



Haslett Public Schools

Protocols for reopening for in-person instruction including on the hybrid schedule

**This is a live document and may be updated based on new information and guidance* Reviewed 10/1/2020*

PROCESS FOR STAFF SCREENING

- Before entering the building, staff will self-screen for symptoms daily
- If the Contact Tracking form indicates a potential risk for COVID, staff are directed to contact their supervisor/principal. The next steps for staff will be provided by the Principal/Supervisor and the HR department.
- A printed copy of the screening tool will be available to all staff to keep at home.

PROCESS FOR STUDENT SCREENING

- For the health and safety of our students, the local public health department requires students be screened for symptoms of COVID-19 before entering the school. (Due to the time and interruption to education, the health department and the CDC do not recommend these screenings be done by the schools.)
- The parent agreement form will be e-mailed home for parents to sign and returned, prior to students returning to in-person learning.
- A hard copy of the screening process document will be accessible to every parent to post visibly in their home.
- Principals will include the student screening process document frequently in parent communication/newsletters.
- If the screening tool indicates a potential risk for COVID, please notify your building attendance secretary and follow up with your pediatrician.

Screening Tools and Checklists:

[Student Screening Parent Agreement/Screening Checklist](#)

WHEN A STUDENT SHOULD STAY HOME OR WILL BE SENT HOME

Students should not go to school or any school activities, including sporting events, if they have symptoms of COVID-19. If they start having symptoms of COVID-19 while at school, they will need to be sent home.

The complete list of symptoms are listed on [the CDC website at this link](#). The CDC recommends a shorter list be used for screening students to avoid unnecessary exclusions of students who do not have COVID-19. Screening students for illness and return to school decisions should include:

1. Symptom Screen: Students with any of the following symptoms should be excluded from school:
 - a. Temperature 100.4 degrees F or signs of fever (chills/sweating)
 - b. Sore throat
 - c. New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
 - d. Diarrhea, vomiting, or abdominal pain
 - e. New onset of severe headache, especially with a fever






2. Evaluation for COVID-19 Exposure Risks: To determine needed follow up and return to school for students with any of the above symptoms, determine if they have any of the following risks for COVID-19 in the prior 14 days:
 - a. Had close contact (within 6 feet for 15 minutes or more) with a person with confirmed COVID-19
 - b. Had close contact with person under quarantine for possible exposure to COVID-19
 - c. Had history of international travel or been on a cruise
3. If the student has one of the symptoms above and ANY of the exposure risks, the parent or guardian of the student should be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center. The parent or guardian can also call 2-1-1 or go to www.mi.gov/coronavirustest to find the closest location to have the student tested for COVID-19.

RESOURCES

Center for Disease Control, (2020). [CDC Considerations for Schools](#). [National Center for Immunization and Respiratory Diseases \(NCIRD\)](#),
 Ingham County Health Department, 2020 [Documents for schools](#)

MASKS and FACE COVERINGS REQUIREMENTS OF HPS IN-PERSON

**This is a live document and may be updated based on new information and guidance* Reviewed 8/20/2020*

Chance of Transmission	Asymptomatic COVID-19 Carrier	Uninfected Person
HIGHEST		
HIGH		
MEDIUM		
LOW		
LOWEST		

6 ft

In every HPS building, staff and students (DK-12) must follow the mask wearing and mask break requirements and protocols listed below:

All staff members will wear masks throughout the school day

- Staff with a medical condition, mental health condition, or disability that makes it unreasonable for them to wear a face covering. This includes, but is not limited to, people who have a medical condition that compromises their ability to breathe, or otherwise unable to remove a face covering without assistance. They should consider using alternatives to face coverings, including clear face shields. The exemption needs to be confirmed by a physician and accompanied by a physician's note.
- Staff who are required to wear a face covering under this guidance may remove their face covering temporarily to engage in certain activities listed below that make wearing a face

covering or shield difficult, provided that social distancing is maintained to the extent feasible:

- When eating or drinking.
- When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult.
- When participating in physical activity or when engaged in other activities (e.g., presenting, performing, or playing an instrument) that would make it difficult or impractical to wear a face covering or face shield.

All students DK-12 will wear a mask throughout the school day.

- This includes common areas (buses, hallways, and shared spaces) and during transitions.
- All students DK-12 will wear a mask in classroom setting with the following exceptions:
 - DK-5th grade will have mask break times throughout the day (when appropriate social distancing requirements can be met) ex. snack time.
 - Those with medical conditions (diagnosed and confirmed by a medical provider) and those outlined in IEP and 504s.

TYPES OF MASKS

1. Cloth Face Coverings: Cloth face coverings are masks made from material that are meant to cover your nose and mouth and to be secured under the chin and are not considered personal protective equipment (PPE). These are effective in reducing the spread of the virus. Bandanas and Neck Gaiters do not meet the requirements.
2. Surgical Masks: Surgical masks were originally intended to be worn by health professionals and are considered personal protective equipment.
3. Face Shields: It is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of face shields for normal everyday activities or as a substitute for masks. Some people may choose to use a face shield (with a mask) when sustained close contact with other people is expected. If face shields are used without a mask, they should wrap around the sides of the wearer's face and extend to below the chin. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.
4. N95 or N95 respirator: A N95 mask, also known as a respirator, filters particles that meet a certain standard for air filtration, meaning that it filters at least 95% of airborne particles. These are recommended only for use by healthcare personnel who need protection from both airborne and fluid hazards (e.g., splashes, sprays).

MASK AVAILABILITY

If a student arrives on the bus or at school without a mask or their mask isn't fitting properly, they will be given a disposable mask to wear. We will have disposable masks available on each bus and at each school for students and staff as necessary. Repeated arrival without a mask may result in the student not being allowed on the bus or in a school building.

There will be a limited number of cloth masks to be issued to families and students who do not have the ability to purchase one. Please contact your building principal.

MASK WEARING PROTOCOLS

- [How to Safely Wear and Take Off a Cloth Face Covering](#)
- [Mask How To Video](#)
- [Mask How To & Guidelines](#)

MASK WEARING RESOURCES

Social Stories and Songs

- [We Wear Masks Social Story](#)
- [Wear a Mask Social Story](#)
- [Mask Around Me!? Song](#)

MASK BREAK PROTOCOLS

Teacher must review mask break protocol before beginning the break:

1. During the break make sure to use appropriate social distancing- stay in your seat
 - a. No visitors can enter or exit the classroom.
 - b. Cover coughs and sneezes with a tissue. You will need to put your mask back on to get up and throw it away then wash your hands.
 - c. After our break we will put our masks back on and wash our hands or use hand sanitizer.
 - d. Teachers should make sure the break place has good airflow - open window or go outdoors, as examples
2. The break should be with the group only - no visitors during this time.
3. At the end of the break review how to safely wear your face covering.
4. Wash your hands with soap and water for at least 20 seconds or use hand sanitizer before putting on your face covering after the break
 - a. Put it over your nose and mouth and secure it under your chin
 - b. Try to fit it snugly against the sides of your face
 - c. Make sure you can breathe easily
 - d. If a student needs a break (mental, social/emotional) mask break protocol will be put in place.

RESOURCES

Center for Disease Control, (2020). [CDC Considerations for Schools](#).
[National Center for Immunization and Respiratory Diseases \(NCIRD\)](#), [Division of Viral Diseases](#)
[Michigan Face Coverings Guidance for Non-Healthcare workers](#)
[Ingham County Health Department COVID-19 Guidance](#)

TRANSPORTATION

BUSING AND STUDENT TRANSPORTATION

District and Building Implementation Plan:

- Signage is in place on each bus to address the use of face masks for all students and drivers, use of hand sanitizers, and cleaning protocols.
- Hand sanitizer will be supplied daily for each bus.
- An ordering plan and schedule to obtain cleaning supplies, in compliance with the CDC, that can be utilized in the cleaning of the bus between routes and the wiping down of

frequent areas of contact is in practice.

- Buses will be properly cleaned after the departure of the last child from each run once the bus is empty. Logs will be maintained.
- Face masks will be available at the entrance of the bus in the event a student does not come to the bus equipped with the necessary item.
- Communication will be sent out frequently to families related to the mandatory nature of wearing a face mask on the bus and that all staff and students, if medically feasible, must wear it in order to be transported.
- Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any students, who for medical reasons, will not be wearing a face mask.
- Professional development will be required for all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route. A check sheet with the time and date of each cleaning will be provided to staff to complete each time the bus is cleaned.
- Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped.

HYGIENE and CLEANING SCHOOL PROTOCOLS

- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run out during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, bulletin boards, and the like. It will include:
 - Hand-washing schedule and/or use of hand sanitizer
 - Room and materials cleaning schedule
- Classroom teachers will instruct the following to students on the first day of school and reinforce weekly or more often as needed (this may be done via video):
 - Proper handwashing on the first day of school and reinforce weekly or more often if needed
 - How to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce these strategies with their student(s).
- Custodial and Maintenance staff will:
 - Procure adequate soap, hand sanitizer, paper towels, and tissues
 - Monitor hygiene supplies and refill as needed
 - Procure hand sanitizing stations as deemed necessary with building leaders.
- Signage will be posted related to cleaning and hygiene strategies in each room, restroom, throughout the hallways before the start of school
- Sharing school supplies will be limited in any way possible, and each student will have their own supply of materials, when feasible. Appropriate cleaning and sanitizing procedures will be used when supplies will be reused.
- A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course and posted to the school website.

- District Level Administrators and Building Operations will meet to review all guidelines related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 [Return to School Roadmap](#).
- An inventory will be taken related to all cleaning supplies in compliance with the EPA-approved related to COVID and orders will be made to address increased cleaning protocols.
- Cleaning stations will be identified around the building that hold materials for usage in different wings i.e. curriculum closet in 3rd-grade hallway, gym storage room, custodial closet in the 5th-grade hallway.
- All classrooms will be provided with EPA-approved disinfectant, paper towels, face shield, and gloves in order to address new cleaning protocols. Staff must wear gloves, masks, and face shields when cleaning. This does not pertain to wiping desks.
- Custodial staff will walk the building wiping all high-frequency usage areas throughout the day and following any evening activities in the building. Staff will note the time, date and initial on a chart that is kept daily.
- Custodians, teachers, or secondary students will wipe down the students' desks after every period at the secondary level with EPA-approved disinfectant. Elementary students will remain in the classrooms and desks/tables will be cleaned each day.
- Locked storage units with ventilation for cleaning materials will be available for all staff as needed. All classrooms will have the appropriate EPA-approved disinfectant in their rooms.
- A training on cleaning materials and protocols will be provided to the staff through a virtual meeting prior to bringing students into school. This training will show the use of PPE when cleaning, protocols for the classroom, and storage of cleaning materials.
- <https://www.youtube.com/watch?v=rvK-927Kl8Q&authuser=2>
- Every room system has had UV lights installed in the HVAC. Every 15 minutes, the air is disinfected. The UVA light kills 99.9% of germs. The fans run every 15 minutes as long as the room is occupied. ([UV Technology](#))

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PROTOCOL FOR COVID IN THE SCHOOLS FACILITY REQUIREMENTS & RECOMMENDATIONS

- Every HPS building must have a designated remote and secluded room to serve as an isolation area.
- Isolation Area Recommendations:
 - Area is in close proximity to a bathroom.
 - Adequate space for social distancing.
 - Identify a location that can be used for triage before entering the isolation area.
- Personal Protective Equipment (PPE) will be available in buildings, as needed, for the Triage and Isolation Area.
- Building staff will be trained in the signs and symptoms of COVID-19, the proper use of PPE, and reporting of steps taken.

PROCEDURE FOR SUSPECTED CASE OF COVID-19

- 1) Staff members who encounter a student with symptoms must call the main office informing them of the student's name and current symptoms before sending student down to the Quarantine Space.

- 2) Student is sent to the Quarantine Space where they are met by the Building Administrator or Quarantine Space Supervisor.
 - a) Quarantine Space Supervisor must put on appropriate gear before meeting the student in the Quarantine Space.
 - i) [Sequence for Putting On Personal Protective Equipment \(PPE\)](#)
 - b) Supervisor records time the student was sent, temperature, and symptoms that are observed.
 - c) Symptom Screening: The purpose of symptom screening is to identify individuals who may have COVID-19 and exclude those individuals from a setting to reduce the risk of transmission to others. Symptom screening does not assess whether it is safe for an individual student to attend school or whether a student has an increased risk for severe illness if they develop COVID-19. Symptom screenings also do not provide enough information to diagnose someone with COVID-19.
 - i) Using the symptoms list below Supervisor will determine if the student will stay in the Quarantine Space or should go to the main office:
 - (1) Fever or chills Fever (100.4° Fahrenheit or higher), chills, or shaking chill
 - (2) Cough
 - (3) Shortness of breath or difficulty breathing
 - (4) Fatigue
 - (5) Muscle or body aches
 - (6) Headache
 - (7) New loss of taste or smell
 - (8) Sore throat
 - (9) Congestion or runny nose
 - (10) Nausea or vomiting
 - (11) Diarrhea
 - (12) Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms
 - d) [Symptoms of COVID-19 and other common illness](#)
 - i) The overlap between COVID-19 symptoms with other common illnesses means that many people with symptoms of COVID-19 may actually be ill with something else. This is even more likely in young children, who typically have multiple viral illnesses each year. Students who are sick with contagious illnesses should not attend school, but most illnesses do not require the same level or length of isolation that COVID-19 does. Excluding students from school for longer than what is called for in existing school policies (e.g., fever free without medication for 24-hours) based on COVID-19 symptoms alone risks repeated, long-term unnecessary student absence.
 - e) If COVID is suspected:
 - i) Student will remain in the Quarantine Space
 - ii) Determined by Building: Quarantine Supervisor or Building Designee will contact the Parent/Guardian immediately for pick up. The individual contacting the parent/guardian should inform the parent/guardian of the student's temperature and symptoms.
 - iii) The Quarantine Supervisor will prepare a health note for the student to take to the parent/guardian when picked up.
 - (1) [Parents/Guardians will receive a handout detailing the steps to return to school](#)
 - (2) As of 8/3/20, recommendations:
 - (a) Student referred to COVID testing
 - (b) Student self-isolation for 10 days

- (c) Student can return when they do not have any symptoms for at least 24 hours without fever controlling medicine (Tylenol/Ibuprofen)
 - (d) Contact tracing will occur with guidance of Health Department
 - (i) Anyone within six feet for more than 15 minutes would be required to self-Isolate
- iv) Parents/Guardians must call the School Office when they arrive, and the student will walk out the designated exit to meet the parent/guardian in the car.
- v) Quarantine Supervisor records the parent/guardian pick up time.
- vi) Building Administrator or designee contact Health Department to determine next steps
- vii) Once student is picked up, contact custodian for formal cleaning process (as outline by facilities group) following the [CDC's Considerations for Cleaning and Disinfecting](#).

WHAT HAPPENS IF SOMEONE AT SCHOOL TESTS POSITIVE FOR COVID-19?

- Student/Staff is confirmed positive for COVID-19 with a diagnostic test (nose/throat swab) or their doctor states they are presumed positive.
 - School learns about the positive case: The building COVID liaison calls health department
 - The Health Department learns about the case: The Health Department calls the buildings COVID-19 liaison
- The Health Department interviews the case and determines the isolation period and any non-school contacts.
 - Case completes their isolation period and returns to school
- School district/building and health department work together to identify close contacts
 - Close contacts are notified by the health department and placed in 14-day quarantine based on their last exposure
 - Close contact does not develop symptoms, completes quarantine period, and returns to school
 - Close contact becomes symptomatic or tests positive for COVID-19, and is now a confirmed or probable case
- School district sends a general notification to parents and staff, protecting confidentiality (see sample script below provided by Calhoun and Kent County Health Departments)

[How to handle symptoms and household exposure](#)
[COVID privacy and scenario example](#)

WHEN TO SEEK EMERGENCY MEDICAL ATTENTION

Emergency Warning Signs* for COVID-19.

- If student or staff member is showing any of these signs, seek emergency medical care immediately:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion
 - Inability to wake or stay awake
 - Bluish lips or face
 - *This list is not all possible symptoms.
- If a student is exhibiting any of the symptoms listed above call 911: Notify the operator that you are seeking care for someone who has or may have COVID-19.

HEALTH DEPARTMENT GUIDANCE

- We will follow the protocols outlined in the Health Department Guidance for COVID [Response](#) (full doc) from the health department.
- Separate Documents from within that Guidance:
 - [Process for a COVID Positive case or COVID exposure at school](#)
 - [How to handle symptoms & household exposure](#)
 - [COVID privacy and scenario example](#)
 - [When a student should stay home or be sent home and next steps](#)
 - [COVID Health Facts](#)

RESOURCES

[CDC Considerations for Schools](#), 2020.

Ingham County Health Department, 2020. [School Handout](#)

Ingham Health Department, 2020. [COVID-19 Return to School Toolkit](#)

REFERENCES

COVID-19 Task Force on Education Return to School Advisory Council (2020) [Michigan Safe Schools Roadmap](#)

Gallagher, (2020). K-12 Education [K-12 Education School Isolation Room Guidelines](#). Center for Disease Control, (2020). [CDC Considerations for Schools](#).

Minnesota State Health Department, (2020). [Cleaning and Disinfecting Guidance for Isolation Rooms & Cleaning Guidance](#).

Guidelines from Ingham Health Department, 2020. [COVID-19 Return to School Toolkit](#)