



2020-2021 School Reopening Plan – RGSD Parent Plan

CRITICAL ISSUE: Attendance and Sickness

We all know the importance of school attendance and the impact it has on student learning. However, in the situation we are in with the COVID-19 virus, **STUDENTS MUST STAY AT HOME IF THEY ARE SICK.** Parents/Guardians, you are our first line of defense as we work to control the spread of this virus and your help with keeping sick students home is critical to the health of our students, staff, and families. *We are asking each parent/guardian to do a daily health check on their student(s) to ensure each student is COVID-19 symptom free before sending them to school.*

Instructional Schedule:

As we have designed this plan to return to school for the 2020-2021 school year, **beginning on August 24, 2020 with group A**, it must be noted that all COVID-19 health strategies the district will deploy are intended to mitigate, not eliminate, risk. No single action or set of actions will completely eliminate the risk of SARS-CoV-2 transmission, but the implementation of several coordinated interventions can greatly reduce that risk. Upon the return to school, the district is working to provide all students with a technology device to use in class and at home during days that are scheduled for virtual instruction. The district is also working to secure some WIFI hotspots to provide internet access for families who currently do not have access. All Students in grades **Kindergarten through grade Twelve** will be on an A, B Schedule until further notice. Example: one half of the students in each school will be in their actual classroom, face to face with their teachers on two or three consecutive days depending on the week while the other group is at home learning virtually (see calendar below). While students are at home learning virtually, students and staff will follow the guidelines outlined in the district's **Alternative Methods of Instruction (AMI) Plan**. We want each group to be in classroom sessions on two to three times each week (depending on the week) to ensure consistency in classroom and virtual instruction. This schedule would continue for the first semester of the 2020-2021 school year or until further notice. If conditions progressively get better, the plan is to gradually bring individual grade levels back to school full time. The groups would be divided up by class and grade level, with the emphasis placed on keeping family members on the same day for in-class and virtual instruction. This allows for three important things to occur for our families; one, this consistent schedule would allow for better planning for childcare two; allows schools to practice safe social distancing guidelines, an 3; having family members attend on the same day allows for more students to ride the bus at the same time since they are from the same family. If we did not put families together on the same day, we would not be able to put as many students on the buses to transport them to school and this would mean increased costs and bus to transport all eligible students. Michelle Obama Early Childhood Academic Center (MOECAC) students will attend full class sessions each day **Monday through Thursday and attend a half day on Friday mornings**. The half day on Friday afternoon will be used to do additional cleaning and disinfecting of MOECAC. The district will offer parents a 100% virtual option if they believe this is a better choice for their student(s) due to COVID-19 at this time (**See Virtual Learning Consent Form – pg. 24**).

2020-2021 School Calendar - Modified A/B

August '20						
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30	31					

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January '21						
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March '21						
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July '21						
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30	31																			
RED = A GROUP IN CLASS – 85 Days		BLUE = B GROUP IN CLASS – 85 Days										YELLOW = NO SCHOOL – 29 Days								

Daily School Start and End Times:

Michelle Obama Early Childhood Academic Center – 8:15am – 3:15pm
 Elementary Schools – 8:05am – 3:05pm
 Middle Schools – 8:45am – 3:45pm
 High School – 7:30am – 2:30pm

Late Start Wednesdays:

Late start Wednesday’s will begin on Wednesday, August 26, 2020 and end on Wednesday, March 17, 2021.

Elementary Schools – 9:05am – 3:05pm
 Middle Schools – 9:45am – 3:45pm
 High School – 8:30am – 2:30pm

St. Louis County Department of Public Health Face Covering Guidelines as of July 2, 2020

- *Face Coverings must be worn by:*
 - a. All persons over the age of 9, including employees or visitors, present at any Business or Public Accommodation, indoor or outdoor;
 - b. All persons over the age of 9 when outdoors in a public space when anyone other than members of their household or living unit will be within six feet; and
 - c. All persons over the age of 9 attending a Gathering of individuals who are not members of their household in any area which will necessarily involve close contact or proximity to others when six feet of separation is not feasible. This restriction does not apply to Gatherings of individuals at personal residences.
- *Face coverings requirements:*
 - d. All Businesses and other venues that provide Public Accommodation must post the requirement that Face Coverings are required for entry and must continuously be worn while present in the business or venue.
 - e. Businesses are authorized to deny entry to members of the public who refuse to wear Face Coverings. A Business shall neither require the individual to produce medical documentation verifying a medical condition or disability, nor ask about the nature of a medical condition or disability.

In Classroom Instruction Requirements:

Student desks/tables will be placed in the room, facing all in one direction so no students are facing each other to adhere to social distancing guidelines to the extent practical (not all spaces may be able to accommodate full social distancing guidelines, but to the extent practical, social distancing will be provided). A seating chart will be developed for each classroom to assist with contract

tracing should a case of COVID-19 be identified in a particular room. All available spaces throughout the building may need to be repurposed to accommodate social distancing guidelines. All students who are in grades **Early Childhood-3 WILL NOT be required** to wear a face covering each day (although students may elect to wear a face covering) while in or on district facilities each day. However, all students **WHO ARE IN GRADES 4-12 WILL BE required** to wear a face covering while in or on district facilities each day (students may also wear their own face covering as long as the face covering meets student handbook guidelines for appropriateness for schools and is not disruptive to the school culture or learning environment as determined by school officials). The district will initially provide two face coverings to each student required to wear one. **Students who are required to wear a face covering and show up to school without one, will be given one, but I want to strongly encourage students and parents to take great care of the face coverings given to them by the district, as each additional face covering given out is another added expense.** If a student who is required to wear a face covering, refuses to do so and they have not indicated they have a medical condition or have a documented medical exemption preventing them from wearing the face covering (if the student claims to have a medical condition that prevents he/she from wearing a face covering, we cannot ask for additional information about the stated medical condition, they may continue to be exempt from the face covering guideline), they will be sent home and will be allowed to return only, upon agreeing to wear the face covering or will remain on the virtual learning plan if they do not. Occupancy requirements will be determined for each room to ensure St. Louis County Department of Public Health Guidelines are followed to the extent practical. Students will be kept in classrooms, as a group, as much as practical and in cases where the students can stay put and the teachers move, it is recommended to do so to limit social interaction. A daily schedule of student movement throughout the day will be identified and made available, if needed, for contact tracing purposes. A schedule of restroom, drink breaks (students must bring a water bottle or water container from home to use at the water fill stations as the St. Louis County Department of Public Health recommends that the actual water fountains **NOT** be accessible, but the water fill stations will be available), and handwashing will be developed, and social distancing guidelines will be followed to the extent practical. The district is working with food service to provide bottled water to schools. Student and class directional movement in the hallways and stairs will be specifically designed to ensure social distancing guidelines are followed to the extent practical. There will be no fieldtrips approved during the first semester of 2020-2021 or until further notice. Any before or afterschool activities must be approved by the building principal and applicable Cabinet Level Administrator. There will be no social gatherings (birthdays, special days, or events) with parents allowed for the first semester of 2020-2021 or until further notice. Students, while in physical education class or recess playing a sport, exercising, or using exercise equipment while exerting themselves may remove their face covering, but social distancing guidelines must be maintained.

Facilities Cleaning and Disinfecting Requirements:

The facilities department will provide signage in a visible location in all facilities/schools to remind everyone to adhere to social distancing guidelines and effective health practices to prevent the spread of COVID-19. Custodial staff members will clean and disinfect all touchpoint surfaces throughout each day and a comprehensive daily cleaning and disinfecting list will be developed by the maintenance and facilities department and provided to all school custodians and school administrators. Two times per week, each school administrator/facility supervisor is required to perform cleaning and disinfecting walk-throughs to ensure applicable areas are cleaned and disinfected and the results shall be recorded on the comprehensive daily cleaning and disinfecting

list and submitted to the District Custodial Supervisor and Director of Maintenance and Facilities each Friday by the end of the day.

Large disinfecting wipes and hand sanitizer will be available in all rooms and all staff, students, and school/district approved visitors to classrooms **MUST** use the hand sanitizer and wear a face covering, if required upon entering the classrooms each time. Each office will receive a plexiglass barrier in each front office to add another layer of protection for staff, students, parents, and visitors to our facilities/buildings. Morning and afternoon breaks will be scheduled to allow for additional handwashing to prevent the spread of COVID-19.

We are all in this together. Additional help may be needed from other staff members (certified staff, support staff, approved visitors, etc.). The District uses and continues to use EPA-register/hospital grade disinfectant and sanitizer. Custodial team members will continue to do routine daily cleaning. We will consider what items can be moved or removed completely to reduce frequent handling or contact from multiple people. Soft and porous materials, such as area rugs and seating, may be removed or stored to reduce the challenges with cleaning and disinfecting them. On a monthly basis, buildings will be fogged with a disinfectant/sanitizer solution. Staff will clean frequently touched surfaces and objects that would include:

- tables,
- doorknobs,
- light switches,
- countertops,
- handles,
- desks,
- phones,
- keyboards,
- toilets,
- faucets and sinks,
- touch screens

Cleaning and disinfecting outdoor areas

- Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.
 - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - High touch surfaces made of plastic or metal, such as grab bars and railings will be cleaned weekly.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

While cleaning, Custodians will:

- Wear disposable gloves and all other PPE for all tasks in the cleaning process, including handling trash.

- Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used.

Parent and School Visitor Requirements:

All parents and visitors to all RGSD facilities and buildings **MUST** wear a face covering. In addition, any school/district approved visitor must be temperature checked <100.4, use the hand sanitizer provided, and complete a Google Doc health screening survey upon arrival https://docs.google.com/forms/d/e/1FAIpQLScJmVy0sfwBrkVTXeADwmyH_dPGIG405tjTugW4a2sgNB0KSw/viewform (this link is to the example that each school and department will make available for their employees for health and contact tracing purposes and will be updated and made available to all facilities). All parents must remain in the main office area and are not permitted to visit any other parts of the building or facility (only approved visitors performing business or school activities will be allowed to visit the applicable parts of the facilities or buildings that are germane to their activity or business). Parents should limit the number of family members visiting the school/office so social distancing guidelines can be maintained. All parent and community member meetings should remain virtual when possible (this includes Parents as Teachers (PAT) Program) until further notice. Alternate methods of meeting with parents virtually will be available and each building will identify a meeting room onsite where parents and school employees can meet, and social distancing, face covering, and health screening guidelines can be met. The onsite meeting room option should be used for meetings where a virtual option is not possible. In addition, at the beginning of the school year, early childhood and kindergarten students may need some assistance from their parents/guardians and as long as the four guidelines have been completed (face covering, temperature check <100.4, use of hand sanitizer, and health screening survey is completed with **NO COVID-19 SYMPTOMS**)

- Fever < 100.4 or chills*
- New Cough*
- Shortness of breath or difficulty breathing*
- New loss of taste or smell*
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

***Indicates High Priority Symptom**

the school principal/director may allow parents/guardians to assist with early childhood and kindergarten students as needed. There will be no community group, or non-RGSD employee building use permits approved during the first semester of the 2020-2021 school year or until further notice if the use request is for accessing a district indoor space. If the community group or non-RGSD employee is requesting building use permits for outside activities, the district identified process for requests will be followed and decisions will be made based on the activity and adherence of the current COVID-19 guidelines.

Breakfast and Lunchroom Requirements:

When students arrive in the mornings of in-class instruction, they will go to the cafeteria and pick up a breakfast and will eat in their classrooms or the cafeteria may be used if social distancing guidelines are followed. The same process will be in place for lunch. Each student will go through the lunch line and get their lunch and eat in their classrooms unless lunch schedules can be staggered so social distancing guidelines can be followed. Once all students have their breakfast or lunch and are back in their rooms and are sitting at their desks or at the lunchroom tables, students may remove their face covering to eat. Once they are done, the face covering must be placed back on for the day. If the cafeteria tables are used for breakfast or lunch, students should be only on one side of the table, not facing another child and maintaining proper social distancing. The cafeteria tables and high touch surfaces will be cleaned and disinfected after breakfast and between lunch shifts if the cafeteria is used. The district is working with food service to provide extra meals to students on the days they would be home learning virtually.

RGSD Child Nutrition 2020-2021 School Year Re-entry Plan

1. Background - USDA Guidance
 - a. Current USDA Child Nutrition COVID-19 Waivers/Flexibilities extended through August 31, 2020 - allows for ease of serving
 - Mealtime
 - Meal pattern
 - Non-congregate feeding
 - Parent pick-up
2. Operating Procedures - Food Production
 - a. Centralized Production (Sites w/o Kitchens) Food prepared off site
 - Sealed tray lunches packaged by CN staff
 - Produces 2200 meals/day
 - Frozen for next day distribution
 - Complete reimbursable meals in sealed tray, fruit and beverage packed into single use bag for easy student transport
 - Heating/food safety instructions provided at time of distribution to student
 - b. Conventional Production (Sites w/kitchens) food prepared on site
 - Proposal of the purchase of manual countertop tray sealing machine for lunch packing from Form Plastics

- Frozen for next day distribution
 - Heating & food safety instructions provided at student distribution.
 - Individually wrapped/prepackaged foods direct from manufacturers/food distributors
- 3. Operating Procedures - Distribution
 - a. Preferred methods
 - Scenario 1 - Grab 'n' Go cafeteria-based student pick-up at school dismissal
 - Scenario 4 Grab 'n' Go - Teaching assistant, para-professional, teacher or volunteer pick-up from cafeteria to class delivery
 - Request to develop sub cook employee pool
 - b. Alternative methods
 - Scenario 2 - Grab 'n' Go gym-based student pick-up
 - Scenario 3 - Grab 'n' Go student or parent pick-up at designated entrance
- 4. Tentative Tray Pack Schedule
 - a. A Day (Mon/Tue on-site instruction)
 - Friday = Monday & Tuesday meals packed for on-site consumption
 - Tuesday = Wed, Thurs and Friday meals packed for at home consumption
 - b. B Day (Wed/Thurs on-site instruction)
 - Tuesday = Wednesday & Thursday meals packed on-site consumption
 - Thursday = Friday, Monday and meals packed for at home consumption
- 5. Prospective food service models to fill food insecurity gaps
 - a. After school meals/dinner program
 - Administered by Health and Human Services under CACFP or USDA or federal reimbursement
 - Provides meals for Monday and Wednesday
 - A Day - Monday night
 - B Day - Wednesday night

Transportation on School Buses:

<u>CAMPUS</u>						
<u>ROUTE</u>						
<u>SEAT</u>						
<u>SEAT</u>						
<u>DRIVER SIDE</u>		<u>AISLE & ROW #</u>	<u>Passenger Side</u>			
<u>SEAT</u>	<u>SEAT</u>		<u>SEAT</u>	<u>SEAT</u>	<u>SEAT</u>	
<u>DRIVER</u>		1	ENTRANCE DOOR			
A name	B name		C name	E name	D name	F name
A name	B name		C name	E name	D name	F name
A name	B name		C name	E name	D name	F name
A name	B name		C name	E name	D name	F name
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A name	B name		C name	E name	D name	F name
		13	REAR DOOR			

All bus drivers will be temperature checked and must complete a health screening daily prior to starting their route. Any driver exhibiting COVID-19 symptoms or has a fever of greater than 100.4 will be asked to return home and a substitute driver will be secured for the route. The bus drivers and all students must wear a face covering while riding on the school bus to and from school. **ALL STUDENTS** must wear a face covering at all times while riding the school bus. However, for the purpose of providing safe driving conditions while the bus is in motion, the bus drivers may remove their face covering, but must place it back on upon arrival to their bus stops or school locations prior to the entrance or exiting of students from the bus. All buses will have hand sanitizer and students must use each time they enter the bus. Any student not wearing a face covering will not be allowed on the bus unless they have one on or has a medical reason for not wearing one (the district is working to purchase Personal Protective Equipment (PPE) to provide students if they show up at the bus stop and do not have one and each student will be initially issued two face coverings (students may also wear their own face coverings as long as the face covering meets student handbook guidelines for appropriateness for schools and is not disruptive to the school culture or learning environment). A seating chart will be developed by First Student, that puts the first students picked up in the morning at the back of the bus and fills the bus from

the back to the front. In the morning, students at the front of the bus would exit first and continue this procedure until all students have exited from the back seats. This procedure keeps students from passing each other on the bus and provides another layer of protection for all students from contracting or spreading COVID-19. When school is out for the day, a second seating chart will be developed by First Student, that puts the students on the last bus stop of the route on the bus first and seats them at the back of the bus so that the students with the first bus stops are in the front of the bus so they can get off first and prevents them from passing other students while exiting the bus. If parents/guardians do not feel comfortable with their child(ren) riding the bus due to their concern for COVID-19, they may personally transport their child(ren) to and from school. The First Student seating chart above would be for a bus at full capacity. Due to COVID-19 and social distancing guidelines, this chart will be modified based on the age of the students to be transported and the number of students from the same family (the younger the student and the more from the same family mean seating more students on a single bus. The older the student and the less students on the bus from the same family mean seating fewer students). Schools will develop staggered end of the day release of students based on the bus seating charts, van and car riders, and walkers to minimize the time students are in close contact.

St. Louis County Schools Guidelines for reopening of schools: - Transportation

Schools must:

- Assign seats to reduce transmission and assist with contact tracing if necessary.
- Establish a protocol for loading and unloading of buses to minimize student contact such as loading the rear of the bus first.
- Establish daily cleaning protocols for sanitizing each bus.
- Require bus drivers to wear face coverings.

Schools may consider:

- Encouraging older students (over the age of 9) to wear face coverings while being transported on the bus if they are sitting in the same seat as a non-family member.
- Reducing the number of students on a bus by allowing only one student per seat and/or alternating rows of students.
- Encouraging parents to transport students to and from school.
- Sanitizing each bus in between routes.

Cleaning and disinfecting:

The Centers for Disease Control and Prevention (CDC) has provided guidelines regarding cleaning and disinfecting school buildings and other areas.

Schools must:

Require the use of disposable gloves when cleaning and disinfecting.

- Clean and disinfect surfaces per CDC guidance.
- Practice routine cleaning of frequently touched surfaces.
- More frequent cleaning and disinfection may be required based on level of use.

- High-touch surfaces and objects (such as tables, doorknobs, light switches, desks, phones, keyboards, faucets, etc.) should be cleaned and disinfected regularly.
- Disinfect using EPA-registered household disinfectant, properly diluted bleach solutions or alcohol solutions with at least 70% alcohol.

Schools may consider:

- Implementing sanitizing procedures using alternative means. Please check the effectiveness with local health department.

Student Participation in Athletics and Extra/Co-Curricular Activities Waiver

Students who elect to participate in athletics and/or extra/co-curricular activities will need to complete a waiver to participate in the activity or sport (**See Parent Permission and Waiver of Liability for Student Participation form – pg. 25**) The district is working with First Student to provide extra activity buses for transporting students to and from school for high school extra/co-curricular activities and athletics on the days student groups are at home learning virtually.

Staff Requirements:

Given what is known about the COVID-19 transmission dynamics, adults and adult staff within schools should attempt to maintain a distance of 6 feet from other persons as much as possible, particularly around other adult staff. Each staff member will be temperature checked and complete a Google Doc health screening survey each day upon arrival to work. School nurses will perform the temperature checks. If the nurse is not available, the administrator/director will perform the temperature check and assign two additional backup temperature check employees (Safety Officers would be a good choice at the secondary level) in the building/facility should the nurse and administrator be unavailable. All staff must wear a face covering and practice handwashing each day while in or on district facilities to help prevent the spread of COVID-19. The district will initially provide each staff member two face coverings (staff may wear their own face covering as long as it is appropriate and adheres to district policies and procedures and does not disrupt the culture and learning environment of any facility or building as determined by district/ school administrators). Hand sanitizer will be available in each classroom and building for student, staff, parent, and visitor use. As with students, all staff will be required to use hand sanitizer upon entering a facility or classroom each time to prevent the spread of COVID-19. All staff meetings and professional development will be provided through an online platform unless social distancing guidelines can be followed.

RGSD District Guidelines:

- **All** employee workgroups will be required to watch the video “**Cleaning and Disinfecting your Workplace**” through our MUSIC video portal prior to starting your first day of work for the 2020-2021 school year. The district will email each employee the link and password to sign and complete the video.
- **All** employee workgroups will be required to watch the video “**Coronavirus Awareness**” through our MUSIC video portal prior to starting your first day of work for the 2020-2021 school year. The district will email each employee the link and password to sign and complete the video.

Daily Screening - Taken directly from the St. Louis County Department of Public Health 2019 Novel Coronavirus (COVID-19) Business and Individual Guidelines for Social Distancing and Re-Opening order.

- All Businesses shall conduct daily screening of employees and volunteers who work in their facilities for symptoms of COVID-19.
- All Businesses shall encourage employees or volunteers to quarantine or isolate if they have or are believed to have COVID-19 or if they have come into contact with individual(s) with COVID-19.

RGSD District Guidelines:

*You should **NOT** enter any district facility, if within the past 14 days you have experienced any symptoms of COVID-19. If any of the following symptoms are present and the employee will be absent from work, the employee **MUST** report this following the COVID-19 Reporting Guideline Tree found below.*

- Fever > 100.4 or chills*
- New Cough*
- Shortness of breath or difficulty breathing*
- New loss of taste or smell*
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

***Indicates High Priority Symptom**

*You should **NOT** enter any district facility, if within the past 14 days you have had close contact with an individual that has a suspected or confirmed case of COVID-19 or demonstrated any the symptoms listed above. The employee **MUST** report this following the COVID-19 Reporting Guideline Tree found below.*

District Employee Contact Tracing Guidelines: Taken directly from CDC

Coronavirus Disease COVID-19: Considerations for Schools, Quarantine and Isolation and Contact Tracing.

Steps to follow if you have:

Tested Positive for COVID-19

- Contact your department head and HR; notify them of the positive test result
- Follow the guidance and instructions provided from your Healthcare Provider or the City/County Department of Public Health.

If you have experienced symptoms, it is safe to return to work or be around others after:

- St. Louis County residents receive a letter as a release to return to work from the St. Louis County Department of Public Health

OR

- Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

Knowingly have been in close contact with an individual in the district that has tested positive for COVID-19. Immediately go to your local (city/county) place of residence and begin quarantine; monitoring for any symptoms.

- Contact your Health Care Provider for testing and/ or next steps. If you do not have a Health Care Provider, contact the St. Louis County Department of Public Health (DPH) at 877-435-8411 or 314-615-2660.
- Stay home and anticipate self-quarantine for 14 days (monitoring symptoms) or until further notice (following a contact tracing/case investigation), from HR, the District Lead Nurse or St. Louis City or County Department of Public Health.
- Check and log your temperature twice a day and if any [symptoms](#) develop for 14 days, starting from the last date of exposure to the positive case individual.

***Link for 14 day log:** [Instructions for 14 Day Temperature and Symptom Log for Contact Tracing](#)
(print only)

Administrative Reporting Guidelines:

When a Positive COVID Case is reported:

- 1.The “**COVID-19 Committee Reporting Tree**” is activated.
- 2.The identified “positive case” employee is required to notify the Building Administrator or their Direct Supervisor.
- 3.The Building Administrator or Direct Supervisor will notify the Assistant Superintendent of Leadership and Accountability and continue the following reporting guidelines

COVID-19 Reporting Guideline Tree - the following roles will report the positive case to the next person/department on the reporting tree (i.e., Teacher/Support Personnel → Principal/Director → Assistant Superintendent of Leadership and Accountability → Superintendent → Assistant Superintendent of Human Resources → Director of Facilities and District Lead Nurse → St. Louis County Department of Public Health.

The Assistant Superintendent of Human Resources or HR Designee will:

Definition: Individuals are considered close contacts if they have face to face contact within 6 feet for > than 15 minutes.

- Follow-up with the positive case individual to identify close contact individuals who may have been exposed.
 - Create a spreadsheet to begin Contact Tracing, to include:
 - Name
 - Personal Contact Information
 - District Role/Position
 - Building Location of Encounter with Individual
 - Last Known Date of Contact
- Contact the COVID Positive Case District Employee to obtain the names of all persons of close contact (district and/ or contracted workers) on district campus.
 - HR or Department Head will notify the named close contact employee(s) that a positive COVID case has been reported and that they may have been exposed. Individuals will need to go to their local place of residence within the St. Louis City/County limits and await next steps/further notice from DPH. Follow any guidance provided from their HealthCare Provider and/ or until DPH's case investigations have been completed.
 - St. Louis County residents will receive a release to work letter from DPH.
 - St. Louis City may be released by their acting Medical Director or DPH
 - If placed on quarantine, district staff employees may return to work when released by their Healthcare Provider, St. Louis City/County DPH, in accordance with the CDC guidelines of [when you can be](#), and/or will be contacted with further instructions or advised of next steps

HR will forward a copy of the Close Contact Spreadsheet to the District Lead Nurse Erica Mitchell (Email: ermitchell@rgsd.k12.mo.us Cell phone: 314-301-9477) point of contact person for DPH, to provide the shared contact tracing information to aid in contact tracing and mitigation efforts for case investigations conducted by DPH for RGSD.

COVID-19 Protocol

After a nurse has identified a suspected case of COVID

- Scholars must be isolated in an area outside of the nurse's office
- Each school will identify a location within their building that would work for them and to ensure that scholars are not left unattended

- Staff members and students should be sent home immediately and await further instructions
 - If a student is not picked up immediately, he/she must remain in the designated isolation area under school supervision until their transportation home arrives to take them home.
 - Contact the County Health Department
 - If confirmed positive, HR/school should be notified immediately

If/when a positive case has been identified within the classroom:

Background: Taken Directly from the Center for Disease Control (CDC)

There is much to learn about the novel coronavirus (SARS-CoV-2) that causes [coronavirus disease 2019](#) (COVID-19). Based on what is currently known about the virus and about similar coronaviruses that cause SARS and MERS, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets, but disease transmission via infectious aerosols is currently uncertain. Transmission of SARS-CoV-2 to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus occurs much more commonly through respiratory droplets than through objects and surfaces, like doorknobs, countertops, keyboards, toys, etc. Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

It is unknown how long the air inside a room occupied by someone with confirmed COVID-19 remains potentially infectious. Facilities will need to consider factors such as the size of the room and the ventilation system design (including flowrate [air changes per hour] and location of supply and exhaust vents) when deciding how long to close off rooms or areas used by ill persons before beginning disinfection. Taking measures to improve ventilation in an area or room where someone was ill or suspected to be ill with COVID-19 will help shorten the time it takes respiratory droplets to be removed from the air.

Purpose

This guidance provides recommendations on the cleaning and disinfection of rooms or areas occupied by those with suspected or with confirmed COVID-19. It is aimed at limiting the survival of SARS-CoV-2 in key environments. These recommendations will be updated if additional information becomes available.

These guidelines are focused on community, non-healthcare facilities such as schools, institutions of higher education, offices, daycare centers, businesses, and community centers that do, and do not, house persons overnight. These guidelines are not meant for [cleaning staff in healthcare facilities](#) or repatriation sites, [households](#), or for others for whom specific guidance already exists.

Definitions:

- *Community facilities* such as schools, daycare centers, and businesses comprise most non-healthcare settings that are visited by the general public outside of a household.

- *Cleaning* refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- *Disinfecting* works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility Timing and location of cleaning and disinfection of surfaces:

- At a school, daycare center, office, or other facility that **does not house people overnight:**
 - Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
 - **Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.**
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

How to Clean and Disinfect Hard (Non-porous) Surfaces:

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
 - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here external icon](#). Follow the manufacturer’s instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.

See [EPA's 6 steps for Safe and Effective Disinfectant Use external icon](#)

Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations. Learn more about [reducing asthma triggers](#).

- Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite, or concentration of 5%–6%.) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.
- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3 cup) bleach per gallon of room temperature water or
 - 4 teaspoons bleach per quart of room temperature water
- **Cleaning staff and others should [clean](#) hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Always read and follow the directions on the label to ensure safe and effective use.

- Keep hand sanitizers away from fire or flame
- For children under six years of age, hand sanitizer should be used with adult supervision
- Always store hand sanitizer out of reach of children and pets

See [FDA's Tips for Safe Sanitizer Use external icon](#) and [CDC's Hand Sanitizer Use Considerations](#)

- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
 - Additional key times to clean hands include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance such as a child.

Soft (Porous) Surfaces:

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products [that are EPA-approved for use against the virus that causes COVID-19](#)^{external icon} and that are suitable for porous surfaces.

Electronics:

- For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
 - Follow the manufacturer's instructions for all cleaning and disinfection products.
 - Consider use of wipeable covers for electronics.
 - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Linens, Clothing, and Other Items That Go in the Laundry:

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene:

- **The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Gloves and gowns should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to [clean hands](#) after removing gloves.

- If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons. [Clean hands](#) immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- **Cleaning staff and others should [clean hands often](#)**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
 - Additional key times to clean hands include:
 - After blowing one’s nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance such as a child.

COVID-19 Related Question and Answers

If a student or staff goes to the ER for an injury, do they need to quarantine for 14 days, just for being in a hospital?

There is no need to quarantine unless you are identified as a close contact of a case of the novel coronavirus.

If a teacher/staff member becomes symptomatic during the school day, should entire class be sent home? For how long? Any requirements for re-entry (like a negative test)?

Teachers or staff members who develop symptoms consistent with infection with the novel coronavirus should leave the building as soon as possible. They should be evaluated and tested if possible. If they are identified as a “case” by positive testing or a presumptive diagnosis based on a high clinical suspicion, then the students who had close contact would need to be quarantined for 14 days from last contact and would need to be monitored for signs and symptoms which would prompt the need for testing, and potentially an extended period of exclusion from school.

Close contacts will be determined by examining factors such as distancing in the classroom, partition (Plexiglas usage), and potentially, reliability of face covering usage.

If a student becomes symptomatic and is sent home should entire class go home? For how long? Any requirements for re-entry?

Symptoms of infection with the novel coronavirus in children have overlap with symptoms of other childhood disease which will be much more common. For this reason, we would not recommend excluding the classmates unless the student is diagnosed with COVID-19. Return to school guidance after illness is being developed.

If an employee has typical COVID symptoms, but tests negative, should they quarantine for 14 days with at least 72 hours symptom free?

Employees with symptoms compatible with COVID 19 should be evaluated and tested. A negative test showing that it is not COVID is required, fever must have resolved for 24 hours without use of fever-reducing medications, and other symptoms have resolved.

If we have a staff member who is symptomatic and subsequently COVID +, what constitutes "Close Contact" and subsequent quarantine of close contacts? Someone working in the same area for a prolonged period of time with cloth face coverings? Students in the classroom where the person teaches?

Individuals are considered close contacts if they have face to face contact within 6 feet for >15 minutes. Therefore, seating charts, small cohorts, and reduced mixing of groups is important.

Are there any algorithm/flow charts we can follow to make decisions about quarantine and return to work/school?

See flow chart on page 22.

Are temperature checks on all students daily necessary?

Families should screen students for fever prior to presenting to school. In general, we have advocated against having temperatures checked in person because this is a low sensitivity/specificity measure which has not been demonstrated to be useful for picking up cases. We have asked that family to screen children at home because we would not like them to come to school if they have any symptoms. However, if the decision is made to perform in person screening, attention should be paid to preventing back-ups of students which might interfere with the goal of physical distancing.

Are schools going to be expected to report absence rates to you on a daily or weekly basis?

School collaborating with health departments for syndromic surveillance including reporting absenteeism and symptom complexes is one way we can detect emerging outbreaks at an early stage. Weekly reporting would be appropriate.

If school or district has a concern about increased rate of absenteeism, who do we contact for guidance on if we should close and for how long?

We will have a school liaison RN at the Department of Public Health to help schools with guidance on this question.

If a staff member or student has tested positive for COVID-19, but they wore a face covering the entire school day, will we need to quarantine or shut school down?

No.

Traditionally, when a student has a fever they must remain home until they are fever free for 24 hours without fever reducing medication. Should that be changed to 72 hours fever free without fever reducing medication?

Students who have a brief isolated fever for <48 hours should be able to return to school after they are afebrile for 24 hours. Students who have 2 or more symptoms which would be consistent with COVID-19 or have prolonged fever (>48 hours) should be evaluated by the primary care provider and should return to school only after the diagnosis of COVID-19 has been excluded clinically or by testing.

Is it appropriate to send a child home if they are only exhibiting one symptom of COVID-19 (i.e. unexplained cough) or should you have two or more symptoms? If you send them home and the symptoms are nebulous, do they have to wait 14 days to return or is a negative COVID test sufficient to allow them to return? What about resolution of symptom?

Children should be removed from school with any symptom that could be consistent with COVID-19. Return to school guidance is attached.

If student or employee stays home due to a single symptom (i.e. sore throat OR headache) how long until they can return if symptom has resolved?

See flow chart on page 22.

Is there a waiting period for cleaning/disinfecting the room or space that a symptomatic individual has been in or is it cleaned immediately? When can the room or space reopen, following cleaning?

Typically, the diagnosis of COVID-19 will be delayed for several days from the time the student develops symptoms at school to the time the test result is available. For this reason, and because most children with symptoms will have another illness, it will be important to clean the room after use.

What is the responsibility of the district to notify parents related to suspected (showing symptoms) or confirmed cases in the classroom?

If a positive case is reported to the Health Department, a case investigation will be started, ideally the school nurse will contact the parents for a student of concern and the Health Department will start contact tracing.

Are students/staff allowed to access the water fountains or water filling stations? Or should the district provide a water bottle, or can they bring one to fill/refill their own?

Access to fresh water is important to child health. Using refillable water bottles is preferred. Students should be guided to avoid gathering around water fountains and physical distancing indicators should be placed.

Should every encounter with a COVID positive person be tested or retested? If yes, when- how many days post-exposure?

Students who are quarantined due to close contact with a case of COVID-19 should be monitored for symptoms and tested if symptoms develop.

How should schools or districts respond in situations when a symptomatic students parent/guardian or emergency contact cannot be reached and/ or cannot be picked up?

Students who develop symptoms while at school should be isolated in a safe, supervised location. They should wear a face covering, if tolerated. The treating staff member should wear medical grade PPE including face covering, eye protection, gloves, and gown (if available), especially if respiratory symptoms are prominent. The student should remain in an isolated location until they can be retrieved from school.

If a child or parent tests positive for COVID-19, do the siblings in other school buildings need to quarantine? Do those buildings close as well until negative tests are reported?

Any person who is a close contact (which would include household contacts) of a case of COVID-19 should be quarantined and excluded from school for at least 14 days, and until released from the Health Department for return to school.

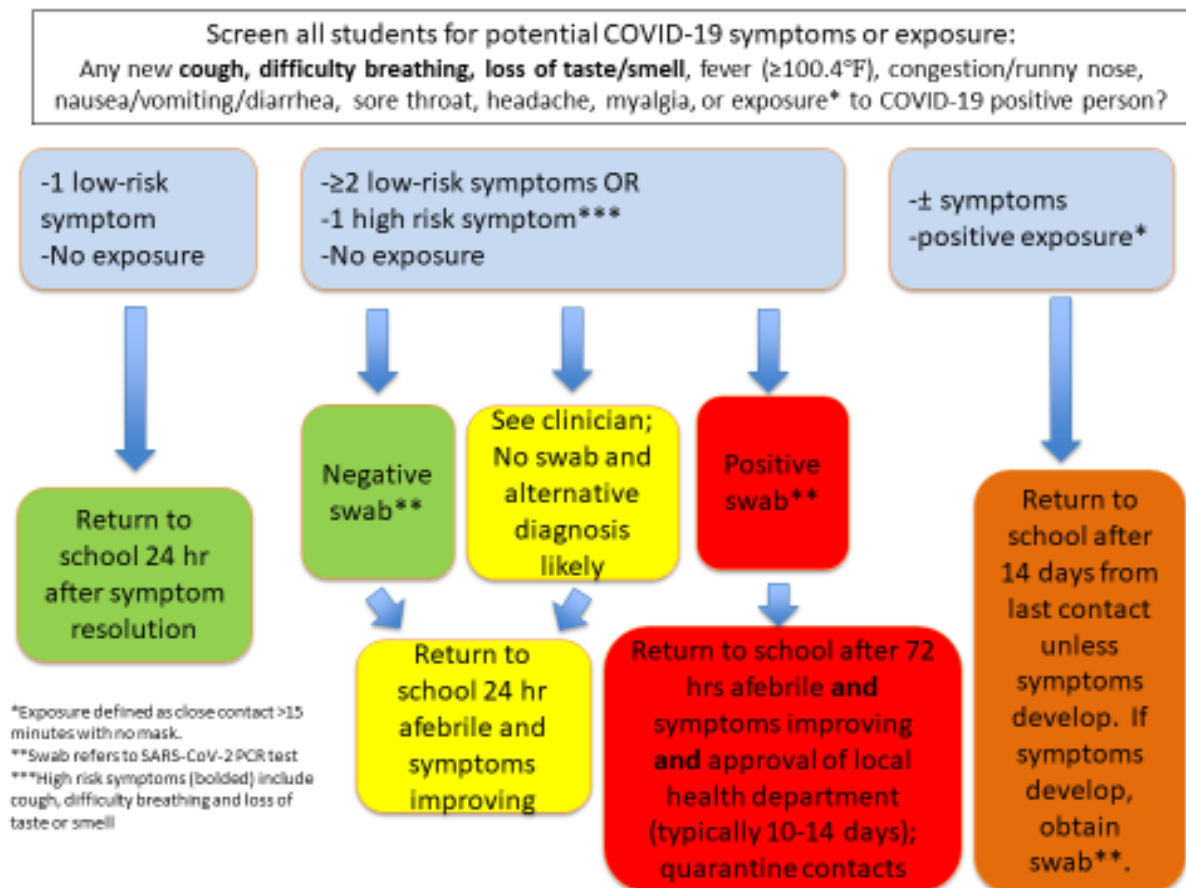
There is some discrepancy in what urgent care centers are recommending and what the health department is recommending. If someone tests positive for COVID-19, do they have to isolate for

14 days or 10 days? The Health Department has said 14 but doctors and urgent care sites are telling people 10.

Back to school may be allowed if afebrile for ≥ 3 days, and symptoms improved, and approved by local health department for those with positive tests (typically 10-14 days from start of illness). Some jurisdictions may allow release from isolation by primary care provider.

Is two hours in a classroom considered close contact?

We would not consider that close contact as long as 6 feet of distance is maintained between students and no close contact for > 15 minutes has occurred.



Definitions: Taken Directly from the St. Louis County Department of Public Health Order Requiring Members of the Public and Employee to Wear Face Coverings

- Face Coverings” for the purpose of this order, means a device, usually made of cloth, that covers the nose and mouth. Consistent with current CDC guidelines, face coverings prevent those who may have COVID-19 from spreading it to others. Cloth face coverings are recommended for the general public over surgical or N95 respirators which should be reserved for medical professionals and first responders. Nothing in this Order should prevent workers or customers from wearing a surgical-grade mask or other more protective face covering if the individual is already in possession of such equipment, or if the business

otherwise provides their workers with such equipment due to the nature of the work involved.

- “Gathering” or “gatherings” means people coming together as a group, whether formal or informal, whether public or private and whether indoor or outdoor.
- “Public Accommodation” means Businesses or other facilities, both public and private, indoor and outdoor, used by the public, including, but not limited to, grocery and other retail stores, service establishments, educational institutions, entertainment and recreational facilities, concert venues, museums, bowling alleys, amusement parks, fairs, arts and craft facilities, zoos, public and private social clubs.
- “Public Transit” is considered a Public Accommodation under this order and includes businesses that provide transportation services, including but not limited to buses, light rail, rail, airlines, taxis, transportation network providers, livery services, vehicle rental services, ride shares and other private transportation providers, as well as the waiting areas for those businesses.
- “Social Distancing Requirements” means, to the extent possible, maintaining at least six-foot social distancing from other individuals; washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer with more than sixty percent alcohol; covering coughs or sneezes with something other than hands; regularly cleaning high-touch surfaces; not shaking hands; and behaviors as otherwise defined by order.

Virtual Learning Consent Form

Dear Parents and Guardians,

Due to the community spread of COVID-19, the Riverview Gardens School District will offer virtual instruction to students who choose not to attend in-person classes during the fall semester of the 2020-2021 school year.

The District will be using [insert known platforms] and potentially other forms of electronic video and communication to support your student's education and related services. These platforms may have a group feature to allow participation by many students. The parent or guardian of students participating may also be present, supporting them in their remote classroom time at home. These sessions may be recorded by staff for student review purposes at a later time. If your child is participating in group instruction utilizing online platforms, please note that it may be possible for parents of other children in the group to see your student.

The District will comply with the Family Educational Rights and Privacy Act (FERPA) and the Children's Online Privacy Protection Act (COPPA) and will take all reasonable measures to preserve your privacy and the privacy of your student(s).

By signing below, I acknowledge:

_____ My student(s) may be viewed by other students and/or parents while participating
[initial] in group instruction utilizing online platforms;

_____ Anything stated or shared during live virtual learning cannot be edited before the
[initial] students witness the content;

_____ I am responsible for ensuring that my student participates in virtual instruction and for
[initial] maintaining regular communication with my student's teachers and other school staff;

_____ I will maintain confidentiality and respect the privacy of all students who participate in
[initial] remote learning and will not make audio or video recordings (including screen captures, photos, etc.) of the learning sessions.

I understand and agree to these terms and request permission for my student(s) to participate in live virtual learning during the fall semester of the 2020-2021 school year.

Name(s) of Student(s): _____

School(s) _____

Parent/Guardian Signature: _____ Date: _____

**PARENT PERMISSION AND WAIVER OF LIABILITY FOR STUDENT
PARTICIPATION AT [Riverview Gardens School District]**

By signing below, I give permission for my child, _____, to participate in the following program or activity on [date] at the [Riverview Gardens School District] (the “District”): [title and description of program or activity].

(initials) I acknowledge that federal and state government officials have declared that there currently exists a public health crisis in our country related to the Coronavirus Disease 2019 (“COVID-19”).

(initials) I confirm that I will not permit my child to participate in the program or activity if, at any time during the program or activity, my child is showing any symptoms of COVID-19 (including but not limited to fever, dry cough, fatigue, shortness of breath, chills, muscle pains). Additionally, I confirm that I will not permit my child to participate in the program or activity if, at any time during the program or activity, my child has been in contact with any individual diagnosed with COVID-19 or any individual currently waiting for test results confirming the possibility of a COVID-19 diagnosis. I agree that in such situations, my child will be unable to participate in the program or activity until: (i) 14 calendar days after the symptoms first appeared and my child is no longer showing any symptoms; or (ii) a healthcare provider has confirmed in writing that my child has tested negative for COVID-19 or that my child’s symptoms were not due to COVID-19.

(initials) I understand that the [Riverview Gardens School District] cannot prevent the possible transmission or contraction of COVID-19 for my child.

The undersigned agrees to release, discharge, hold harmless and indemnify the [Riverview Gardens School District], its agents, employees, officers, Board of Education members, insurers and others acting on the District’s behalf (the “Releasees”), of and from any and all claims, demands, causes of action and/or legal liabilities for injuries to or death of my child occurring during, or resulting from, or participation in the above-mentioned program or activity and related in any way to COVID-19, even if the cause, damages or injuries are alleged to be the fault of or alleged to be caused by the negligence or carelessness of the Releasees.

Signature: _____
(Parent or Legal Guardian)

Signature: _____
(Student)

Date: _____

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