



Clarke County  
School District

# COVID-19 Health and Safety Procedures

October 21, 2020

Information is subject to change per public health guidelines.

In consultation with public health experts and other partners, CCSD has developed a set of protocols and procedures to support a safe return to school.

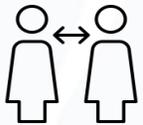
## Infection Mitigation



**PPE**



**Hygiene**



**Social Distancing**



**Cleaning**

## Exposure and Infection Response



**Health Screening**



**Communication**



**Virus Response**



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School District



## Both students and staff are required to wear face coverings while in the school building.

### Student Requirements

All students are required to wear facial coverings while in the school building and when they are within six feet of another person while outside.

Students will be allowed to take their face coverings off during nap time (PreK), while eating, and during specified outdoor mask breaks through the school day.

### Staff Requirements

The Clarke County School District requires all faculty and staff to wear facial coverings at all times when in close proximity to other people or traveling from one location to another location in buildings.

This includes, but is not limited to, outside of the classroom or office, on a bus, or in any gathering of two or more people with close proximity.

**Students and staff are asked to provide their own face coverings but extra supplies will be available for students and staff who do not remember to bring their masks to school.**



Clarke County  
School District



## The district has secured adequate PPE and will work with schools to maintain appropriate stock levels over time.

### District PPE Stockpile

In order to ensure the safety of our students and staff, the district has secured critical items including but not limited to K95 masks, cloth masks, face shields.

Nurses will be equipped with necessary PPE, including gowns, gloves, KN95 masks, goggle, and face shields.

We will procure additional PPE on an ongoing basis as needed.

### School Based PPE Supply Closet

Every school shall have a PPE supply closet that will be stocked by the custodian with PPE to be used as needed by students and staff in the building.

The PPE supply closet will be monitored and inventoried by a designee on the school based COVID-19 response team ("CRT"), the cross-functional team that will manage school-based COVID-19 efforts.

Any additional supplies needed will be communicated by the school based CRT to the district CRT for order placement.

**We will provide touchless thermometers for temperature taking in our elementary schools because research suggests that screening is an effective strategy for younger students.**



Clarke County  
School District



# School staff will ensure that students are washing their hands frequently and thoroughly.

## Student handwashing and hygiene

Additional handwashing stations will be at school entrances and throughout schools as practicable.

Handwashing signs will be visible throughout schools.

Staff will reinforce good hand hygiene practices with students especially during transition times (e.g. going to or returning from recess).

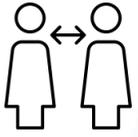
## Hand washing in healthcare settings

Hand hygiene in healthcare settings can be performed by washing with soap and water for 40 – 60 seconds or by using an alcohol based hand sanitizer.

CCSD school nurses should perform hand hygiene using alcohol based hand sanitizer or soap and water before and after all patient contact, contact with potentially infectious material, and before putting on and upon removal of PPE, including gloves.

If hands are visibly soiled, use soap and water before using alcohol based hand sanitizer. Hand hygiene supplies should be readily available in every care location.





## Schools will ensure appropriate physical distancing during the school day, and symptomatic individuals will maintain adequate separation.

### Physical Separation: Limiting the spread of COVID-19 during the school day

To every extent possible, students and staff are encouraged to remain physically distanced from each other throughout the school day.

Students will be arranged in cohorts with consistent seating to the extent possible.

Schools will operate with revised arrival and departure procedures for students and staff to maximize social distancing and cleanliness.

School buses will operate at no more than  $\frac{2}{3}$  capacity and load from the back of the bus.

### Waiting Rooms: Maintaining separation of symptomatic individuals

Each school shall have a designated space for symptomatic individuals awaiting pick up from their families.

This space shall be monitored by an assigned member of the CRT who will sit outside the room to monitor students until pick-up.

The school nurses will remain in the clinic attending to clinic duties; however, should the ill student require nursing support, the school nurse will assist as needed. Full PPE will be available for anyone who may be exposed to the ill individual.





**We have the necessary staffing, tools, and supplies to keep our schools clean.**

## High Touch Spaces

School based custodial teams will operate in zones and provide regular, ongoing cleaning throughout the day of all high touch surfaces.

High touch surfaces will also be sanitized twice weekly using electrostatic sprayers.

For school buses, high touch spaces will be wiped down after each route.

## Deep Cleaning

Schools will be deep cleaned each weekend.

School buses will be deep cleaned each evening.



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School District**



# Screening protocols will be in place for both staff and students to ensure that all individuals are safe to come to school.

## Screening Symptoms for Students

Our approach to screening is grounded in recent research which demonstrates the younger students are very likely to be symptomatic if COVID-19 positive. Our elementary school students will undergo temperature checks daily. Older children and teenagers are likely to have asymptomatic cases, so middle and high school students will not be screened daily.

Each school has a nurse on-site to screen students who are feeling ill. Randomized health screenings may be conducted during the school day, and any persons found to be exhibiting symptoms of COVID-19 will be sent home.

School-based telehealth visits are available for students with parental consent.

## Screening Symptoms for Staff

Staff are required to stay home when sick.

If staff have signs and symptoms of COVID (fever, chills, shortness of breath, new cough, or loss of taste/smell) that cannot be otherwise explained, they are required to notify their supervisor and follow recommended DPH guidelines.

Staff will have access to school-based telehealth visits and may visit the nurse's office if they feel ill or have questions

**Students/staff exhibiting COVID-19 symptoms that aren't otherwise explained will be asked to go home and engage in a precautionary isolation. These individuals can return to work/school per DPH guidelines or with a physician's note stating their symptoms are due to a non-COVID illness.**



Clarke County  
School District



## We will communicate transparently with families regarding our cases.

### Direct Exposure

An individualized notification will be sent to the parent/guardian when their child is identified as a close contact to someone who tested Positive for COVID-19. This letter will include DPH recommendations for quarantine and testing.

### No Direct Exposure

Parents/Guardians will receive a general notification when there is a positive COVID-19 case reported to the school their student attends.

**We will provide our families, staff and public with a weekly update regarding cases in our schools.**



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School District



**Each CCSD school will have a designated COVID-19 Response Team (“CRT”) that will respond to COVID situations as they arise at each school.**

## School CRT Roles and Responsibilities

**School Administrator:** oversight of operations and school logistics, communications to families in consultation with the district CRT

**School Nurse:** symptom screening, clinic management, weekly DPH reporting, COVID triage, determine quarantine and isolation needs

**SST member:** Supervision of students isolating prior to returning home, ad hoc support for school nurse as practicable.

**Receptionist:** School-based point of contact for CRT questions and communications, ad hoc support to District CRT as needed.

**Custodian:** cleaning of areas as needed including clinic, classrooms, isolation room and other areas throughout the school, stocking of the PPE supply closet

## District Support

Amy Roark, Director of Student Nursing, will manage the District CRT which will coordinate contact tracing efforts, liaise with public health official, and provide ongoing support and oversight to the school CRTs.

The district’s contact tracing efforts will be augmented by temporary staff hired and trained for this specific purpose.

If you have any questions or concerns, please contact Amy at any time via:

- Cell Phone: 706-286-2065
- Email: [roarka@clarke.k12.ga.us](mailto:roarka@clarke.k12.ga.us)
- Office Phone: 706-546-7721 ext. 20752



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## We will respond rapidly, seriously, and empathetically if students or staff appear to be ill with COVID-19. We will take the following steps:

### Screen

Symptomatic individuals will go to the nurse for screening. If they indicate a possible COVID case, they will be placed in a waiting area away from others to await pickup.

### Report

If the school receives notification of a confirmed case of COVID-19, the school nurse or another member of the school CRT will gather information necessary to complete the COVID-19 reporting form (seating charts, close contacts, bus route, etc).

### Investigate

The school CRT will notify the district CRT and gather additional information such as the source of exposure and important dates for investigation to support the district's contact tracing efforts.

### Respond

The district CRT will begin contact tracing. The district CRT will engage with public health officials as necessary and coordinate with the school CRT to ensure that schools provide appropriate incident and case related communication to students and families.

**CCSD will work closely with public health experts and local and state officials to coordinate contact tracing efforts and evaluate and improve the district's COVID response practices over time.**



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School District**



## Quarantine & Isolation periods and returns to school vary based on symptoms and the severity of the illness.

### Symptomatic Persons with Mild or Moderate Illness

Unless they are severely immunocompromised, these individuals should return to work or school after:

- ❑ At least 10 days have passed since symptoms first appeared, and
- ❑ At least 24 hours have passed since last fever without the use of fever-reducing medications, and
- ❑ Underlying symptoms (e.g. cough, shortness of breath) have improved

### Symptomatic Persons with Severe or Critical Illness

These individuals - and those with mild/moderate symptoms who are severely immunocompromised should return to work or school after:

- ❑ At least 20 days have passed since symptoms first appeared
- ❑ At least 24 hours have passed since last fever without the use of fever-reducing medications
- ❑ Underlying symptoms (e.g. cough, shortness of breath) have improved





## Quarantine & Isolation periods and returns to school vary based on symptoms and the severity of the illness.

### Asymptomatic Persons with confirmed COVID-19

Can return to school or childcare after at least 10 days have passed since the positive laboratory test and the person remains asymptomatic.

If asymptomatic individuals later develop symptoms, they should follow the guidance for symptomatic persons.

### Asymptomatic Persons who have a known exposure

Required to quarantine for 14 days and can return to work/school per DPH guidance for persons exposed to COVID-19 found [here](#).

Testing is recommended on day 6-10 of quarantine and a negative test result will not change or decrease the time a person is required to quarantine.





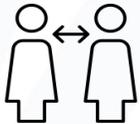
Each of us plays a daily role in keeping our schools and workplaces safe by following the three Ws.



**WASH** YOUR HANDS!



**WEAR** YOUR MASK!



**WATCH** YOUR DISTANCE!



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**THANK YOU FOR YOUR TIME!**

**WHAT QUESTIONS DO YOU HAVE?**



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