



# **RICHLAND COUNTY SCHOOLS**

## **COVID-19 REOPENING GUIDANCE**

FALL 2020

### **RICHLAND COUNTY SCHOOLS REOPENING GUIDANCE PREFACE:**

School district superintendents from each public-school district have identified common practices for school reopening in Richland County. The districts are working closely with Richland County Public Health and the Shelby City Health Department to provide guidance and support. Information from the Governor's office, the Ohio Department of Education, the Center for Disease Control and Prevention, and state and local health departments is helping guide districts in their plans to reopen school in the fall of 2020.

The goal is to have all students in school for five (5) days per week (excluding holidays, snow days, and scheduled breaks) as long as Richland County is designated at a Level 1 (yellow) or Level 2 (orange) risk level per the Ohio Public Health Advisory System that can be viewed at: <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/public-health-advisory-system/>

Under designation of a Level 3 (red) risk level, Richland County School Districts may confer with Richland County Public Health or the Shelby City Health Department to determine if the indicators that caused the increase in risk level impact their school district and if there is a need to implement alternate schedules or remote/online learning.

If Richland County is designated a Level 4 (purple) risk level, Richland County School Districts will implement remote/online learning.

The following reopening plan is subject to change based on state, regional, and/or local factors related to the pandemic.

This document may vary by district.

Revised: July 22, 2020



## INDICATES A COUNTY ALERT LEVEL

Level 1 0 - 1 Indicators Triggered	Level 2 2 - 3 Indicators Triggered	Level 3 4 - 5 Indicators Triggered	Level 4 6 - 7 Indicators Triggered
<b>Public Emergency</b> Active exposure and spread. Follow all current health orders.	<b>Public Emergency</b> Increased exposure and spread. Exercise high degree of caution. Follow all current health orders.	<b>Public Emergency</b> Very high exposure and spread. Limit activities as much as possible. Follow all current health orders.	<b>Public Emergency</b> Severe exposure and spread. Only leave home for supplies and services. Follow all current health orders.
<b>Level 1</b> School Activity  In-person, typical school week learning at all K-12 buildings.  Facial coverings for students are strongly recommended and/or required.	<b>Level 2</b> School Activity  In-person, typical school week learning at all K-12 buildings.  Facial coverings for students are strongly recommended and/or required.	<b>Level 3</b> School Activity  Buildings may implement an alternate schedule or remote/online learning.  Facial coverings for students are required for any in-person learning.	<b>Level 4</b> School Activity  All K-12 buildings will be remote learning environments only.

## REMOTE/ONLINE LEARNING OPTIONS AVAILABLE AT ALL LEVELS

County alert levels available at [www.coronavirus.ohio.gov](http://www.coronavirus.ohio.gov)

## STAFF/SCHOOL EXPECTATIONS

- Daily wellness self-check of all staff members. Staff members with temperatures of 100°F or higher must stay home until fever free for 24 - 72 hours (without use of any medication to control fever) and no less than 10 days from symptom onset.
- Daily washing of hands, or use of hand sanitizer, upon entering the building and at end of school day.
- Washing of hands before lunch and after lunch in addition to washing hands any time student uses the restroom, cough/sneezed into hands, or blows his/her nose.
- Arrange desks in classrooms to provide social distancing of students.
- Provide reminders to students of good hygiene practices, physical distancing, and contacting caregivers if repeated issues arise.
- Eliminate shared classroom materials as much as possible.
- Keep the classroom door open to maximize airflow and to reduce the need to touch door handles.
- Ensure classrooms are stocked with supplies needed for daily cleaning and wiping of surfaces frequently.
- Frequent cleaning and disinfecting of common areas and frequently touched surfaces (door handles, handrails, toilets, counters, sinks, etc.).
- Ensure proper signs are posted in hallways, restrooms, and common areas with messaging on social distancing, hand hygiene, staying home when sick, etc.
- School staff will be responsible for any disinfecting or sanitizing. (Students can be involved in cleaning, but not disinfecting or sanitizing due to chemicals.)
- Refer to school nurse for a wellness check for any student exhibiting any symptoms. (This is going to be very important this year. I would suggest you ask each school nurse to send out information on symptoms at the beginning of the school year and to encourage staff to refer to the nurse for wellness checks.)





# DROP OFF, PICK UP, & VISITORS

- Maintain maximum physical distance from one another whenever possible in hallways, common areas, etc.
- When possible, prop doors open at arrival and dismissal to reduce the need to touch door handles.
- Eliminate visitors and volunteers as much as possible to help ensure the health and safety of the staff and students. All permitted visitors are to complete a well self-check, including temperatures.
- Utilize staggered dismissal times to allow for maximum physical distancing.



## BUS TRANSPORTATION

- Students will be required to wear face coverings while on the bus.
- Have students maintain maximum physical distances while waiting at the bus stop and while entering the building.
- Require assigned seats and sit siblings together as much as possible. If there is need to seat more than 2 students that are not siblings together, place the 3rd students into seat as late into the bus route as possible. (Preferably for less than a 15-minute bus ride.)
- Load the bus by filling the back seats first and moving forward. Empty the bus by dismissing front seats first and moving backward.
- Leave the front seats empty, if possible, to allow for physical distancing from the driver. If you need the front seats, fill when less than 15 minutes from the school.
- Wipe seats and hand rails before each route.
- Provide hand sanitizer students can apply themselves upon entering the bus.
- Allow for fresh air (crack windows) during routes when weather permits.

## CLASSROOMS

- Cohort students and eliminate classroom movement whenever possible.
- Ensure desks are set up to allow for as much physical distancing as possible and not clustered with students facing one another.
- Eliminate shared classroom materials as much as possible.
- Ensure classrooms are stocked with supplies needed for daily cleaning and wiping of surfaces frequently, especially when rotating students through classrooms.
- Keep doors propped open as often as possible to maximize airflow and to reduce the need to touch door handles.
- Keep classrooms stocked with tissues and hand sanitizer.
- Ensure classrooms are cleaned between classes (groups of students).
- If close interactions are needed between staff and students or between students, wearing a facial covering or face shield will be required. (unless medically exempted).







## SPECIALTY CLASSROOMS

- Art, Band, Choir, Music, Orchestra, Chemistry, Industrial Arts, Consumer Science, Physical Education, Career Technical Education, etc.
- Students and staff should either wash their hands or use hand sanitizer upon entering the room and then again before exiting the room. Since these rooms often have students sharing materials/equipment – clean hands will be very important in these rooms.
- Maintain maximum physical distance from one another whenever possible.
- Ensure cleaning supplies and hand sanitizer are readily available.
- Keep doors propped open to maximize airflow and to reduce the need to touch door handles.
- Keep classrooms stocked with tissues and hand sanitizer.
- Ensure classrooms are cleaned frequently.
- If close interactions are needed between staff and students, wearing a facial covering or face shield will be required (unless medically exempt).
- If students will be singing, ensure physical distancing and try for 9 feet apart in all directions. (This may require relocating choir/music class to a larger area.)

## RECESS AND ACCESS TO OUTDOORS

- It is highly encouraged that all students get fresh air daily, when weather permits.
- Use hand sanitizer or wash hands before exiting and re-entering the building for recess or outdoor activities.
- Encourage structured recess activities (nature walks, non-contact games, scavenger hunts, etc.)
- Discourage large groups of students congregating in close proximity of one another.
- Stagger dismissal times to recess or outdoor activities to ensure physical distancing can be maintained.



## LUNCHES AND CAFETERIA

- Ensure students are washing their hands before eating lunch. Washing or sanitizing hands after they are finished eating before returning to the classrooms.
- If in-classroom lunch is not practiced, stagger schedules and dismissal to lunch to ensure physical distancing during student rotation.
- Ensure staff clean and disinfect serving areas and tables between lunches.
- No self-service of food
- Provide condiments in either individual packets or have staff handle the condiments for the food item for the student.
- Ensure physical distancing as much as possible.
- Do not allow guests or visitors to join students for lunch.





## PARENT/TEACHER CONFERENCES AND MEETINGS

- When possible, conduct the meetings virtually or via phone.
- In person meetings should be conducted in an area large enough to allow for physical distancing, including the use of masks.
- Keep area stocked with tissues and hand sanitizer.

## SCHOOL OFFICES

- Install barriers (like plexiglass) between the staff and the customers/students to help ensure the health and safety of your staff. (This can be a temporary addition to the desk/counter as long as it is not creating a physical hazard by being able to tip over easily and fall onto a student/staff.)
- Staff must wear a facial covering or face shield when interacting with customers/students in close proximity (less than 6 ft.) for prolonged periods of time (15 minutes or more).
- Ensure cleaning supplies and hand sanitizer are readily available.



## LIBRARIES (SCHOOL & CLASSROOM)

- Books may be distributed to students, but upon returning books to the library they should be physically quarantined for 3 days (72 hours) before being re-shelved and placed back into distribution, if taken out of the building.
- Designate a traffic flow pattern to ensure physical distancing can be maintained.

## FIELD TRIPS

Field trips are not recommended, unless considered essential and approved by administration. In which case:

- Perform temperature and wellness checks of students before leaving the school.
- Have staff pack tissues, hand sanitizer, hand wipes, and cleaning wipes for use while on trip.
- Remind students the importance of good hand hygiene, covering their coughs and sneezing, and physical distancing as much as possible while on trip.
- Follow the bus transportation guidance listed above.
- Follow guidance of trip location in terms of group size, physical distancing, and facial covering requirements.

## NURSE/CLINIC AREA

- Ensure the workspace, door handles, countertops, seating areas, restrooms are kept clean and disinfected between students.
- Ensure physical distancing is followed when more than one student is in the nurse area.
- Students with temperatures of 100°F or more must stay home/be sent home.
- Isolate students that are exhibiting symptoms.
- Students exhibiting symptoms are required to wear a facial covering or a face shield until they are picked up by a caregiver.
- Nurse must wear a facial covering and proper PPE when caring for students.
- Testing location sheets and advisement for care with child's primary care physician is to be given to the ill child's guardian at time of pick up.

## HALLWAYS/COMMON AREAS

- Stagger dismissal times to ensure physical distancing can be maintained.
- Discourage groups of students congregating in close proximity of one another.
- If you can, encourage one-way flow of traffic and encourage students to stay to the right when traveling down hallways and stairs.
- Prop doors open, when possible, to discourage high touch points. Clean doors and rails frequently.
- Have students use their water bottle and not use water fountains.

## HVAC SYSTEMS

- Regularly inspect the HVAC system for proper operation and fresh air flow.

## ASSEMBLIES

Assemblies are not recommended, unless considered essential and approved by administration. In which case:

- Assemblies should be planned for a group size that allows for physical distancing.
- Keep the doors open before and after the assembly to maximize airflow and to reduce the need to touch door handles.





# STUDENT & CAREGIVER EXPECTATIONS

- Daily wellness checks of students before sending to school. Students with temperatures of 100° F or higher must stay home until fever free for 24 - 72 hours (without use of any medication to control fever) and no less than 10 days from symptom onset.
- Daily washing of hands, or use of hand sanitizer, upon entering the building.
- Washing of hands before lunch and after lunch in addition to washing hands any time student uses the restroom, cough/sneezed into hands, or blows his/her nose.
- Daily washing of hands, or use of hand sanitizer, at end of school day.
- Covering all coughs/sneezes with a tissue or inside of elbow.
- Ensuring 6 ft. physical distance from others whenever possible.
- Students may assist in daily wiping/cleaning of desks and chairs at end of school day, or as requested.
- Provide a water bottle daily for student use throughout the day.
- Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.



## DEFINITIONS

### **Asymptomatic**

Showing no symptoms of disease even though they are infected with the virus.

### **Cleaning**

Removing dust, debris, dirt, and germs from a surface by scrubbing, washing, and rinsing. (The germ is still alive and active, but you have removed it from the surface.)

### **Contact Tracing\***

The process of identifying, assessing, and managing people who have been exposed to a contagious disease to prevent onward transmission.

### **Coronavirus**

A family of viruses that cause illness ranging from the common cold to more severe diseases. The novel coronavirus discovered in December 2019 cases COVID-19.

### **COVID-19**

Name of the disease caused by the novel coronavirus, SARS-CoV-2, and is short for “Coronavirus Disease 2019”.

### **Direct Contact**

Anyone who has been within 6 feet of a person infected with the virus for a prolonged period of time (we usually use 15 minutes or more as our definition of prolonged period of time), or has had direct contact with the infected person’s secretions.

### **Disinfecting**

Using chemicals to eliminate/kill germs to lower the risk of spreading infection. (Disinfecting kills disease-causing germs (except bacterial spores). It does not necessarily mean that the dirt, debris and germs are removed from the surface – but the germs are killed. A key difference between sanitizing and disinfecting is the type of chemical used and the length of time the chemical is left on a surface. Follow label instructions to ensure proper disinfection.)

### **Isolation**

Separating sick people with a contagious disease from those who are not sick.

### **Quarantine**

Separating and restricting the movement of people exposed (or potentially exposed) to a contagious disease to see if symptoms develop and preventing possible further spread of disease.

### **RPH**

Richland Public Health

### **Sanitizing**

Using chemicals to reduce the bacteria levels to decrease the risk of infections. (May not kill all viruses but lowers the number.)

### **Symptomatic**

Showing symptoms of disease. The current, most common symptoms of COVID-19 include: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell.

**\*All contact tracing and interactions with those affected will be performed by Richland Public Health.**

# POSSIBLE SCENARIOS TO CONSIDER

## **A student's parent/caregiver tests positive.**

The student would be considered a direct contact and would be required by the local health department to be quarantined for 14 days. If student is asymptomatic after 14 days, they can return to school. If the student develops symptoms before the end of the 14 days, student will now go into isolation and not be returning to school until RPH nurses feel he/she has recovered. Our nurses will reach out to anyone that meets definition of a close contact of the student to require them to quarantine. If the student developed symptoms, the room should be cleaned and disinfected.

## **A student tests positive.**

The student is required to be isolated and our office will contact anyone that meets definition of a close contact. Any siblings that live with this student will also be required to be sent home to be quarantined. This may or may not require an entire classroom and teacher be sent home for two weeks to be quarantined. Our nurses will do the contact tracing investigation to determine who all needs to be quarantined. The student that tested positive may return to school once our nurses have deemed them recovered. If the others that were quarantined never develop symptoms, they may return after the 14 days have passed. The room should be cleaned and disinfected.

## **A teacher tests positive.**

The teacher is required to be isolated and our office will contact anyone that meets definition of a direct contact. This situation may or may not require an entire classroom/grade be sent home for two weeks to be quarantined. RPH staff will do the contact tracing investigation to determine who all needs to be quarantined. The teacher that tested positive may return to school once a RPH nurse has deemed them recovered. The room should be cleaned and disinfected.

## **A bus driver tests positive.**

The bus driver will be required to be isolated (at home or in hospital depending on severity of symptoms) until recovered. This will not necessarily require all students that ride this bus to be quarantined. RPH staff will do the contact tracing investigation to determine who all needs to be quarantined. The bus should be cleaned and disinfected before put back into use. (Or the bus can be removed from use for 4 days.)

## **A teacher's spouse tests positive.**

The teacher is a direct contact of the spouse and will be required to be quarantined for 14 days. If the teacher never develops symptoms, the teacher can return after the quarantine period. If the teacher does develop symptoms, they are now required to remain in isolation until they are deemed recovered. RPH staff will do the contact tracing investigation to determine who all needs to be quarantined. The room should be cleaned and disinfected.

## **A cafeteria worker or maintenance staff tests positive.**

The staff member will be required to be sent home for isolation until recovered. This will not necessarily mean any students will be impacted. If the interactions with students are brief, they will not be required to be quarantined. It may impact co-workers at the school depending on staff interactions. The primary work area for this staff member should be cleaned and disinfected.

## **Notification to Parents/Caregivers**

We will be working with the school nurses on proper notification. We foresee this being similar to the head lice letters used to let parents know they should pay extra attention to their child and check their child daily when someone in the class has head lice. Something like, "Someone in your child's school has been identified as testing positive for COVID-19. Public health nurses have contacted everyone meeting the definition of being a direct contact that needs to be quarantined. If you have not been contacted by Richland Public Health directly, your child is not a direct contact and does not need to be quarantined and may continue coming to school. However, please be sure to check your child daily to assess if symptoms of COVID-19 develop.

Symptoms of COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – 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:

- Fever or chill
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Call your medical provider for any other symptoms that are severe or concerning to you.

- We do not intend to close your school or quarantine an entire class/grade unless absolutely necessary.

RPH thoroughly interviews every case of COVID-19 and will call every individual who is identified as a direct contact of that case with quarantine and symptom monitoring instructions. If there should be a positive case that impacts someone in your school, school staff and students can correctly assume that if they do not receive a call from our office, they do not meet the definition of a direct contact and do not need to be quarantined.

Cleaning, disinfecting, and sanitizing are part of a broad approach to preventing infectious diseases. Though these terms are often used interchangeably, it is important to note that they are actually quite different. This can be visualized with hand washing vs. use of hand sanitizer. Hand washing (cleaning) is important before eating since it removes the germs from your hands --- it doesn't matter if the germ is alive or dead if it is removed from your hands and washed down the drain. Hand sanitizer does not fully kill all germs nor does it remove the germs from your hands. Hand sanitizer is not appropriate at all times, especially before eating.