# COVID-19 HEALTH AND SAFETY PROCEDURES MANUAL

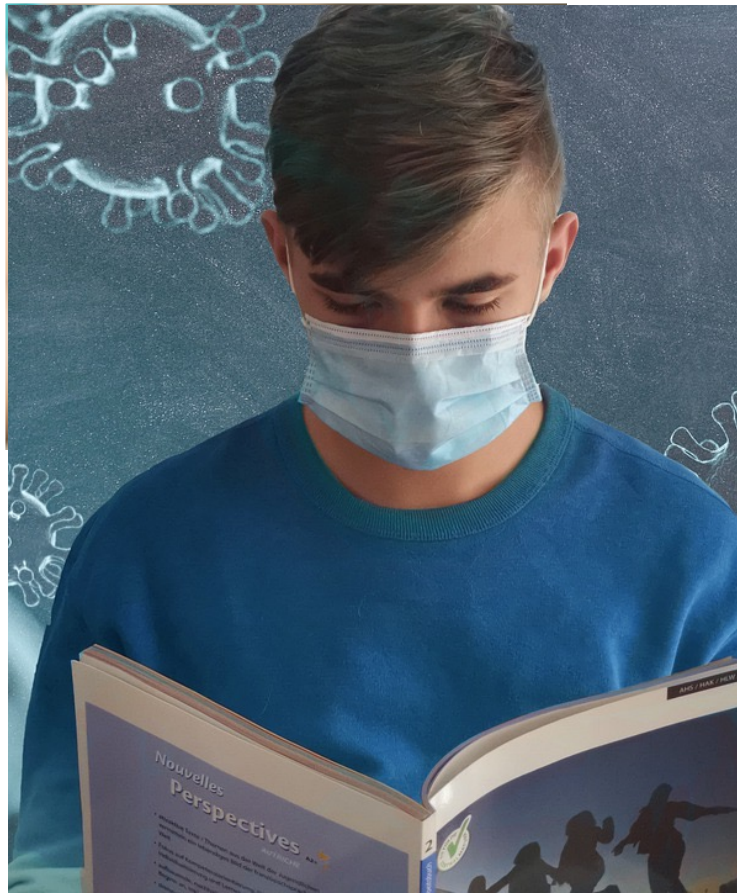
Orange County Public Schools

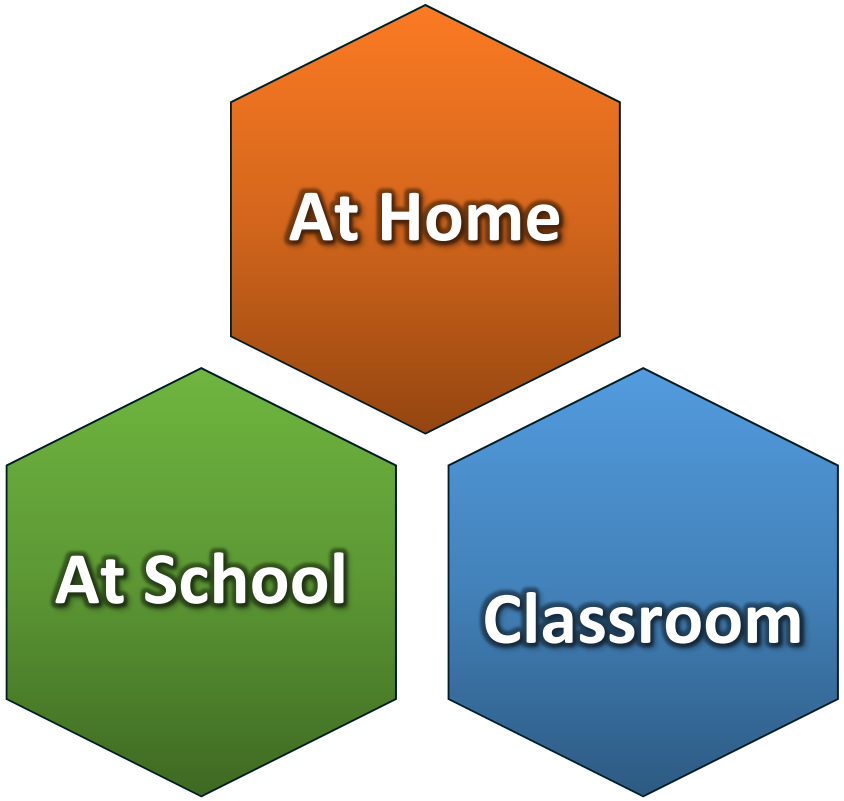
Version 14.0
June 1, 2021

# Disclaimer

This manual contains general guidance to assist school and administrative sites in navigating health and safety considerations during the COVID-19 pandemic. It is intended for the use of district staff, rather than the public at-large. The content will continue to evolve and is not all-inclusive of all procedures and protocols. This manual is a supplement to the Injury/Illness section of the Emergency Procedures Manual for Schools and the Medical Emergencies section of the Emergency Procedures Manual for Administrative Sites.

# Promoting risk reduction through a great culture of teaching.




## Promoting a Healthy and Safe Learning Environment

To minimize the risk of exposure to COVID-19 for students, staff, and families across the school district, Orange County Public Schools (OCPS) encourages following appropriate health guidance.

# Record of Changes

| Changes from Version 13.0 | Date | Page |
|---|---|---|
| General editing throughout for consistency (i.e., grammar, spelling, formatting, etc.) | 6/1/21 | - |
| Revised the length of time between required breaks for outdoor rehearsals | 6/1/21 | 28 |
| Added links to COVID-19 vaccine information and guidance regarding quarantine requirements for vaccinated individuals | 6/1/21 | 76 |

# Section 1: General Preventative Measures

# Communication and Messaging

*Promote Everyday Protective Measures*

Orange County Public Schools

We're committed to the well-being of our guests and our employees.

- District-approved signage (i.e., banners, posters, signs, stickers, etc.) should be posted in highly visible locations to promote everyday protective measures and describe how to stop the spread of COVID-19.
- Signage locations include:
  - Entrances
  - Common entry doors
  - Ends of hallways
  - Restrooms
  - Administrative offices
  - Cafeteria, front office, lobby, library and other high traffic areas
  - Exterior of elevator
  - Top and bottom of stairwells
- Signage can be found in the Print Services catalog. Contact Print Services to acquire appropriate replacement signage.
- Develop plans to include messages about behaviors that prevent spread of COVID-19 when communicating with staff and families through:
  - Public address announcements
  - Websites
  - Email
  - Social Media Accounts
- Behavioral techniques such as modeling and reinforcing desired behaviors and using picture schedules, timers, and visual cues can help all students adjust to changes in routines and take preventative actions.

# Personal Protective Equipment (PPE)

*Help Protect Yourself and Others*

**Face coverings** are meant to **protect other people** in case the wearer is unknowingly infected but **does not have symptoms**.

Reference **School Board Policy EBBA Disease Prevention; Face Coverings** for additional information regarding masks/face coverings

- All students, employees, visitors and vendors are required to wear masks/face coverings, unless medically exempt.
- A face covering may not be required for individuals who have been approved for a face covering waiver due to a medical condition that prevents the individual from being able to safely wear a face covering. A medical certification from a health care provider and supporting documentation provided by the individual shall be submitted to school officials for review/determination.
  - For students, such review/determination shall be made by the district medical advisor and shall be submitted to facecoverings@ocps.net.
  - For employees, such review/determination shall be made by the district's ADA Office, which determination is final. The Face Covering Exemption Request Form is available on the employee ADA intranet page.
- Until such time as the waiver is approved, the individual requesting the exemption will be required to wear the proper face covering while inside a school/facility or other property and/or vehicle owned, leased, or operated by the School Board.
- To promote the social and emotional health of students who may struggle wearing a mask/face covering for several hours, schools will provide students with opportunities for breaks when they can remove their mask/face covering while maintaining appropriate social distancing and while under supervision.
- Additional accommodations may be required for staff and/or students based on their individual health plan.

# Personal Protective Equipment (PPE)

*Help Protect Yourself and Others*

**Face coverings** are meant to **protect other people** in case the wearer is unknowingly infected but **does not have symptoms**.

Reference **School Board Policy EBBA Disease Prevention; Face Coverings** for additional information regarding masks/face coverings

- Parents may elect to supply their child with their own masks/face coverings; however, if a mask/face covering is needed, the school will provide a mask/face covering as appropriate.
- Masks/face coverings are permitted but must comply with the dress code (must not contain questionable language or symbols).
  - Parents should regularly clean and sanitize all reusable cloth face coverings.
- Individuals should be frequently reminded not to touch the mask/face covering and to wash their hands frequently.
- Some staff members may be required to wear additional PPE (i.e., health-related, custodians, specialized positions) when directed to do so by district/school protocol or by the employee's supervisor.
- School should contact Procurement Services to acquire additional Personal Protective Equipment or supplies.

# Personal Protective Equipment (PPE)

*General Guidance for N95 Respirators*

N95 respirators will be made available to **teachers, school staff, or non-school staff** working with students unable to wear a mask or with approved medical accommodations requiring the wearing of an N95 respirator.

- Some individuals may be unfamiliar with how to properly wear an N95 respirator. The following video link will demonstrate the correct way to do so.

Video: How to Properly Wear an N95 Respirator

# Physical Distancing

*While Remaining Socially Engaged*

**Physical distancing**, also called "social distancing," means **keeping a safe space between yourself and other people** who are not from your household.

- To practice "physical distancing," maintain the maximum distance possible, recommended 6 feet, from others.
- Physical distancing combined with mask wearing can help slow the spread of COVID-19
- Encourage alternate means of greeting expressions to assist with physical distancing and maintain separation (i.e. minimize gestures that promote close contact).
  - Discourage shaking hands, fist or elbow bumps and hugging. Instead wave and verbally greet them.

# Physical Distancing

*Ways to Help Promote Physical Distancing*

**Education programs are inherently designed for social interaction, not social distancing.**

However, multifaceted reopening and **risk mitigation** strategies are needed to implement healthy campuses and programs.

- Place approved physical barriers such as plexiglass at reception desks or similar areas.
- Provide social distancing floor/seating markings in waiting and reception areas.
- Post directional reminders on the floor and/or walls to manage traffic flow during transitions.
- Post district-approved signage in highly visible locations to promote everyday protective measures.
- Have staff monitor arrival/dismissal to discourage congregating and ensure that students go straight from vehicle/buses to classrooms or cohort waiting areas.
- Provide frequent reminders to staff and students to maintain a maximum distance apart, recommended 6 feet, when feasible.
- Limit visitors and activities involving external groups or organizations.
- Arrange desks or seating so that students are as physically distanced as possible.
  - If not possible to separate tables/desks, consider having students sit facing the same direction or use barriers between students whenever feasible.
- Staggered arrival/dismissal of students.

# Hygiene Protocols

*Hand Hygiene*

**Handwashing is one of the best ways to protect yourself and your family from getting sick.**

**After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, counter tops, chairs, sinks, shared pens, elevator buttons, and microphones. Always wash or sanitize your hands before touching your eyes, nose, or mouth because that's how germs enter our bodies.**

- You can help yourself and others stay safe, especially during these key times when you are likely to get and spread germs:
  - After entering a building or school
  - Before, during, and after eating food
  - Before and after handling papers that are not your own
  - Before and after treating a cut or wound
  - Before taking medication
  - After using the restroom
  - After blowing your nose, coughing, or sneezing
  - After handling your cellphone that has been placed on a table or other area that is not your own
  - After touching a recycle or garbage can
- Increase monitoring to ensure adherence among students and staff.

- Follow Five Steps to Wash Your Hands the Right Way:
  1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
  2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
  3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
  4. **Rinse** your hands well under clean, running water.
- If soap and water are not readily available, use district approved hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Contact your Custodial Services Area Manager to acquire additional handwashing supplies.

# Health Monitoring/Screening

*Recognizing the Signs and Symptoms*

**Health monitoring** and **recognizing the signs and symptoms** are crucial to help reduce the risk of spreading COVID-19.

- Monitor federal, state and local public health communications about COVID-19 regulations, guidance and recommendations and ensure that staff and students have access to that information.
- A licensed healthcare professional will oversee the school clinic whenever possible.
  - This person is responsible for responding to COVID-19 concerns.
  - All school staff and families will be provided with a process for contacting this person.
- Staff will conduct periodic temperature screening and/or or symptom checking of staff and students.
- Health checks and screenings will be conducted safely and respectfully, and in accordance with current district policies.
- Staff and students with COVID-19 symptoms will immediately be taken to the Sick Room.
- Encourage staff and students planning to enter the school environment to self-screen prior to coming onsite. Do not attempt to enter the school if any of the following are present:
  - **Symptoms** of COVID-19;
  - A temperature of 100.4° F or higher;
  - Are under evaluation for COVID-19 (for example, waiting for the results of a viral test to confirm infection); or
  - Have been diagnosed with COVID-19 and not yet cleared to discontinue isolation.

# Cleaning and Disinfection

*Help Stop the Spread of Viruses*

All **OCPS custodians** are **trained** on effective methods for **cleaning and disinfecting schools** to help fight the spread of viruses and other harmful bacteria.

- Custodial Services, in accordance with the department's standard operating procedures, uses Environmental Protection Agency/Centers for Disease Control and Prevention-approved disinfectants to clean and have increased routine cleaning and disinfection of frequently-touched surfaces at school facilities.
- Custodians will check common areas and group restrooms throughout the day to ensure supplies are replenished, conduct touch-point cleaning and do thorough cleaning/disinfecting once students leave for the day.
- Follow label directions, which include safety information and application.
- Cleaning products should not be used near children; staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling aerosols.
- Contact Custodial Services to obtain additional guidance.

# Absenteeism

*Monitor and Plan for Absenteeism*

**Monitor absenteeism** of **students and employees, cross-train staff,** and **create a roster of trained back-up staff** to use in case of excessive employee absences due to **illness**.

- Review the usual absenteeism patterns at your school among both students and staff.
- Alert ESE Health Services and local health officials about large increases in student and staff absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the "flu," which have symptoms similar to COVID-19).
- Review attendance and sick leave policies. Encourage students and staff to stay home when sick, even without documentation from a doctor. Use flexibility, when possible, to allow staff to stay home to care for sick family members.
- Discourage the use of perfect attendance awards and incentives.
- Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.
- Determine what level of absenteeism will disrupt continuity of teaching and learning.

# Section 2:
# School Operations

# Transportation

*Promote Safety and Preventative Measures*

**Physical distancing** is also needed with district vehicle use. To achieve this, district **vehicle occupancy** should be **limited,** and **surfaces** should be **frequently cleaned.**

- Parents are encouraged to transport students to and from school in their personal vehicles to minimize student contact.
- Busing will continue to be available to students that reside 2 miles or more from school or required on a student's IEP.
  - The district will provide increased education for drivers on cleaning procedures and COVID-19 symptoms.
  - Trained employees will be assigned to sanitize the bus twice a day (Students must not be present when a vehicle is being cleaned).
  - Disinfect and clean touch-point surfaces (e.g., seats, belt buckles, doors, windows) throughout the vehicles.
  - Doors and windows should be kept open when cleaning and between routes to allow vehicles to completely air out.
- Parental support is requested for physical distancing at bus stops.
- District approved hand sanitizer that contains at least 60% alcohol will be available for students (for children 6 and older) to use as they enter the bus.
- Students are required to wear masks/face coverings while on the bus, unless medically exempt.
- Disposable masks will be provided for any student without a mask/face covering as appropriate.
- Bus drivers and monitors are required to use appropriate PPE while on the bus.
- Transport with windows and vents open to increase air circulation.
- Assign seats to minimize contact in the aisle when loading and unloading the bus, load from back to front, unload from front to back, alternating rows.
- If a driver becomes ill during the day, he/she must not return to drive students.
- If a student becomes ill during the day, he/she must not use group transportation to return home.
- Contact your Transportation Area Manager for additional transportation guidance or resources.

# Arrival/Dismissal

*Promote Safety and Preventative Measures*

**Have staff monitor arrival/dismissal to discourage congregating and ensure that students go straight from vehicles/ buses to classrooms or waiting areas.**

- Encourage parents to perform temperature checks on students prior to school arrival.
- Scheduled handwashing or sanitizing regularly and upon arrival and departure.
- Staff will control entry points, oversee physical distancing and routinely reinforce proper hygiene etiquette.
- Strategically place district-approved signage to reinforce health and safety protocols.
- Students are required to wear masks/face coverings during arrival and dismissal, unless medically exempt.
- Parents and nonessential visitors will not be allowed to enter the school past the main office to limit exposure to students, staff and teachers.
- During parent pick-up, parents are not to exit vehicles unless it is medically necessary to assist his or her child.
- Stagger entry of bus riders, car riders and walkers.
- Students should be dismissed in an orderly pattern while maintaining proper physical distance.
  - Consider staggering classroom release, when feasible.
  - Students must maintain social distance while waiting for parents.
- Ensure a plan is in place to supervise student physical distancing before and after school.
  - Identify areas that students can physically distance while under supervision before and after school.

# Administrative Offices

*Limit Exposure to Students and Staff*

**Parents** and **visitors** will **not be allowed** to **enter the school** past the **main office** to limit exposure to students, staff and teachers.

- Use virtual meetings whenever possible; when using conference/meeting rooms, reinforce 6 feet of distance between attendees and require masks/face coverings.
- Physical barriers will be installed in front reception areas.
- Hand hygiene stations will be set up at the entrance of the facility, so that children and visitors can clean their hands before they enter.
- District-approved hand sanitizer that contains at least 60% alcohol will be placed (for staff and older children who can safely use hand sanitizer) next to parent sign-in sheets.
- For parent sign in/out, have a separate supply of clean pens and used pens and mark their receptacles accordingly; disinfect the used pens periodically throughout the day.
- All students, employees, visitors and vendors are required to wear masks/face coverings.
- Set screening protocols for all visitors.
- Custodial Services will make supplies available for schools via disinfectant stations.
- Custodial staff will routinely clean and disinfect frequently-touched surfaces (e.g., tables, desks, chairs, door handles, light switches, railings, etc.).

# Transition Between Classes and Buildings

*Limit Exposure to Students and Staff*

**Limit** the extent to which students **mix with each other**, and particularly with students from other classes.

- Students will be required to wear masks/face coverings when transitioning between classrooms.
- Provide physical guides, such as tape on doors or sidewalks and signs on walls, to ensure that staff and children maintain the maximum distance possible, recommended 6 feet, from others in lines and at other times (e.g. guides for creating “one-way routes” in hallways).
- Stagger class periods by cohorts for movement between classrooms if students must move between classrooms to limit the number of students in the hallway when changing classrooms.
- When feasible, keep students in the classroom and rotate teachers instead.
- Prohibit or limit the use of lockers.
- Custodial staff will routinely clean and disinfect frequently-touched surfaces (e.g., door handles, light switches, railings, etc.).

# Classroom

## *Manage Class Size to Maximize Physical Distancing*

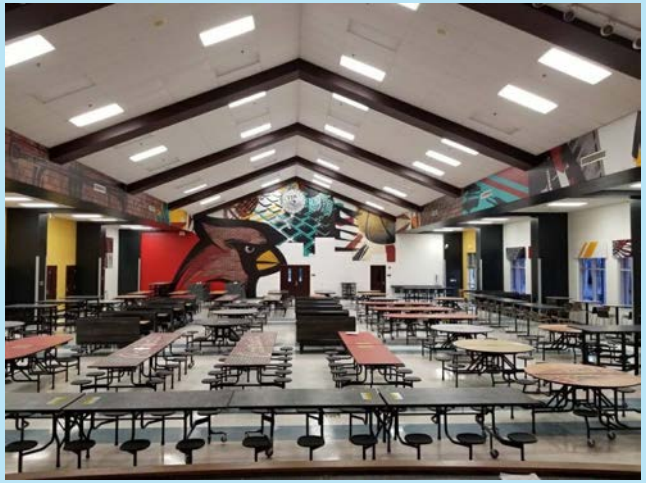
Maintain a **maximum distance** between **desks** as possible, even if **not able** to achieve **6 feet**, and **avoid sharing** of **textbooks, supplies and toys**.

- All students are required to wear masks/face coverings, unless medically exempt.
- Staff working with students are required to wear face masks/face coverings, or other appropriate PPE.
- Ensure classroom has access to hand hygiene products (e.g., district-approved hand sanitizer, soap, tissues, and disinfectant wipes).
- Custodial Services will make supplies available for schools via disinfectant stations.
- Remove nonessential items from the classroom.
  - Personal items that are frequently touched and cannot be cleaned such as upholstered furniture, pillows, rugs, stuffed animals, puppets, etc., must be removed from the classroom.
- Move nonessential furniture and equipment out of classrooms or to unused parts of the classroom to increase distance between students. Alternatively, mark furniture with signage to restrict use to maintain social distancing.
  - Students will be seated in a physically distant layout in classrooms with all chairs, desks, and other workstations properly spaced to achieve maximum distance as possible.
- Turn desks to face in the same direction (rather than facing participants) and offset seating in the rows to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).

# Food and Nutrition Services

*School Meals Served Safely*

**Minimize crowds by deploying alternative meal service options.**



## Face-to-Face Meal Service

### Breakfast

- Provided in all schools at selected locations, pre-packaged.

### Lunches

- Selected items on the serving line will be provided to students by food service staff.

### Supper

- Select-and-Go meal from kiosks at exits.

## Curbside Meal Distribution

- Prepackaged meals will be provided at selected schools (Food and Nutrition Web Site).
- All children age 18 and under are eligible for meals at no charge until December 17th.
- If an adult is picking up meals for delivery to students, they must bring the child's name.

## General

- Before and after eating, masks/face coverings will be required.
- Menus have been streamlined to include student favorites to simplify selections.
- Before and after eating, require hand washing or use of district approved hand sanitizer that contains at least 60% alcohol (for staff and children 6 and older).
- Tables and chairs will be sanitized between services.
- Each meal served on campus will include prepackaged cutlery and 2 alcohol wipes (for cleansing hands before and after eating).
- No cash will be accepted; payments must be made according to guidelines on the Food and Nutrition Services website.
- Utilize outside areas, courtyards, pavilions, etc. to increase physical distancing.

# Media Center

*Maximize Physical Distancing*

Implement measures to **decrease students congregating** in one location.

**Review local/state/district** regulatory agency **policies** related to **group gatherings for current persons per room limitations.**

- Students will be required to wear masks/face coverings in the media center.
- Provide physical guides, such as tape on doors or sidewalks and signs on walls, to ensure that staff and students maintain the maximum distance possible, recommended 6 feet, from others in lines and at other times.
- Limit number of persons per room (i.e., 35% or less of posted capacity with physical distancing in place).
- Ensure a plan is in place for proper handling and returning of books and resources.
- Assign students to use different entrances or create directional paths.
- Rearrange furniture to avoid clustering in common areas.
- Ensure compliance with the COVID-19 Media Center Guidelines

# Common Areas

*School Elevators and Restrooms*

## Elevators

- Students will be required to wear masks/face coverings within elevators.
- Limit the number of people in an elevator (maximum 2 per car) to maintain social distancing; if feasible of physically able, take the stairs.
- Place decals inside the elevator to identify where passengers should stand, if needed.
- Use physical barriers outside of elevators or other ways to mark pathways to help people travel in one direction and stay as far apart as possible, while waiting to access the elevator.
    - Disclaimer: do not block pathways or prevent access according to appropriate fire codes.

## Restrooms

- Custodians will check common areas and group restrooms throughout the day to ensure supplies are replenished, conduct touch-point cleaning (faucets, toilets, doorknobs, light switches, etc.) and do thorough cleaning/disinfecting once students leave for the day.
- Provide physical guides, such as tape on doors or sidewalks and signs on walls, to ensure that staff and students maintain the maximum distance possible, recommended 6 feet, from others in lines and at other times.
- Limit the number of individuals allowed in a restroom at one time based on the number of stalls or urinals.

# Playground and Recess

*Limit Exposure to Students and Staff*

- Consider staggering playground use rather than allowing multiple classes to play together, and limit other activities where multiple classes interact.
  - If multiple classes are on the playground/at recess at the same time, require students to stay in an assigned sections as opposed to mingling with other classes.
  - It is recommended that schools find alternative options for students if these requirements cannot be met.
- Consider limiting the use of playground equipment if unable to maintain cleanliness.
- Students are required to wear masks/face coverings on the playground and during recess if 6 feet of physical distancing cannot be maintained.
- Hand washing will be required before and after using playground.

# Emergency Drills

*COVID-19 Health and Safety Measures for Emergency Drills*

**Florida statutes require schools** to **conduct emergency drills** to ensure **students** and **staff know** how to safely and expeditiously **react to the threat of an active assailant, fire or severe weather.**

Due to the ongoing **COVID-19 pandemic, school staff** must **enforce** additional **COVID-19 health and safety measures during emergency drills.**

- When conducting all emergency drills (Active Assailant, Fire, Severe Weather), ensure the following:
  - Maximum physical distancing is maintained whenever practical.
  - Masks/face coverings are required for all staff and students, unless medically exempt.
  - All notifications as described in the OCPS emergency drill procedures are made.
  - Record all drills in the Emergency Drill Reporting Tool in myOCPS.
- As a reminder, doors are to be locked and closed at all times.
- Unidirectional/one-way halls are to be temporarily disregarded for emergency evacuation drills as the closest exit should always to be used.
- In the event of an actual active assailant, fire, or severe weather incident, staff will take necessary actions to protect students from the threat without regard for social distancing.
- The immediate danger posed by such threats far outweighs the risk of COVID-19 exposure.
- Reference Technical Guidance Bulletin: TGB2020-003, for additional COVID-19 health and safety measures for emergency drills.
- Contact your assigned Emergency Preparedness Administrator for questions or concerns.

# Specials/Electives

*Physical Education*

Regular **physical activity** in **childhood** and **adolescence** is important for **promoting lifelong health** and **well-being** and preventing various health conditions.

- Physical distancing is encouraged when possible for all stakeholders.
  - If physical distancing is not possible for students, create as much distance as feasible.
  - Students and coaches are required to wear masks/face coverings when distancing is limited, and the individual is not participating in high-intensity activity.
- Use of shared objects (e.g., gym or physical education equipment), should be limited when possible, or cleaned between use.
- Evaluate before/after school program models to accommodate reduced adult/child ratio, which may include adjustment of operational hours.
- Have plans in place for inclement weather: consider gymnasiums, cafeteria and classrooms.

# Specials/Electives

*Visual and Performing Arts (Music/Band, Chorus, Dance, Theater, Visual Arts, etc.)*

Appropriate **scheduling considerations** should be made for visual and performing arts classes to **limit class sizes.** Schools should seek **alternative indoor/outdoor venues** for classes to promote physical distancing.

- Large ensemble rooms such as the band room will be divided into 6' x 6' squares where students will be assigned to stand in the center of each square in order to maintain a 6’ distance from other students on all sides.
  - Masks with slits and instrument bell covers shall be used by any individual playing a wind instrument indoors or outdoors regardless of social distancing opportunities.
- Any individual performing or rehearsing a choral or theatrical performance shall wear a mask at all times indoors or outdoors regardless of social distancing opportunities.
- Indoor rehearsals shall be limited to 30 minutes of sound production followed by one air exchange.
- Outdoor rehearsals shall be limited to 60 minutes of sound production with 5 minutes of rest between each block.
- Orchestra students will be required to wear masks. Minor accommodations to the rehearsal process will be taken to ensure the safest environment possible for students.
- Dance students will be required to wear masks, except in cases where the teacher deems the activity strenuous and social distancing can be maintained. Dance students will not be asked to change into dance-specific attire to avoid using the locker room. Dance floors will also be divided into 6’ x 6’ squares to help students maintain social distancing.
- For additional guidance, please contact the district Visual & Performing Arts office.

# Specials/Electives

*Other (i.e. Courses With Shared Materials)*

**Evaluate school program** models to accommodate **reduced adult/child ratio.**

- Conduct extracurricular activities virtually when possible.
- Physical distancing should be encouraged when possible for all stakeholders.
  - If physical distancing is not possible for individuals, create as much distance as feasible.
  - Students and staff are required to wear masks/face coverings if the individual is not participating in high-intensity activity.
- Use of shared objects should be limited when possible or cleaned between use.
  - Custodial Services will make supplies available for schools via disinfectant stations.
- For additional guidance, contact the appropriate department.

# School Sponsored Activities Visual & Performing Arts

*Onsite Events*

All **visitors** must pre-register for Visual & Performing Arts events **on-line**.

- Must be individually approved by the Area Superintendent
  - Audience totals shall not exceed 25% of the seating capacity of the performance space for each show or presentation
  - Audience members shall be seated 6 feet apart unless they are from the same family unit (e.g., father, mother, grandparent, or sibling(s) or a legal guardian)
  - All visitors must pre-register for event on-line
  - Sign-in at the front office or at the entrance of the event and present I.D.; use a sign-in sheet that is specific for this event to support possible contact tracing by the Florida Department of Health
  - Maintain a minimum of 6 feet physical distancing while participants are waiting to enter
  - Enforce mask wearing at all times
  - Temperature checked all participants and guests prior to entering the facility; temperature must be less than 100.4 F degrees
- Visitor movement must be restricted and carefully managed throughout the event
  - Bathrooms must be designated for the event and closed off to the rest of the school while the event is occurring
  - If possible, the event should be accessed from the closest entrance to limit the distance visitors travel in the school

# School Sponsored Activities Visual & Performing Arts

*Onsite Events*

All **visitors** must pre-register for Visual & Performing Arts events **on-line**.

- Activity location
  - Must allow 6 feet physical distancing between all family units and staff
  - Must have sufficient space to accommodate all attendees at a social distance in order to prevent overflow in hallways or other areas
- During the activity
  - All individuals shall wear masks
  - Family units will be socially distanced from one another
  - Hand wash stations shall be available
  - Any shared materials will be sanitized before and after each use
- After the activity
  - The event location will not be reused until sanitized
  - Designated event bathrooms must be sanitized before opened back to the rest of the school
  - Visitors will exit the school using the closest exit

**25% maximum seating capacity at all OCPS performance/exhibition spaces**

# School Sponsored Activities Visual & Performing Arts

*Specific Venues*

All **visitors** must pre-register for Visual & Performing Arts events **on-line**.

**25% maximum seating capacity at all OCPS performance/exhibition spaces**

**Venues:**

- Auditoriums/Cafetoriums
  - Audience members shall wear a face covering at all times.
  - Audience members shall enter in a controlled manner that allows for social distancing at all times.
  - Audience members shall be dismissed at the end of the performance in a controlled manner that allows for social distancing at all times.
  - Audience members shall be seated 6ft apart unless they are from the same family unit (e.g., father, mother, grandparent, or sibling(s) or a legal guardian).
  - Intermission should be designed to accommodate all social distancing guidelines when feasible. Consider a staggered dismissal and reentry process that allows for social distancing.
  - Tech Booth: Ensure social distancing guidelines are followed. Consider moving the audio operator in the house if feasible. All boards and equipment must be wiped down after use.
  - Any Box Office/Will Call activities must follow established face covering and social distancing guidelines.
  - When feasible, accept only electronic tickets. Cashless transactions are strongly encouraged.
  - Seats, armrests, countertops, restrooms, and other high-touch surfaces need to be cleaned after each performance.
  - No paper programs shall be provided to audiences. Consider digital programs utilizing barcodes, QR codes or links.
  - No food or drink shall be permitted during the event, performance or show.
  - When feasible, Visual & Performing Arts events may be streamed for audiences to watch remotely.

# School Sponsored Activities Visual & Performing Arts

*Specific Venues*

All **visitors** must pre-register for Visual & Performing Arts events **on-line**.

**Venues:**

**25% maximum seating capacity at all OCPS performance/exhibition spaces**

- Alternative/Outdoor Spaces
  - Audience members shall wear a face covering at all times.
  - Audience members shall enter in a controlled manner that allows for social distancing at all times.
  - Audience members shall be dismissed at the end of the performance in a controlled manner that allows for social distancing at all times.
  - Audience members shall be seated 6ft apart unless they are from the same family unit (e.g., father, mother, grandparent, or sibling(s) or a legal guardian).
  - Proper signage should be made available to guide audiences to appropriate places and directions to view the performance.
  - When feasible, pre-set chairs and/or seating instructions shall be provided for audiences following current social distancing guidelines.
  - An inclement weather plan should be established prior to the performance event with plans to move the event that includes audience movement pathways and procedures, student movement pathways, procedures, and supervision and destination parameters related to social distancing guidelines.
  - No paper programs should be provided to audiences. Consider digital programs utilizing barcodes, QR codes or links.
  - No food or drink should be permitted during the event, performance or show.
  - When feasible, Visual & Performing Arts events may be streamed for audiences to watch remotely.

# School Sponsored Activities Visual & Performing Arts

*Specific Venues*

All **visitors** must pre-register for Visual & Performing Arts events **on-line**.

**Venues:**

- Exhibit Spaces
  - Audience members shall wear a face covering at all times.
  - Audience members shall enter in a controlled manner that allows for social distancing at all times.
  - Entrances into the exhibit should be timed in order to allow 6 feet physical distancing between all family units and staff
  - Proper signage should be made available to guide audiences to appropriate places and directions to view the exhibit. Wayfinding signage including directional arrows should be used to help control the flow of traffic through the exhibit.
  - Small spaces including interior corners and alcoves should be avoided.
  - The exhibit space should utilize a single entry and exit point.
  - No food or drink should be permitted during the event, performance or show.
  - When feasible, Visual & Performing Arts events may be streamed for audiences to watch remotely.

**25% maximum seating capacity at all OCPS performance/exhibition spaces**

# Special Events/Before and After School Activities

*Promote Health and Safety Preventative Measures*

**The district will review** local/state regulatory agency **policies** related to **group gatherings** to **determine** if events **(e.g., sport games, extracurricular activities)** can be held.

- Identify opportunities to pursue virtual group events, gatherings, or meetings, if possible.
- All students, employees, visitors and vendors are required to wear masks/face coverings.
- If standard physical distancing (6 feet) is not possible, create as much distance as possible.
- Third party users must follow the health and safety requirements within the Facility Use Agreement.
- Limit visitors, volunteers and activities involving external groups or organizations as much as possible—especially those who are not from the local geographic area (e.g., community, town, city, county).
- Pursue virtual activities and events, such as field trips, student assemblies, special performances, school-wide parent meetings and spirit nights, if possible.
- Visual & Performing Arts clubs and rehearsals are allowed before or after school, including both face-to-face and LaunchED students.

# Special Events/Before and After School Activities

*Before and After Care*

**The district will review** local/state regulatory agency **recommendations** related to before and after school care.

- The district's school health and safety measures, as outlined in this manual, must be followed during before and after care programs, to include:
  - Masks shall be worn at all times, unless eating or drinking.
  - Students remain at least 6 feet apart and do not share objects.
  - Hand hygiene protocols are followed (See General Preventative Measures Slide 11).
  - Outdoor activities are prioritized.
  - If possible, small groups of students should stay together during before and after care each day.
- Programs operated by external entities require approval from School Age Services.
- Programs must consult with school before sending students home or canceling activities

# Special Events/Before and After School Activities

*Sporting Events*

**The district will review** local/state regulatory agency **policies** related to **group gatherings** to **determine** if events **(e.g., sport games, extracurricular activities)** can be held.

- When and if spectators are allowed, entry to sporting events (games, matches, tournaments, etc.) should have cashless transaction options such as: credit/debit card readers or online prepaid tickets.
  - Schools should sell all sport and/or single sport season passes as an option for entry into sporting events.
- District approved hand sanitizer stations should be placed at the entrance/exit of all venues and concession stands for spectator and student use.
- Concession stand transactions should be cashless using credit/debit card readers.
  - Ensure proper distancing is followed between patrons in line.
- Pursue sporting events (games, matches, tournaments, etc.) to be streamed or recorded for fans to watch remotely.

# Section 3:
# Administrative Site Operations

# Administrative Sites

*Health Monitoring/Screening*

**Sick employees** should follow **CDC-recommended steps**. **Employees** should **not return to work** until the criteria to **discontinue home isolation are met,** in consultation with **healthcare providers.**

## Employee Responsibilities

- Employees are requested to monitor their personal health and temperature.
- If an employee has a temperature of 100.4°F or higher or has a cough, is short of breath, or otherwise feeling ill is encouraged to seek medical care.
- It is recommended that employees stay home when feeling ill or sick.
- High-risk individuals should work from home, when possible, until directed to return to work by their supervisor.
  - High risk individuals can request accommodations by going to the District's ADA Compliance webpage (http://ada.ocps.net) to access the appropriate accommodation request forms.

## Supervisor Responsibilities

- Utilize the guidance from Human Resources if an employee has a question about leave use.
- Support employees who are not feeling well or have a temperature and encourage them to seek medical care.
- Keep in regular communication with staff working remotely and advise them when they are return to work, as directed by OCPS Leadership.
- Educate staff on the symptoms of COVID-19 by referring them to the CDC Guidance: Symptoms of Coronavirus

# Administrative Sites

*Workspaces – Employee Responsibilities*

Consider how best to **decrease the spread** of the **virus** and **lower the impact** in your **workplace.**

- Physical distance from coworkers and the general public in all areas to limit the spread of the virus.
  - This includes but not limited to cubicles/work areas, restrooms, cafeteria/break areas, etc.
- All employees, visitors and vendors are required to wear masks/face coverings, unless medically exempt.
- Wash hands with soap and water frequently throughout the day.
  - If soap and water is not available, use hand sanitizer with at least a 60% alcohol base.
- Employees in high public traffic areas where frequent trips to wash hands between customers is impractical should use hand sanitizer between each customer.
- Do not touch your face and cover coughs with a tissue or cough into your elbow.

- Staff who work where the public is coming into their workspace are allowed to use gloves.
- Prior to leaving shared workspaces, employees should utilize district-approved cleaners or disinfecting wipes to wipe down surfaces daily.
  - Household chemical cleaners such as bleach and aerosol sprays are not approved to be used in district facilities.
- Non-shared workspaces should be routinely wiped down by employees.
- Surfaces that should be cleaned include phones, desktops, armrests, cabinet/file drawer handles, remote controls, keyboards, mice and any other surface that is touched, especially personal items.
  - Personal items that are frequently touched and cannot be cleaned such as upholstered furniture, pillows, stuffed animals, etc., must be removed from the workplace.

# Administrative Sites

*Workspaces – Supervisor Responsibilities*

**District will actively monitor** federal, state, and local **public health communications** and ensure that **workers have access** to that **information.**

- Do not allow employees to congregate and adjust office operations so that staff are not within 6 feet of each other. This may include, but is not limited to:
  - Move chairs/seating arrangements to increase workspace distancing. Supervisors should measure distances between chair spaces to verify 6 foot spacing.
  - Post district-approved signage to remind about social distancing throughout congested areas.
  - Use virtual meetings whenever possible; when using conference/meeting rooms, reinforce 6 foot distance between attendees and require masks/face coverings.
- Encourage and remind staff of social distancing guidelines and discuss with employees when masks/face coverings should be worn.
- Work with Custodial Services to ensure soap is properly stocked and available.
- Work with Custodial Services to ensure cleaning stations are available for staff use.
  - These stations will include district-approved cleaners and paper towels which staff can use to wipe down high-touch surfaces within their workspace.
- When possible, inside doors should be left open or unlatched to reduce the need to touch them with hands to open them.
  - Outside doors and windows should remain closed and locked.
- Contact Procurement Services to acquire additional Personal Protective Equipment or supplies.

# Administrative Sites

*Common Areas – Breakrooms*

Use methods to **physically separate employees** in all areas of the building, including **common areas.**

- Physical distance to the maximum distance possible, recommended 6 feet, from coworkers and wear masks/face coverings, as appropriate.
- Stagger shifts, start times, and break times as feasible to reduce the number of employees in common areas.
- Replace high-touch communal items, such as coffee pots and bulk snacks, with alternatives such as pre-packaged, single-serving items.
- Encourage staff to bring their own water to minimize use and touching of water fountains or consider installing no-touch activation methods for water fountains.
- Custodial Services will clean and disinfect high-touch surfaces (e.g., tables, desks, chairs, door handles, light switches, railings, faucet handles, drinking fountains, etc.)

# Administrative Sites

*Common Areas – Elevators & Restrooms*

Encourage **occupants** to **take stairs** when possible, especially when **elevator lobbies are crowded** or when only **going a few flights**.

## Elevators

- Masks/face coverings within elevators are required, unless medically exempt.
- Limit the number of people in an elevator to maintain social distancing.
- Place decals inside the elevator to identify where passengers should stand, if needed.
- Use physical barriers (for lobbies only; not inside elevators) or other ways to mark pathways to help people travel in one direction and maximum distance possible, recommended 6 feet, while waiting to access the elevator.
- Use floor markings in elevator lobbies to reinforce social distancing. Place decals inside the elevator to identify where passengers should stand, if needed.

## Restrooms

- Custodians will check common areas and group restrooms throughout the day to ensure supplies are replenished, conduct touch-point cleaning (faucets, toilets, doorknobs, light switches, etc.) and do thorough cleaning/disinfecting once staff leave for the day.
- Provide physical guides, such as tape on doors or sidewalks and signs on walls, to ensure that staff and students maintain the maximum distance possible, recommended 6 feet, from others in lines and at other times.
- Limit the number of individuals allowed in a restroom at one time based on the number of stalls or urinals.

# Administrative Sites

*Common Areas – Conference Rooms*

Where possible, **pursue virtual group** events, gatherings, or **meetings.**

- Use virtual meetings whenever possible; when using conference/ meeting rooms, reinforce 6 feet of distance between attendees and require masks/face coverings.
  - Lingering and socializing before and after meetings is discouraged.

- Individuals are required to wear masks/face coverings during in-person meetings.
- Custodial Services will clean and disinfect high-touch surfaces (e.g., tables, desks, chairs, door handles, light switches, railings, faucet handles, drinking fountains, etc.).

# Administrative Sites

*Common Areas – Lobby/Visitors*

Waiting areas should provide the **maximum distancing possible,** recommended 6 feet, of social distancing for occupants.

- Post district approved signage in highly visible locations to promote everyday protective measures and describe how to stop the spread of germs.
- Move or remove chairs in waiting areas so that visitors are not within 6 feet of each other. Assign an employee to monitor waiting areas to ensure guidelines are met.
- Limit the approach of the public to employees to no closer than 6 feet by setting up barriers/blocking with chairs, cones, rope lines, tape lines/marks on the floor, etc.
  - Tape, cones, etc., for high foot traffic areas can be purchased via iBuy and/or PCards
- Staff will routinely disinfect all communal surfaces and commonly-touched equipment (e.g., check-in tablets).
- Work with Custodial Services to ensure cleaning stations are available for staff use.
  - These stations will include district-approved cleaners and paper towels for employees to utilize before/after they use common spaces and contact surfaces.
- Provide hand hygiene stations (e.g., district-approved hand sanitizer with at least 60% alcohol) at the entrance of the facility as well as near sign-in sheets.

# District Vehicles

*Assigned & Shared Vehicles*

Follow **general guidelines** for **cleaning and disinfecting** of **vehicles.**

## Assigned vehicles

- Implement physical (social) distancing, when feasible.
- Commonly-touched surfaces should be wiped down with district-approved cleaners or disinfecting wipes on a regular basis.
- Surfaces to be cleaned include steering wheels, armrests, turn signal arms, radio controls, door handles, and any other high-touch surfaces.
  - Personal items that cannot be cleaned should be removed from the vehicle

## Shared vehicles

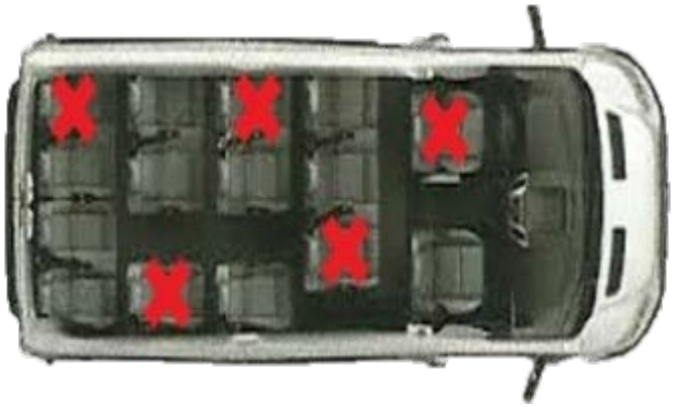
- Implement physical distancing, when feasible.
- Prior to leaving a vehicle at the end of each workday, district-approved cleaners or disinfecting wipes should be used to wipe down surfaces.
- Surfaces to be cleaned include steering wheels, armrests, turn signal arms, radio controls, door handles, and any other high-touch surface.
  - Personal items that cannot be cleaned should be removed from the vehicle.
- If there is more than one individual, they will be required to wear a mask/face covering.

# District Vehicles

*Vehicles with More Than One Person*

**Physical distancing** is also needed with vehicle use. To achieve this, **vehicle occupancy** should be **limited,** and **surfaces** should be **frequently cleaned.**

- Limit capacity to only one person per row and all occupants shall wear masks, including the driver.
- Passengers shall sit one per row of seats and on alternating sides of the vehicle in order to provide spacing between occupants. Example: As shown below with passengers being indicated by a red X.
- The vehicle should be loaded from the back row first before moving forward by row.
- Staff will be required to wear a mask/face covering while in the vehicle.



# District Vehicles

*Supervisor Responsibilities*

**Monitor** federal, state, and local **public health communications** a bout **regulations, guidance, and recommendations** and ensure that **workers have access** to **information.**

- Work with Custodial Services to provide cleaning stations for staff to use on vehicles.
- Evaluate transportation needs of staff and limit multiple passengers in vehicle whenever reasonably possible.
- Reinforce seating and mask-wearing guidelines when multiple passenger use is required.

# Contractors and Vendors



**Contractors and vendors** should **follow proper protocol** by checking-in at schools pre-determined location (office, admin building, security, etc.), and **follow proper safety procedures.**

- Contractors and vendors shall wipe down high-touch point surfaces with disinfecting wipes before leaving the work area.
- This may include, but is not limited to, computer equipment, doorknobs, light switches, etc.
- If this is not possible, the contractor or vendor shall work with the site administrator to develop a plan to clean the area.
- Bleach and aerosol sprays are prohibited from use in district facilities.

# Section 4: COVID-19 Case Management

# Clinic Procedures

*Well Room and Sick Room*

**PPE** will be worn and physical **distancing** maintained to the extent possible in all clinics.

- Each school will be funded for a licensed healthcare professional to oversee the clinic.
- Clinics will have two separate rooms to serve students. PPE must be used in both rooms:
  - Well Room: injury/treatment room, medicine distribution, sprained ankle, etc.
  - Sick Room: fevers, cough, sore throat, diarrhea, vomiting, chill, etc.
- Staff assigned to the Well Room and the Sick Room will not float between rooms.
- Each clinic area is required to be equipped with the following:
  - Touchless thermometers
  - Daily access to PPE (i.e., gloves, masks, face shields, gowns, etc.)
  - Direct access to a sink
- Clinics will adhere to physical distancing to the extent possible within the space available.

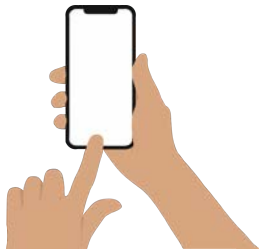
# Clinic Procedures

*Sending Students to the Clinic*

**PPE** will be worn and physical **distancing** maintained to the extent possible in all clinics.

- Students who meet a clinical presentation for COVID-19 should not go to Well Room for triage, they should be escorted the Sick Room.
- Students requiring medications, treatments, or are injured should be escorted to Well Room.
- Students with a current on file healthcare plan will be treated as plan dictates, unless otherwise indicated by clinic staff.

- An adult should accompany students to the clinic.
  - When accompanying a student to the clinic, staff should wear PPE.
- All visits to the clinic and outcomes of those visits will be documented follow OCPS clinic practices.



# Clinic Procedures

*Student Arrives in Well Room*

**PPE** will be worn and physical **distancing** maintained to the extent possible in all clinics.

- Students arriving in Well Room or Sick Room will have their temperature checked.
  - If initial temperature taken is 100.4°F or higher, direct student to sit quietly for 3-5 minutes, then recheck.
  - Check for COVID-19 symptoms (Reference CDC Guidance: Symptoms of Coronavirus)

- Students who meet sick/COVID-19 criteria for being sent home should be transferred to Sick Room.
  - Sick students waiting for parent pick-up should:
    - Be monitored by staff wearing PPE
    - Wear PPE and use physical distancing
- Well Room staff must contact parent to pick up their student.

# Clinic Procedures

*Transport of Sick Students*

**PPE** will be worn and physical **distancing** maintained to the extent possible in all clinics.

- If a child becomes sick and is unable to return to class, the parent will be required to pick up their child; sick children will not be placed on buses.
- If a child is sick, is not picked up, and his/her symptoms worsen, school administration will be notified and call 911 Emergency Medical Services (EMS) and/or notify the proper authorities, as necessary.

- If a parent denies EMS transport at the recommendation of the school and EMS personnel, the parent must sign out the child and take him or her home. The parent must be present at school to deny transport.
- After the parent picks up their student the waiting room should be cleaned or at specific times of the day.
- For information on when students can return, please see the student case management charts within this section.

# Special Considerations

*Medically Fragile Students and Students with Significant Cognitive and Emotional Disabilities*

**PPE** will be worn and physical **distancing** maintained to the extent possible in all clinics.

- Teachers, staff, behavioral support, and crisis management teams will have access to PPE, including gloves, masks, face shields and gowns, as necessary.
- If physical prompting or restraint of a student is necessary, PPE must be worn. Any equipment used needs to be cleaned, prior and after use.
- If a student has a medical plan, it will be followed according to the child's individualized needs.
- One-on-one nurses and paraprofessionals will be required to wear PPE while working with their assigned student.

# Return Recommendations

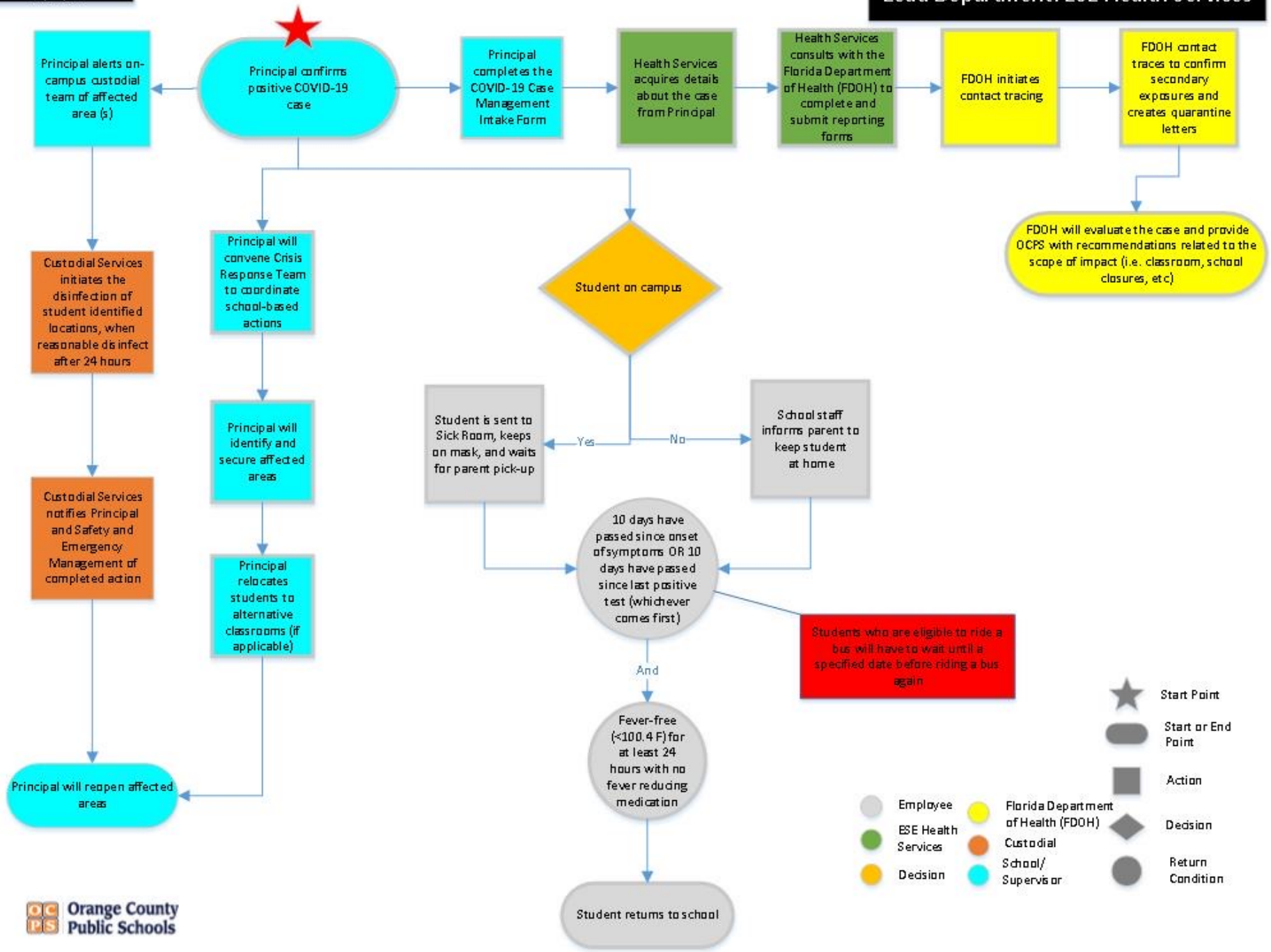
*Case Types and Response*

| Case Type | Response |
|---|---|
| **Confirmed Positive**<br>▪ **Received a test stating that the individual has tested positive** | ▪ The individual will self-isolate for 10 days from start of symptoms or after receiving a positive test (whichever comes first)<br>▪ After the isolation period is over the individual must be symptom and fever free for 24 hours without the aid of medication prior to returning |
| **Symptomatic (with no known exposure)**<br>▪ **The individual is experiencing COVID-19 like symptoms and has not been known to be exposed to someone who has COVID-19** | ▪ If the individual takes a COVID test and the test is negative, the individual can return as soon as they feel better<br>▪ If the individual does not take a COVID test, or the individual takes a COVID test and it is positive, they must self-isolate for 10 days from the start of symptoms. After the 10-day self-isolation period is over, the individual must be symptom and fever free for 24 hours without the aid of medication prior to returning.<br>▪ The individual will self-isolate for 10 days from the start of symptoms<br>▪ After the isolation period is over the individual must be symptom and fever free for 24 hours without the aid of medication prior to returning |
| **Exposed Close Contact (secondary exposure)**<br>▪ **Must be within 6 feet for 15 minutes (cumulative within a 24-hour period, with or without a mask) and deemed potentially exposed by the Florida Department of Health (FDOH)** | ▪ If the individual is considered exposed by FDOH they can return after a 10-day quarantine and being symptom and fever free for 24 hours without the aid of medication<br>▪ If individual was diagnosed with COVID-19 within the previous 3 months of exposure they do not need to quarantine<br>▪ If symptoms develop during quarantine, they must wait 10 days after the onset of symptoms and be symptom and fever free for 24 hours without the aid of medication prior to returning<br>▪ It is recommended that the individual gets tested but still cannot return until the 10-day quarantine is complete |
| **Exposed Close Contact (secondary exposure for critical infrastructure personnel)**<br>▪ **Must be within 6 feet for 15 minutes (cumulative within a 24-hour period, with or without a mask) and deemed potentially exposed by the Florida Department of Health (FDOH)** | ▪ Critical infrastructure employees will be determined by Professional Standards<br>▪ Can return to work as long as the individual is asymptomatic<br>▪ Will monitor for symptoms, if the individual becomes symptomatic, they will be sent home immediately |
| **Why test-based strategy is not recommended for return?** | ▪ Individuals can test positive for the virus for up to 6 months after infection while the individual is not infectious |

Version 4
10/02/20

# Student Confirmed COVID – 19 Case

**Lead Department: ESE Health Services**

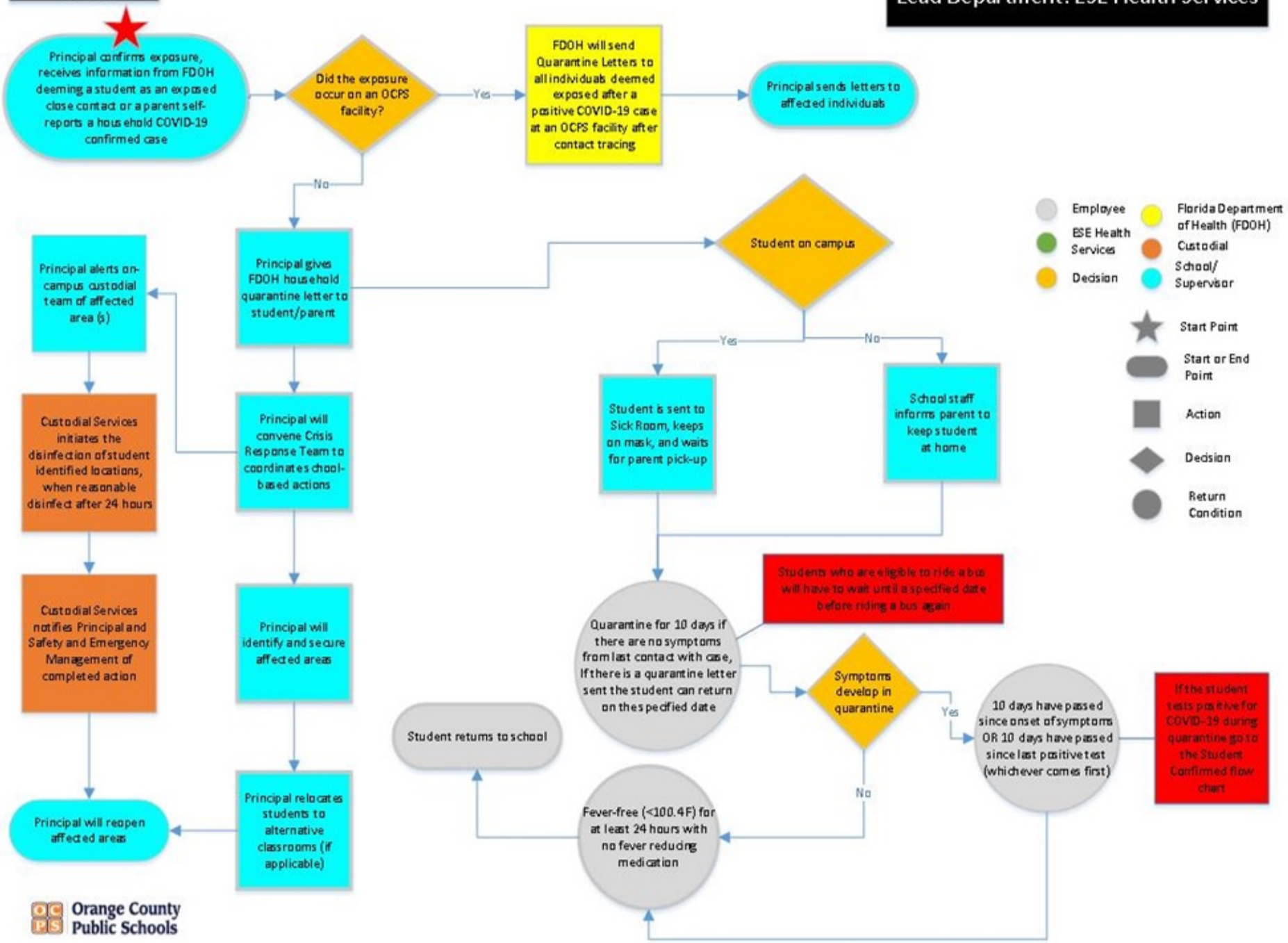



Orange County Public Schools

Version 5
12/15/20

# Student Close Contact COVID – 19 Case

**Lead Department: ESE Health Services**

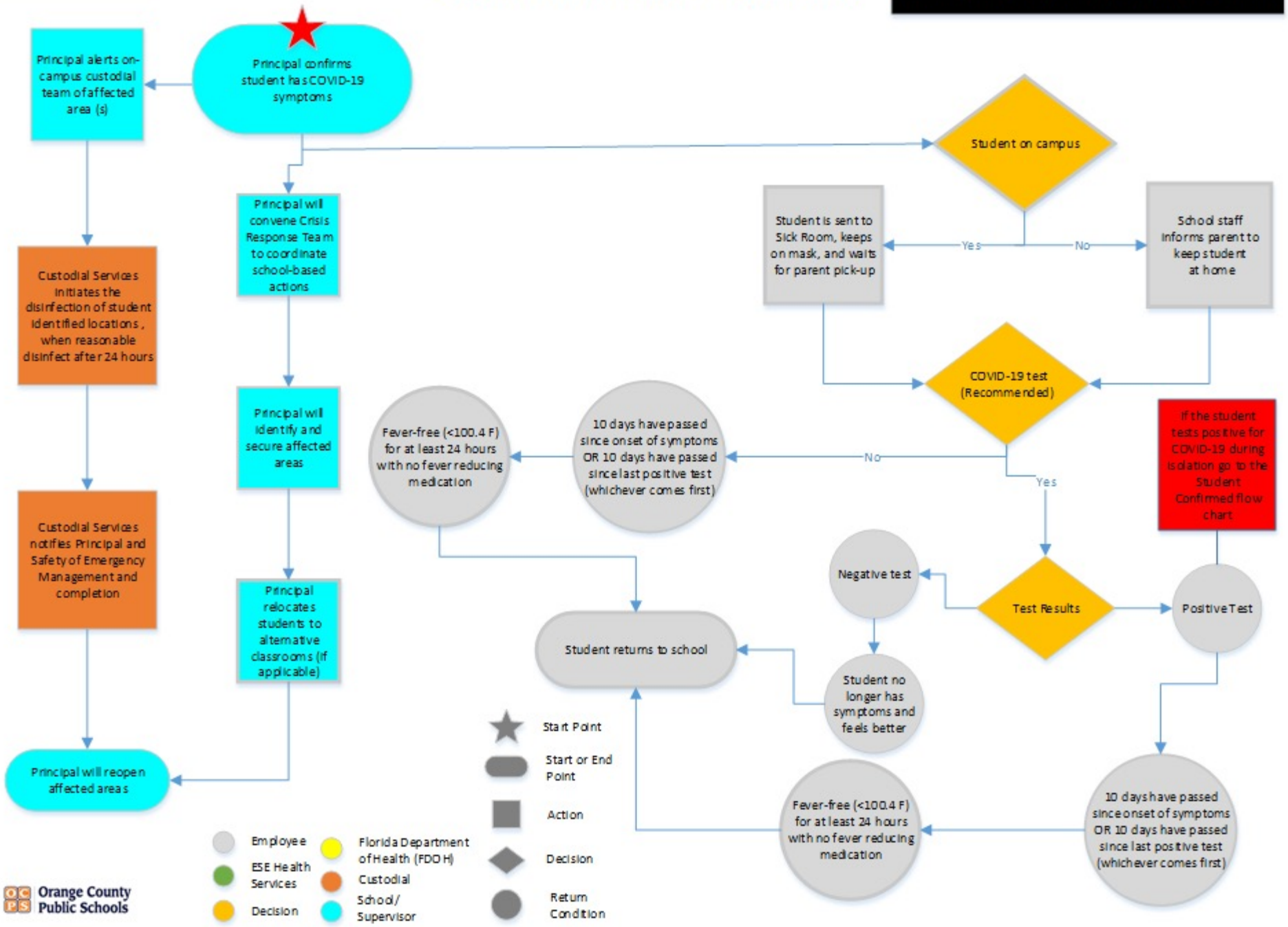



Orange County Public Schools

Version 4
10/02/20

# Student with COVID-19 Symptoms

Lead Department: ESE Health Services

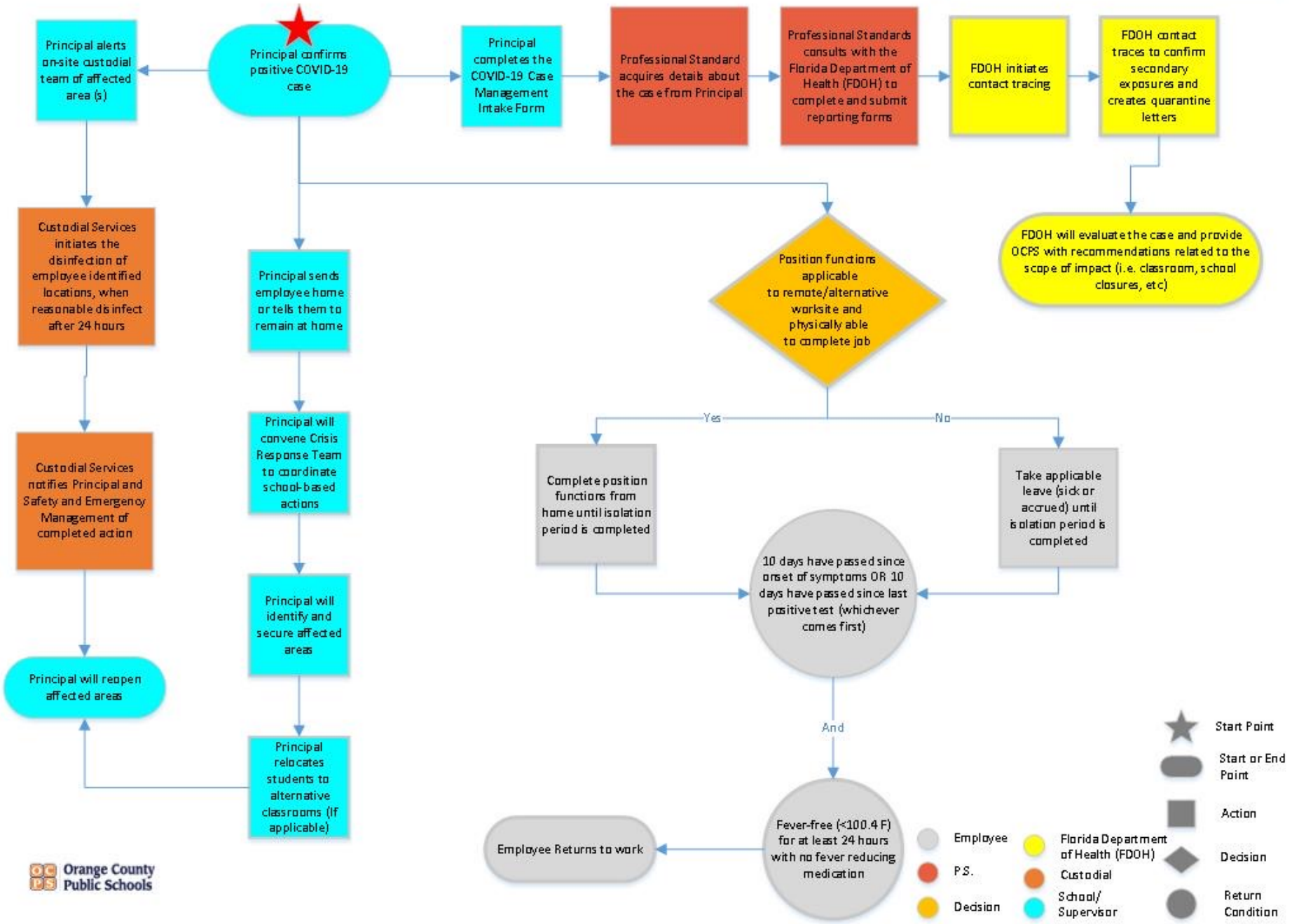



Orange County Public Schools

Version 4
10/02/20

# School-Based Employee Confirmed Case COVID – 19

Lead Department:
Professional Standards

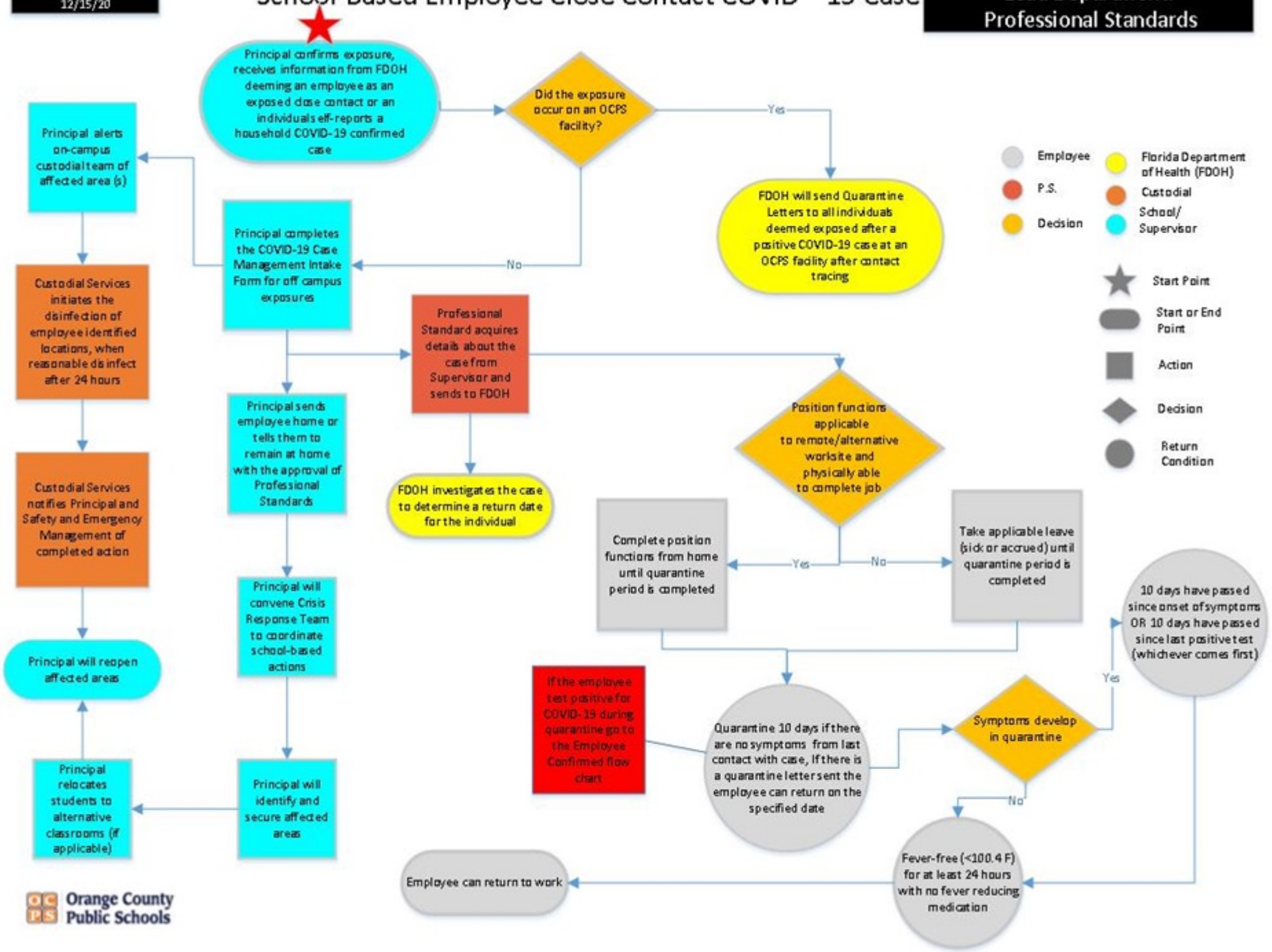



Orange County Public Schools

Version 5
12/15/20

# School-Based Employee Close Contact COVID – 19 Case

Lead Department:
Professional Standards

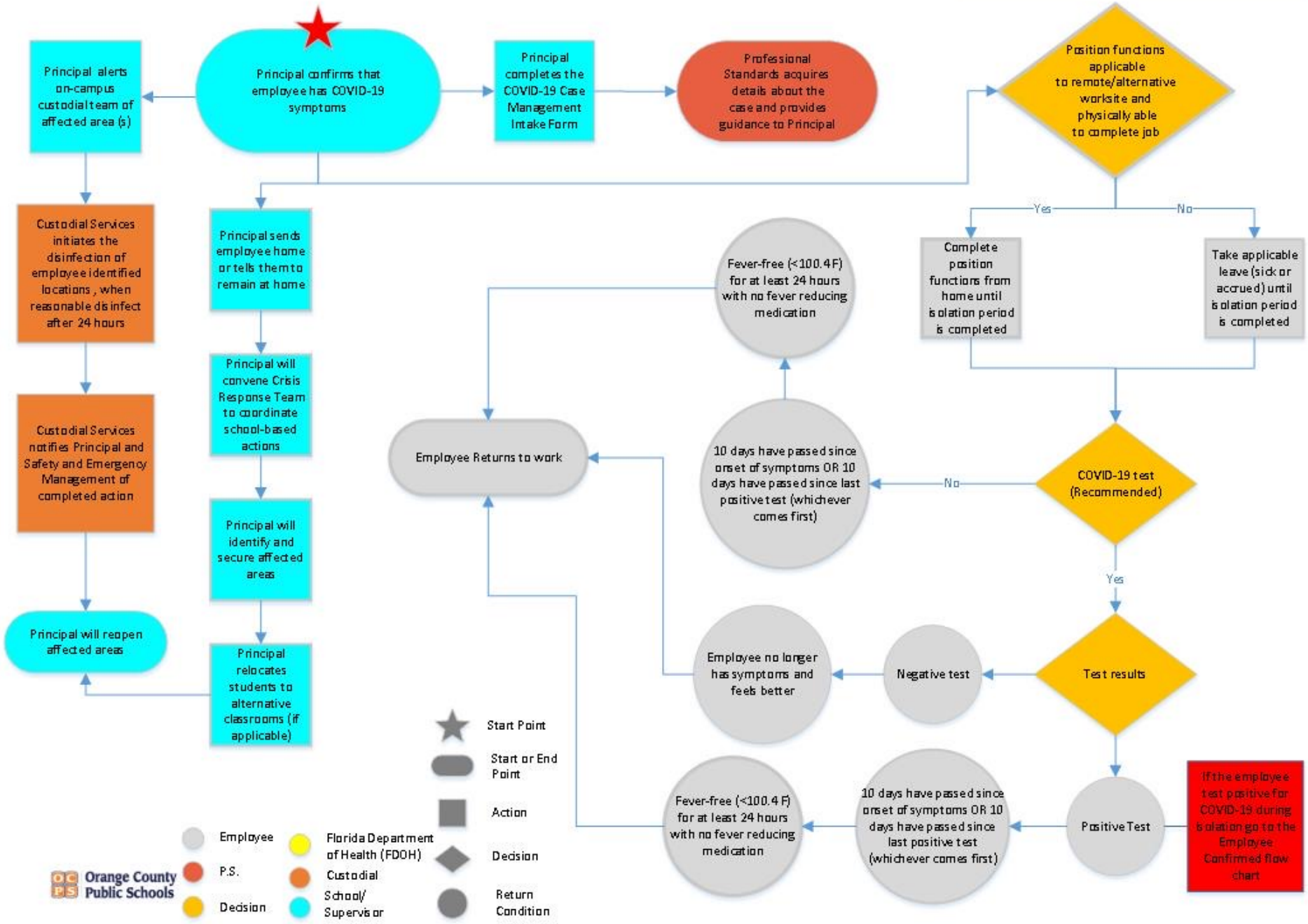



Orange County Public Schools

Version 4
10/02/20

# School-Based Employee with COVID-19 Symptoms

Lead Department:
Professional Standards



Version 4
10/02/20

# Employee Confirmed Case COVID – 19

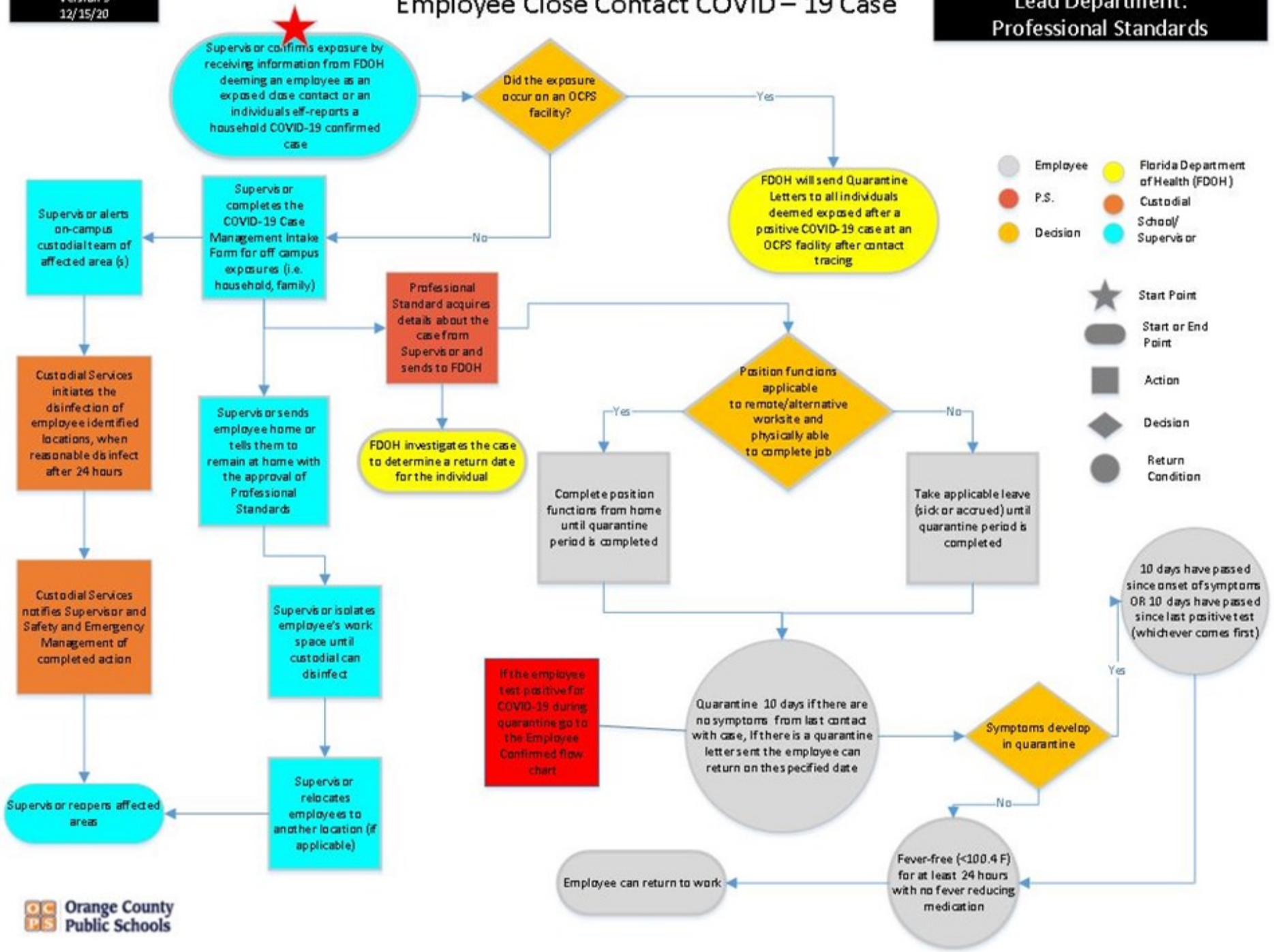
**Lead Department: Professional Standards**

Orange County Public Schools

Version 5
12/15/20

# Employee Close Contact COVID – 19 Case

Lead Department:
Professional Standards

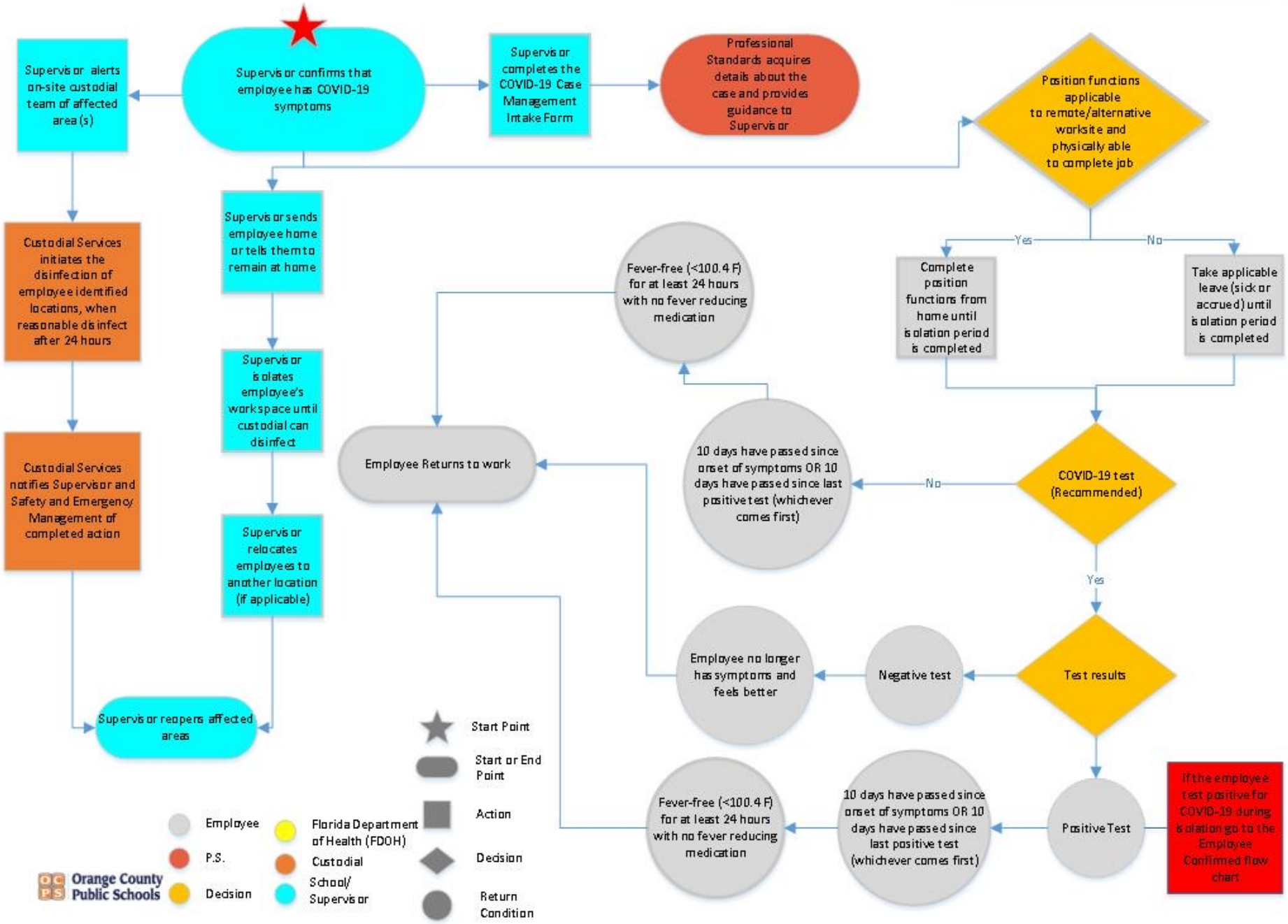



Orange County Public Schools

Version 4
10/02/20

# Employee with COVID-19 Symptoms

Lead Department:
Professional Standards



# Frequently Asked Questions: COVID-19 Case Management

This slide provides answers to the **most frequently asked questions** from principals and work location supervisors.

- **If an individual tests positive for COVID-19, does the individual need a negative COVID-19 test in order to return?**
  - No, individuals can return after 10 days from the start of symptoms or positive test and have been fever-free for 24 hours without the aid of medicine.
- **After the Florida Department of Health (FDOH) quarantines an individual due to exposed close contact for 10 days, does the individual need a negative COVID-19 test to return?**
  - No, individuals who are quarantined do not need a negative test in order to return. After the 10 days if no symptoms develop and fever-free for 24 hours without the aid of medicine they can return.
- **When can a negative COVID-19 test be used for return?**
  - If an individual is sent home due to COVID-19 symptoms and has no known exposure to individuals with COVID-19, the individual can return with a negative test when they feel better.
- **Who decides what individuals are quarantined after potential exposure on an OCPS school/administrative site?**
  - FDOH will conduct contact tracing and determine if individuals need to be quarantined for all incidents that occur at an OCPS school/administrative site.
- **Where do the COVID-19 return guidelines come from?**
  - These guidelines originate from FDOH as well as the Centers for Disease Control and Prevention (CDC). The district is in constant communication with FDOH to ensure we are following the most recent guidelines.

# Frequently Asked Questions: COVID-19 Case Management

This slide provides answers to the **most frequently asked questions** from principals and work location supervisors.

- **A student has been quarantined and has a sibling attending school via Face-to-Face, is the sibling allowed to come to school?**
  - Yes, the sibling of a quarantined student can attend school as long as they are not symptomatic and there are no confirmed positive COVID-19 cases in the home.
- **If someone self-reports a Positive COVID-19 case within the household do they have to quarantine?**
  - Yes, the student or staff member that has a Positive COVID-19 case within their household will have to quarantine immediately. The quarantine length will be at least 10 days. The 10 day count down will begin on the last day of exposure to the positive case or the last day of the 10 day isolation period of the household member's Isolation, whichever comes first.
- **Are in-person department meetings allowed as long as social distancing of 6 feet is maintained?**
  - The district continues to encourage virtual meetings when possible. However, when meetings are conducted in-person reinforce 6' of distance between attendees, and masks/face coverings are required. Ensure room occupancy adequately allows for 6' social distancing.
- **Are team luncheons permitted since individuals must remove masks to eat?**
  - Team luncheons are not recommended nor encouraged. If such events do take place, participants must maintain 6' distance from others. Masks/face coverings are required when not eating or drinking and hand sanitizing before/after meals is necessary. Ensure room occupancy adequately allows for 6' social distancing. No person shall be required to attend a team luncheon.

# Frequently Asked Questions: COVID-19 Case Management

This slide provides answers to the **most frequently asked questions** from principals and work location supervisors.

- **Is it mandatory to meet only virtually with external vendors?**
  - The district continues to encourage virtual meetings when possible. However, by appointment, external vendor meetings may be conducted as long as participants reinforce 6' social distancing and the continuous wearing of masks/face coverings. In addition, prior to and after the meeting the office or conference room used and adjacent common areas should be sanitized focusing on high touch areas (i.e., chairs, armrests, door handles, tabletops, etc.). Ensure room occupancy adequately allows for 6' social distancing.
- **Are employees restricted from visiting other worksites for meetings?**
  - No, OCPS staff are not restricted from conducting business at other worksites. However, the district continues to encourage virtual meetings when possible. If in-person meetings are necessary, follow all established health and safety guidelines. Ensure room occupancy adequately allows for 6' social distancing.

# Information to Support FDOH Contact Tracing

**What is Investigative Case Support?**

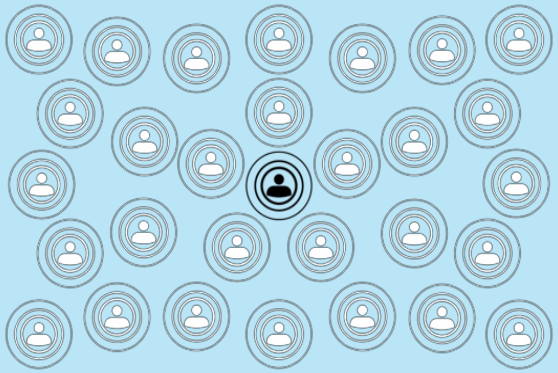
**FDOH uses contact tracing** to track COVID-19 exposures. Contact tracing is a highly scientific process, requiring specialized training. To support FDOH contact tracing, **OCPS will use investigative case support.**

- Professional Standards and/or ESE Health Services may request certain documents and information to support the FDOH contact tracing investigations.
- Information required to confirm a positive case.
  - Individual's Name
  - Date of Birth
  - Hard or electronic copy of COVID-19 testing results, if possible, or name and address of agency that conducted the testing
- Information to assist in tracing close contacts.
  - Classroom seating charts or workspace details
  - Individual class or work schedules
  - List of individuals who were within 6 feet for 15 minutes or more of the affected individual
  - Bus information
  - Lunchroom contacts who were within 6 feet for 15 minutes or more

# Investigative Case Support (ICS) for Employees

## What is Investigative Case Support?

**FDOH uses contact tracing** to track COVID-19 exposures. Contact tracing is a highly scientific process, requiring specialized training. To support FDOH contact tracing, **OCPS will use investigative case support.**



**Individual Showing Symptoms**

1. The affected employee is sent or told to stay home.
2. If needed, individual is asked to seek medical assistance
3. If individual leaves the worksite/school, notify school administrator or supervisor

**If individual is suspected/confirmed positive:**

**Initiate ICS and Identify:**

- Students and staff with direct contact
- Areas of building individuals have traveled
- Whether individual resides with students/ staff at another worksite

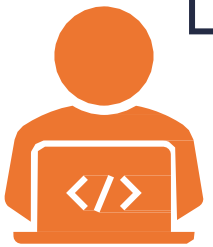
**District collaborates with FDOH on Investigation**

**Worksite supervisor follows FDOH guidance for worksite/community notification (in event of positive case)**

# Investigative Case Support for Employees

Employee Confirmed Positive for Communicable Disease/COVID-19

Our Investigative Case Support identifies all areas and individuals an employee has come in contact with throughout the workday. This task is used to recognize any possible exposures that may have occurred.



Supervisor Tasks

**PRE-INVESTIGATIVE CASE SUPPORT**

- ❑ Crisis Response Team has been formed (school based)
  - ❑ Roles for all members have been identified
- ❑ Contacts for Professional Standards and Safety and Emergency Management

**LOCATION INFORMATION**

- ❑ School name or worksite/address/phone number
- ❑ Specific office or room where the employee works
- ❑ Specific worksites and locations that the employee visited recently
- ❑ Possible secondary exposures (coworkers/students)
- ❑ Seating charts/student names (if applicable)
  - ❑ Parent contact information per identified student
- ❑ Before/Afterschool activities (if applicable)

**CASE BACKGROUND INFORMATION**

- ❑ Date case was reported
- ❑ Affected person(s) name(s)
- ❑ Name of person or agency that reported the case/exposure
- ❑ Case type: Has COVID-19 **(Confirmed Positive)** or Close Contact to infected person **(Secondary Exposure)** or is showing symptoms **(Suspected Positive)**

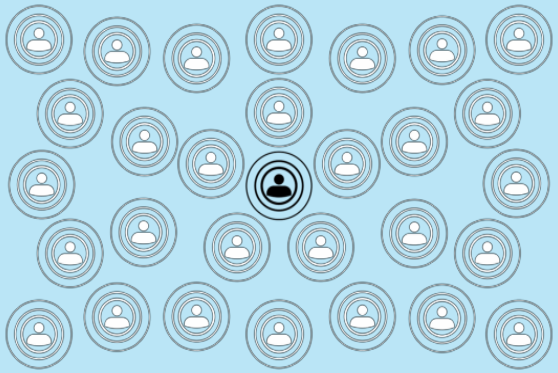
**EMPLOYEE SPECIFIC INFORMATION**

- ❑ Employee name(s)
- ❑ Employee number(s)
- ❑ Position title
- ❑ Employee contact information
- ❑ Supervisor's name and contact information
- ❑ Family members that attend/work at OCPD facility (if applicable)
  - ❑ Name, Grade, School, etc.
- ❑ Date employee was last on campus/worksite
- ❑ Was the employee using Personal Protective Equipment (PPE)?

# Investigative Case Support (ICS) for Students

## What is Investigative Case Support?

**FDOH uses contact tracing** to track COVID-19 exposures. Contact tracing is a highly scientific process, requiring specialized training. To support FDOH contact tracing, **OCPS will use investigative case support**.



**Individual Showing Symptoms**

**School/Worksite Response**

1. Individual is moved to isolation room and monitored/ screened
2. If needed, individual is asked to seek medical assistance
3. If individual leaves the worksite/school, notify school administrator or supervisor

**If individual is suspected/confirmed positive:**

**Initiate ICS and Identify:**

- Students and staff with direct contact
- Areas of building individuals have traveled
- Whether individual resides with students/ staff at another worksite

**District collaborates with FDOH on Investigation**

**Worksite Administrator follows FDOH guidance for worksite/community notification (in event of positive case)**

# Investigative Case Support for Students

Student Confirmed Positive for Communicable Disease/COVID-19

Our Investigative Case Support identifies all students connected with the educational programs, activities, and/or services that the student participates in with other students and connections to staff.

Principal's Tasks

## PRE-INVESTIGATIVE CASE SUPPORT

- ❑ Crisis Response Team has been formed
  - ❑ Roles for all members have been identified
- ❑ Contacts for all notification steps are stored and easily accessible

## LOCATION INFORMATION

- ❑ School name/address/phone number
- ❑ Student schedule
- ❑ Classroom room numbers
- ❑ Teacher names
- ❑ Seating charts/Student names
  - ❑ Parent contact information per identified student
- ❑ Before/Afterschool activities (if applicable)
  - ❑ Names of students and staff
- ❑ Mode of transportation
  - ❑ If bus: Bus number, names of students riding bus, seating chart

## CASE BACKGROUND INFORMATION

- ❑ Date case was reported
- ❑ Affected person(s) name(s)
- ❑ Name of person or agency that reported the case/exposure
- ❑ Case type: Has COVID-19 **(Confirmed Positive)** or Close Contact to infected person **(Secondary Exposure)** or is showing symptoms **(Suspected Positive)**

## STUDENT SPECIFIC INFORMATION

- ❑ Student name(s)
- ❑ Birthdate
- ❑ Grade
- ❑ Student number
- ❑ Parent's names and contact information
- ❑ Siblings or family members that attend/work at OCPS facility (if applicable)
  - ❑ Name, Grade, School, etc…
- ❑ Date student was last on campus
- ❑ Was the student using Personal Protective Equipment (PPE)?

# Closure Considerations

*Decision Making*

The **district/school** will work with the **local health department** to **assess factors** such as the **likelihood of exposure to employees and students** in the building, the number of cases in the community, and other factors that will **determine building closure.**

- Florida Department of Health recommends basing school closure decisions on several factors to include:
  - The importance of in-person education to the social, emotional, and academic growth and well-being of students.
  - The level of community transmission.
  - Make decisions about school dismissal.
  - Whether cases have been identified among students and staff.
  - Other indicators that local public health officials are using to assess the status of COVID-19 in their area.
- School administrators will coordinate with district personnel and county health officials to initiate response procedures.
  - Communicate with staff, parents, and students.
  - Clean and disinfect thoroughly.
  - Make decisions about school dismissal.
  - Establish investigative case report.

# Crisis Response Team

*Sample Crisis Response Framework*

- Utilize the district response framework (i.e., Executive Policy Group and District Incident Management Team) to support schools experiencing a COVID-19 case.
- District will coordinate with local health departments and medical experts for guidance and support.
- School crisis response team will assist the principal in managing COVID-19 cases and support health and safety practices within the school.

**Sample Crisis Response Framework**

| District | Schools |
| --- | --- |
| ▪ Executive Policy Group (EPG)<br>▪ District Incident Management Team (DIMT)<br>▪ Executive Area Directors | ▪ Principal or Designee<br>▪ Health Assistant/Nurse<br>▪ Guidance Counselor<br>▪ Custodial Services Area Manager<br>▪ Food Service Manager<br>▪ School Resource Officer<br>▪ Transportation Area Manager<br>▪ Registrar |

# COVID-19 Vaccines

*Vaccines for Students and Staff*

For current information on the vaccines, please visit:

www.cdc.gov

www.floridahealth.gov

www.ocfl.net/vaccine

- COVID-19 vaccines are now available to the public.
- Eligibility for the vaccine continues to be updated regularly by the CDC and other public health organizations. OCPS in conjunction with the Florida Department of Health in Orange County (FDOH) is opening up campuses to host vaccine events in areas as determined by FDOH.
- Individuals that have the COVID-19 vaccine **may** have a different quarantine length if they have come in close contact with COVID-19.
- Individuals should contact FDOH to determine their level of exposure and vaccination which will dictate the need to quarantine.

# Section 5: Additional Resources

# Additional Resources

*Mental Health & Wellness of Students and Employees*

The **OCPS Mental Health Services** team has various **resources** for **students, teachers and parents.**

- In support of the OCPS 2025 Strategic Plan, OCPS is utilizing a structure for district-wide professional learning that links leadership to social and emotional learning.
  - This professional learning structure is Social and Emotional Learning & Leadership, also known as SELL.
- A virtual SELL overview was developed for teachers and administrators to view before schools open, in order to establish our district-wide social and emotional learning focus.
  - This includes resources to conduct wellness check-ins with students during the first 10 days of school.

# Additional Resources

*Mental Health & Wellness of Students and Employees*

The **OCPS Mental Health Services** team has various **resources** for **students, teachers and parents.**

- OCPS Supports is a resource that was created to assist families in gaining assistance from the various social and mental health services provided by the district. Parents/guardians complete a short survey and an OCPS staff member makes a connection with the family within one to two business days.
- Students in grades 6-12 will receive five hours of Mental and Emotional Health Curriculum, provided in one hour lessons each month.
- Mental health resources are available online through Canvas to assist teachers and provide information on mindfulness, self-care, trauma informed practices, and virtual calm rooms.
- Mental health resources are available online through Canvas to assist parents/guardians with community resources, virtual parent training sessions, mental health tips, as well as activities and strategies parents/guardians can use with kids.
- The Employee Assistance Program is available to support employee needs.

# Additional Resources

*Temperature Screening Checklist for Administrative Sites*

**Setup Screening**

- Screening table(s)
- Signs (Health Self-Check Poster, Screening Station)
- No-touch thermometer
- Extra AA or AAA batteries
- Guidance letters for those employees who have a temperature of 100.4°F or higher or cannot affirm good health status
- PPE for Screeners
  - Mask on (covering mouth and nose)
  - District approved hand sanitizer
  - Gloves

- Employees and visitors are to go through the temperature screening process.
- Have screening staff maintain social distancing from the individual being screened while waiting for temperature to register.
- One individual can be screened at a time.
- Place the front of the thermometer one inch (1”) from the center of the individual’s forehead; hold the button down until the device makes a sound.
  - If the individual has bangs or is wearing a hat, he/she will have to uncover his/her forehead.
- Look at the temperature reading on the display and determine if the temperature is above or below 100.4° F
  - Never announce the temperature to the individual, only show the temperature if asked.
- If the temperature is below 100.4° F, allow the individual to enter.
- If the temperature is100.4° F or higher, test the individual a second time.

- If the individual is an employee and the temperature is still 100.4° F or higher after second screening, provide the individual the OCPS guidance letter titled “Employee Dealing with Sickness” and explain that the individual cannot enter the premises to report to work.
- If the individual is a visitor and temperature is still 100.4° F or higher after second screening, explain that the visitor cannot enter the premises and advise him/her to call the department to discuss the purpose of the visit.
- If an individual refuses to leave or refuses to participate, have the individual wait in the lobby or designated area.
  - If the individual is an employee, advise the employee to contact his/her supervisor to review the health screening procedures.
  - If the individual is a visitor, as a last resort, contact District Police to assist with the situation.

# Additional Resources

*Employee Guidance Letter*

**Staff** will be **sent home** due to **high temperature** checks that registered over **100.4° F,** or because it's determined that the individual may be **sick** after **reading the self-assessment questions.**

Dear OCPS Employee,

You are being sent home today due to high temperature checks that registered over 100.4° degrees, or because you determined that you may be sick after reading the self-assessment questions and answering yes to one or both. Questions include:

- *Do you have chills, a sore throat, cough or shortness of breath?*
- *Do you currently feel sick?*

Today you will be paid by OCPS so that you can rest or seek medical treatment. After today, you will be expected to utilize your own personal or sick leave time.

Please contact your healthcare provider to report your elevated temperature and ask for further guidance. Also, contact your supervisor immediately to report your absence for today.

**Frequently Asked Questions:**

1. **Do I have COVID-19?** Not necessarily, there are many different reasons why a person exhibits a fever or may be feeling sick. This screening practice is precautionary, as we follow the recommendations from the Centers for Disease Control and Prevention (CDC).
2. **Do I need to be tested for COVID-19?** You should follow the direction of your medical provider regarding testing.
3. **When can I come back?** You are able to return to work after being cleared by your medical provider, or when you have been fever free for 24 hours without taking medication. If you want immediate medical guidance, consider utilizing **Cigna Telehealth Connection** and request a consultation from Amwell (855.667.9722) or MDLIVE (888.726.3171).
4. **I do not have enough sick leave, what do I do?** You will be paid for today's absence. Any days past today will be deducted from your available personal/sick leave balance. If you do not have sick leave, you will be granted personal leave without pay until you can return.
5. **After today, can I work from home instead of using sick leave?** Maybe. If your job can be performed at home and your doctor has cleared you to return to work. Your supervisor must review this request.
6. **Do I need a doctor's note?** No, but if you are cleared by your medical provider documentation would be helpful. You must be fever free for 24 hours without medications and pass temperature and health screening daily at your work location.
7. **Do I need to contact my supervisor?** Yes, let your supervisor know that during the health and temperature screening process, you exhibited either an elevated temperature or that you were not feeling well.

Supervisors have been informed that any employee, who is not cleared to report to work, is being sent home for precautionary measures. You may seek medical advice, but this screening in no way means that you have COVID-19. Go to the SAP work portal and request for Temporary Duty (TDY) for the day you were sent home only, so that you will be paid for this leave. Other days missed will be deducted from your sick/personal leave account.

# Additional Resources

*Student Guidance Letter*

**Students** will be sent home if they exhibit **two or more** COVID-19 symptoms or **any one of the following symptoms**:

- Temperature over 100.4° F
- Difficulty breathing
- Coughing

To the parent of _____ Date: _____

Your child is being sent home today because of two or more COVID symptoms, or because your child had the following individual COVID symptom: temperature over 100.4 degrees, or difficulty breathing, or coughing. In accordance with OCPS policy the following options are available to your child:

Your child may return if:

- If no COVID test taken, your child may return after 10 days have passed since onset of symptoms or 10 days have passed since last positive test whichever comes first. Your and fever free for 24 hours with no fever reducing medication
- If your child took a a COVID test and the test was negative, your child can return as soon as he/she feels better and submit results to the school clinic or send results by email to: person@ocps.net and fever free for 24 hours with no fever reducing medication.
- If your child took a COVID test and the test is positive, your child may return after 10 days have passed since onset of symptoms or 10 days have passed since last positive test whichever comes first. Your child must also be fever free for 24 hours with no fever reducing medication.

Please reach out to your child's teacher for any make-up work and/or missed assignments.

Your child **can return to face to face instruction on** _____.

Frequently Asked Questions:

1. If my child is exhibiting symptoms of COVID-19, does my child have COVID-19? Not necessarily, there are many different reasons why a person exhibits a fever or may be feeling sick. This is precautionary as we follow CDC guidelines.
2. If my child is sent home for exhibiting symptoms of COVID-19 do I need to have my child tested for COVID-19? You should follow the direction of your medical provider regarding testing.
3. When can my child go back to school? The 3 options for returning to school are listed above.
4. Does my child need a doctor's note? No, but if you are cleared by your medical provider documentation would be helpful. Your child must be fever free for 24 hours without medications.

# Additional Resources

*Temperature Screening Checklist for Schools*

**Setup Screening**

- Screening table(s)
- Signs (Health Self-Check Poster, Screening Station)
- No-touch thermometer
- Extra AA or AAA batteries
- Guidance letters for those employees who have a temperature of 100.4°F or higher or cannot affirm good health status
- PPE for Screeners
  - Mask on (covering mouth and nose)
  - District approved hand sanitizer
  - Gloves

- Students, employees and visitors are to go through the temperature screening process.
- Have screening staff maintain social distancing from the individual being screened while waiting for temperature to register.
- One individual can be screened at a time.
- Place the front of the thermometer one inch (1”) from the center of the individual’s forehead; hold the button down until the device makes a sound.
  - If the individual has bangs or is wearing a hat, he/she will have to uncover his/her forehead.
- Look at the temperature reading on the display and determine if the temperature is above or below 100.4° F.
  - Never announce the temperature to the individual, only show the temperature if asked.
- If the temperature is below 100.4° F, allow the individual to enter.
- If the temperature is 100.4° F or higher, test the individual a second time.

- If the individual is an employee and the temperature is still 100.4° F or higher after second screening, provide the individual the OCPS guidance letter titled “Employee Dealing with Sickness” and explain that the individual cannot enter the premises to report to work.
- If the individual is a visitor and temperature is still 100.4° F or higher after second screening, explain that the visitor cannot enter the premises and advise him/her to call the department to discuss the purpose of the visit.
- If the individual is a student and temperature is still 100.4° F of higher after the second screening, send the student to the sick room and begin the COVID-19 student case reporting procedure.
- If an individual refuses to leave or refuses to participate, have the individual wait in the lobby or designated area.
  - If the individual is an employee, advise the employee to contact his/her supervisor to review the health screening procedures.
  - If the individual is a visitor, as a last resort, contact District Police to assist with the situation.

# Additional Resources

## *Masks/Face Coverings Frequently Asked Questions (FAQ) – Part 1*

**Frequently Asked Questions (FAQs)** can be found on the Orange County Public Schools Website. This **page is being updated periodically;** however, some **answers are conditional** and **subject to change.**

Reference **School Board Policy EBBA Disease Prevention; Face Coverings** for additional information regarding masks/face coverings.

**Will masks be required?**

- Masks, face coverings are required for all students and staff over the age of 3, unless there is a medical reason why one cannot be worn. All masks must cover the mouth and nose. Any face coverings must not interfere with the safe and orderly conduct at school.

**What about students who can't wear one for medical reasons?**

- Students who are medically unable to wear masks/face coverings will be accommodated based upon the individual medical circumstances of the student.

**Where will masks be required?**

- Masks/face coverings must be worn on school buses and throughout the school. Masks/face coverings may be removed for meals, and when instructed by a teacher or administrator as long as social distancing requirements are followed.

**What about students who forget, soil or damage their mask during the day?**

- The district will provide face masks to individuals who forget to bring one to school or on the bus.

**What happens if a student refuses to wear a mask?**

- If a student refuses to wear a mask/face covering, that student will be dealt with in accordance with the Student Code of Conduct.

**What happens if a parent refuses to have their child wear a mask or face covering?**

- If a parent refuses to have their child wear a mask/face covering, even if the student is medically able to do so, will not be allowed entry into the school. The student would need to attend school through one of the virtual options.

# Additional Resources

## *Masks/Face Coverings Frequently Asked Questions (FAQ) – Part 2*

**Frequently Asked Questions (FAQs)** can be found on the Orange County Public Schools Website. This **page is being updated periodically;** however, some **answers are conditional** and **subject to change.**

Reference **School Board Policy EBBA Disease Prevention; Face Coverings** for additional information regarding masks/face coverings.

**What happens if a student takes a mask off and does something like intentionally cough in someone's face?**

- This will be treated as an assault and handled according to the Code of Student Conduct.

**What about little children who can't keep a mask on?**

- Students who are having issues with their masks will be assisted by school personnel to make adjustments to the mask to comply with the requirements to wear a mask. Parents/guardians can assist their children with the proper wearing a face coverings in advance of starting school.

**Will we require masks at PE, sports or band when outside in the heat?**

- Masks will not be required during outside activities such as physical education and recess as long as there is school supervision and social distancing requirements can be followed.

**What happens if the teacher isn't wearing his/her mask? Can the students tell them to put it on?**

- Teachers will be given discretion to temporarily remove their own mask for instructional and developmentally appropriate educational purposes. Upon removal, the teacher must continue to follow all social distancing requirements.
- Frequently Asked Questions are updated on a regular basis. You may view the most up to date questions and answers here.

# Additional Resources

*School Re-Opening Considerations*

Schools should utilize these questions to **assess their readiness** by clarifying roles and responsibilities. Through this exercise schools will be **better prepared** to manage the impact of COVID-19.

- How will you manage students coming off the bus to ensure social distancing and the use of required masks?
- How will you manage student walkers, bikers, and car riders to ensure social distancing and the use of required masks?
- What is your plan for managing before and after school lingering of students in common areas?
- What safety measures do you have in place for Administrative/Front Offices? Include items such as barriers, hand hygiene stations, and signage.
- How will students and teachers transition between classes and buildings? Include concepts such as staggered bell times, limiting student movement tactics, and directional hallway/stairwells.
- How will classrooms be organized to maximize physical distancing?
- What is your procedure for lunch? Include items such as line management, areas used for eating, social distancing, supervision, and other necessary items.
- What safety protocols are in place at the media center? Include items such as directional paths, furniture rearranging, usage shared technology equipment, and signage.
- Provide protocols used for elevators and bathrooms? Include occupancy and signage.
- What health and safety procedures are in place for recess?
- What is your plan to communicate and train staff and students in drill procedures following social distancing and required mask use?
- What are COVID considerations for your specials and electives?
- How are you addressing after school activities/clubs?
- If large events take place what COVID precautions will be put in place to ensure social distancing and required mask usage?
- Who will be on your active COVID Crisis Response Team? (Identify position, example: Assistant Principal, Guidance Counselor, etc.)

# Additional Resources

*References*

The following includes a **sampling of resources** used to develop the procedures within this manual.

- American Academy of Pediatrics
  - Guidance Related to Childcare During COVID-19
  - COVID-19 Planning Considerations Guidance for School Re-Entry
- Centers for Disease Control
  - CDC – Coronavirus 2019 (COVID-19) Considerations for Schools
  - Considerations for k-12 Schools: Readiness and Planning Tool
  - Coronavirus Disease 2019 (COVID-19) Schools and Childcare Programs
  - The Importance of Reopening America's Schools this Fall
- Florida Department of Education
  - Florida Department of Education – Reopening Florida's Schools and the CARES Act
- Florida Department of Health
  - COVID-19 Resource Toolkit
- Harvard University
  - Schools for Health: Risk Reduction Strategies for Reopening Schools
- Orange County Public Schools
  - School Board Policy EBBA Disease Prevention; Face Coverings

# Additional Resources

*District Contact Numbers and Helpful Tools*

For any additional guidance and resources, please contact the appropriate district office. If you are unsure who to contact, call the district's main telephone line or email questions@ocps.net.

- District Main Line: 407.317.3200
- Employee Hotline: 407.250.6269
- General Inquiries: questions@ocps.net
- District Website: www.ocps.net