



East Lansing
Public Schools

East Lansing Public Schools

Safety and Health Protocols for In-Person Instruction

**This is a live document and may be updated based on new information and guidance* Reviewed 10/11/20*

PROCESS FOR STAFF SCREENING

- Before entering the building, staff will self-screen for symptoms daily using the electronic screening tool. Paper copies will also be available at each building.
- <http://www.hd.ingham.org/Portals/HD/Home/Documents/cd/coronavirus/Screening-4.pdf>
- If the Workplace Health Screening 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.

PROCESS FOR STUDENT SCREENING

- Students must be screened for symptoms of COVID-19 daily before entering the school or getting on the bus using the Student Screening Tool linked below.
- A hard copy of the screening process document will be accessible to every parent to post visibly in their home.
- A Caregiver Screening Agreement form will need to be signed and returned to the school prior to the student beginning in-person instruction.
- 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.
- Students' temperatures will be taken upon arrival to the school. See next section for details.
- Student Screening Tool:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/Daily-Home-Screening-for-Students-Checklist-ACTIVE-rev5A.pdf>

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 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 caregiver 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 – *School and Other Resources*:

[http://hd.ingham.org/DepartmentalDirectory/CommunicableDisease/Coronavirus\(COVID19\).aspx#8789290-school-and-other-resources](http://hd.ingham.org/DepartmentalDirectory/CommunicableDisease/Coronavirus(COVID19).aspx#8789290-school-and-other-resources)

MASK AND FACE COVERING REQUIREMENTS FOR IN-PERSON INSTRUCTION

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

All staff members will wear masks throughout the school day.

- Masks may be cloth or disposable and must cover the individual's nose and mouth and fit securely. The District will provide masks to staff, or individuals may choose to wear their own.
- Staff with a medical condition, mental health condition, or disability that makes it unreasonable for them to wear a face covering, may be exempt. 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. ELPS will have clear masks available for staff.
- 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 preK-12 will wear a mask throughout the school day.

- This includes common areas (buses, hallways, and shared spaces) and during transitions.
- Masks may be cloth or disposable and must cover the individual's nose and mouth and fit securely. The District will provide masks to students, or individuals may choose to wear their own.
- All students preK-12 will wear a mask in classroom setting with the following exceptions:
 - Students will have scheduled mask break times throughout the day when appropriate social distancing requirements can be met
 - Those with medical conditions (diagnosed and confirmed by a medical provider) and those outlined in IEP and 504s.

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.

The district will also have a limited number of cloth masks to be issued to students. Please contact your building principal to acquire a cloth mask for your child(ren).

MASK WEARING PROTOCOL

- [How to Safely Wear and Take Off a Cloth Face Covering](#)

MASK WEARING RESOURCES

Social Stories and Songs

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

[Michigan Face Coverings Guidance for Non-Healthcare workers](#)

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, when possible.
2. The break should be with the group only.
3. At the end of the break, review how to safely wear your face covering.
 - 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
4. Individual student mask breaks will take place as needed.

TRANSPORTATION

BUSING AND STUDENT TRANSPORTATION

- Signage will be 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 on each bus.
- Face masks will be available at the entrance of the bus in the event a student does not have one.
- Buses will be properly cleaned after the departure of the last child from each run once the bus is empty. Logs will be maintained.
- 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.
- Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped.
- Students will have assigned seats on the bus. Busses will be loaded from the back to the front to minimize student contact. Students will have their own seat on the bus; however, students from the same household may be seated together. Students will be seated as far apart as possible.
- More information and details on safety and cleaning protocols can be found on *Dean Transportation's* COVID-19 section of their website:
<https://deancleanprocess.com/dean-covid-19-guide-for-school-students-parents/>

HYGIENE and CLEANING SCHOOL PROTOCOLS

- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Hand sanitizer stations will be placed throughout each building.
- Teachers will contact the office immediately if supplies run out during the school day.
- Classroom teachers will instruct the following to students upon their return to school and reinforce weekly or more often as needed (this may be done via video):
 - Proper handwashing techniques
 - 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, and throughout the hallways before the start of school.
- Sharing school supplies will be limited as much as 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.
- District Level Administrators and Building Operations will meet with Building Administrators 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.
- 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.
- Students desks will be wiped down 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.
- 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>

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 designee.
 - 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 prepares 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 assess and return to school:
<http://www.hd.ingham.org/Portals/HD/Home/Documents/cd/coronavirus/ICHDSchoolCOVIDToolkit.pdf>

- (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 building's 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 follows reporting requirements by notifying staff and families and placing notice on its website within 24 hours.
- How to handle symptoms and household exposure: <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
- COVID privacy and scenario example: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/apply-to-realistic-scenarios.html>

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 AND RESOURCES

- We will follow the protocols outlined in the Ingham County Health Department Guidance for COVID-19 (Coronavirus site):
[http://hd.ingham.org/DepartmentalDirectory/CommunicableDisease/Coronavirus\(COVID19\).aspx#8789290-school-and-other-resources](http://hd.ingham.org/DepartmentalDirectory/CommunicableDisease/Coronavirus(COVID19).aspx#8789290-school-and-other-resources)
- Ingham County Health Department School Handouts:
<http://www.hd.ingham.org/Portals/HD/Home/Documents/cd/coronavirus/ICHDSchoolCOVIDHandouts.pdf>
- Ingham County Health Department Return to School Toolkit:
<http://www.hd.ingham.org/Portals/HD/Home/Documents/cd/coronavirus/ICHDSchoolCOVIDToolkit.pdf>
- Ingham County Health Department Contact Tracing Checklist:
<http://www.hd.ingham.org/Portals/HD/Home/Documents/cd/coronavirus/ContactTracingSupportICHD.pdf>
- *Helping Your Child Cope with Coronavirus News* article:
<http://www.hd.ingham.org/Portals/HD/Home/Documents/cd/coronavirus/HelpChildrenCopeICHD.pdf>

CDC RESOURCES

[CDC Considerations for Schools, 2020](#)