

Arlington Elementary School Regulation on Face Coverings and Physical Distancing

Required

- Face coverings will be optional at all school related activities
- Face coverings will be optional on buses or other public transportation vehicles.

Required

- No nonessential visitors will be allowed in school classrooms.

ARLINGTON ELEMENTARY SCHOOL DISTRICT COVID-19 PROTOCOLS FOR SCHOOL OPENING

The following protocols will be implemented across all district sites.

Normal procedures for students who qualify for homebound or chronically ill services will be followed. Similarly, normal procedures for employee requests of reasonable accommodation due to disability will be followed.

I. OPENING PROCESSES

A. Staffing

1. At the district level, the Superintendent will coordinate all messages to the public regarding opening, possible closure, and other COVID-19 related information. The Superintendent will ensure that the school has sufficient numbers of posters with messaging on hand washing and covering coughs and sneezes to be placed throughout sites and posters at site entrances, reminding individuals not to enter if sick.
2. The Superintendent will coordinate social distancing protocols, including ensuring that student and staff schedules, as well as facilities, allow for implementation of the protocols.
3. The Superintendent will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.
4. The Special Education Director and 504 Coordinator will ensure that the needs of special education students and students with special needs are being met in the context of implementing these safety protocols.

B. Training

1. Prior to students returning to campus, all staff will be trained to implement these protocols.
2. Prior to students returning to campus, parents will be contacted and explained the portions of these protocols that relate to students and visitors. The Superintendent will be the point of contact, which will be communicated to parents prior to the first day of school, who will be responsible for answering parent questions regarding implementation of the protocols. All questions should go through this single (or at most two) points of contact at each site.

II. IF A PERSON BECOMES SICK WITH COVID-19 SYMPTOMS OR REPORTS A POSITIVE COVID-19 TEST

1. Immediately report the situation to the Superintendent ONLY. Confidentiality must be maintained to the greatest extent possible.
2. If an employee develops COVID-19 symptoms at work, the employee will be separated from all other students, staff, or visitors and arrange to send the

employee home in a safe manner. If the employee is not able to safely self-transport, staff will arrange to contact a family member, friend or other method of transport to get the employee home or to a health care provider. If the employee appears to be in medical distress, 911 will be called.

3. If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, except that the student will not be unsupervised. The staff member assigned to supervise the student will wear a cloth face covering and will maintain 6 feet distance from the student at all times unless there is an emergency. Parent/emergency contact will be contacted immediately to pick up the student. If the student appears to be in medical distress, 911 will be called.
4. Close off any areas that the symptomatic employee or student were in for a prolonged period. Wait 24 hours before cleaning and disinfecting those areas. During that time, if feasible, open windows or outside doors to increase air circulation in those areas. After 24 hours, thoroughly clean and disinfect all surfaces in the areas.
5. Determine whether other employees or students may have been exposed to the symptomatic individual. If so, notify those individuals or, in the case of students, their parents of the potential exposure. DO NOT disclose the name of the individuals who has become sick. Notification should recommend that exposed individuals monitor their health close, contact the health care provider if possible and self-quarantine if any symptoms develop.
6. Employees or students who have developed COVID-19 or had a positive COVID-19 test may not return to the site until either of the following two options has occurred:
 - Option one
 - At least 3 days (72 ours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. Cough, shortness of breath); and
 - At least 10 days have passed since the first symptoms emerged.

OR

- Option Two
 - There has been a resolution of fever without the use of fever-reducing medications and
 - There has been improvement in respiratory symptoms (e.g. cough, shortness of breath) and

- The individual has negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of the virus causing COVID-19 from at least two consecutive respiratory specimens collected less than 24 hours apart (total of two negative specimens).

III. STEP TWO PROTOCOLS FOR HAVING STUDENTS ON CAMPUS

A. DAILY SCREENING

Students and parents will be educated that students must not come to school if they have any of the following symptoms:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose
- Cough
- Vomiting
- Diarrhea
- New loss of taste or smell

1. Daily Screening At Home

- Parents will be informed in registration documents, on the school website, and via email reminders that they should screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present.
- Parents will be assured that students will have the opportunity to make up work missed due to symptoms of COVID-19
- Schools will not give out attendance awards for the duration of the COVID-19 health crisis.

2. Daily Screening Transportation

- All buses will have clearly visible signage communicating to the parents that students should not enter the school bus with any of the above symptoms.

All student health information will be maintained confidentially. The school aide shall report information that a student has had a positive COVID-19 test or has become sick with a presumptive COVID-19 case to the Superintendent.

B. TRANSPORTATION

Students will be assigned seats on buses and will sit only with family members. School buses will maintain maximum ventilation at all times including open windows, when possible due to weather, and ventilation systems will be set on non-recirculating mode.

C. HAND WASHING

All students will wash their hands with soap and water for a least 20 seconds or will use hand sanitizer with at least 60% alcohol at the following times:

- Upon arrival at school (hand sanitizer if there is no sink in the classroom)
- After being outside for physical activity
- Before and after lunch
- Prior to leaving school for home
- After sneezing, coughing or blowing nose.

D. ENHANCED SOCIAL DISTANCING

- Students will be educated and reminded regularly by staff members to maintain 6 feet distance between individuals at all times possible.
- To the greatest extent possible, students will remain with the same groupings and with the same staff throughout the day. Schedules for middle students will be designed to allow the same groupings of students to move from subject to subject as much as possible.
- Class sizes will be reduced as much as possible within the constraints of the number of students enrolled and the physical layout of the school. Spaces of sufficient size that are used for non-instructional activities may be converted to classrooms if the school site has sufficient teachers to staff those classrooms.

Drop-off/Pick-Up Procedures

Parent drop-off/pick-up procedures will require parents to drive-thru drop-off/pick-up with prohibition on parents getting out of the car, unless express permission from a site administrator is provided for good cause shown, If a parent has permission to get out of the car during drop-off/pick-up, the student should arrive/leave school before or after the assigned times for the majority of students.

3. Classroom Layout

In all classrooms, desks will be positioned with the following guidelines:

- Students will be six feet apart unless that spacing is not possible due to the size of the classroom and the number of students assigned to it.
- All students will face the same direction rather than facing each other.
- Students will not be physically grouped to work together, however, teachers are encouraged to use technology to facilitate group work and group learning where appropriate for the age, subject, and capabilities of the students.

4. Bathrooms

- Students will go into bathrooms in groups no larger than the number of stalls/urinals in the bathroom and will be directed to maintain social distancing.
- Posters reminding students of proper handwashing techniques will be placed in all bathrooms.

5. Visitors to School

Nonessential visitors and volunteers will be limited. Parent volunteers should not be utilized in the classroom during the COVID-19 health crisis.

E. STUDENT BELONGINGS/MATERIALS

School supplies should not be shared among students. Where a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener or blocks/toys), the item must be wiped down with disinfectant by a staff member after each use.

F. CLEANING AND DISINFECTION

All frequently touched surfaces, such as door handles, sink handles, drinking fountains, desks and learning tools must be cleaned and disinfected daily. If any of the following are being use, playground, sports equipment, and any other shared items must be cleaned between uses by groups of students.

Bus seats and windows must be disinfected after each use. (E.g. after the morning routes and after the afternoon routes).

Janitorial staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.

IV. STEP TWO PROTOCOLS FOR EMPLOYEES

A. Exposure assessment

Prior to allowing employees to report to work, District administration, in conjunction with relevant site supervisors and department supervisors, will assess each work site to determine whether personal protective equipment (“PPE”) is necessary for specific positons in order to limit the spread of COVID-19. If a position is determined to require PPE, such PPE be provided to staff at no cost and staff will be trained on its correct use

B. Daily Screening

Employees may not report for work if they have any of the following symptoms:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose
- Cough
- Vomiting
- Diarrhea
- New loss of taste or smell

C. HANDWASHING

All employees will wash their hands with soap and water for at least 20 seconds, or will use hand sanitizer with at least 60% alcohol at the following times, at minimum:

- Upon arrival at school
- After being outside for physical activity
- Before and after lunch
- Prior to leaving school for home
- After sneezing, coughing or blowing nose
- After physical contact with other staff or students

D. ENHANCED SOCIAL DISTANCING

Employees are required to maintain six feet between individuals at all times unless it is not physically possible or, for a student's safety, less space is required. If a situation arises that requires a staff member to touch a student or another staff member (for instance, if a student requires toileting help, is having a physical emergency, or requires a two-person restraint), the staff member will resume social distancing as soon as safely possible and will wash hands and disinfect any surfaces touched.

E. CLEANING AND DISINFECTING

All frequently touched surfaces in work areas, such as door handles, sink handle, drinking fountains, desks and learning tools must be cleaned and disinfected daily. Staff are expected to clean and disinfect workspaces when they arrive to work and just before leaving work.

Janitorial staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.