

## STUDENT REQUIREMENTS REGARDING FACE COVERINGS

The School District of Lee County ("District") is committed to protecting students during the COVID-19 pandemic. In order to ensure the health, safety, and welfare of the student population, the District hereby enacts the following requirements regarding face coverings during the COVID-19 emergency:

I. Effective immediately, all students attending Lee County Schools must wear appropriate face coverings that cover the mouth, nose, and chin when on school board property, at a school board activity, or riding a bus or other approved transportation. It is requested that all students provide their own face masks.

II. The wearing of a face covering is a health issue. Student compliance with wearing a face covering will be dealt with as a health issue, not as a discipline issue.

a. Students who do not have a face covering will be provided one by the District.

b. Should a student refuse to wear a face covering, the student will be isolated and the parent or guardian will be contacted.

c. Should a student repeatedly refuse to wear a face covering, the student will be enrolled in a virtual learning program.

III. Students will be provided with opportunities for breaks where they can remove their face covering while maintaining appropriate social distancing under adult supervision.

IV. Exceptions to the face covering requirement:

**a. CDC Exemptions** - Children under two will not be required to wear face coverings. Cloth face coverings should not be worn by anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.

**b. Eating and Drinking** - Face coverings will not be required while eating or drinking.

**c. Exemptions Based on Disability**

**i. Medical Exemption/504 Students** - Students who are requesting medical exemptions or Section 504 accommodations must provide school district staff with documentation from a licensed health care provider that the student has a medical, physical, or psychological contraindication that requires an accommodation or prevents the student from being able to safely wear a face covering. Upon submission of the request, a team will be convened to consider whether the request is reasonable.

**ii. ESE Students** – Students who are unable to wear a face covering due to their disability will be educated, encouraged, and expected to wear face coverings, but the inability to consistently keep a face covering on will not prohibit their attendance.

**iii. Alternate face coverings** will be made available for students and staff who communicate with deaf or hard of hearing students, provide educational and/or related services such as speech/language services, or in any other activity that requires a visual of a person's mouth. Where possible, face coverings with clear plastic that shows the speaker's mouth or face shields will be required in these situations.

**d. Strenuous Physical Activities** - A face covering will not be required for any person inside or outside of any school district facility school district building while engaging in strenuous physical activity. During these times, social distancing will be maintained.

- e. **Outdoor Activities & Recess** – A face covering will not be required for students participating in outdoor activities as long as social distancing is maintained.
- f. **Miscellaneous** – Activities, such as music, choir, band, theater, and athletics where the wearing of face coverings is not practical will not be required to wear face coverings during the activity, but must still follow any and all safety procedures in place for the particular activity. For such activities, alternate face covering options should be considered, as appropriate.

V. Face coverings should adhere to the following requirements:

- a. **Commercially Produced Face Coverings/Masks** - Commercially produced masks or respirators are acceptable, but not required.
- b. **Cloth Face Coverings** – Cloth face coverings are acceptable provided that the face covering completely covers the nose and mouth, and fits snugly to the wearer’s face with no gaps. The CDC has issued guidance on easy ways to make a face covering on the following website: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>
- c. **Face Shields** – Face shields can be worn in conjunction with a face covering, but cannot be worn alone unless one of the exceptions in Section V above applies. Face shields with cloth that covers the outer edges of the shield and goes over the head will be allowed.
- d. **At this time, based on guidance from health authorities**, open-chin triangle bandanas, and face coverings containing valves/vents, mesh material, lace, holes or other largely porous material are not suitable.

This guidance shall be immediately implemented and will remain in effect until further notice

### **STAFF & VISITOR REQUIREMENTS REGARDING FACE COVERINGS**

The School District of Lee County (“District”) is committed to protecting staff and the community during the COVID-19 pandemic. In order to ensure the health, safety, and welfare of staff and the community, the District hereby enacts the following requirements regarding face coverings during the COVID-19 emergency:

I. **Effective immediately**, all persons (staff, contractors, vendors, volunteers, and visitors) must wear appropriate face coverings that cover the mouth, nose, and chin when on school board property, at a school board activity, or riding a bus or other approved transportation. All persons are requested to provide their own face coverings.

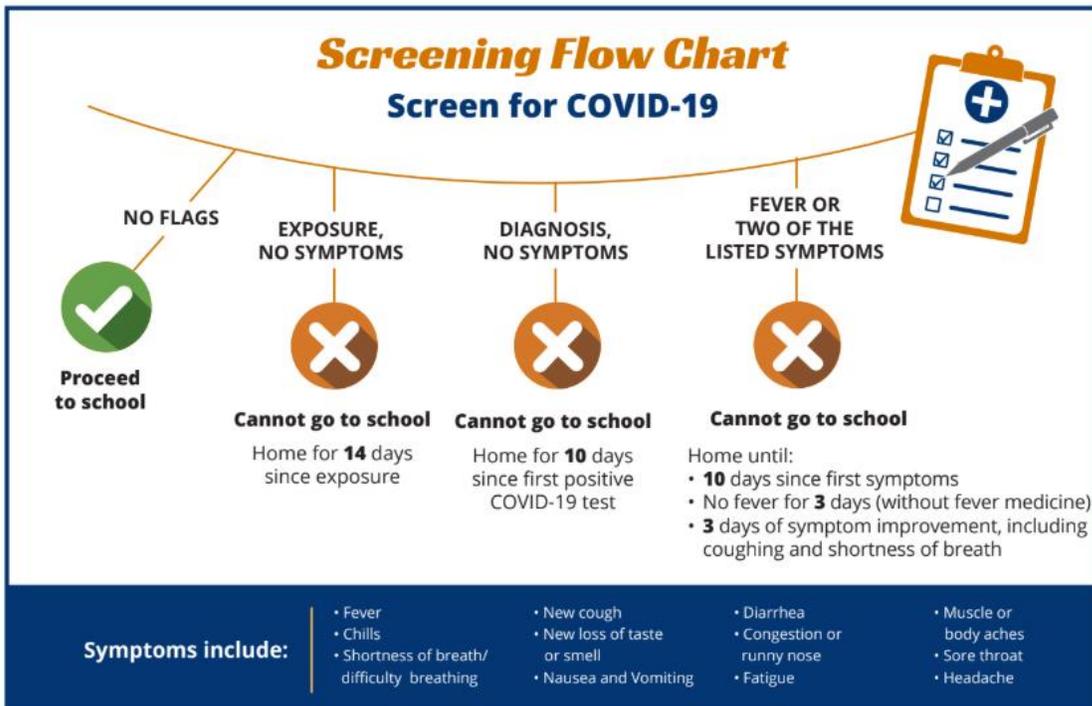
**II. Exceptions to the face covering requirement:**

- a. **CDC Exemptions** - Cloth face coverings should not be worn by anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.
- b. **Eating and Drinking** - Face coverings will not be required while eating or drinking.
- c. **Exemptions Based on Disability** - Persons who are requesting a medical exemption must provide the District with documentation from a licensed health care provider that the person has a medical, physical, or psychological contraindication that requires an accommodation or prevents the person from being able to safely wear a face covering. Staff requesting such an exemption must submit an ADA accommodation request. Current processes and procedures surrounding ADA requests will be followed.

- d. Face coverings will not be required of District staff when in a closed space, such as an office, or when open office spaces are sufficiently partitioned.
  - e. **Strenuous Physical Activities** - A face covering will not be required for any person inside or outside of any school district facility school district building while engaging in strenuous physical activity. During these times, social distancing will be maintained.
  - f. **Outdoor Activities & Recess** – A face covering will not be required for staff during outdoor activities as long as social distancing is maintained.
- III. Face coverings should adhere to the following requirements:
- a. **Commercially Produced Face Coverings/Masks** - Commercially produced masks or respirators are acceptable, but not required.
  - b. **Cloth Face Coverings** – Cloth face coverings are acceptable provided that the face covering completely covers the nose and mouth, and fits snugly to the wearer’s face with no gaps. The CDC has issued guidance on easy ways to make a face covering on the following website: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>
  - c. **Face Shields** – Face shields can be worn in conjunction with a face covering, but cannot be worn alone unless one of the exceptions in Section V above applies. Face shields with cloth that covers the outer edges of the shield and goes over the head will be allowed.
  - d. At this time, based on guidance from health authorities, open-chin triangle bandanas, and face coverings containing valves/vents, mesh material, lace, holes or other largely porous material are not suitable.

This guidance shall be immediately implemented and will remain in effect until further notice.

### POSITIVE SCREENING: FLOW CHART AND PROTOCOLS



# Positive Screening Protocol

## ARRIVAL AT SCHOOL

WHO	EXPOSURE, NO SYMPTOMS	DIAGNOSIS, NO SYMPTOMS	SYMPTOMS
	Staff or student shares they were exposed to someone with COVID-19 within the last two weeks but is NOT symptomatic	Staff or student shares they were diagnosed with COVID-19 less than 10 days ago but it is NOT symptomatic	Staff or student presents with at least one of the following COVID-19 symptoms: fever, chills, shortness of breath, difficulty breathing, new cough or loss of taste or smell
<b>Staff Member or Student:</b> A designated individual (e.g. parent or guardian) is PRESENT to immediately support child to get home or to medical care safely	<p><b>Immediately go home</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Notify local health department and follow their procedures</li> <li><input type="checkbox"/> Can return to school once it has been 14 days since last close contact, if they do not develop symptoms</li> <li><input type="checkbox"/> Students and staff can participate in remote learning and teaching (if applicable) when out</li> </ul>	<p><b>Immediately go home</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> May return 10 days after first positive COVID-19 test, if they did not subsequently develop symptoms since their positive test</li> <li><input type="checkbox"/> Student and staff can participate in remote learning and teaching (if applicable) while out</li> <li><input type="checkbox"/> Notify local health department and follow their procedures</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If a person is diagnosed with COVID-19 based on a test or their symptoms, or does not get a COVID-19 test but has had symptoms, they can return to school when: <ul style="list-style-type: none"> <li>• At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications</li> <li>• Improvement in respiratory symptoms (e.g. cough, shortness of breath)</li> <li>• At least 10 days have passed since first day of symptoms</li> </ul> </li> </ul> <p>Student and staff can participate in remote learning and teaching (if applicable) while out</p> <p>Notify local health department and follow their procedures</p>
<b>Student:</b> A designated individual (e.g. parent or guardian) is NOT PRESENT to immediately support child to get home or to medical care safely	<p>If appropriate for that student, they should wear a cloth/disposable face covering</p> <p>Separate student in designated area with supervision by an adult wearing a cloth/disposable face covering standing at least 6 feet away</p> <p>Enact plan to safely send student home as quickly as possible</p> <p>Notify local health department and follow their procedures. Can return to school once it has been 14 days since last close contact and they do not develop symptoms</p> <p>Can participate in remote learning while out</p>	<p>If appropriate for that student, they should wear a cloth/disposable face covering</p> <p>Isolate student in designated area with supervision by an adult wearing a cloth/disposable face covering standing at least 6 feet away</p> <p>Enact plan to safely send student home as quickly as possible; cannot be through school transportation</p> <p>Return 10 days since first positive COVID-19 test, if they did not subsequently develop symptoms since their positive test</p> <p>Can participate in remote learning while out</p> <p>Notify local health department and follow their procedures</p>	<p>If appropriate for that student, they should wear a cloth/disposable face covering</p> <p>Isolate student in designated area with supervision by an adult wearing a cloth/disposable face covering standing at least 6 feet away</p> <p>Enact plan to safely send student home as quickly as possible; cannot be through school transportation</p> <p>If a student is diagnosed with COVID-19 based on a test or their symptoms, they can return to school when: <ul style="list-style-type: none"> <li>• At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications</li> <li>• Improvement in respiratory symptom (e.g. cough, shortness of breath)</li> <li>• At least 10 days have passed since first symptoms or positive test results</li> </ul> </p> <p>Student and staff can participate in remote learning and teaching (if applicable) while out</p> <p>Notify local health department and follow their procedures</p>

Refer to Symptom Screening Checklists for [Elementary School](#) and [Secondary Students/Those Entering the Building](#)

# Positive Screening Protocol

## DURING THE SCHOOL DAY

WHO	EXPOSURE, NO SYMPTOMS	DIAGNOSIS, NO SYMPTOMS	SYMPTOMS
	Staff or student shares they were exposed to someone with COVID-19 within the last two weeks but is NOT symptomatic	Staff or student shares they were diagnosed with COVID-19 less than 10 days ago but it is NOT symptomatic	Staff or student presents with at least one of the following COVID-19 symptoms: fever, chills, shortness of breath, difficulty breathing, new cough or loss of taste or smell
<b>Student</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If appropriate for that student, they should wear a cloth/disposable face covering</li> <li><input type="checkbox"/> Separate student in designated area with supervision by an adult wearing a cloth/disposable face covering standing at least 6 feet away</li> <li><input type="checkbox"/> Enact plan to safely send student home as quickly as possible</li> <li><input type="checkbox"/> Notify local health department and follow their procedures</li> <li><input type="checkbox"/> Can return to school once it has been 14 days since last close contact and they do not develop symptoms</li> <li><input type="checkbox"/> Participate in remote learning while out</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If appropriate for that student, they should wear a cloth/disposable face covering</li> <li><input type="checkbox"/> Isolate student in designated area with supervision by an adult wearing a cloth/disposable face covering standing at least 6 feet away</li> <li><input type="checkbox"/> Enact plan to safely send student home as quickly as possible; cannot be through school transportation</li> <li><input type="checkbox"/> Return 10 days after first positive COVID-19 test, if they did not subsequently develop symptoms since their positive test</li> <li><input type="checkbox"/> Can participate in remote learning while out</li> <li><input type="checkbox"/> Close off facility areas used by the sick person</li> <li><input type="checkbox"/> Wait at least 24 hours, THEN clean and disinfect those areas with an EPA-registered product</li> <li><input type="checkbox"/> Notify local health department and follow their procedures</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If appropriate for that student, they should wear a cloth/disposable face covering</li> <li><input type="checkbox"/> Isolate student in designated area with supervision by an adult wearing a cloth/disposable face covering standing at least 6 feet away</li> <li><input type="checkbox"/> Enact plan to safely send student home as quickly as possible; cannot be through school transportation</li> <li><input type="checkbox"/> If a student is diagnosed with COVID-19 based on a test or their symptoms, or does not get a COVID-19 test but has had symptoms, they can return to school when: <ul style="list-style-type: none"> <li>• At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications</li> <li>• Improvement in respiratory symptoms (e.g. cough, shortness of breath)</li> <li>• At least 10 days have passed since first symptoms appeared.</li> </ul> </li> <li><input type="checkbox"/> Can participate in remote learning while out</li> <li><input type="checkbox"/> Close off and ventilate facility areas used by the sick student</li> <li><input type="checkbox"/> Wait at least 24 hours, THEN clean and disinfect those areas with an EPA-registered product</li> <li><input type="checkbox"/> Notify local health department and follow their procedures</li> </ul>
<b>Staff Member</b>	<p><b>Immediately go home</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Notify local health department and follow their procedures</li> <li><input type="checkbox"/> Can return to school once it has been 14 days since close contact</li> <li><input type="checkbox"/> Can participate in remote teaching while out, if applicable</li> </ul>	<p><b>Immediately go home</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Return after 10 days since first positive COVID-19 test, if they did not subsequently develop symptoms since their first positive test</li> <li><input type="checkbox"/> Close off facility areas used by the sick person</li> <li><input type="checkbox"/> Wait at least 24 hours, THEN clean and disinfect those areas with an EPA-registered product</li> <li><input type="checkbox"/> Notify local health department and follow their procedures</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If appropriate for that staff member, they should wear a cloth/disposable face covering</li> <li><input type="checkbox"/> If well enough, immediately go home</li> <li><input type="checkbox"/> If not well enough, isolate staff member in designated area and provide support to get home or to medical care</li> <li><input type="checkbox"/> If a person is diagnosed with COVID-19 based on a test or their symptoms, or does not get a COVID-19 test but has had symptoms, they can return to school when: <ul style="list-style-type: none"> <li>• At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications</li> <li>• Improvement in respiratory symptoms (e.g. cough, shortness of breath)</li> <li>• At least 10 days have passed since first symptoms appeared</li> </ul> </li> <li><input type="checkbox"/> Participate in remote teaching/work while out if applicable</li> <li><input type="checkbox"/> Wait at least 24 hours, THEN clean and disinfect those areas with an EPA-registered product</li> <li><input type="checkbox"/> Notify local health department and follow their procedures</li> </ul>

# Covid 19

## Safe Reopening Plan



### Face-to-Face

The School District of Lee County (SDLC) plans to reopen schools with the full array of services for the benefit of our students and families. The Face-to-Face model will be an option for all students (PreK-12). The District is committed to providing the safest environment possible for our students that choose the in-person instructional experience.

- Elementary school (PreK-5) students will have the option to return to school for face-to-face instruction. This includes all services for Exceptional Student Education (ESE) and English Language Learner (ELL) students who are being served in an ESOL program (LY).
- Students and families who select the face-to-face model will adhere to new safety guidelines and requirements to mitigate risk. These advanced health protocols are detailed throughout the SDLC Reopening Schools Toolkit.
  - Students remain in their classroom all day, with the exception of outdoor recess and PE.
  - Special area teachers (Art, Music, STEM, etc.) rotate to classrooms. Schools will develop a modified special area schedule.
  - Lunch is provided in the classroom and/or in the cafeteria if spacing and capacity are allowable.
  - Recess will be conducted with the same students and teacher.
- Face coverings/masks will be required in the Face-to-Face model of instruction except when eating breakfast and lunch.

### Lee Home Connect

All students (Pre-K-12th) will have the option to select a school-based virtual option. Students are assigned to a teacher from their school for at home, full-time online learning. Students can choose to return to their regular school at the end of each grading period or at principal discretion.

- Parent can choose Lee Home Connect option via the Parent Selection Survey (deadline to register is July 30, 2020).
- Students paired with teacher(s) from their school.

- Virtual instruction is live during school hours.
- **Return to campus after grading periods or principal discretion.**

### Lee Virtual School

Families/students who want to remain in distance learning can enroll in Lee Virtual School for a minimum of one semester. Students will not lose their spot at their current school if they decide to unenroll from Lee Virtual and return to their current school at the end of the semester.

### COVID-19 GENERAL INFORMATION

- COVID-19 is mostly spread by respiratory droplets released when people talk, cough or sneeze. The virus may spread to hands from a contaminated surface and then to the nose, mouth or Eyes, causing infection. That’s why personal prevention practices (such as handwashing and staying home when sick) and environmental cleaning and disinfection are important practices covered in this health guidance.
- Any scenario in which many people gather together poses a risk for COVID-19 transmission. Children generally experience mild symptoms with COVID-19. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- |   |                               |
|---|-------------------------------|
| <i>-Fever or chills</i>                             | <i>-Muscle or body aches</i>  |
| <i>-Shortness of breath or difficulty breathing</i> | <i>-Sore Throat</i>           |
| <i>-New loss of taste or smell</i>                  | <i>-Headache</i>              |
| <i>-Congestion or runny nose</i>                    | <i>-Nausea &amp; vomiting</i> |
| <i>-Cough</i>                                       | <i>-Diarrhea</i>              |
| <i>-Fatigue</i>                                     |                               |

This list does not include all possible symptoms.

- Fever is determined by measuring a temperature of 100.4o F or greater.
- While symptoms in children are similar to adults, children may have milder symptoms. Reported symptoms in children include cold-like symptoms such as fever, runny nose and cough. Children with COVID-19 may not initially present with fever and cough as often as adult patients. Also, there are concerns of the multi-system inflammatory syndrome (MIS-C) which causes a rash and inflammation in vital body organs.
- Fortunately, there are many actions that school and district administrators can take to help lower the risk of COVID-19 exposure and spread during school sessions and activities. Families and students will use this guidance to understand what health practices will be in place when students return to school. All public schools will be required to follow health practices in this guidance.

**Families and students will use this guidance to understand what health practices will be in place when students return to school.**

### FACE COVERINGS

- Face coverings/masks will be **required** in the Face-to-Face model of instruction except when eating breakfast and lunch.
- Masks shall adhere to the Student Code of Conduct, which states: “Apparel, emblems, insignias, badges or symbols that promote the use of alcohol, drugs, tobacco or any other illegal activity are prohibited.”

- Elementary Code of Conduct, pages 80-81 Secondary Code of Conduct, pages 82-83
- As feasible, cloth face coverings can be an important mitigation tool for individuals and families when not able to maintain social distancing.
- The CDC provides comprehensive recommendations for the use of cloth face coverings to help slow the spread of COVID-19.
- Educational programs should be mindful that young children may initially fear individuals wearing a face covering, and therefore should consider ways to gently introduce the idea.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

**Schools are required to:**

- Share guidance and information with staff, students and families on the proper use, wearing, removal and cleaning of cloth face coverings, such as the CDC's guidance on wearing and removing cloth face masks and the CDC's use of cloth face coverings.
- Teach and reinforce the use of cloth face coverings for students and staff on buses or other transportation vehicles, inside school buildings and anywhere on school grounds, including outside.

**CLEANING AND HYGIENE**

*Schools are required to:*

- Provide adequate supplies to support healthy hygiene behavior (i.e. soap, hand sanitizer with at least 60% alcohol for safe use by staff and older children, paper towels and tissues).
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains 60% alcohol by staff and older children.
- Increase monitoring to ensure adherence among students and staff.
- Supervise the use of hand sanitizer by students and ensure that children with skin reactions to this product only use soap and water.
- Reinforce handwashing during key times such as:
  - Before, during and after preparing food
  - Before eating food
  - After using the restroom
  - After blowing your nose, coughing or sneezing
  - After touching objects with bare hands which have been handled by other individuals
- Custodial team will systematically and frequently check and refill hand sanitizers.
- Encourage staff and students to cough and sneeze into their elbow, or to cover with a tissue. Used tissues should be thrown in the trash and hands should be washed immediately with soap and water for at least 20 seconds.
- Establish a schedule for and perform ongoing and routine environmental cleaning and disinfection of high-touch areas (i.e., door handles, stair rails, faucets handles, toilet handles, playground equipment, drinking fountains, light switches, desks, tables, chairs, kitchen countertops, cafeterias and service tables, carts, and trays) with an EPA-approved disinfectant for SARS-CoV-2 (the virus that causes COVID-19).
- Ensure safe and correct use and storage of cleaning and disinfection products, including securely

storing and using products away from children and allowing for adequate ventilation when staff use such products.

- Ensure that all non-disposable food service items are minimally handled and washed with hot water and soap or in a dishwasher, or use disposable food service items such as plates and utensils.
- Sanitize SMART Boards and Promethean Panels.
- Protect Promethean Panels from deep cleaning chemical exposure.

### **MONITORING FOR SYMPTOMS**

- Conducting regular screening for symptoms and ongoing self-monitoring throughout the school day can help reduce exposure. Staff and students should be encouraged to self-monitor for symptoms such as fever, cough or shortness of breath. If a student develops symptoms throughout the day, they must notify an adult immediately. More information on how to monitor is available from the CDC.
- Parents are expected to screen children prior to sending to school. Children should be kept home if they display any of the following symptoms: body temperature of 100.4 or higher, chills, cough, shortness of breath, diarrhea, fatigue, muscle and/or body ache, headache, loss in taste/smell, sore throat, running nose, nausea/vomiting.

### **Schools are required to:**

- Verify staff health symptoms daily through the Lee Clock health screening.
- Do not take temperature orally (under the tongue) because of the risk of spreading COVID-19 from respiratory droplets from the mouth.
- Enforce staff and students stay home if:
  - They have tested positive for or are showing COVID-19 symptoms, until they meet criteria for return.
  - They have recently had close contact with a person with COVID-19, until they meet criteria for return.

### **HANDLING SUSPECTED, PRESUMPTIVE POSITIVE CASES**

Schools are required to:

- Immediately isolate symptomatic individuals to the designated area at the school, and send them home to isolate.
- Establish a dedicated space for symptomatic individuals that will not be used for other purposes.
- This space must be different from the clinic and have clinic cots and/or chairs to hold students until they are picked up from school.
- Ensure symptomatic students remain under visual supervision of a staff member who is at least six feet away. The supervising adult should wear a cloth/disposable face covering.
- Require the symptomatic person to wear a cloth face covering or a cloth/disposable mask while waiting to leave the facility.
- If a person is diagnosed with COVID-19 by a medical professional based on a test or their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they (or a family member if younger child) can answer YES to all three questions:
  - Has it been at least 10 days since the individual first had symptoms?**
  - Has it been at least 3 days since the individual had a fever (without using fever-reducing medicine)?**

**-Has it been at least 3 days since the individual's symptoms have improved, including cough and shortness of breath?**

- Ensure that if a person with COVID-19 was in the school setting while infectious, school administrators contact the Health Services Coordinator, who will coordinate with local health officials.
- If a student/employee has been diagnosed with COVID-19, but does not have symptoms, they must remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.
- If a student or employee has been diagnosed with COVID-19 or has been presumed positive by a medical professional due to symptoms, they are not required to have documentation of a negative test in order to return to school. They can return after 10 days from their first symptom and must be fever- and symptom-free.
- If a student/employee has been determined to have been in close contact with someone diagnosed with COVID-19, they must remain out of school for 14 days since the last date of exposure.

**GENERAL CHANGES AT HEIGHTS**

- Social distancing floor/seating markings in waiting and reception areas.
- Extra furniture in classrooms has been removed to allow for social distancing between desks.
- Nonessential visitors and activities involving external groups or organizations will be limited to entering the building.
- Parent conferences will be conducted using the options of Google Meet and/or phone.
- Discontinue the use of vending machines and/or school stores.
- Physical barriers for protection placed at the reception desks and similar areas.
- Discontinued activities that involve bringing together large groups of people or activities that do not allow for social distancing, including assemblies, in-person field trips, large groups using playground equipment simultaneously, etc.
- Incorporate virtual events such as field trips, parents/family meetings, assemblies and performances where possible.
- Signage displayed throughout the building with health and safety reminders.
- Water systems and features (e.g. sink faucets, drinking fountains, etc.) are safe to use after a prolonged facility shutdown by following the CDC's Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation, to minimize the risk of diseases associated with water.
- Ensure ventilation systems operate properly.

**TRANSPORTATION**

Due to this inability to feasibly operate with full social distancing, additional safety measures are necessary to diminish risk, including facial coverings.

Transportation services will follow guidelines to safely transport students. The standard capacity option is to provide transportation services with limited distancing between students but instead an emphasis on face-covers/masks and other protective measures (e.g.: sanitizer, air flow strategies, utilizing windows, etc.)

The following guidelines are recommended for student transportation vehicles (e.g. buses, vans):

- Students are required to wear a mask at all times when riding a bus to and from school.
  - The SDLC requires all bus passengers wear masks due to an inability to fully socially distance. As stated by the CDC: "Face coverings should be worn by staff and students as feasible, and are most essential in times when physical distancing is difficult - for example, on a school bus."
  - Clean and disinfect transportation vehicles regularly. Children must not be present when a vehicle is being cleaned.
  - Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children and adequate ventilation when staff use such products.
  - Clean and disinfect frequently touched surfaces in the vehicle (e.g. surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
  - Keep doors and windows open when cleaning the vehicle and between trips.
  - Clean, sanitize and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers and adaptive equipment being transported to schools.
- Six feet of distance between seats is almost never feasible for school buses. Transportation services will follow guidelines to safely transport students with additional safety measures.**

#### **CLASSROOM SET UP**

- Disposable surface wipes will be available in every classroom, computer lab, multipurpose room, common area and other identified areas on campus with a high level of traffic.
- Arrange desks or seating so that students are separated from one another by six feet when feasible.
- Designate one-way entrance and exit doors for classrooms and restrooms to reduce the chance that people meet face to face based on availability and as appropriate.

#### **SUPPLIES**

- Keep students' personal items separate and in individually labeled cubbies, containers and/or student backpacks. Student backpacks remain at the student's desk or in individual assigned cubie.
- Students bag up their individual materials, manipulatives and all other supplies to be store in their individual spaces (desks, chair pockets, etc.) for the evening.
- Use of classroom materials to small groups will be limited and disinfect between uses, or provide adequate supplies to assign for individual student use.
- Students will bring their own PERSONAL water bottles to school pre-filled with water. Schools will develop a process for refilling the water bottles. Schools will supply cups for those students who do not have a personal water bottle.
- Students will wash their hands or use hand sanitizer before and after each class period.

## **ELEMENTARY PE**

- Required 150 minutes of PE weekly and 20 minutes of daily recess.
- PE cohorts will be established and the cohort will remain with the cohort supervisor for the year.
- Social distancing will be utilized.
- Utilize hand sanitizer before and after attending PE.
- Limit sharing of supplies/equipment as appropriate.

## **LATE ARRIVAL PROCESS**

- Parent/guardian parks vehicle in in the parking lot.
- Parent/guardian walks the student to the door, shows ID and states they are here to check in his/her child.
- Office staff will meet the parent and student at the office entrance. Office staff will enter the time and reason for late arrival.

## **OTHER PROCEDURES**

### **Recess**

- Classes will go to recess with the same cohort of students and with the homeroom teacher.
- Classes of students may not mix with other classrooms of students.
- Recess equipment is sanitized every day and not shared with other classrooms.
- Teachers will wear gloves and dispense hand sanitizer before and after recess.
- Students will not use the playground other than Pre-k ESE and afterschool program cohorts, and with adherence to cleaning guidelines.

### **Hallway**

- When feasibly students will operate with full social distancing when traveling in the hall.
- Certain hallways will be designated hallways as one-way, posting directional reminders on the walls and/or floor.
- Students and teachers will be in small cohort groups that stay together as much as possible during the day, and from day to day. Limit mixing between cohort groups as much as possible (i.e. arrival and dismissal, intervention, PE, etc.)
- For any student needing assistance traveling within the school building, the school will develop a process for an adult to pick up the student.
- We have developed a cohort lunch plan while maintaining social distancing to the extent possible.

### **Media Center Procedures**

- Staff will have access to media center materials.
- Teachers may check out class sets.
- Students will not be permitted to entering the media center.

### **General Guidelines**

- Students will only walk one way in the hallway.
- We will have a staggered dismissal times by building and/or grade level to include a separate time for buses, walkers, after school program, bikers and parent pickup.
- Students will be dismissed at separate times to ensure social distancing in hallways and dismissal areas.
- Staff will walk all students to each individual bus in elementary schools.

- In the event of a late bus, schools will develop procedures to develop a waiting area (outdoors preferred) with capabilities of social distancing.
- Parent pickup process will be developed to allow for social distancing.
- Schools will develop an area that allows for social distancing.

### **Dismissal**

#### *Parents/guardians signing out students from school:*

- Parent/guardian arrives at the main office door, shows ID and states that they are here to pick up their child/children.
- Parent/guardian waits outside the door.
- Office staff checks ID and calls the student to the main office.
- Office staff enters the time, reason and parent/guardian's name into FOCUS.
- Office staff dismisses the student to the parent/guardian.

### **ESE Meetings and Services**

- Meetings should be held through a virtual platform unless the parent has a preference for an in-person meeting.
- Services should be conducted as specified on the IEP/EP. Any questions about the provision of services should be directed to the ESE Department at (239) 337-8104.
- Accommodations should be conducted as specified on the 504 plan. Any questions about the provision of accommodations should be directed to the Positive Preventions Department at (239) 939-6858.
- For instructional services in small groups pulled out will be determined by the students' cohorts, the number of students may need to be considered based on physical space and the ability to keep students six feet apart.

### **Therapies**

- Therapies should be conducted as specified on the IEP. Any questions about the provision of therapy services should be directed to the ESE Department at (239) 337-8104.
- For therapies that require physical contact, the appropriate PPE will be utilized.
- For therapies that require the student to be able to see the therapist's mouth, a face shield will be utilized.
- For therapies in small groups will be determined by the students' cohorts, the number of students may need to be considered based on physical space and the ability to keep students six feet apart.
- Therapy should be provided to the student in their classroom to the greatest extent possible. Opportunities for the therapist to live stream into the classroom (to work with headphones) should be considered.
- Contracted therapists will continue to provide services as indicated in the IEP following the same recommendations as district personnel. Note: See sign-in procedures for non-district personnel.

### **Psychological Evaluations**

- For evaluations that require in-person contact in close proximity (less than six feet), the appropriate PPE will be utilized (face shield, mask).
- Evaluations will be provided in a dedicated quiet area per standardized procedures in a 1:1 format unless the evaluation can validly be administered via telehealth or online.
- Materials that are used for 1:1 administration (ex. shared manipulatives) will be sanitized immediately following the evaluation administration.

- For evaluations that require the student to be able to see the evaluator’s mouth, a face shield will be utilized.
- Classroom observations will be conducted in a live-streaming format (when appropriate).

### COPING AND RESILIENCE

The outbreak of COVID-19 can be stressful for many. Fear and anxiety about a disease can be overwhelming and cause strong emotions in adults and children. Schools can play an important role in helping students and staff cope and build resilience to support the well-being of the school community. Schools are required to provide staff, families and students (if age-appropriate) information on how to access resources for mental health and wellness.

#### Best practices:

- Encourage staff, students and families to talk with people they trust about their concerns about COVID-19 and how they are feeling.
- Mrs. Carter will be the COVID-19 point of contact for the school in collaboration with district school nurses. Ensure that staff, students and families know how to contact that individual. If students are old enough, consider a student counterpart for this role to be a source of information for students, thereby supporting student ownership and responsibility for creating a safe and healthy campus.
- Heights will conduct ongoing regular training among all staff on updated health and safety protocols.

#### Safety Reminders Around the Heights Campus

<p><b>HEIGHTS</b> <i>We Are IB</i></p> <p><b>For your safety, this facility is regularly disinfected.</b></p> <p>All staff, students, and visitors will go through screening protocols before entering.</p> 	<p><b>MASK UP</b></p>  <p><b>HEIGHTS</b> <i>We Are IB</i></p>	<p><b>HEIGHTS</b> <i>We Are IB</i></p> <p><b>Time to put on your mask</b></p> <p>Face masks are required outside the classroom</p> 	
<p><b>HEIGHTS</b> <i>We Are IB</i></p> <p><b>This restroom is regularly disinfected</b></p> <p>Remember to wash your hands for at least 20 seconds.</p> 	<p><b>HEIGHTS</b> <i>We Are IB</i></p> <p><b>Please Practice Social Distancing</b></p> <p>Keep a distance of 6 feet between people</p> 	<p><b>HEIGHTS</b> <i>We Are IB</i></p> <p><b>Visitors temporarily unable to enter the building</b></p> <p>Thank you for understanding</p> 	<p><b>HEIGHTS</b> <i>We Are IB</i></p> <p><b>Wash Your Hands</b></p>  <p>Be Safe and Stay Healthy</p> 