

## ***COVID-19 School Safety Procedures***

Perea Elementary School will adhere to the guidelines of the Center for Disease Control (CDC) and local government for opening our school during COVID-19. This safe school planning procedures plan is created to protect the health, safety and wellbeing of students, teachers, other school staff, their families, and communities. While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. The procedures in the planning guide will change as guidance from professional and governmental organizations change.

### ***Entering School and screening Staff***

- Complete survey of COVID-19 questions and submit answers prior to entering the building
- Report to the office for daily temperature check
- Wash or sanitize hands

### ***Students***

- Interview parents with COVID-19 questions for students
- Temperature check for students
- Wash or sanitize hands

### ***Visitors***

- Interview of COVID-19 questions
- Temperature check in the main office
- Wristband provided if walking the building (verification of temperature taken)

### ***Parents*** – By appointment only

Anyone answering yes to the COVID-19 questions or showing symptoms (fever (temperature of 100.4 or greater) cough, sore throat, shortness of breath, respiratory conditions) will not be allowed in the building.

### ***Masks***

Masks will be worn every day by students and staff (except for individuals who have a medical exemption for masking for behavioral or medical reasons). Physical distancing of students who cannot wear masks is very important to prevent exposure. Parents should notify staff and administration of these students in advance of the start of school.

- Mask breaks should preferably be done outside and/or when 6 feet of separation from others can be assured.
- Students can remove masks to eat and drink.

### ***Physical distancing***

Physical distancing of 6 feet between students and teachers in classrooms, and other locations around the school, is recommended based on recommendations from CDC, TDH and the Shelby County Health Department.

- Physical distancing will be maintained as much as possible, including outdoors.
- Students will move in hallways only to enter classrooms and restrooms while practicing social distance.
- Staff will monitor students in the hallway to make sure that this being done properly.

### ***Hand Expectations***

All individuals must wash and/or sanitize hands frequently. It is reasonable to perform hand hygiene upon entering and leaving the classroom, after touching high touch surfaces like door handles and before eating meals or snacks.

- Handwashing for at least 20 seconds with soap and water should be done for soiled hands, hands that have been sneezed or coughed into, or after using the restroom.

### ***Cleaning and Disinfecting***

Reducing the risk of exposure to COVID-19 by cleaning and disinfecting is an important part of reopening our school. Our current janitorial staff will continue routine cleaning and other housekeeping practices throughout our buildings. To include but not limited to trash removal, dusting, surface cleaning, mopping, and vacuuming. An increase in frequency of cleaning will be considered as needed.

### ***Cleaning supplies***

- Disinfecting spray
- Disinfecting wipes
- Hand sanitizer
- Bleach water
- Gloves

### ***COVID-19 Specific Procedures Sick during school***

While in school, students and staff may begin to feel ill at any time of day. Staff members should be watchful of anyone complaining of feeling sick or appears ill. These conditions must be reported to the SCHOOL LEADER immediately. Students and staff should stay home if ill.

### ***Staff***

- Will be asked to leave the school as soon as possible. Based on the symptoms, staff member should call his or her primary care provider or get tested for COVID-19.

### ***Students***

- Will be isolated from classroom and sent to the COVID-19 sick room.
- Parent or emergency contacts will be notified to pick up students within one hour.
- If there are siblings of the sick student in school, siblings will be dismissed as well.
- The student will be escorted to the front entrance by a staff member while wearing a mask. The person picking up the child must wear a mask.
- Parents are asked to continue to monitor the child's health. If the child continues to display symptoms of illness, parents should take their child to their primary care physician.
- *Communication packet will be given do parent during orientation*

### ***COVID-19 Positive Staff***

Staff must inform the SCHOOL LEADER immediately of a positive COVID-19 test.

- If staff is in the building, staff will gather their items and leave the building immediately using the nearest exit.
- Director of Finance and Operations (DFO) will contact staff for a list of staff members with whom they were within 6ft for the last 5 days.

### ***COVID-19 Positive Student***

If a student or someone in their household is diagnosed with COVID-19, parents are not to bring their child to school and contact the teacher or SCHOOL LEADER immediately. Parents are asked to assist the Health Department by contacting the child's close contacts so those individuals can quarantine at home.

- If a parent is notified their child has been in close contact of someone with COVID-19, please follow the guidelines and quarantine them at home for 14 days.

### ***Multiple School Infections - School Closure***

- If a cluster of cases (two or more cases sharing a common source) occurs in a school, or if widespread exposures have occurred as a result of an infected teacher or someone who spent time in multiple locations in the school, then the school will need to be closed to allow for contact tracing and cleaning.
- The building will close for 24 hours to allow additional disinfecting and sanitizing.
- Staff members who plan to return to school will need a negative test result or 14 days of quarantine before returning to the building.

### ***Exposed Outside of the Building***

- Please inform the SCHOOL LEADER as soon as you know of this.
- SCHOOL LEADER will establish timeline and level of exposure.

### ***Member of Household with COVID***

- Please inform the SCHOOL LEADER immediately.
- SCHOOL LEADER will ask for a list all staff with whom they were within 6ft and less than 15 minutes for the last 5 days.

### ***GUIDANCE IF EXPOSED***

If you or someone you have been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you.

#### **Please do the following:**

- Quarantine yourself in a specific room away from others in your home
- Contact the SCHOOL LEADER to notify of COVID-19 exposure.
- If you are feeling ill contact your healthcare provider
- Perea recommends students, teachers, staff, and visitors should stay at home during the 14-day incubation period, check temperature twice a day and watch for symptoms of COVID-19.

If the individual experiences symptoms, they must stay at home until 72 hours has passed since recovery (no fever without the use of fever-reducing medications); have improved in respiratory symptoms (cough, shortness of breath, etc); and at least 10 days have passed since symptoms first occurred.

### ***TESTED POSITIVE FOR COVID-19 or SUSPECTED WITH COVID-19***

Any individuals who themselves either: (a) are lab-confirmed to have COVID19; or (b) experience the symptoms of COVID19 must stay at home throughout the infection period, and cannot return to school until you are determined any of the below conditions for school re-entry have been met:

#### **Return to work/school criteria:**

- At least one day (72 hours) has passed since recovery (no fever without the use of fever-reducing medications); and
- You have improved in respiratory symptoms (cough, shortness of breath, etc); and

- At least 10 days have passed since symptoms first occurred

If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work/school until the three criteria listed above have been met.

If the individual has COVID-19 symptoms and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test at an approved testing location that comes back negative for COVID-19.

Perea ES will prevent anyone who either does not complete or does not pass screening form entering the school.

### **Contact Tracing & Communication**

- DFO & potentially exposed staff will establish timeline and level of exposure
  - a) Exposure is determined using CDC guidelines listed below
- Once complete, staff and student will be informed to leave school, take the COVID test or quarantine for 14 days.
- The school will be disinfected and sanitized using additional methods for deep cleaning.
- Individuals who are identified as a contact of a possible case should be excluded from school until the suspected case is confirmed positive or negative.
- If the suspected case has a negative test, then the contacts can return to school.

### **Classroom Set up**

#### **Classrooms will be modified to prevent close contact**

- Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Floor stickers will be used to illustrate traffic flow and appropriate spacing to support social distancing.
- Music/ Art and Physical Education will be taught in individual classrooms versus rotating students through a shared space.

### **School supplies and communal equipment (including balls, jump ropes and playground equipment)**

- Students will not share school supplies.
- Play equipment will be cleaned at the end of playtime to be ready for their next use.
- Outdoor activity will limit contact with students
- Outdoor equipment will be cleaned before and after use by a single classroom group.
- Sections of a playground will be blocked from use to maintain social distancing while using equipment.
- Students will wash or sanitize hands before and after use of playground equipment.

Physical distancing during outdoor play will be enforced and monitored. Masks may be removed outside if physical distancing can be maintained. Staff members will monitor distancing and hygiene when playing.

### ***Eating at school*** ***Staff***

- Plan to eat when you can socially distance (not during meeting or shared workspace)
- Keep 6 ft of distance between staff while you eat
- Wash your hands before and sanitize the area after

### ***Students***

- Students can bring their own lunch when possible.
- School meals will be pre-packaged, grab-and-go meals served using disposable plates, utensils
- Students will eat breakfast, lunch and snacks in the classrooms while physical distancing is maintained and monitored.
- Teachers and Instructional Assistants will assist students washing and sanitizing hands before touching food

### ***Restroom Protocols*** ***Staff***

- Only one staff per restroom

### ***Students***

- Only as many students as there are stalls (or urinals – counting alternating urinals) are allowed in the restroom at any time.
- Students will sanitize hands when leaving the restroom with soap and water
- Teachers and Instructional Assistants will sanitize students' hands when re-entering the classroom. Students will only use sinks that are 6 feet apart (block alternating sinks)