratory signs like cough or shortness of breath.
  - Or a health care provider has certified that the student does not have a suspected or confirmed case of COVID-19.

### *Students That Test Positive for COVID-19*

- If the child is confirmed positive for Covid-19 the parent will notify the school immediately!
- The Lee County Health Department will assist in contact tracing and determining follow up quarantine length.
- Students that were potentially exposed to a positive case will be notified and may be required to quarantine for up to 14 days.

- Students that test positive, or are at home because of a quarantine order, may still attend virtually if they are feeling well enough (please see “Schedules” options).
- A student who has had COVID-19 can return to school when the following issues are deemed acceptable.
  - To date (7/8/2020), the following expectations are set by the DOH for mandatory 14- day quarantine:
  - Any person who tests positive will have to quarantine for 14 days, have 2 negative test results 24 hours apart from each other, and physician clearance
  - Any person that has come into close contact which is defined as less than 6 feet, for 15 minutes or more, without a face covering or approved PPE will be mandatory quarantined at home for 14 days and is to watch for symptoms and seek advice from their physician
  - Other persons who have come into contact with that individual, but were protected, may continue to work or go to school with a face covering and monitor for symptoms
  - Any siblings, staff members, and their children of a positive case will have to mandatory quarantine as well for 14 days
  - USSI is to be contacted immediately for extensive cleaning and disinfecting of the building.

#### *Campus Signage*

- The OHS campus will display signs in appropriate / designated areas that address the following:
  - Arrows demarking the direction of travel.
  - When and where to wear masks.
  - The importance of hand washing, and the practice of health habits.
  - Location of hand sanitizers.
  - Signs of COVID-19 symptoms.

#### *Dismissal Procedures*

- Masks will be worn during dismissal.
- Dismissal from OHS will take place in a staggered format.
- Bus riders will be dismissed first. They shall exit the front of the building and report directly to their bus.
- Drivers will be released next. They shall exit the appropriate exit, report immediately to their cars, and exit campus.
- Walkers, bike riders and car-riders shall be released last. Walkers and bike riders shall exit the side gate. Car-riders will report to the cafeteria and patio area.
- Students staying for after-school activities or athletics will be released last. They are to report to their activity immediately and are not to linger in the hallways.

### *After-school Activities*

- OHS recognizes that many students and groups meet after school, we do not want to discourage any athletic or extra-curricular participation.
- OHS athletics and coaches will follow the safety protocols established by LCSD and the FHSAA.
- Extra-curricular activities that involve physical activity (i.e. ROTC) will follow the safety protocols established by LCSD and the FHSAA.
- Extra-curricular activities that involve only membership activities will limit group size and will follow the expectations for classroom, hallway, and bathroom use as listed in this document. Parents will be required to sign a release/permission slip for students to attend.
  - The activity sponsor will take student temperatures prior to the student's entry into the assigned location. Appropriate protocols will be followed if a student has a temperature above 100.4.
  - The activity sponsor is responsible for keeping the group together, monitoring mask usage, and escorting the group to the appropriate pick-up / campus departure area.

### *Volunteers/Visitors*

- The main office will be staffed. Parents/visitors will use the video/audio camera at our front door to communicate with the receptionist.
- Parents/guardians will not be permitted to drop off items for student pick up.
- Volunteers will not be allowed at this time.
- Only essential workers will enter building: mail and package delivery, food delivery, maintenance personnel. Any vendors or delivery personnel must have their temperature take prior to campus entry.
- All visitors will be screened- temperature and required questions. Visitors will be required to wear a mask in designated areas.

### *Increased Facility Cleaning / Disinfecting*

- Students are encouraged to wash their hands frequently, keep a bottle of hand sanitizer with them at all times, and wear a mask when social distancing is not possible. Prevention is key!
- Busses will be cleaned daily and after each route when possible.
- The cafeteria will be cleaned at the end of breakfast, between each lunch, and at the conclusion of lunches.
- Classrooms and frequently touched surfaces (doorknobs and desk surfaces) will be disinfected nightly.
- Cape Coral Charter School Authority contracts with USSI for these cleaning and sanitizing services.

### **Section 3: Transportation**

#### *Buses*

- OHS is following the recommendations of the Lee County School District (LCSD) and will provide full transportation services to students who rely on this method to get to school.
- Masks are required on the bus since proper social distancing cannot be maintained.
- Students are required to bring their own hand sanitizer for use on the bus each day.
- Bus windows will remain lowered to allow for proper ventilation.
- Students are to sit in assigned seats daily and with siblings as often as possible.
- It is important that all students follow the bus driver's directions.
- Drivers will clean buses after each route with an approved disinfectant spray.
- Students will be grouped by their bus to have their temperature checked after exiting the bus and before entering the building. A temperature under 100.4 is acceptable.
- Buses will be unloaded one at a time at the front of the school, and students will enter through the front doors located by the main office. Students shall remain with their bus group as they line up for temperature readings.
- Students with a temperature will be escorted to the secured containment area of our school. A parent/guardian will be notified if temperature exceeds guidelines and will need to pick the student up immediately.

#### *Other methods of transportation*

- Students are highly encouraged to use a consistent form of transportation to school.
- The same parent/guardian are encouraged to drop off the student daily.
- Arrival and dismissal will take place through assigned entry and exit points. Please see the Health and Safety section of this document for specifics.

## **Section 4: Communication**

### *Methods of Communication*

- Rediker/Parent Square and the school website will be the primary sources to keep families informed. Social media will be maintained as well.
- OHS's website will have a "Return to School / Health Updates" section.
- Principal's will maintain weekly communication via newsletters and website updates.
- The Superintendent will maintain necessary communication with families and will remain in close contact with LCSD.
- Student progress and grades will be available in Focus:  
<https://lee.focusschoolsoftware.com/focus/> further directions for accessing Focus are located on the home page of our website. There is also a Focus Community App, through LCSD that allows you to view your student's grades and attendance from your mobile device.

## Section 5: Workforce

### Section 3: Workforce - Teacher/Staff Responsibilities

#### *Personal Protective Equipment (PPE) and Daily Arrival at OHS*

- All staff will have their temperature taken upon arrival to school. A temperature under 100.4 is considered acceptable (Florida Department of Health – FDOH). If the staff member shows higher than 100.4, he/she will be sent to a secured area for further evaluation, and then will be sent home.
- Staff will be provided several masks prior to the start of the school year (*masks, face shields*). Masks will be required in all areas where an appropriate social distance of 6 feet may not be maintained (i.e. busses, arrival and dismissal, the front office, restrooms, hallways during class exchange, cafeteria, etc.) Teachers are encouraged to follow the dress code set forth for students. If there is a personal preference for a mask, beyond what is provided by the school, teachers are responsible for securing their own preferred mask.
- Staff members that are unable to wear a mask are required to provide a doctor's note stating that they are unable to do so.

#### *Return to Work*

- All staff is required to return to duty as part of their contract unless there is a medical requirement that forces them to work from home, or they are following guidelines dictated by the local health department related to COVID-19.
- If a staff member is ordered to stay home as a result of a quarantine order and is willing and able to teach full time from home, he/she may do so. If OHS remains open, an adult will be placed in the classroom to supervise the students while the teacher is teaching from home. Teachers will be expected to follow their schedule. Support staff will be assigned duties to be completed from home.
- If a staff member is high risk for COVID-19 and desires to stay and teach full time from home, he/she must secure a doctor's note/recommendation detailing the condition that require them to stay home, and a start/end date for this recommendation.
- Please see the "COVID-19 Return to Work FAQ's" in the attachment section of this document.
- Requirements and benefits afforded in the Families First Corona Virus Recovery Act will be shared by Human Resources, see "Employee Rights and Responsibilities during COVID-19 Pandemic 2019" in the attachment section of this document.

#### *Schedule*

- Teachers' duty day is 6:45am – 2:15pm.
- Teams of teachers that are assigned duties beginning at 6:30am (i.e. morning supervision, temperature taking) may leave at 2:00pm.
- Please see the School Schedule section for explanation of the schedule.

#### *Role in a virtual setting / Instruction*

- The teacher is the authority in the classroom, whether in-person or virtual.
- Teachers will use Google classroom as the learner management system.
- All assignments, activities, links to supporting documents, and deadlines will be posted in one post at the beginning of the week. Deadlines may vary throughout the week. If an assignment is due from a student in a virtual setting, the required materials must be made available.
- Students will be following their normal schedule, whether in-person or virtual.
- Teachers will use Google Meets for students at home to log in and observe/participate in class. Cameras will be made available in each classroom for this purpose.
  - Students are not permitted to record instruction.
  - Teachers should be specific and explicit in the beginning of class as to the activities and expectations for the day.
  - Whole group instruction could/should take place at the beginning of the period. Once students are released to work, the teacher can check in with in-person and virtual groups.
  - Student collaboration (group work) can occur virtually, face-to-face group work may be hindered by social distancing.
  - Tests should be given on campus. If a student is virtual only, the test can be administered and turned in during the same time period as the live class. Students requiring extra time shall be allowed this time.
  - Teachers are encouraged to close/wrap-up the class summarizing the day's instruction and repeating any deadlines.

#### *Teachers in need of a substitute*

- Teachers will follow the procedures set out in the staff handbook for securing a substitute.
- For further reference, please see procedures listed under "If a staff member falls ill," the "COVID-19 Return to Work FAQ's", and the "Employee Rights and Responsibilities during COVID-19 Pandemic 2019" in the attachment section of this document.

#### *If a staff member becomes ill during the school day*

- The staff member will notify administration immediately to secure coverage for the classroom.
- The staff member will wear a mask immediately if they are not already doing so.
- The staff member will call their physician for future medical advice and follow the LCSD illness policy.
- The staff member is to share their on-going status and recommendations from their physician.

#### *If a staff-member tests positive for COVID-19*

- If a staff member is confirmed positive for COVID-19 the he/she will notify the school immediately!

- The Lee County Health Department will assist in contact tracing and determining follow up quarantine length.
- Students/staff that were potentially exposed to a positive case will be notified and may be required to quarantine for up to 14 days.
- A staff member who has had COVID-19 can return to school when the following issues are deemed acceptable.
  - To date (7/8/2020), the following expectations are set by the DOH for mandatory 14- day quarantine:
  - Any person who tests positive will have to quarantine for 14 days, have 2 negative test results 24 hours apart from each other, and physician clearance
  - Any person that has come into close contact which is defined as less than 6 feet, for 15 minutes or more, without a face covering or approved PPE will be mandatory quarantined at home for 14 days and is to watch for symptoms and seek advice from their physician
  - Other persons who have come into contact with that individual, but were protected, may continue to work or go to school with a face covering and monitor for symptoms
  - Any children of a positive case will have to mandatory quarantine as well for 14 days
  - USSI is to be contacted immediately for extensive cleaning and disinfecting of the building.

### Attachments

# Instructional Continuity and Return to School Plan: 2020-2021

## **Prior to reopening**

- A. Are we ready checklist
  - a. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>
- B. Staff education and training on COVID-19 symptoms, protocols and proper procedures
  - a. In-person instruction (or virtual) and safe schools
  - b. Usage of a non-contact thermometer
  - c. Procedure for sending a student to the clinics
    - i. Sick vs. well clinic
    - ii. Transportation to the clinic
    - iii. Communication of outcome
  - d. Knowledge and understanding of medically fragile students in the classroom
  - e. Proper documentation for temperatures 100.4 or higher and for assigned seating
    - i. A copy of the class assigned seating chart for each classroom should be in a binder in the front office; one copy to go to the RN
  - f. Communication with clinic, attendance, and family when a student is home sick
    - i. Clinic will communicate about any sick students sent home from school to attendance and teacher/teachers while observing HIPPA privacy laws
    - ii. Attendance will communicate with both teacher and clinic concerning any parent emails or calls regarding sick students
    - iii. Teacher will communicate with both clinic and attendance concerning any parent emails or calls regarding sick students
    - iv. Who gets a copy of physician notes received from student?
      - 1. Attendance
      - 2. Clinic
      - 3. Teacher
      - 4. PE if applicable
  - g. How to promote healthy behaviors to stop the spread of illnesses
    - i. Hand washing techniques
      - 1. Videos, reinforcement, practice, classroom visit by RN, daily school news
    - ii. Social distancing
      - 1. Age-appropriate videos, follow signs, reinforcing mask wearing/face coverings where applicable
    - iii. Masks/Face coverings
      - 1. Reinforce wearing of face coverings to reduce the spread of infection when social distancing is not possible

2. Teach proper mask wearing techniques and proper storage when not in use
3. Age-appropriate videos

C. Family and student education on preventing the spread of illness, new protocols and procedures

- a. Short videos on proper mask wearing and storage when not in use
- b. Social distancing
- c. Hand washing
- d. Respiratory etiquette (coughing, sneezing into a tissue followed by hand hygiene)
- e. When to stay home and when students can return to school- refer to illness policy below
  - i. <https://www.leeschools.net/common/pages/UserFile.aspx?fileId=30545402>
  - ii. Advise of school clinic differences between "well" and "sick" rooms and lay out criteria for both
  - iii. Advise of home isolation criteria vs. staying in school and monitoring
  - iv. Education on what a school day will look like
  - v. Educate on type of communication parents will receive should there be a positive case in the building, the building be shut down for a short or extended period of time due to volume of cases, and if their child was considered a close contact with others
- f. Self-reporting to schools of positive COVID-19 cases within families
  - i. Returning to school after a positive COVID-19 test requires a series of steps
  - ii. Virtual option while in quarantine?

D. Receiving of medications, health statement forms and meetings for specific medical needs

- a. Parents will have time slots to turn in medication administration forms and medications to clinics the week prior to school starting
- b. A message will go out to families, system wide concerning the new procedure
- c. Medications will be received by the clinic at the front office door
  - i. Masks will be worn by members of the clinic staff receiving the medication
  - ii. Check in forms will be signed by parents and clinic staff
- d. Health statement forms will be turned in and allowed to be reviewed by clinic staff to identify vulnerable students and alert staff
  - i. A list will be created to notify staff of these students
- e. Meetings needed between staff and families of students with specific medical needs will be conducted via zoom conference the week before school begins
  - i. RN will coordinate with staff and families

E. Set up of Isolation Room

- a. Identify space for the isolation room and ensure adequate ventilation
- b. 3 cots with a divider between each will be set up in the isolation area
- c. Table or small desk with chair for clinic staff
- d. Space for storage of PPE outside of isolation room (masks, gloves, gowns, face shields)

- e. Items needed for isolation area:
  - i. Thermometer
  - ii. BP machine
  - iii. 2 pulse oximeters
  - iv. Disinfectant wipes and spray
  - v. Computer for charting
  - vi. Phone
  - vii. Waste basket x 2
  - viii. Plastic covering for floor
  - ix. Hand sanitizer
  - x. Tissues

F. Education of Clinic Staff

- a. Symptom checker for COVID-19
  - i. How to identify those needed for isolation
  - ii. Monitoring of students in isolation rooms
    - 1. SPO2
    - 2. BP
    - 3. HR
    - 4. Retraction
    - 5. Breaths per minute
    - 6. Temperature
    - 7. A&O (Alertness and Orientation)
  - iii. Proper usage of PPE to avoid exposure in isolation rooms to include: gowns, gloves, N-95 masks, face shields
  - iv. Who is allowed in the isolation room?
    - 1. Clinic staff
    - 2. Parents if applicable after putting on proper PPE
    - 3. First responders
    - 4. Day porter for cleaning and disinfecting as needed
- b. Documentation and Communication of students who show signs of illness
  - i. Introduce and use Microsoft Power BI to look for trends in cases of illness within the school and compare to other schools in the system
  - ii. Use templates for clinic logs
  - iii. Communicate to families, teachers, and attendance of a student who leaves the building sick
  - iv. Inform RN of each student that is placed in isolation and update on their status throughout time in isolation
  - v. Keep track of students in isolation at the same time and same day for contact tracing
  - vi. Look for illness trends related to classrooms, transportation, before and after care

- vii. Notify USSI of any additional deep cleaning that is needed and follow up to see that it was completed

G. Ordering of Supplies

- a. PPE will be needed for the protection of students and staff
- b. Ordering will be through approved vendors and tailored to each school's needs
- c. Supplies to include:
  - 1. Non-contact infrared thermometers
  - 2. Disposable fluid resistant gowns for clinic
  - 3. Back-up 3-ply, disposable, droplet precaution masks for students (in case they did not bring one and for clinic isolation room)
  - 4. Disposable, 3-ply, droplet precaution masks for staff
  - 5. Face shields for clinic staff and café; extra ordered for office staff
  - 6. N-95 masks for clinic staff only (to be used in isolation rooms)
  - 7. Nitrile gloves
  - 8. Cots for isolation rooms
  - 9. Dividers in between cots
  - 10. Plexiglass
  - 11. Cleaning and disinfectant supplies for clinics

**Protocols and Procedures during a school day**

A. When someone is ill

- a. If a student is ill with the following:
  - i. Fever (100.4 or higher)
  - ii. Chills
  - iii. Dry cough (not related to asthma)
  - iv. Persistent cough (not related to asthma)
  - v. Shortness of breath (not related to asthma)
  - vi. Diarrhea and/or vomiting (not related to food, medication, and/or other non-illness related)
  - vii. Sore throat
  - viii. Loss of taste/smell
  - ix. Achy
- b. Procedure for transporting ill students to the clinic will be as follows:
  - i. Call down to the clinic (\*Office for OHS) to notify of ill student
  - ii. Student will wear a mask down to the clinic
  - iii. For elementary schools-students will be escorted to the "sick" clinic by a staff member (staff member should wear a mask)
  - iv. For middle and high school students- Students will wear a mask down to the "sick" clinic area where a member of the clinic staff will meet them
  - v. Student will be assessed for symptoms by clinic staff
    - 1. RN will be notified of all students in the isolation area and updated on their health status as needed

2. All students will wear a droplet mask while in isolation with exceptions (accommodations to be made for those with increased work of breathing, shortness of breath, etc.)
- vi. Parent will be notified immediately of ill student including medical status of student and protocol and procedure
  1. Parents must pick up student within in an hour of being called
  2. If parent cannot be reached, staff to call emergency contacts listed for students
  3. Upon arrival, student will be escorted by a clinic staff member with a mask on, to their parent
  4. Parent will be briefed on student's medical status, protocols and procedures for student to return to school and given a copy of the illness policy; parents are reminded to communicate with school on a daily basis about student's medical status
- c. Return to school
  - i. If a student is ill, a physician note is required to return to the building
  - ii. If a student has tested positive for COVID-19, they must have 2 negative test results as well as physician clearance to return to school
  - iii. Illness policy listed attached in the previous section will be strictly enforced
- d. If a staff member is ill during the school day
  - i. Staff member will notify administration immediately of status to get coverage for class
  - ii. Staff member will wear a mask if they are not already doing so
  - iii. Staff member is to call their physician for medical advice
  - iv. Staff member will follow the illness policy set by the LCSD
  - v. Staff member is to report to administration their on-going status and recommendations from their physician
- e. Staff member return to school
  - i. A physician note is required in order to return to work if the staff member has a fever of 100.4 or higher, has COVID-19 symptoms, and/or tests positive for COVID-19
  - ii. If a positive COVID-19 result is found, staff member will be required under CDC and DOH regulations to have 2 negative test results that are 24 hours apart from each other and physician clearance
- B. A Positive COVID-19 test has been identified in the building from either staff member or student
  - a. Administrative staff will be notified immediately
  - b. RN will contact DOH for instructions
    - i. DOH can issue a mandatory shut down of the building for a period of 2-5 days for short term if the cases are contained and an extended period of there is an outbreak
    - ii. DOH will supply a log for case reporting to be faxed daily by RN; Usually will end when there has been 2 weeks without any new cases

- c. Administrative staff will begin contact tracing of infected person/persons
- d. Letter home to families and staff surrounding the situation
- e. Communication to families and staff of any mandatory shut down of the building and how to proceed with distance learning
- f. To date these are the rules set by the DOH for mandatory 14 day quarantine
  - i. Any person who tests positive will have to quarantine for 14 days, have 2 negative test results 24 hours apart from each other, and physician clearance
  - ii. Any person that has come into close contact which is defined as less than 6 feet, for 15 minutes or more, without a face covering or approved PPE will be mandatory quarantined at home for 14 days and is to watch for symptoms and seek advice from their physician
  - iii. Other persons who have come into contact with that individual, but were protected, may continue to work or go to school with a face covering and monitor for symptoms
  - iv. Any siblings, staff members, and their children of a positive case will have to mandatory quarantine as well for 14 days
  - v. USSI is to be contacted immediately for extensive cleaning and disinfecting of the building

## COVID-19 Return to Work FAQs

Q: Am I required to return to work if I am concerned that I will be exposed to COVID-19?

A: Any employee who has a valid contract for FY 20-21 is expected to return to work.

Q: If I am in a high-risk category will I be required to return to work?

A: If you are unable to work or telework because you have been advised by a medical professional to self-quarantine, you are eligible for 80 hours of Emergency Paid Sick Leave under the Families First Corona Virus Response Act. After the 80 hours of paid sick leave you can apply for Family Medical Leave. Approved Family Medical Leave can cover up to 12 weeks in total over a one-year period. If you qualify first for the 80 hours of EPSLA, your FMLA coverage will cover 10 weeks of a qualifying absence. After the FMLA expires you are expected to return to work.

Q: What if I am quarantined at home but don't feel sick? Can I work from home?

A: Yes. If you are observing a quarantine order, you may teach from home and an adult will be placed in the classroom to supervise the students while the teacher is teaching.

Q: If I test positive for COVID-19 and am unable to work will I be paid?

A: You will be paid 80 hours regular pay under the Emergency Paid Sick Leave Act. Any additional time off will be taken from the employee's leave bank and you will need to apply for Family Medical Leave.

Q: If I am caring for a family member who is subject to an isolation order related to COVID-19 am I eligible for Family Medical Leave?

A: Under the Emergency Paid Sick Leave Act, employees can receive 2/3 of their required rate of pay for leave hours taken to provide care for a family member. If you have a positive leave balance you can supplement your 2/3s pay by using 1/3 leave to offset any difference in pay. There will be no leave donations permitted for use during this time.

Q: What if my childcare provider isn't open?

A: Under the Emergency Family and Medical Leave Expansion Act, an employee who uses leave to care for his/her son/daughter whose school or place of care is closed, can be absent for 12 weeks. The first two weeks are unpaid, and the remaining 10 weeks are paid at 2/3 the employee's regular rate of pay. Employees may choose to use accrued time off under their benefit platform.

Q: I had Family Medical Leave during the last school year. Am I eligible again this year?

A: An employee who has already used 12 weeks of leave under the FMLA is not able to use EFMLEA leave.

## **Employee Rights and Responsibilities during COVID-19 Pandemic 2020**

In response to the COVID-19 pandemic, the Federal Government has created additional leave protections for employees. The Families First Coronavirus Response Act (FFCRA) was effective April 1, 2020 and continues through December 31, 2020. Under the FFCRA fulltime and part-time employees are eligible for benefits. Under the FFCRA, the Emergency Family and Medical Leave Expansion Act was created as well as the Emergency Paid Sick Leave Act.

If a business is open but lays off part of its workforce, employees who are laid off or furloughed are not entitled to leave under the FFCRA. Employees must be employed at least 30 days prior to the leave request. Basic benefits under the EPSLA include six (6) qualifying reasons for job protected leave. During leave, employees are entitled to continue their health insurance.

Employees are intitled to take leave if the employee is unable to work or telework because the employee:

1. Is subject to a federal, state or local quarantine or isolation order related to COVID-19,
2. Has been advised by a health care provider to self-quarantine related to COVID-19,
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis,
4. Is caring for an individual who is subject to a Federal, State or local quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine related to COVID-19.
5. Is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons, or,
6. Is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

Under the Emergency Paid Sick Leave Act (EPSLA), fulltime employees may use up to 80 hours and part-time employees may use the number of hours equivalent to the number of hours they work, on average, over a 2-week period for reasons 1 – 3.

An employee is due two-thirds of the required rate of pay for leave hours taken because of reasons 4 – 6.

There is only one qualifying reason for leave under The Emergency Family and Medical Leave Expansion Act. This leave only covers employees who use leave to care for his/her son/daughter whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons.

This leave provides up to 12 workweeks of job-protected leave, with continuation of health insurance. The initial two (2) weeks are unpaid. The remaining ten (10) weeks are paid at two-thirds the employee's regular rate of pay.

Employees may choose to use paid sick leave under the EPSLA, or accrued time off under their employer's benefit package at the same time as using unpaid EFMLEA leave. An employee who has already used twelve (12) weeks of leave under the FMLA is not able to use EFMLEA leave.