Rite of Passage
Policy and Procedure

Policy Number:	700.123
Policy Name:	**Non-Residential Schools COVID-19 Policy**
Program Type:	**School**

Face coverings

All persons, including employees, students, visitors, and contractors who enter the [School] premises must wear at least a two-layer face covering over their nose and mouth (such as a homemade mask, scarf, bandana, or handkerchief). Extra clean masks will be kept at school if needed. For the purposes of this document, masks include non-medical and medical grade disposable face masks and cloth face coverings (over the nose and mouth). Face shields may be used as a last resort if the education context may benefit from the ability to see an individual's full face.

The requirement of face covering does **not** apply when:

a. The person is alone in a separate single space, whether indoors or outdoors at the workplace not in proximity of other persons;
b. The person is in the presence only of other members of the same household or residence, whether indoors or outdoors;
c. Doing so poses a greater medical, mental or physical health, safety, or security risk;
d. The person is outdoors engaging in an allowed activity while alone, or with members of the same household or residence, or while maintaining a consistent separation of six feet or more from others.
e. For purposes of eating and drinking; or
f. Operational needs require a face covering be temporarily removed.

Social distancing protocols

Even with the use of appropriate face coverings, individuals should maintain six feet of social distancing whenever possible and shall follow CDC and ROP Guidelines or instructions as may be issued from time to time. Employees should not work within six (6) feet of one another, except to the extent necessary. Other mitigating methods, such as face shields, may also be use and should be when a face covering cannot be safely worn.

In classroom spaces that allow it, consider placing student desks a minimum of six feet apart when possible. In classrooms where students are regularly within six feet of one another, schools should plan for more frequent hand washing and/or hand sanitizing and should consider whether increased airflow from the outdoors is possible.

Hand washing and hygiene

All employees, students, visitors, and contractors are encouraged to wash their hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer (which is a less desirable choice) with at least 60% alcohol. Individuals should also cover coughs and sneezes (into the sleeve or elbow, not into hands), immediately throw away used tissues into appropriate trash receptacles, and wash hands after coughing, sneezing, or using a tissue. [School] will provide hand sanitizer throughout its facilities.

Cleaning protocols

Schools should arrange for additional cleaning and disinfecting of surfaces that are touched in common throughout the day. This would include objects such as playground equipment, door handles, common tables/desks, shared supplies, high touch devices such as shared laptops, chrome books or tablets.

- o Schools should arrange for cleaning of commonly-touched surfaces in classrooms between different class groups, if the same room will be used by multiple class groups.
- o Schools should clean between the use of technology and other technology devices
- o Whenever possible, schools should open windows or otherwise work to improve air flow by allowing outside air to circulate in the building.
- o On the first day a student attends school on campus, school systems must provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system.

Food Services

- o <u>Make plans for lunchtime social distancing</u>. To the extent possible, students should eat lunch at their desks. When this is not possible, students could have assigned seats in the cafeteria that allow students to maintain social distancing.
- o <u>Limit food service</u>. Have students bring their own meals as feasible, or serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria, while ensuring the safety of children with food allergies.
- o <u>Use disposable food service items</u>. Use disposable food service items (e.g., utensils, dishes) where possible. If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- o <u>Avoid food sharing</u>. If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and ensure the safety of students with food allergies.

Athletic Events

Any person with positive symptoms reported should not be allowed to take part in workouts/athletic events and should contact his or her primary care provider or other appropriate health-care professional.

- o Responses to screening questions for each person should be recorded and stored so that there is a record of everyone present in case a student develops COVID-19.
- o High risk students or staff should not oversee or participate in conditioning or games
- o Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable diseases.
- o There should be no shared athletic equipment (towels, clothing, shoes, or sports specific equipment) between students.

Transportation

School systems should consider requiring students and staff to use hand sanitizer upon boarding the bus. When possible, schools should open windows to allow outside air to circulate in the bus. Buses/Vans should be thoroughly cleaned after each bus trip, focusing on high-touch surfaces such as bus seats, steering wheels, knobs, and door handles. During cleaning, open windows to allow for additional ventilation and air flow.

Symptomatic Individuals

Employees, students, visitors, and contractors experiencing symptoms of COVID-19, as identified by the CDC, should not enter to any [School] premises or facility. Employees who are sick should notify their supervisors.

PREVENT: Practices to Prevent the Virus from Entering the School

Teachers and Staff

Schools must require teachers and staff to self-screen for COVID-19 symptoms before coming onto campus each day. Symptoms are listed at the end of this document. The self-screening should include teachers and staff taking their own temperature. Teachers and staff must report to the school system if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below. Additionally, they must report to the school system if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined at the end of this document, and, if so, must remain off campus for a minimum of 7 days. The duration of the quarantine shall be determined based upon one of the following 2 scenarios:

1. If an individual remains symptom-free and has a COVID-19 PCR test administered on or after the 5th day of quarantine that individual may return to campus after 7 days if the results of the test are negative and he/she does not experience any symptoms prior to return **or**
2. If an individual remains symptom-free for 10 days that individual may return to campus after 10 days even if he/she does not receive a COVID-19 PCR test for the virus.

In either case, all individuals shall be subject to symptom monitoring for a full 14 days even if they return to campus after 7 or 10 days.

If an individual exhibits any symptoms during the 14 days after exposure then he/she shall remain in quarantine a minimum of 14 days and be subject to COVID-19 testing or extended quarantine as determined by medical staff.

Students

Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the below conditions for re-entry are met. Parents may also opt to have their students receive remote instruction for the following time periods if their child has had close contact with an individual who is lab-confirmed with COVID-19:

1. If a student remains symptom-free and has a COVID-19 PCR test administered on or after the 5th day of quarantine that student may return to campus after 7 days if the results of the test are negative and he/she does not experience any symptoms prior to return **or**
2. If a student remains symptom-free for 10 days after exposure that student may return to campus after 10 days even if he/she does not receive a COVID-19 PCR test for the virus.

Schools may consider screening students for COVID-19 as well. Screening is accomplished by asking questions by phone or other electronic methods and/or in person. The screening questions should also be asked of a student's parent if that parent will be dropping off or picking up their child from inside the school.

Visitors

Excluding parental drop-off and pick-up as discussed above, before visitors are allowed onto campuses, schools must screen all visitors to determine if the visitors have COVID-19 symptoms (as listed in this document) or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below. Additionally, schools must screen to determine if visitors have had close contact with an individual who is lab-confirmed with COVID-19. When practical, screening questions could be supplemented with temperature checks of adults. If a visitor discloses that he/she may have been in close contact with an individual confirmed positive with COVID-19, they must remain off campus for the following duration:

1. A minimum of 7 days if they remain symptom-free and they are able to produce a negative COVID-19 test that was taken at least 5 days after exposure **or**
2. A minimum of 10 days if they remain symptom free after exposure.

Individuals Confirmed or Suspected with COVID-19

1. Any individuals who **themselves** either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met. In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:

   A. at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
   B. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
   C. at least ten calendar days have passed since symptoms first appeared.

   o Schools should immediately contact ROP Medical COVID-19 Personnel prior to communicating with the Local Health Department (guidance will be provided from the consultation).
   o In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
   o If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test at an approved testing location that comes back negative for COVID-19.

Identifying Possible COVID-19 Cases on Campus

   o Schools must immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
   o Schools should clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.
   o Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

<u>Violations</u>
Persons who do not wear a face covering may be asked to leave the premises until the face covering requirements are followed.

If a student whom it is developmentally appropriate to wear a face covering and for whom a face covering does not pose a mental or physical risk does not wear a face covering on campus, the student will be removed from class and their parent/guardian will be contacted to either bring the student a face covering or take the student home.

An employee who does not wear a face covering and is not subject to an exception to this Policy may be asked to leave the workplace. Such time will be counted against the employee's accrued leave. An employee violating this policy may be subject to discipline, up to an including termination.

<u>Notice and Signage</u>
Notice of this Health and Safety Policy will be posted in a conspicuous location of all [School] facilities, including entry points.

COVID-19 Symptoms
In evaluating whether an individual has symptoms consistent with COVID-19, consider the following question:

Have they recently begun experiencing any of the following in a way that is not normal for them?
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting
- Abdominal pain

Policy Version History and Reference Information

Date & Version #	Details	Approved By:
08/14/20 v1	Policy created	Tracy Bennett-Joseph
12/06/20 v2	Quarantine timeframes updated	

Reference Type (Accreditation, regulation, etc…)	Number, Section, …