

2020-2021 Return to School Plan (2-09-2021)

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.*

COVID-19 Protocol: Students

After a nurse has identified a suspected case of COVID-19:

- Students 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 ensure that students are not left unattended. The expectation is that students will be picked up by a parent/guardian within 1 hour of the phone call from the school that their student must go home.
- The isolation waiting rooms will be cleaned and disinfected after each use.
- Students with a suspected case or confirmed case of COVID-19 will be sent home.
- Any siblings or additional students of the same household of a suspected or confirmed case of COVID-19, will also be sent home.
- Suspected cases should be tested to confirm virus.
 - If confirmed, the building principal should be notified immediately
 - Contact the St. Louis County Department of Public Health (SLCDPH) at (877) 435-8411 or (314) 615-2660

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

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets (could be 2-5 days, typically 3 days). Open outside doors and windows to increase air circulation in the area. If possible, wait up to 48 hours before beginning cleaning and disinfection.
- Custodial staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- The district will follow approved protocol to adhere to all local, state, and national policies as it relates to notifying parents and who notifies if there is a confirmed case.
- For disinfection most common EPA-registered household disinfectants should be effective.
- In some cases, outside contractors will be used to clean and disinfect facilities.
- If there is a suspected or confirmed case of COVID-19 within an **ELEMENTARY** class grouping, the affected students and staff will be sent home to quarantine for 14 days and instruction for the group of students will continue virtually for the 14 days of quarantine. In

the event a grouping of students are placed on quarantine, applicable parents will be notified by district staff.

MIDDLE AND HIGH SCHOOL STUDENTS:

- Who test positive for COVID and **display COVID symptoms** will be sent home for 14 days; **AND** any student who was within **8ft** of the suspected/confirmed case must quarantine for 14 days pending no symptoms or positive test
- Who test positive for COVID but **does NOT display symptoms** will be sent home for 14 days; **AND** any student who was within **6ft** of the positive case **MUST** quarantine for 14 days pending no symptoms or positive test
 - In either case, **IF/WHEN** students who are in quarantine begin displaying symptoms of COVID while in quarantine, **MUST** remain in quarantine for **an additional 10 days after noticing symptoms**

Calendar Dates:

September 7, 2020 – Labor Day – No School – District Closed
October 30, 2020 – No School – Schools Closed – District Open
November 3, 2020 – Teacher Work Day – No School – Schools & District Open
November 25-27, 2020 – Thanksgiving Holiday – No School – District Closed
December 21, 2020 – January 1, 2021 – Winter Break – No School – District Closed
January 15, 2021 – Teacher Work Day – Schools & District Open
January 18, 2021 – Martin Luther King Jr’s holiday – No School – District Closed
February 12, 2021 - Teacher Work Day – Schools & District Open
February 15, 2021 – President’s Day Holiday – No School – District Closed
March 19, 2021 - No School – Schools Closed – District Open
March 22-26, 2021 – Spring Break – No School – District Closed
April 2, 2021 – Spring Holiday – No School – District Closed
May 28, 2021 – Last Day of School – Half Day

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:

There will be NO late start Wednesdays.

2020-2021 Calendar Modified (2-09-2021)

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ORANGE = 100% VIRTUAL
YELLOW = NO SCHOOL
PURPLE - PROFESSIONAL DEV. NO SCHOOL
BLUE = Pre-K through 2nd Grad Return
LT Green = 3rd through 5th grade return
LT BLUE = 3rd through 12th grade return - all students in school

Instructional Schedule:

As we have designed this plan to return to school for the 2020-2021 school year, 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 COVID-19 transmission, but the implementation of several coordinated interventions can greatly reduce that risk. The district has secured some additional technology and WiFi hotspots to provide internet and instructional program access for families who currently do not have access. Families will have two options to choose from when the district establishes the dates and grade levels that will return to in-person classroom instruction. When the grade levels are selected by the district that can return to school, students will be given the choice to return to school in person or make the choice to remain 100% virtual. Whatever choice is made, **IT CANNOT BE CHANGED.** While students are at home learning virtually, students and staff will follow the guidelines outlined in the district's **Alternative Methods of Instruction (AMI-X) Plan.** If conditions progressively get better, the plan is to gradually bring individual grade levels back to school full time. When the grade levels are determined to return, students who choose in-person classroom instruction will follow the normal school schedule **five days a week.** Those students who choose to remain 100% virtual will follow a similar schedule, but do so virtually. 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 ask parents/guardians to complete the Virtual Learning Consent Form if they choose the 100% virtual option for their student(s) (**See Virtual Learning Consent Form – pg. 31**).

SLCDPH Face Covering Guidelines as of August 24, 2020

- *Face Coverings must be worn by:*
 1. Generally, you must wear a face covering when you are within 6 feet of people who don't live with you. You will not be allowed to go into a business or use public transportation if you are not wearing a face covering.
 2. Children attending an educational institution in grades kindergarten through 12th grade (K-12) must wear a face covering.
 3. If a child is under the age of 6 and attending kindergarten, the child must wear a face covering while attending school.

- *Face coverings are NOT required for children while attending school when they are:*
 1. At recess or in physical education class, as long as students are at least 6 feet apart;
 2. Consuming food or drink, as long as students are at least 6 feet apart; and
 3. Not required to do so in accordance with SLCDPH's Youth Sport Guidelines while participating in a school sponsored sport.

- *Certain groups are not required to wear a face covering.*

Children

1. Children under 2 years old must not wear a face covering. There is a risk of suffocation.

2. Children 3-5 years old may only wear a face covering while supervised by an adult. It is recommended that children between 3-5 years of age wear a face covering, but it is not required, unless the child is attending kindergarten. Supervision requirements may be different based on the age and maturity of the child.

Those with certain health conditions

If you have the following health conditions or safety concerns, you are exempt from the requirement to wear a face covering:

1. If you have a health condition that prohibits you from wearing a face covering.
2. If you are experiencing difficulty breathing, or are unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.
3. If you are hearing impaired, or communicating with a person who is hearing impaired, and the ability to see the mouth is essential for communication.
4. If you are obtaining a service involving the nose, mouth, or face for which temporary removal of the face covering is necessary to perform the service.
5. If you have documentation that establishes that a medical professional has told you not to wear a face covering, you do not have to wear one.

An exemption from wearing a face covering does not mean that a business must allow you entry.

In-Person Classroom Instruction Requirements:

In the classrooms, student desks/tables will be placed in the room, so no students are facing each other to adhere to social distancing guidelines to the extent possible (not all spaces may be able to accommodate full social distancing guidelines, but to the extent possible, social distancing will be followed). A seating chart will be developed for each classroom to assist with contact tracing should a case of COVID-19 be identified in a particular room. ALL students WILL be required to wear a face covering each day while in or on district facilities. 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 we 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 SLCDPH Guidelines are followed to the extent possible. Students will be kept in classrooms, as a group, as much as possible and in cases where the students can stay put and the teachers move. A daily schedule of student movement throughout the day will be identified and made available, if needed, for contact tracing purposes. Students will be provided a water container to use at the water fill stations as the SLCDPH

recommends that the actual water fountains **NOT** be accessible, but the water fill stations may be used. The district will also provide bottled water to schools. A schedule of restroom, drink, and handwashing breaks will be developed and social distancing guidelines will be followed to the extent possible. 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 possible. There will be no field trips approved until further notice. Any before or after school activities must be approved by the building principal and applicable Cabinet Level Administrator from the SAB approved list. There will be no social gatherings (birthdays, special days, or events) with parents, friends or other family members allowed 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 coverings, but social distancing guidelines will be followed to the extent possible.

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 upon entering the classrooms each time. Teachers/Employees must notify their building custodian of the need to refill/replace the disinfecting wipe solution and hand sanitizer when the solutions getting low. Each office district facility has received 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-registered/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. Staff will clean frequently touched surfaces and objects that would include, but not limited to:

- tables
- doorknobs
- light switches
- countertops
- handles

- desks
- phones
- keyboards
- toilets
- faucets
- sinks
- touch screens

The district has purchased sanitizing machines so each building can be fogged with a disinfectant/sanitizer solution weekly.

If a person is symptomatic and/or tests positive for COVID-19 and has been in a district facility:

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets (could be 2-5 days, typically 3 days). Open outside doors and windows to increase air circulation in the area. If possible, wait up to 48 hours before beginning cleaning and disinfection.
- Custodial staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched 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.
- In some cases, outside contractors will be used to clean and disinfect facilities.

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 Personal Protective Equipment (PPE) for all tasks in the cleaning process, including handling trash.
 - 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.
- **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 an electronic or paper health screening survey upon arrival https://docs.google.com/forms/d/e/1FAIpQLScJmVvy0sfwBrkVTXeADwmyH_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). Schools will make the paper copy of the health screening survey available to parents and visitors to complete upon arrival to the school or facility. 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 followed. 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 guidelines can be followed. The onsite meeting room option should be used for meetings where a virtual option is not possible. In addition, when the district determines the date for specific grade levels to return to in-person classroom instruction, early childhood and kindergarten students may need some assistance from their parents/guardians and as long as the four guidelines below have been completed the school principal/director **may** allow parents/guardians to assist with early childhood and kindergarten students as needed. **FOUR GUIDELINES:** Must wear a face covering, Must be temperature checked <100.4, Must use hand sanitizer, and Must complete a health screening survey with **NO COVID-19 SYMPTOMS**.

COVID-19 SYMPTOMS:

- Fever or chills
- 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

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 the district determines the specific grade levels to return to in-person classroom instruction, students arriving in the mornings to school 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 can be seated on both sides of the table, but not facing another child to ensure social distancing guidelines are followed. 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 make meals available to students who remain 100% virtual.

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

Child Nutrition Program COVID-19 Waivers: Taken directly from MODESE, Food & Nutrition Services School Year 2020-2021 Waivers and Updates.

On August 31, 2020, U.S. Secretary of Agriculture Sonny Perdue announced the USDA will extend several flexibilities through as late as December 31, 2020, or until available funding runs out. The flexibilities allow summer meal programs including Seamless Summer Option (SSO) and Summer Food Service Program (SFSP) to continue into the fall months. This extension of summer programs gives child nutrition program operators the authority to provide free meals to all children. These waivers introduce flexibility in the National School Lunch Program, School Breakfast Program and also apply to the Seamless Summer Option to prioritize safety while still providing nutritious meals to our participants. The following key flexibilities are in effect on August 31, 2020 through December 2020:

- Allow Summer Food Service Program and Seamless Summer Option Operations Extend Area Eligibility Waivers – EXTENSION 2
- Allow Non-congregate Feeding in SFSP and the National School Lunch Program Seamless Summer Option – EXTENSION 4
- Allow Parents and Guardians to Pick Up Meals for Children- EXTENSION 4
- Waiver of Meal Service Time Restrictions in the SFSP and the National School Lunch Program Seamless Summer Option
- Nationwide Waiver to Allow Area Eligibility for Closed Enrolled Sites

Meal Service in School Year 2020-2021

RGSD has opted into the Child Nutrition Program COVID-19 Waivers for the school year 2020-2021. Schools that elect to participate in the Nationwide Non-congregate Meals waiver must offer meals to all students learning virtually. This waiver could be important for students who are not learning virtual but may have to quarantine. Electing to use this waiver means RGSD must offer

meals. Additional waivers available to schools this year allow for maximum flexibility with the program and meal service. The Parent/Guardian Pick-Up Waiver allows for parents or guardians to pick up lunch, and breakfast on behalf of the student(s). The location of the Parent/Guardian Pick-Up site(s) depend on what works for your school and households. Options include: Drive up/through, Bus route deliveries, and Walk-up Grab & Go.

The Meal Times Waiver allows for schools to distribute or serve breakfast and/or lunch outside of the required meal service times. With meals being allowed to be served outside of the required meal times, meals can be served in bulk for multiple days of meal consumption.

Parents/Guardians or students are allowed to pick up meals from a site within the district where they are not enrolled. However, the student should be claimed under the building in which they are enrolled. The meal given to each student must meet the meal pattern requirements for their grade group (9-12, K-5, 6-8, or K-8). Because of this, planning for meal distribution and meal counting and claiming will require clear communication between the district and households. It may be important for the school nutrition staff to prepare meals for the students outside of the building's grade group. This practice will also require communication between school buildings and avoid errors in meal counting and claiming.

The Nationwide Meal Times waiver along with the Nationwide Non-congregate waiver allow for multiple meals to be sent home for off-site consumption. LEAs can only claim meals on days that school is in session. Only one meal per day may be counted and claimed. Multiple meals served on one day must be documented as served throughout the week as 5 operating days. The daily claim total cannot exceed the number of students enrolled so these meals have to be recorded across the week.

Point of Sale/Service POS:

LEAs operating NSLP are required to claim meals under each students Free, Reduced, or Paid eligibility status if you are a non-provision (i.e. CEP) and claiming meals under NSLP and SBP. Because of this, Tally Sheets and Daily Meal Count Forms that just track the total number of meals are not allowable unless the school is operating CEP or Provision 2. If not operating a special provision, the meal counting system must be able to track each student who received a meal so that the correct eligibility status can be claimed. Schools that are operating SSO may use tally sheets. Daily meal count documentation is required for all reimbursable meals including NSLP and SSO and will be subject to fiscal action if this documentation is not retained. An exchange between students and school food service personnel occurs at the POS. The student or parent/guardian provides a medium of exchange or form of identity to the school food service personnel to receive breakfast and/or lunch. During this exchange, the meal(s) provided must be counted and marked for reimbursement. Find resources for the POS on our School Year 2020-2021 Resources page.

Meals in the Classroom

- A roster marked off by the teacher and turned into cafeteria manager.
- Teacher collects meal cards or student IDs and turns them into cafeteria managers.
- With travelling grab & go cart, operators may have classroom rosters and mark off when students receive a meal, collect meal cards or student ID and scan at the cart or in the cafeteria's POS.

Parent/Guardians Pick Up

- Verify the identity of the parent/guardian by:
 - Student ID
 - Meal Card o Student PIN
 - Car Tag with Barcode
- Enter electronic codes or ID's through Computerized POS (tablet, computer cart, depending on pick-up site set-up).
- Roster with student name, grade, and enrolled building, marked off at POS
- Meal Delivery on Bus Routes
- Verify the identity of the parent/guardian or student by:
 - Student ID
 - Meal Card
 - Student PIN
 - Enter electronic codes or ID's through Computerized POS
 - Bus route roster with student name, grade, and enrolled building, marked off at POS Hybrid Learners: in-person instruction and virtual learning will use a combination of on-site and off-site POS procedures.

St. Louis County Department of Health, Novel Coronavirus (COVID-19) Food Establishment Guidelines:

Self-service options: Taken directly from Novel Coronavirus (Covid-19), St. Louis County Public Health, STL County Public Health, Food Establishment & Bar Operating Guidelines.

Self -service drink and food service is limited and must meet the following conditions. *Guidelines updated effective October 7, 2020.*

- NO Buffet style food service is allowed
- Customer flow must be managed by providing clear exit and entry points with line markers 6 feet apart indicative of proper social distancing
- Allow adequate space around self-service display fixtures and modify traffic flow if necessary.
- Provide hand sanitizer at entry and exit points and encourage customers to use it
- Provide signage to remind customers to maintain proper social distancing of 6 feet.
- Provide pre-packaged foods whenever possible
- Limit self-serve beverages and food items to only those items that are shielded within a case by a door or other self-closing device that remains closed when customers are not making a selection.
- Require customers to wear face covering while obtaining self-service foods and beverages.
- Provide customers with disposable utensils or tissues for use in retrieving food items and provide a container for those disposable utensils and tissues to be discarded after use.
- Limit the food selection to a limited variety of items on display to encourage customers to quickly select items and discourage customers from gathering around display.
- No refill cups are allowed. All drink cups must be disposable and provided by the business.
- Disposable drink cups and food containers must be stored in a secured area and dispensed one at a time to avoid customers touching containers that others may use.

- During expected high-traffic times, staff must be placed near self-service areas to reinforce face coverings, social distancing and proper protection of self-service containers and utensils.
- High touch surfaces, such as dispensers with buttons, must be disinfected after each high-traffic period and every 30 minutes otherwise.

Limiting contact points

- Cups, lids, napkins and straws should be brought directly to customers by staff and not placed out for self-service. Do not place utensils on the table until patrons are seated.
- Keep condiments, including salt and pepper shakers, off tables and have servers bring them when requested, or consider using single-serve condiment packages. Clean shakers after each party's use and discard any remaining single serve packets.
- Practice contactless transfers by placing items down on a counter for the customer to pick up. In the case of curbside delivery, ask the guest to open their trunk and have employees place the order in the trunk.


Transportation (School Bus):

All bus drivers will be temperature checked and must complete a daily health screening form 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. 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). 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. Buses will be supplied with face coverings for students if they show up at the bus stop and do not have one. As previously stated, students need to take care of their face coverings.

A seating chart will be developed by the district's transportation provider 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 district's transportation provider, 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. This prevents students from passing other students while exiting the bus. If parents/guardians do not feel comfortable with their students riding the bus due to their concern for COVID-19, they may personally transport their students to and from school rather than riding the bus. *As mentioned above under in-class instruction, social distancing guidelines will be followed on the buses to the extent possible. It must be noted that depending on the number of students on the bus and the age of the student, following social distancing guidelines at the recommended distance may not be possible, but will be followed to the extent possible.* 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.

CAMPUS		 We provide easy and convenient mobility, improving quality of life by connecting people and communities Committed to our customers Dedicated to safety Supportive of each other Accountable for performance Setting the highest standards				
ROUTE		DRIVER SIDE		AISLE & ROW #	Passenger Side	
SEAT	SEAT	SEAT		SEAT	SEAT	SEAT
	DRIVER			ENTRANCE DOOR		
			1			
A name	B name	C name	2	E name	D name	F name
A name	B name	C name	3	E name	D name	F name
A name	B name	C name	4	E name	D name	F name
A name	B name	C name	5	E name	D name	F name
A name	B name	C name	6	E name	D name	F name
A name	B name	C name	7	E name	D name	F name
A name	B name	C name	8	E name	D name	F name
A name	B name	C name	9	E name	D name	F name
A name	B name	C name	10	E name	D name	F name
A name	B name	C name	11	E name	D name	F name
A name	B name	C name	12	E name	D name	F name
A name	B name		13	E name	D name	F name
		REAR DOOR				

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:

- Reducing the number of students on a bus by allowing only one student per seat and/or alternating rows of students unless the students are from the same household.
- 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

When athletics and extra/co-curricular activities resume, 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. 32**)

Staff Requirements:

Given what is known about the COVID-19 transmission dynamics, adults and adult staff within schools should follow social distancing guidelines to the extent possible while around other persons, 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. District Safety Officers (DSO's) will perform the temperature checks when they are available. If the DSO is not available, the school nurse will perform the temperature checks. If the school nurse is not available, a school administrator/facility supervisor will perform the temperature checks. School administrators/facility supervisors will also need to identify at least two backup persons to perform temperature checks when they are not available. 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). In addition, the district will provide each RGSD employee with a face shield. 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** new and returning 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** new and returning 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 SLCDPH 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.

COVID-19 Protocol – RGSD Employees:

*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 (pg. 19).*

COVID-19 SYMPTOMS:

- Fever or chills
- 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

*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 (pg. 19).

COVID-19 MITIGATING GUIDELINES:

Purpose: This policy is to outline the COVID-19 mitigating guidelines while on district campus. The guidelines have been carefully considered to address and promote the safety, health and welfare of our staff and community.

Disclosure: Our understanding of this disease is rapidly evolving. The information shared in the document today may be different tomorrow, based on emerging research. The information is based on the best guidance available from our local health authorities, department of Health and Senior Services and the Center for Disease Control and Prevention. CDC and DHSS will continue to closely monitor the evolving science for information that would warrant reconsideration of these recommendations.

DISTRICT EMPLOYEE GUIDELINES: Taken directly from CDC. *Coronavirus Disease COVID-19: Considerations for Schools, Business, Quarantine and Isolation and Contact Tracing*

All staff, administrators and visitors are required and expected to wear a face covering that is properly fitting, covers the face and nose and adheres to any additional guidelines set forth in this document and any other local mandated guideline information that is released by the local health authorities while on district campus.

1. **All staff must** complete the daily district health screening form [COVID-19 Daily Employee Screening Form](#) prior to arriving to work or immediately upon arrival to your workspace.
2. **DO NOT** report to work if you are sick **or** exhibiting any of the following COVID-19 like symptoms:
 - A. Stay home, if you are ill and/or not feeling well.
 - B. Symptoms range from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
 - Fever or chills
 - Cough
 - New loss of taste or smell
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
3. If you are exhibiting any COVID-19 like symptoms at work, follow the COVID-19 Reporting Guidelines Tree (pg. 19) and go home immediately.

4. **DO NOT** report to work if you are **awaiting** COVID-19 test results.
 - **IF** testing has been completed, all staff and administrators are responsible to report a negative or positive test result and supporting artifacts to Human Resources.
 - You must await a written confirmation i.e., a release quarantine letter from St. Louis City (or PCP in St. Louis City only) or County Department of Public Health.
 - If you were exposed to COVID-19 and received a negative test result, per SLCDPH and CDC you must complete your 14 day quarantine or as directed by SLCDPH or your Primary Care Physician (PCP).

5. **All staff must wear** a face covering to cover your nose and mouth at all times, while on district campus and in buildings to limit your exposure.
 - **DO NOT** wear your mask below your nose or beneath your chin.
 - Avoid touching the front of your face covering.
 - Avoid close contact with people who are sick.
 - Avoid touching your eyes, nose and mouth.
 - View video for [Proper Face Mask Application and Wearing](#)
 - **DO** remove your PPE as instructed by the strings or loops.

6. **DO** maintain six feet of physical distance from other individuals to the extent possible.

7. **DO** promote non-contact methods of greetings and meetings.
 - Minimize contact among co-workers/staff members.
 - Waving
 - Standard verbal salutations
 - Conduct virtual meetings, if applicable.

8. Wash hands often with soap and water for 20 seconds, if soap and water are not readily available, use a 60% alcohol based hand sanitizer.
 - Before and after you eat
 - After you use the restroom
 - After you cough or sneeze into your hands or tissue

9. Do not congregate in areas to eat. This means teachers should not gather in the Teacher's Lounge or other areas in large groups to eat. The possibility of airborne infections increases when one removes their masks to eat and talk while eating.

What You Need to Know:

The following will take place, **IF** a symptomatic staff person or positive case has been confirmed:

- When a person infected with COVID-19 has been confirmed on school property, the district will contact the Local Public Health Authority (LPHA) immediately and follow the directions of the LPHA.

- The district will inform individuals of a possible exposure based on case information, as the U.S. Department Health and Human Services, Office for Civil Rights, stated that “a covered entity must make reasonable efforts to limit the information disclosed to that which is the ‘minimum necessary’ to accomplish the purpose.” *The district will not and CANNOT name any COVID-19 case individuals.*
- The District will notify any employee who has had close contact with the individual who has tested positive for COVID-19. **This is defined as: Less than 6 ft. for 15 minutes period of time by the CDC.**
- The district will track information regarding cases and exposures to ensure that no staff member or student returns to school before being released to do so, by the LPHA of record.
- The Local Public Health Authority will provide clear guidance and direction to schools and districts on the next steps for contact tracing and potential quarantine.
- **IF** the LPHA’s functional ability to begin contact tracing on the same day of notification is constrained by an increase in cases, a decrease in staffing levels, etc., the LPHA may provide the necessary PHI to the school or district, along with instructions, to begin the process of identifying and isolating close contacts that occurred on school or district property.

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:

1. Tested Positive for COVID-19
 - **Notify your Building Principal, Direct Supervisor, and the Lead Nurse at studentservices@rgsd.k12.mo.us and Human Resources at humanresources@rgsd.k12.mo.us about the confirmed positive test result.**
 - Follow the guidance and instructions provided from your PCP/SLCDPH
 - Do NOT contact the Lead Nurse to discuss your health concerns, contact your PCP.
2. If you have experienced symptoms, it is safe to return to work or be around others after:
 - 24 hours with no fever without the use of fever reducing medication
AND
 - Respiratory symptoms have improved (e.g. cough, shortness of breath)
AND
 - 10 days since symptoms first appeared
OR

- Depending on your PCP’s advice and availability of testing, you might get retested 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.
3. If you have been or informed of being in close contact with an individual in the district that has tested positive for COVID-19. Immediately go home to begin quarantine; monitoring for any symptoms.
 - Contact your PCP for testing and/or next steps. If you do not have a PCP, contact the SLCDPH 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 SLCDPH.
 - Check and monitor for any developing [symptoms](#) for 14 days and contact your healthcare provider 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-19 Case is Reported:

1. The “COVID-19 Response Communication Tree ” is activated
2. The identified “positive case” employee is required to notify (email or call)
 - a. Building Principal or Direct Supervisor
 - b. Human Resources at (humanresources@rgsd.k12.mo.us)
 - c. Student Services at (studentservices@rgsd.k12.mo.us)
3. The Building Administrator or Direct Supervisor will notify the appropriate Cabinet Member (applicable to your position) and continue following the Reporting Guideline Tree below.

COVID-19 Reporting Guideline Tree - the following roles will report the positive case to the next person/department on the reporting tree

1. Confirmed case reports the information to:
 - a. Building Principal or Direct Supervisor → District Cabinet Member (applicable to your position) → Assistant Superintendent of Human Resources → Lead Nurse
 - b. Assistant Superintendent of Human Resources → Superintendent + Director of Facilities and Communication to Buildings (Possible Exposure)
 - c. District Lead Nurse → SLCDPH
4. **The Lead Nurse will:**
 1. Follow-up with the positive case individual to identify close contact individuals who may have been exposed.

- A. 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
 - Face Covering Usage

- B. Contact the COVID-19 Positive Case District Employee to obtain the names of all persons of close contact (district and/ or contracted workers) on district campus.

- C. Contact Human Resources to obtain contact information related to those who were in close contact with the employee who tested positive

- D. Contact those individuals to perform contact tracing

- E. Inform Health Department of all of the contact tracing Information

- F. Share this information with Human Resources
 - The Lead Nurse will notify those that have come in close contact with the positive employee as identified by the Center for Disease Control
 - *“Individual who has had close contact within 6 feet for at least 15 minutes”*
 - Staff employees will need to go home and begin quarantine until further notice. Follow any guidance provided from their HealthCare Provider and/or until SLCDPH’s case investigations have been completed.
 - Quarantined district staff employees may return to work once your 14 days have passed since your last contact with someone who has tested positive for COVID-19 ***AND*** you have not had symptoms for those 14 days.
 - The Lead Nurse will forward the Close Contact Spreadsheet to Human Resources at **humanresources@rgsd.k12.mo.us** and the Health Department as required.

5. In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the ADA Act.

Riverview Gardens Reopening of Schools – Employment Related Q & A

Question 1: Can an employee who has an increased risk for severe illness if exposed to the COVID-19 virus take paid sick leave if they are not ill and have not contracted the virus?

Answer: Not under current district policy. Policy GCBDA, Professional Staff Short- Term Leaves, and Policy GDBDA, Support Staff Leaves, both state that “sick leave” is available for “illness, injury or incapacity” of the employee, the employee’s immediate family, “other

relatives” with permission granted by the superintendent, and “pregnancy, childbirth and adoption leave in accordance with this policy.” All definitions of “sick leave” require actual illness, injury, or incapacity. Having a greater risk for severe illness if exposed to COVID-19 does not make one eligible for sick leave under current district policies.

Question 1a: Can the employee take unpaid sick leave under the circumstances described above?

Answer: “Sick leave” is not available under these circumstances. Employees may be eligible to take personal leave or vacation under Policies GCBDA or GDBDA. The district reserves the right to make deductions from employees’ pay for unpaid absences. *See* Policy DLB, Salary Deductions. However, Policy GBCBC, Staff Absences and Tardiness, states that employees may be disciplined for absences that are “not granted as paid or protected leave under Board policy or law.”

Question 2: Can an employee who shares a household with a person who has an increased risk for severe illness if exposed to the COVID-19 virus take paid sick leave if the employee is not ill and has not contracted the virus and the household member is not ill and has not contracted the virus?

Answer: No. See answer to Question 1.

Question 2a: Can the employee take unpaid sick leave under the circumstances described above?

Answer: No. See answer to Question 1a.

Question 3: Can teachers opt-out of in-person instruction and choose to teach virtually when school resumes in the fall?

Answer: It depends. If some teachers will be doing virtual instruction (teaching via phone or videoconference from home or other off-site location), then the district may allow teachers to choose to teach virtually. Which teachers are assigned virtual instruction should be determined based on the needs of the district and the district’s obligation under the Americans with Disabilities Act (“ADA”) and state and local laws to accommodate employees who have disabilities that place them at increased risk for severe illness if exposed to the COVID-19 virus. If all teachers will be returning to their classrooms and no one will be providing virtual instruction, then teachers have no right to teach remotely unless a.) They have a disability that places them at increased risk for severe illness if exposed to the COVID-19 virus, b.) Virtual instruction is a reasonable accommodation for the teacher’s disability, and c.) Allowing the teacher to provide virtual instruction does not create an undue hardship for the district. If some teachers will be providing virtual instruction, then virtual instruction would likely be a reasonable accommodation for a teacher with a disability that places them at increased risk for severe illness if exposed to COVID-19. The district should consider assigning virtual instruction positions to teachers who require this accommodation.

If the district will only be providing in-person instruction, then permitting teachers to teach virtually would most likely cause undue hardship (defined as “significant difficulty or expense”) to the district. The EEOC has identified the following as possible accommodations for employees who must be physically present at the workplace: changes to the work environment such as designating one-way aisles; using plexiglass, tables, or other barriers to ensure minimum

distances between students and coworkers per CDC guidance; temporary job restructuring of marginal job duties; temporary transfers to a different position; or modifying a work schedule or assignment to permit an individual with a disability to perform safely the essential functions of the job while reducing exposure to others in the workplace. These could be provided to employees with disabilities if all instruction will occur in schools.

Source: <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws> (updated June 17, 2020)

Question 4: Is the district required to allow non-instructional personnel to work remotely?

Answer: Not unless the employee has a disability that puts them at greater risk for serious illness if exposed to the COVID-19 virus. Employees who have such disabilities may request telework as a reasonable accommodation to reduce their chances of infection. The district will need to analyze whether remote work is a reasonable accommodation for the employee and, if so, whether providing the accommodation will cause undue hardship for the district.

See 29 C.F.R. § 1630.2(o)(1)(ii), (2)(ii) (1997) (modifications or adjustments to the manner or circumstances under which the position held or desired is customarily performed that enable a qualified individual with a disability to perform the essential functions).

Question 5: Is the district required to accommodate employees who do not want to leave their home because a member of their household has an increased risk for severe illness if exposed to the COVID-19 virus?

Answer: No. Under the ADA and applicable state and local disability laws, an employer's obligation to reasonably accommodate an employee is limited to accommodating an employee whose own health condition limits their ability to perform the essential functions of their job.

Source: <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>

Question 6: Can the district require an employee who claims to have an increased risk for severe illness if exposed to the COVID-19 to be examined by a doctor of the district's choosing to confirm the existence of risk factors? If so, must the district pay for this examination?

Answer: An employer may not make disability related inquiries or require a medical examination unless such examination or inquiry is shown to be job-related and consistent with business necessity. Generally, a disability-related inquiry or medical examination of an employee may be "job-related and consistent with business necessity" when an employer "has a reasonable belief, based on objective evidence, that: (1) an employee's ability to perform essential job functions will be impaired by a medical condition; or (2) an employee will pose a direct threat due to a medical condition." Disability-related inquiries and medical examinations that follow up on a request for reasonable accommodation when the disability or need for accommodation is not known or obvious also may be job-related and consistent with business necessity.

Therefore, if an employee requests an accommodation for a disability that is not obvious and

that may place the employee at increased risk for COVID-19, the district may request documentation from the employee's PCP and may require a medical examination if the employee provides insufficient documentation. The ADA does not prevent an employer from requiring an employee to go to an appropriate health care professional of the employer's choice if the employee provides insufficient documentation from his/her treating physician (or other health care professional) to substantiate that the employee has an ADA disability and needs a reasonable accommodation. However, if an employee provides insufficient documentation in response to the employer's initial request, the employer should explain why the documentation is insufficient and allow the employee an opportunity to provide the missing information in a timely manner. The employer also should consider consulting with the employee's doctor (with the employee's consent) before requiring the employee to go to a health care professional of its choice. Documentation is insufficient if it does not specify the existence of an ADA disability and explain the need for reasonable accommodation. Documentation also might be insufficient where, for example: (1) the health care professional does not have the expertise to give an opinion about the employee's medical condition and the limitations imposed by it; (2) the information does not specify the functional limitations due to the disability; or, (3) other factors indicate that the information provided is not credible or is fraudulent. If an employee provides insufficient documentation, an employer does not have to provide reasonable accommodation until sufficient documentation is provided. Any medical examination conducted by the employer's health care professional must be job-related and consistent with business necessity. This means that the examination must be limited to determining the existence of an ADA disability and the functional limitations that require reasonable accommodation. If an employer requires an employee to go to a health care professional of the employer's choice, the employer must pay all costs associated with the visit(s).

Source: <https://www.eeoc.gov/laws/guidance/enforcement-guidance-disability-related-inquiries-and-medical-examinations-employees> (Issued July 26, 2000)

Question 7: Can the district require that employees wear face coverings while on-duty?

Answer: Yes. Current guidelines from the St. Louis County Department Public Health department states that staff must wear face coverings at all times when interacting with other employees and children.

Source: <https://stlcorona.com/sites/default/assets/pdfs/dph-orders/st-louis-county-child-care-program-guidelines-06252020-0.pdf>

If an employee with a disability needs a related reasonable accommodation under the ADA (e.g., non-latex gloves, modified face coverings for interpreters or others who communicate with an employee who uses lip reading), the employer should discuss the request and provide the modification or an alternative if feasible and not an undue hardship on the operation of the employer's business.

Source: <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws> (Updated: June 17, 2020)

Question 8: Do I need to get tested?

Answer: If you are experiencing any COVID-19 like symptoms, contact your PCP or SLCDPH to identify next steps and/or testing site.

Question 9: I was tested and my test results were negative, can I go back to work?

Answer: Per the SLCDPH and CDC guidelines, you will need to stay home and quarantine for the full 14 days if you were exposed to a person who tested positive for COVID-19. Even though your test result was negative, the virus could still be incubating. You probably were not infected at the time your sample was collected. However, that does not mean you will not get sick. The test result only means that you did not have COVID-19 at the time of testing. You might test negative if the sample was collected early in your infection and test positive later during your illness. Experts indicate that it is best to test around 5-7 days after exposure.

The CDC indicates that even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus. For more information, visit link below "Stay home if you might have been exposed to COVID-19" guidance at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Question 10: I tested positive, when can I return to work?

Answer: Please direct questions about returning to work to the SLCDPH and your PCP.

Question 11: A relative or a close friend that I have been in close contact with has been identified as a close contact, do I need to quarantine?

Answer: If you have been around someone who was identified as a close contact to a person with COVID-19, closely monitor yourself for any [symptoms of COVID-19](#). You do not need to self-quarantine unless you develop symptoms or if the person identified as a close contact develops COVID-19 or tests positive.

Question 12: Am I at risk for touching mail, packages and products?

Answer: There is still a lot that is unknown about COVID-19 and how it spreads. Coronaviruses are thought to be spread most often by respiratory droplets. Although the virus can survive for a short period on some surfaces, it is unlikely to be spread from domestic or international mail, products or packaging. However, it may be possible that people can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

Question 13: If I was previously infected with COVID-19, can I get it again?

Answer: For persons who develop new symptoms consistent with COVID-19 during the first 3 months since the date of symptom onset of the most recent illness episode, retesting may be warranted if alternative etiologies for the illness cannot be identified. If reinfection is suspected, repeat isolation and contact tracing may be needed. The determination of whether a patient with a subsequently positive test is contagious to others should be made on a case-by-case basis, in consultation with infectious diseases specialists and public health authorities.

Question 14: What is the difference between cleaning and disinfecting?

Answer: *Cleaning* with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection. *Disinfecting* kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

RESOURCES:

<https://dese.mo.gov/sites/default/files/COVID-MO-K12-Reopening-Guidance.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

FAMILIES FIRST CORONAVIRUS RESPONSE ACT – UPDATE FOR PUBLIC EDUCATION EMPLOYERS REGARDING FAMILY AND PAID LEAVE REQUIREMENTS

On March 18, 2020, President Trump signed into law the “Families First Coronavirus Response Act.” This law, among other provisions, expands rights to Family and Medical Leave Act (“FMLA”) leave and provides for paid leave for employees impacted by COVID-19. This update provides guidance about provisions specific to public education employers. The provisions discussed in this update all sunset on December 31, 2020. **The Special Administrative Board approved an extension resolution on January 12, 2021 (SEE Page 33).**

These provisions go into effect on April 1, 2020. The law directs the Department of Labor (“DOL”) to create informational posters to inform employees regarding available rights found in the law. The DOL is also directed to draft regulations regarding implementation of the law.

On March 20, 2020, the DOL held a webinar to solicit feedback on the contents of the possible regulations. We will update as more information is available.

What we know now:

Emergency Family and Medical Leave Expansion Act

Does this provision apply to public employers such as school districts and community colleges?

Yes, the law applies to “public agencies” as that term is defined in the Family and Medical Leave Act (“FMLA”) – so, it applies to political subdivisions (to include community colleges and school districts).

What does the law require?

Essentially, it expands FMLA protections in two main ways: (1) to provide leave for employees where they are unable to care for minor children because of school or other childcare closures and (2) provides that portions of this leave will be paid.

Which employees are covered?

Different than the regular provisions of the FMLA, any employee who has been working ***at least 30 calendar days*** prior to the start date of the “qualifying need” is eligible for this emergency leave.

“Qualifying need” includes circumstances where an employee is unable to work (or telework) due to a need to care for a child under 18 years of age if the child’s school or place of care has been closed, or the child care provider is unavailable, due to a public health emergency.

How much leave does it provide?

Up to 12 weeks.

Does the leave have to be paid?

The first 10 days can be unpaid leave. An employee may elect to substitute accrued vacation, personal, medical, or sick leave during this time, but an employer may not require an employee to do so. ***The employee could also utilize the emergency paid sick leave discussed below.***

The remaining *10 weeks of FMLA leave is required to be paid*, at an amount not less than *two-thirds of the employee's regular rate*, for the number of hours the employee would otherwise be scheduled to work. *The bill limits the amount of required pay for leave to no more than \$200 per day and \$10,000 in the aggregate.*

For employees with schedules that vary week-to-week, the number equal to the average number of hours the employee was schedule per day over the 6-month period ending on the date the employee takes such leave.

Does the law create job-protection rights?

Yes, job-protection applies to this emergency FMLA leave, which means that employers must restore employees to their prior (or equivalent) positions upon the expiration of the leave. While the law does include some exceptions, those apply only to employers with less than 25 employees.

Emergency Paid Sick Leave Act

Does this provision apply to public employers such as school districts and community colleges?

Yes, the law applies to “public agencies” as that term is defined in the FMLA – so, it applies to political subdivisions (to include community colleges and school districts).

What does the law require?

It requires certain employers to provide paid sick leave to employees who are unable to work (or telework) due to the following circumstances:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- The employee has been advised by a PCP to self-quarantine due to concerns related to COVID-19.
- The employee is caring for an individual who is subject of the above two situations.

- The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.
- The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID–19 precautions.
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Which employees are covered?

All employees: there is no requirement that an employee have worked for 30 calendar days prior to needing the leave.

How much paid sick leave is available?

- For full-time employees, up to 80 hours.
- For part-time employees, up to the average number of hours the employees normally work in a two-week period.
- Note: these amounts are *in addition* to whatever paid sick leave an employee might already offer.

Is the paid sick leave at the employee’s full rate of pay?

The law limits the amount of emergency paid sick leave available to employees and rates vary depending on the reason for the leave.

Reason	Amount
The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID–19.	Regular pay rate (\$511/day max, \$5110 total)
The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19.	Regular pay rate (\$511/day max, \$5110 total)
The employee is caring for an individual who is subject of the above two situations.	Two-thirds (2/3) regular pay rate (\$200/day max, \$2000 total)
The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.	Regular pay rate (\$511/day max, \$5110 total)

The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.	Two-thirds (2/3) regular pay rate (\$200/day max, \$2000 total) **This leave could be used for the first 10 days of unpaid emergency FMLA leave discussed above.**
The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.	Two-thirds (2/3) regular pay rate (\$200/day max, \$2000 total)

Can an employer require an employee to use their accrued sick leave before using this emergency paid sick leave?

No, the law prohibits employers from requiring employees to utilize other sick leave that may be available through the employer prior to utilizing the emergency sick leave provided by the law.

Can an employer require an employee to find a replacement prior to taking this emergency paid sick leave?

No, employers are prohibited from requiring an employee to find a replacement employee to cover his or her shift prior to taking emergency paid sick leave under this law.

Anything else employers are required to do?

Employers are required to post model notice regarding employee rights under the new law. The DOL has been directed to issue a model notice not later than seven days after the law’s enactment.

Are there any penalties for failure to comply?

Yes, the law prohibits employers from retaliation against employees who take emergency paid sick leave in accordance with the law. The law also provides that failure to pay the emergency paid sick leave will be treated as a failure to pay minimum wage in violation of the Fair Labor Standards Act.

Link to RGSD Online Forms:

Emergency Paid Sick Leave

Form <https://content.schoolinsites.com/api/documents/8bb47aed2aec4d9ab9eb41db9b6ffce5.pdf>

Emergency FMLA

Form <https://content.schoolinsites.com/api/documents/a039f4815495417b8ad500aff093c0c0.pdf>

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 face covering 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 *Google Suites* 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): _____

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: _____

Explanation of the Board Resolution on COVID-19 Leave:

MSBA is aware that some districts are extending the federal leave mandated under the Emergency Paid Sick Leave Act (ESPL) because that leave expires December 31, 2020, and there is no guarantee that Congress will extend the law. MSBA is not necessarily recommending this practice. However, if a district is considering doing so MSBA encourages the district to examine carefully whether it would be in the best interest of the district to expand all of the law or just key portions of the law.

MSBA does not recommend that districts amend Board policy for a temporary need because the Board will need to later rescind that same policy. Instead, MSBA recommends that the Board act by resolution with a clear expiration date. MSBA has drafted this sample resolution as an example for school boards to consider if they are interested in extending additional paid leave at the district's expense.

Please read this resolution carefully. This language is optional, and your district may want to make additional changes to customize this resolution. The COVID Leave created by this resolution:

- Does not apply to all the types of absences that an employee could use under the EPSL and does not include the Emergency Family and Medical Leave, which also expires December 31.
- Does not cover absences:
 - To care for a child whose school or daycare is closed;
 - For persons who are particularly vulnerable to the virus, but who have not been exposed; and
 - Due to illnesses “substantially similar” to COVID-19.
- Only applies to employees who are caring for their spouse, child or parent as defined under the Family and Medical Leave Act (FMLA)
- Excludes substitute employees.
- Requires employees to use at least two days of their accumulated paid leave (sick leave, personal leave, paid time off) before the employee is eligible for the COVID Leave.
- Allows the district to require more documentation of the absence than was allowed under federal law.
- Allows for the superintendent or designee to deny the use of leave in circumstances where employees are not following district protocol or are violating an isolation order or recommendation or other local, state or federal health order.

Board Resolution on COVID-19 Leave:

Background Information:

The federal leave mandated under the Emergency Paid Sick Leave Act (EPSL) expired December 31, 2020. The RGSD Special Administrative Board approved a resolution to extend benefits to RGSD employees on January 12, 2021. This resolution provides an additional 10 days of Covid-19 Leave (3 days of district paid leave such as sick leave, personal leave or vacation) to full-time and part-time employees who are unable to work or telework.

Whereas, the Governor of Missouri has issued Executive Order 20-02 and subsequent orders declaring a state of emergency pursuant to §§ 44.100 *et seq.* relating to the COVID-19 pandemic; and

Whereas, the federal Families First Coronavirus Response Act mandated additional paid leave for COVID-19 related reasons, including the Emergency Paid Sick Leave (EPSL), but that leave expires December 31, 2020; and

Whereas, the Centers for Disease Control (CDC) recommends that employers review leave policies to encourage employees who may be ill to remain at home;

Now Therefore Be It Resolved:

1. Qualifying Conditions for COVID-19 Leave (COVID Leave): The Board will provide an additional ten days of paid leave to full-time employees who are unable to work or telework because the employee:

- a. Is subject to a federal, state or local quarantine or isolation order related to the COVID -19 virus;
- b. Has been advised by a healthcare provider to self-quarantine because the employee has or may have COVID-19;
- c. Is experiencing symptoms of COVID-19 and is seeking a diagnosis from a healthcare provider; or
- d. Is caring for a spouse, child or parent who is subject to a quarantine or isolation order or has been advised to self-quarantine by a healthcare provider because the individual has or may have the COVID-19 virus. For the purposes of this resolution, the term “spouse, child or parent” has the same meaning as these terms are given under the Family and Medical Leave Act (FMLA).

2. Part-time Employees: The Board will extend the equivalent of two weeks of COVID Leave to any regular, part-time employee who is unable to work or telework due to the reasons listed in Number 1, based on the number of hours worked, on average over ten business days (two weeks).

3. Part-time Employees with Varying Hours: For part-time employees with varying hours, one of two methods for computing the number of hours paid will be used:

- a. If the employee has worked six months or more, the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type.

b. If the employee has worked less than six months, the expected number of hours to be scheduled per day at the time of hire.

4. **Substitute Employees:** Substitute employees do not qualify for COVID Leave.

5. **Use of Leave:** COVID Leave cannot be used intermittently or on a reduced schedule but must be taken in a single block of time during a qualifying condition. Until exhausted, COVID Leave may be used for subsequent qualifying conditions.

6. **Payment:** COVID Leave will be paid at the employee's regular rate of pay for the qualifying reasons listed in 1a. – c., not to exceed \$511 per day or \$5,100 in total. For leave based on 1.d., the employee will be compensated at 2/3 their regular rate of pay, not to exceed \$200 per day or \$2,000 in total. Employees may not use other district-paid leave to supplement COVID Leave.

7. **Interaction with Other Paid Leave:** In order to use COVID Leave, the employee must first use at least three days of district-provided paid leave such as compensatory time, sick leave, personal leave, vacation or paid time off for one of the reasons listed in number 1. If there is no paid leave available, the employee must take three days of unpaid leave prior to becoming eligible for COVID Leave. Employees have the option of using other accumulated paid leave prior to using COVID Leave but must notify the district in writing if that is their choice.

8. **Interaction with FMLA Leave:** When an employee is eligible for FMLA leave and is absent due to a qualifying condition under FMLA, the district will apply FMLA concurrently with COVID Leave. The Emergency Family and Medical Leave Act (EFMLA) will not be available in 2021.

9. **Expiration:** COVID Leave will be available on January 1, 2021, will expire on June 30, 2021 and will not apply to absences from duties related to summer school. Employees will not be compensated for unused COVID Leave.

10. **Documentation:** Employees taking COVID Leave may be required to provide documentation verifying that the absence is due to a qualifying COVID-19 as determined appropriate by the superintendent or designee.

11. **Communication:** The district may require an employee who uses COVID Leave to communicate periodically with the district regarding his or her ability to return to work or telework.

12. **Good Faith:** If the district becomes aware that an employee is not following district rules such as wearing masks, social distancing, sanitizing or other precautionary measures while at work; that the employee is violating quarantine or isolation orders or recommendations; or is violating local, state, or federal health orders, the superintendent or designee may deny the use of COVID Leave and the employee will be required to use his or her applicable accumulated leave or take unpaid leave. The district reserves the right to take additional disciplinary action, including termination, for these violations.

13. **Additional Procedures:** The Board delegates to the superintendent the responsibility for creating appropriate administrative procedures to assist employees in using COVID Leave and to protect the district. The superintendent or designee is directed to collect data on the use of COVID Leave, as well as the cost associated with this leave and to seek reimbursement from appropriate local, state or federal funds if available.

14. **Amendment or Termination:** The Board reserves the right to amend or terminate COVID Leave or any part of this resolution at any time. The administrative staff will provide regular information to the Board regarding the use of COVID Leave. The Board may reconsider or terminate COVID Leave if Congress extends the federal EPSL or otherwise requires employers to provide additional paid leave to employees, or the state requires districts to extend additional leave to employees.