



COVID-19 Safety, Facilities, and Healthy Schools Manual

Last updated 1/22/2021

Introduction

This procedure manual, although complete in scope, remains a living document. Opportunities remain open for members of our community to raise concerns, seek clarification, or bring forward new ideas. At the same time, this document will allow us to move forward in our planning with the aim of reducing the struggles of children and youth under pandemic conditions while maximizing the ability of adults to stay safe and keep the young people entrusted to them safe.

This manual serves as a support for our schools and district to effectively mitigate the spread of COVID-19 once students and staff return to our buildings for in-person, face-to-face instruction. The purpose of this manual is to establish clear usable criteria and procedures for school administrators, school nurses, and all CSD staff to follow regarding mitigation procedures in CSD.

The original COVID-19 Safety, Facilities, and Healthy Schools Manual was developed with the support of several members of our community who have expertise to share in the areas of public health, epidemiology, and health care. Subsequent to the initial publication of this manual, significant work has been done in the district to gather a wide range of input and recommendations from additional stakeholders in our community. This COVID-19 Stakeholder Planning Committee provided recommendations in the following areas: Metrics, Mitigation, Virus Testing, Communication, Employees, Parents, and Students. The report produced by the CSDPC can be found in its entirety on the CSD web page under the COVID-19 section.

Version 4.0 of this manual reflects many of the recommendations brought forth by the CSDPC.

Executive Summary

The updated manual organizes information into four main categories that CSD can control to provide a safe environment for a return to in-person learning. These controls are: Epidemiological, Environmental, Administrative, and Individual.

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Section 1: Definitions

1. Confirmed or Positive Case

- 1.1. Meets confirmatory laboratory evidence by receiving a positive result on any COVID-19 test.

2. Probable Case

- 2.1. Meets clinical criteria by showing symptoms of COVID-19 AND epidemiologic linkage (i.e. close contact to a confirmed case) with no confirmatory lab testing performed for COVID-19.

3. Possible Case

- 3.1. Meets clinical criteria by showing symptoms of COVID-19

4. Close Contact

- 4.1. Living in the same household as a confirmed or positive COVID-19 case; or
- 4.2. Caring for a sick person with COVID-19; or
- 4.3. Being within 6 feet of a sick person with COVID-19 for a cumulative total of 15 minutes or more within a 24 hour period two days before illness onset (or for asymptomatic individuals, 2 days prior to test specimen collection) until the time the patient is isolated; or,
- 4.4. Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.).

5. SARS-COV-2

- 5.1. The virus that causes the disease COVID-19

6. COVID-19

- 6.1. [COVID-19](#) is an illness caused by the SARS-COV-2 virus that can spread from person to person. The symptoms can range from mild to severe.

Section 2: Epidemiological Controls

1. Daily COVID-19 Screening

1.1. Staff

- Prior to entering any CSD facility, all CSD Staff must complete the Daily [COVID-19 Screening Self-Check Form](#) (<https://bit.ly/36Lfr9m>). Staff can access the screening document directly through the CSD staff portal or by scanning the QR code found at each entrance. The staff self-check form was updated based on recommendations from the CSPC Mitigation Sub-committee to include the symptom of “new or worsened congestion or runny nose” (CSPC Report Page 57)

1.2. Students

- CDC does not recommend daily in-person symptom screening for K-12 students. Therefore, parents must screen their child(ren) daily for COVID-19 symptoms. This simplified [graphic](#) (<https://bit.ly/2GNuzrZ>) summarizes the daily screening steps that parents need to evaluate each morning before sending their child to school. By sending their child to school the parents are confirming that their child has passed the COVID-19 screening criteria.

- COVID-19 Screening Criteria

High Risk Symptoms: One or more = the child should stay home.

- New Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell

Low Risk, General Symptoms: Two or more the child should stay home

- Fever (100.0 or higher) or chills
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

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- As parents screen their children at home each day, they must also monitor their child for symptoms of flu and other illnesses. Parents must keep their child home if the child is showing signs of other illnesses. Students who show 1 High Risk Symptom or 2 or more Low Risk Symptoms should remain home for at least 24 hours after the symptoms subside.
- If a parent knowingly sends their child to school with COVID-19, the district may require the student to transition back to virtual learning.

2. Protocol for Students who Develop Symptoms During the School Day

- 2.1. Any child who becomes ill, regardless of symptoms, must be sent to the school health clinic immediately to be evaluated by the school nurse. The nurse will assess the child's symptoms for COVID-19. The parent will be contacted to pick up their child if warranted. The nurse will inform the school principal immediately. The parent must take all reasonable steps needed to pick up their child as soon as possible and no later than an hour after the nurse's contact. If your child is sent home with COVID-19 like symptoms, your school nurse will provide detailed instruction on what is needed for the student to return. Note that this may include a medical evaluation from your child's healthcare provider.
- 2.2. **Get Well Room**
Students who are showing signs of COVID-19 will be isolated in a COVID-19 Get Well Room that will be maintained apart from the nurse's regular area. The Get Well Room will be a separate room where students can await parent pickup while being appropriately monitored and isolated to reduce potential transmission. At least 15 minutes after use the Get Well Room will also be properly cleaned and sanitized after each use.

The specific location of Get Well Rooms will differ from school to school and will be documented in the school's specific COVID-19 Readiness and Mitigation Procedures.

In establishing and operating the room, schools should follow the following guidance to the greatest extent possible:

- A sink should be accessible to the COVID-19 Get Well Room.
- Stock the sink area with suitable supplies for handwashing, and with [alcohol-based hand rub](#), near the point of care and the room door.
- Ensure adequate room ventilation in consultation with the CSD Operations Department.
- Post signs on the door indicating that the space is an isolation area.
- Remove all non-essential furniture and ensure that the remaining furniture is easy to clean, and does not conceal or retain dirt or moisture within or around it.
- Stock the PPE (face masks, face shields, and gloves) supplies and linens right outside the COVID-19 Get Well Room if possible or in a sealed bag to prevent

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exposure. Setup a trolley outside the door to hold PPE if available. A checklist may be useful to ensure that all equipment is available.

- Place appropriate waste bags in a bin. If possible, use a touch-free bin. Ensure that used (i.e. dirty) bins remain inside the COVID-19 Get Well Rooms.
- Keep adequate equipment required for cleaning or disinfection inside the isolation room or area, and ensure scrupulous daily cleaning of the isolation room or area.
- Ensure the student can be easily seen through a window or see-through door so the supervising staff member can monitor the child's condition and provide psychological comfort through visual connection.
- Make certain that a walkie or phone is available in the COVID-19 Get Well Room or area to enable patients, family members, or visitors to communicate with supervising staff. This may reduce the number of times the workers need to don PPE to enter the room or area.

2.3. The school nurse will submit documentation and initiate contact tracing as soon as possible after learning of a student with a probable or confirmed case of COVID-19.

3. Protocol for Students who Develop Symptoms at Home

3.1. If a student develops symptoms at home, it is imperative to the health of the community that they stay home. Parents should screen their child each day prior to school using the list of symptoms outlined in Section 2 Subsection 1.2.2. Such students must not report to school or any extra-curricular activities. Families should notify their medical provider and must inform their school nurse by email or phone call. Parents can call or email the school nurse directly at the school number listed below:

- ECLC - Lola Poindexter: lpindexter@csdecatur.net or 404-3704-4480
- Clairmont - Chanell Huff-Cox: chuff-cox@csdecatur.net or 404-370-4450
- Glennwood - Beth Barrington: ebarrington@csdecatur.net or 404-370-4435
- Oakhurst - Dawn Durham: ddurham@csdecatur.net or 404-370-4470
- Westchester: Nancy Garrison: ngarrison@csdecatur.net or 404-370-4400
- Winnona Park: Jen Eagle: jeagle@csdecatur.net or 404-370-4490
- FAVE: Gregory Prather: gprather@csdecatur.net or 404-371-6637
- Talley: Sandra Gunn: sgunn@csdecatur.net or 470-283-7340
- Renfro: Tammara Sinkfield: tsinkfield@csdecatur.net or 404-370-4440
- Decatur HS: Holly Fletcher: hletcher1@csdecatur.net or 404-370-4170 extension 2157

3.2 If a student receives a confirmed COVID-19 diagnosis or is determined to have a probable case after school hours, parents must notify their student's principal immediately.

4. Protocol for Staff Members who Develop Symptoms During the School Day

4.1. A teacher or staff member who develops symptoms during the day must notify their Principal or immediate supervisor in order to arrange backup supervision of students and leave the building as soon as possible. The staff member should contact their physician as soon as possible for guidance on next steps. If the staff member is unable to drive

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home, the principal or designee will contact their emergency contact or call 911 if appropriate.

- 4.2. In the event that a staff member develops COVID-19 symptoms during the school day, the students will be moved to an alternative location while the room is cleaned and disinfected according to the procedures outlined in Section 3 of this manual.
- 4.3. Principals or supervisors must inform the school nurse for school-based personnel or the lead nurse for other work sites as soon as possible after receiving information about a staff member with a positive or probable case of COVID-19.
- 4.4. Employees who test positive for COVID-19 and need to take leave,

5. Protocol for Staff who Develop Symptoms at Home

- 5.1. If a staff member develops symptoms at home, it is imperative to the health of the community that they stay home. Such staff members must not report to work. They should notify their medical provider and must inform their supervisor. Employees must call their immediate supervisor to inform them that they are ill and will not be reporting to work.

6. Returning to School or Work

- 6.1. Because COVID-19 may present with a wide range of symptoms, and as long as testing capacity remains strong, all those with symptoms must contact their medical provider, who will advise as to whether or not to obtain a COVID-19 test. Any staff member or student who is experiencing symptoms of COVID-19 must stay home.
- 6.2. City Schools of Decatur will follow guidelines provided by the DPH in determining the earliest date of return to work or school for an employee or student affected by COVID-19 as described below.

Isolation

- **Symptomatic persons** with confirmed COVID-19 or probable COVID-19 can return to work/school after:
 - At least 10 days have passed since symptoms first appeared AND
 - At least 24 hours have passed since last fever without the use of fever-reducing medications AND
 - Symptoms (e.g., cough, shortness of breath) have improved
- **Asymptomatic persons** with confirmed COVID-19 can return to work or school after at least 10 days have passed since the positive laboratory test, AND the person remains asymptomatic. (Note, asymptomatic persons who test positive and later develop symptoms should follow the guidance for symptomatic persons above.)

Quarantine

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Staff

- Asymptomatic staff members who have a known exposure to an individual with a confirmed case of COVID-19 with or without appropriate personal protective equipment (PPE), in close contact, may return to work or school after meeting all of the criteria for one of the two options listed below:

Option 1

- After **7** full days have passed since their most recent exposure, if they fulfill all **THREE** of the following criteria:
 - Test for COVID-19 (PCR/molecular or antigen test) no earlier than **day 5** of quarantine **AND**
 - Receive a negative result **AND**
 - Do not experience any COVID-19 symptoms during the quarantine period

OR

Option 2

- After **10** full days have passed since their most recent exposure, if they are not tested for COVID-19 **AND**
- Do not experience any COVID-19 symptom during the quarantine period

Students

- After **10** full days have passed since their most recent exposure, **AND**
- Do not experience any COVID-19 symptom during the quarantine period

After stopping quarantine after day 7 or 10, individuals who do not have symptoms must:

- Closely monitor themselves for COVID-19 symptoms for 14 days from their most recent date of exposure
- For at least the entire 14 days, they should strictly adhere to mitigation measures including appropriate mask usage, staying at least 6 feet from others except for brief transitional movements (e.g., changing classes), washing their hands, avoiding crowds, and taking other steps to prevent the spread of COVID-19
- If an individual, who is a close contact AND ended quarantine after day 7 or 10, develops symptoms they will be sent home immediately and instructed to follow the guidelines for symptomatic individuals and seek COVID-19 testing.
- **Note:** the 7-day option was not adopted for students due to logistical considerations.

7. Contact Tracing and Quarantine Notification

- 7.1. CSD has established a line of contact with DeKalb Department of Health and will follow the contact tracing guidelines set forth by DPH (Georgia Department of Public Health) to determine who to notify, level of exposure to a COVID-19 positive individual, and length of required quarantine period.
- The school nurse is the primary contact at local schools.
 - The Lead District Nurse is the primary contact for non school-based district employees.
 - Additional staff members at each school have been trained to support with contact tracing.
 - Additional Clinic Aids have also been allocated at larger buildings to further support with contact tracing.
 - All contract tracing team members have completed the Johns' Hopkins Contact Tracing Course.
- 7.2. CSD will follow the recommendations outlined by DPH to identify individuals who were in close contact with a person diagnosed with COVID-19:
- Individuals who are required to quarantine due to COVID-19 exposure will be notified by a member of the contact tracing team.
 - Staff members identified as close contacts will be informed of their quarantine requirements for returning to work.
 - Students identified as close contacts must quarantine for 10 days from their last possible exposure to COVID-19, remain at home, avoid congregate settings and public activities, practice social distancing, and monitor for symptoms consistent with COVID-19.

8. Emergency Building and Classroom Closing Policy

- 8.1. Per DPH, a COVID-19 outbreak in a school setting is defined as: Two or more laboratory-confirmed COVID-19 cases among students or staff with illness onsets within a 14-day period, who are epidemiologically linked (e.g., have a common exposure or have been in contact with each other), do not share a household, and were not identified as close contacts of each other in another setting during standard case investigation or contact tracing.
- 8.2. CSD will determine the scope and length of closure in response to COVID-19 cases/outbreaks using the following considerations outlined by DPH:
- Size and characteristics of student and staff population (e.g., population includes individuals with special healthcare needs and/or who are at higher risk for severe illness)

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- Setting characteristics and environmental factors that affect transmission (e.g., length of school day, intensity of hands-on instruction, ability to maintain social distancing, need for/sharing of common equipment, physical spacing in classrooms, movement through buildings, proportion of time spent outdoors, involvement in activities that may be more likely to generate aerosols)
- Possibility of spread to others, including to additional individuals outside of the facility (e.g., exposures at large assemblies, on field trips, at extracurricular activities that include students from other schools, on school buses that transport riders from multiple schools)
- Absenteeism among educators, students, and/or staff that is high enough to limit the ability of the school to function effectively
- High suspected number of cases or greater case rate within the educational setting compared to the case rate in the community
- Additional indicators (e.g., increased absenteeism) that might suggest undiagnosed or unreported COVID-19-like activity among students or staff

8.3. CSD will close a building if the DPH outbreak criteria is met.

8.4. CSD will close a classroom for 1 to 14 days if someone in the classroom tests positive for COVID-19 or is presumed to be positive.

9. Viral Testing

CSD is exploring how to secure point of care COVID viral tests. Once secured, our viral testing plan is outlined below.:

- a. Point of Care COVID Tests will be administered to the following.
 - i. Students and staff who develop symptoms consistent with COVID at school.
 - ii. If the COVID rapid test comes back positive, the district will test Tier 1 individuals. Tier 1 individuals are those who were in close contact with the infected person.
 - iii. If sufficient testing supplies are available, CSD will also test Tier 2 individuals. These are individuals who have been in the same area at the same time, but not identified as in close contact.
- b. Parent permission will be secured prior to testing any students.
- c. Employees and students who are quarantined and develop symptoms are also recommended to get tested.

10. Metrics

Growing evidence indicates that schools implementing extensive mitigation measures, such as those in place at CSD, are not significant contributors to virus spread. Therefore, CSD will continue with offering in-person learning for students in our learning centers, special education students in the adaptive curriculum setting, and students in grades K-5 who indicated that they want or need in-person learning regardless of the level of spread in our community. We will monitor data internal to CSD, such as cases and quarantines, to evaluate the effectiveness of mitigation measures.

CSD will monitor community spread of COVID and continue to evaluate what metrics may be established before expanding the hours offered in grades K-5 or adding students in grades 6 - 12 to in-person learning.

Section 3: Environmental Controls and Operations

1. Difficult-to-Clean Facilities Under Standard Conditions

Educators and custodians will do their best to provide high hygiene standards outlined in these protocols. However, it is recognized that in a classroom, many times, multiple hands will touch one item. Principals and teachers will do their best to limit objects that require or allow multiple hands on them and should wipe down any materials that have to be in the room on a fairly frequent basis. Going further, wherever possible, non-educational items that are touched frequently by multiple hands and can't be wiped clean will be removed from the classroom.

Principals will work with their 0-3 and Pre-K teachers on specific procedures to allow for safe rest time in their classrooms, including more frequent cleaning of classroom floors and ensuring items in cubbies do not touch items belonging to other students. It is further recommended that teachers remove porous materials from their classroom like area rugs and textile that are not easily cleaned.

Every classroom will be provided approved cleaning supplies and paper towels so frequently touched surfaces can be cleaned frequently.

2. Additional Cleaning Supplies and Handsanitizer

2.1. The principal or lead custodian will place a work order with requests for additional cleaning supplies and hand sanitizer.

2.2. COVID Cleaning Supplies List for Schools

2.2.1. Elementary Schools including ECLC:

- 6 Touchless Hand Sanitizer¹ Stations
- 8 Gallons of Hand Sanitizer
- 20 Packs of Alcohol Wipes
- 200 Reusable Cloth Youth Size Face Masks
- 100 Disposable Youth Size Face Masks
- 200 Disposable Adult Size Face Mask
- Portable Electrostatic Disinfectant Fogger Machine (Training will be provided upon delivery)

2.2.2. Frasier Center:

- 2 Touchless Hand Sanitizer Stations

¹ All hand sanitizer will be a minimum of 60% ethanol or 70% isopropanol

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- 4 Gallons of Hand Sanitizer
- 20 Packs of Alcohol Wipes
- 50 Reusable Youth Size Face Masks
- 50 Disposable Youth Size Face Masks
- 50 Disposable Adult Size Face Mask
- Portable Electrostatic Disinfectant Fogger Machine (Training will be provided upon delivery)

2.2.3. RMS & DHS:

- Gallon of Hand sanitizer with Hand Pump for each classroom
- Spray Solution for Sanitizing Desks and Surfaces & paper towels
- Large Electrostatic Disinfectant Fogger Machine (Training will be provided upon delivery)
- 400 Disposable Adult Size Face Mask

- 2.3. Soap and other normal cleaning supplies will be replaced by the Custodian as needed.
- 2.4. Hand sanitizer, surface cleaning spray, and paper towels will be provided for each classroom
- 2.5. Electrostatic fogger disinfecting machines will be used only when a positive case or presumed positive case is identified in the classroom, custodians will spray the classroom once they receive the clearance from the School Nurse. Custodians will spray the classrooms affected with the electrostatic fogger machine only when the staff have left the building.
- 2.6. Custodians will disinfect all high touch areas including bathrooms at least 4 times per day.
- 2.7. Custodians will flush bathroom drains and floor drains with water daily.

3.Utilizing Outdoor Spaces

Outdoor spaces provide many benefits for reducing risks of transmission. Outdoor spaces are an ideal location for meal times and mask breaks, when face coverings must be removed. Meetings with individuals outside of one's core academic group, such as clubs are also best held outdoors or virtually.

Each school will establish a list of usable outdoor spaces and establish a process for teachers to reserve outdoor spaces to limit the numbers of students in these areas. The school district will monitor significant weather advisories from the National Weather Service, such as heat index,

severe storms, and air quality to determine if weather conditions are not appropriate for continued outdoor use.

4. Ventilation

Building ventilation improvements have been made district-wide. HVAC systems and building designs vary, so the improvements have also varied from location to location. Improvements include increased central ventilation capacity to process the maximum amount of fresh air through the system. We have scheduled the HVAC systems on at least two hours before building occupancy and have installed ionizers that kill viruses and bacteria. **Staff should refrain from opening windows as this decreases the effectiveness of the building ventilation system, additionally opening the windows will increase uninvited humidity, allergens, and possible airborne viruses that are not filtered by the ionizers.** Other adjustments have been made to keep the units running continuously during occupancy.

The State of Georgia adopted the International Mechanical Code with amendments to design and install heating and air conditioning units. The Code requires the use of ASHRAE Standard 62.1, which specifies the minimum amount of outside air necessary for specific building occupancies. The amount of outdoor air specified for school classrooms is 10 CFM per occupant. **All heating and air units installed throughout the district meet this requirement.** While three air exchanges are recommended by ASHARE, CSD will target a higher level of air changes per hour.

CSD has also adding the following enhancements in our ventilation upgrades:

- a. Assess the number of air exchanges per hour in each building.
- b. Measure CO₂ in classrooms on a regular basis.
- c. Purchase and placement of HEPA air purifiers in nurses offices and classrooms where other mitigation strategies cannot be fully implemented.
- d. Change the frequency of air filters replacement and install Merv-13 filters where possible.
- e. Installation of UV lights in special education classrooms.
- f. Increase the outside air by adjusting the systems two hours before occupancy and forcing the system to continuously run during occupancy space in classrooms.
- g. Adjusting and calibrating sensors and equipment everyday as required.
- h. Global Plasma Purification systems / Ionizers installed in all schools.

5. Cleaning and Disinfection Protocol

5.1. Enhanced COVID-19 Cleaning and Disinfecting Information

Cleaning and disinfecting of environmental surfaces, including “high touch” or frequently touched surfaces, significantly decreases the number of the environmental pathogens on

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those surfaces, which in turn, reduces the risk of transmission and infection using the approved protocol for disinfecting SARS-CoV 2

- Clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, handrails) within the school at least four times per day.
- Clean and disinfect school buses between each route.
- Clean and disinfect bathrooms at least four times per day.
- Follow safety precautions when using disinfectants

5.2. Emergency Cleaning and Disinfecting Protocol

Areas used by the person or persons with a confirmed or probable cases of COVID-19 will be closed off from use until the room can be cleaned following the appropriate COVID-19 disinfecting protocol.

- Waiting as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. If possible, wait up to 24 hours before beginning cleaning and disinfection but no sooner than one hour.
- Cleaning and disinfecting all areas (e.g., offices, bathrooms, and common areas) used by the person(s) with COVID-19, focusing especially on frequently touched surfaces.
- Surfaces should be cleaned using soap (or a detergent) and water prior to disinfection.
- Disinfect with a disinfectant approved for use against SARs-CoV-2, the virus that causes COVID-19.
- Electrostatic fogger will also be used in the area.

6. Signage

Each CSD building has been provided with a multitude of signs to remind staff and students of social distancing, handwashing, mask wearing, and monitoring for symptoms of COVID-19. Each local school COVID-19 Mitigation and Readiness team directed the placement of signs in CSD school facilities.

7. Classroom and Building Mitigation Checklist

With the support of the CSPC Mitigation Subcommittee, a building and classroom mitigation checklist was developed. Principals and teachers will complete this checklist. Random inspections will also be completed to monitor for compliance. Checklists will be maintained and reviewed with the mitigation team.

8. Transportation Procedures

Families are encouraged to walk, bike, or use alternative modes of transportation to the extent possible to get to and from school each day. Transportation will continue to be provided for eligible students. Students must abide by the guidelines listed below while riding CSD transportation. Riding privileges may be revoked if students do not comply with the guidelines below.

CSD will establish a maximum number of riders per bus.

When boarding or exiting the bus, students must be seated in an order that ensures they do not pass by others on their way to the seat. Students living in the same household can sit in the same seat. No more than 2 students in non-household units will be seated together.

- In the morning, students will load the back of the bus first, and sit in the last available open seat. Students will also be instructed to stay in their seats when they arrive at the school until it is their turn to get off the bus.
- In the afternoon, schools will line students up so that the last stop boards first and sits all the way in the back. Once boarded, the first stop will be seated at the front of the bus and will be able to exit without passing other students.
- [Masks \(https://bit.ly/3jKbxRD\)](https://bit.ly/3jKbxRD) are required to ride school buses.
- Parents and caregivers will be encouraged to reinforce bus rules about maintaining quiet, calm behavior on the bus. Loud talking, yelling or singing are known to more widely disperse infectious respiratory droplets.
- CSD will provide an emergency supply of masks and face coverings, available on all vehicles, in case a student arrives without one.
- Hand sanitizer will be kept aboard the bus and used throughout the day.
- School buses will be cleaned between each route.
- A bus seating chart will be developed and kept on file to assist with contact tracing as needed.
- Transportation will provide each school with a roster of students on each bus to ensure schools can line students up in the correct loading order.
- As weather permits, busses will transport students with the windows open. Bus drivers will use their judgement to determine if the windows can remain open or if the bus HVAC system would be used.

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- Bus drivers will also wear masks and have hand sanitizer available on all busses. Eye protection has also been provided to each driver to use if desired.

9. Food and Nutrition Services

9.1. Modified Schedule Meal Service Procedures

Meal Service : Students will be given the opportunity to get a grab-n-go type meal option that will be served in an easy to transport container/bag each day as they leave the school campus. This meal bag will contain one breakfast and one lunch. The lunch would cover meal service for the current school day and the breakfast would be for the following morning prior to the students' arrival to school.

*Note: Jan 19th's Breakfast meal will be delivered with the meals that our transportation department delivers on Jan 15th. Additionally, all meals will continue to be at no cost to all students. **Families are strongly encouraged to participate in our meal program since doing so helps support our hard working nutrition staff and provides your student with healthy meals at NO COST to you.**

Section 4: Individual Controls

1. Face Coverings and Masks

- 1.1. Employees, students, and approved visitors **must** properly wear an appropriate mask while inside or outside a CSD building, and/or aboard CSD transportation. Face coverings are particularly important during talking, movement/physical activity, coughing, and sneezing. Masks should only be taken off while eating or drinking. Individuals should refrain from engaging in activities indoors where masks could become wet. If a mask does become wet, the mask should be changed.
- 1.2. All staff members and students are required to wear face coverings at all times. Face coverings must cover both nose and mouth, and they are not a substitute for – but rather something that is done in addition to – maintaining appropriate physical distance. Face coverings should not be removed when speaking.

Parents should make efforts to obtain 4 - 6 face masks for each child to ensure that if mask supplies become limited over time their child has a sufficient supply of masks to use at school. Neck gaiters and bandanas are not acceptable alternatives for cloth face masks.

Weather permitting, mask breaks will be provided several times each day while outside. No students will be denied access to school if they do not have a mask. The school will provide students with a mask if needed.

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1.3. Proper Mask Wearing Videos

- [Johns Hopkins Infographic \(https://bit.ly/315Vsib\)](https://bit.ly/315Vsib)
- [CDC Guidance for Face Masks \(https://bit.ly/3lrfhlg\)](https://bit.ly/3lrfhlg)

1.4. Mask Rubric

Preferred	Acceptable	Not Acceptable
KN95 N95 (if fitted properly by a trained provider) Disposable Surgical Masks	Double Layer Cloth Masks	Masks with exhalation valves Neck Gaiters Bandanas Single layer cloth mask

1.5. If you are unable to wear a face covering due to medical reasons, you will be asked to submit documentation from your healthcare provider to your supervisor or school principal prior to receiving approval to enter the building or return to in-person learning.

1.5.1. Supervisors will forward this information to Shonda Moore at leadnurse@csdecatur.net.

1.5.2. Nurse Moore will review the documentation and determine an alternative method of mitigation (e.g., face shields, plexiglass barriers, etc.).

1.6. Frasier Center and ECLC have developed mask protocols in collaboration with their local school COVID-19 Mitigation teams to address the needs of younger students. These protocols are approved by the district and may differ from the requirements in this document.

1.7. Masks should not be used with individuals who are unconscious or otherwise incapacitated.

1.8. Face Shields: Staff and students can elect to also wear a face shield in addition to wearing a face mask. [Face Shields \(https://bit.ly/3dbwd2u\)](https://bit.ly/3dbwd2u) alone are not sufficient.

1.9. [Cleaning Face Masks \(https://bit.ly/33KdqIt\)](https://bit.ly/33KdqIt): Cloth face masks should be laundered regularly. Students and staff should bring several face masks to school each day to ensure a clean face mask is available if the mask being worn gets soiled.

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Students should also bring a ziploc or paper bag to school to store washable masks that may be soiled during the school day. Extra ziploc bags will be available for soiled masks at each school as needed.

- 1.10. Schools will follow our Positive Behavior Intervention and Supports (PBIS) model to teach the importance of wearing masks for the safety of our community. Students who do not comply with properly wearing a mask will be reminded how to correctly wear their face mask and the impact that mask-wearing has on the health and safety of our community. If the student continues to not properly wear their face mask after being reminded by the classroom teacher or other staff member, a school administrator will discuss the purpose of wearing face masks at school with the student and call the parent to participate in this discussion. If the student continues to not wear their mask properly after working with an administrator, the parent will be called to pick up their child. The child will then have to engage in virtual learning and the school administrator will discuss the length of time the student will engage in virtual learning with the parent. Willful refusal to properly wear a mask will be treated differently than simple improper mask wearing.
- 1.11. Developmental and age appropriate response to non-compliance with mask wearing will be used to ensure full compliance with the mask mandate. Younger students and students with disabilities may need additional instruction and support.

2. Procedures to Ensure Frequent Hand Washing

All students and staff must engage in frequent handwashing (<https://bit.ly/3jKaxgl>), such as upon arrival, after recess, before and after meals, after bathroom use, after coughing or sneezing, and before dismissal. We understand that hand washing will have an impact on time available for teaching and learning during the school day. If handwashing is not feasible at a particular time, hand sanitizer should be used until hands can be properly washed.

CSD has purchased additional sinks to supplement the sinks already in our buildings. Custodial staff will ensure that soap dispensers and disposable towels are stocked, and that supplemental hand sanitizer is available throughout the building.

Signage will be posted in schools with reminders that appropriate public health practices call for individuals to use soap and water to wash all surfaces on their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an air dryer unit or paper towels.

3. Respiratory Etiquette

Coughs and sneezes that are not related to COVID-19 or other illness will understandably occur, and schools will need to teach proper coughing and sneezing etiquette when wearing a mask. It is still a good idea to cough or sneeze into one's elbow, even with a mask on. Then, the student or staff member must wash their hands and change to a clean mask at the next opportunity, placing their original mask in a ziploc bag followed by handwashing or use of hand

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sanitizer. If coughing is repeated, students should be evaluated by the school nurse and possibly sent home.

Section 6: Administrative Controls

1. School-Based Procedure Documentation

Using a CSD-developed template, schools will document the specific application of required procedures within their school building. This will include forming a local COVID-19 Response Team and appointing a designated COVID-19 point person who can be contacted with questions or concerns. The link for the template for this document can be found [here](https://bit.ly/33KTKxQ) (<https://bit.ly/33KTKxQ>).

The CSD-Developed template will guide schools in developing the specific procedures needed in each school or building. A COVID-19 point person will be established in each building (often, this will be the Principal or school nurse) to coordinate any changes or updates and to provide a point of contact for communicating questions or concerns.

2. Employee Communication and Training

2.1. Staff Training

2.1.1. Two mandatory trainings are provided for staff; *COVID-19 Awareness* and *Anxiety around COVID-19* are posted through [Safe Schools Portal](https://decatur-ga.safeschools.com/training/home) (<https://decatur-ga.safeschools.com/training/home>).

2.1.2. Staff also received training at the start of the school year on proper mask wearing.

2.1.3. Additional training will be provided throughout the school year on PPE

2.2. Parents/Guardians - All adults must work together as partners to ensure the safety of the school community. To support understanding and awareness of health guidelines and requirements, City Schools of Decatur will communicate and provide reminders about the following through weekly newsletters, Blackboard messages, and/or morning announcements:

- Weekly reminders about morning health checks
- What to do if you have symptoms, have potentially been exposed, or test positive for COVID-19
- Mask requirements, including sending at least one backup mask to school with the student, along with a ziploc bag in case the mask needs to be changed during the day; as well as instructions for proper [mask wearing](https://bit.ly/3dbwd2u) (<https://bit.ly/3dbwd2u>) technique.
- Hand-washing technique
- Respiratory etiquette
- Flu vaccine information (with Department of Public Health)
- Importance of updated parent/caregiver contact information
- School-specific procedures

2.3. Student Education

2.3.1. Health and safety signage produced by the City Schools of Decatur and others will be posted throughout all CSD buildings. Schools will review health and

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hygiene procedures with students including the importance of proper mask wearing, physical distancing, not touching one's face), proper hand-washing and cough/sneeze techniques, and other key messaging.

3. Employee Absences

To encourage and support staff members to stay home when sick, the following is information regarding paid sick leave benefits are available under CSD COVID-19 Leave guidance.

- 3.1. CSD will voluntarily provide COVID-19 Leave for employees for specific exposures within the district. These paid sick leave provisions will apply through June 30, 2021 or otherwise specified.
- 3.2. Employees who test positive for COVID-19 or have been exposed to anyone who has tested positive for COVID-19 must immediately let their supervisor and location nurse know for contact tracing purposes.
- 3.3. Employees will be instructed to contact Staff Support at csdleave@csdecaur.net so we can reach out to you regarding leave options for your specific COVID case and return to work instructions.

4. Employee Accommodation Requests

- 4.1. All CSD staff have the right to request additional accommodations regardless of their personal circumstance.
- 4.2. All staff who wish to continue working remotely once called back to their work site to perform their job duties and responsibilities can request to work remotely if they or someone they live with is considered at a high risk of severe illness from the virus that causes COVID-19. Procedures for requesting additional PPE and remote working are available on the CSD Staff page.

5. Maintaining Physical Separations

Current guidance seeks to maximize the benefits of in-person school while providing science-based minimum safety requirements. Schools will provide 6 feet of physical separation between individuals to the extent possible and will utilize outdoor spaces whenever feasible. Within classrooms, individual desks will be positioned facing the front of the classroom and spaced out to the greatest extent possible. Classrooms with tables will limit the number of students per table and/or plexiglass shields will be placed between students. Plexiglass shields do not eliminate mandatory mask wearing nor serve as a way to increase the number of students seated at a table. Plexiglass shields help to limit the spread of large droplets between individuals as well as serve as a visual reminder for distance keeping.

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Principals and teachers will develop passing protocols to maintain appropriate distance when students are entering and exiting the building and moving through the school (including to and within restrooms) as best feasible. Specifically, staff and students will be educated about not mixing or lingering in hallways, and following one-way traffic patterns to minimize respiratory air exchange between groups.

Educators and other employees who work with students who require closer proximity will be provided with additional protective equipment including eye protection (e.g., face shields) and a mask/face covering. Other PPE such as disposable gowns or gloves will also be provided based on specific student needs (such as students in the adapted curriculum) or job descriptions (such as school nurses).

- 5.1. Classroom sizes and furniture vary considerably throughout the district. Principals should determine maximum classroom capacities in consultation with their local COVID response team. Capacities should initially be set based on 30 square feet per occupant (including both adults and students), or approximately 1/3 the normal capacity. Capacities may be adjusted as appropriate given specific challenges, such as furniture limitations.
- 5.2. During the initial phase of transitioning back to in-person instruction, if there are more students signed up to return to a class than that classroom can accommodate, principals will need to identify ways to decrease the number of students coming in person. Examples include, but are not limited to, asking for a certain number of families to volunteer to keep their child virtual, shifting students between classes, or moving the class to a larger classroom.

6. Separating Cohorts Within Schools

To reduce the risk of transmission of COVID-19 within buildings, inter-mingling between groups of students will be kept to a minimum as much as possible. One way to think of this is creating “bubbles” or “cohorts” within which a group of teachers and students will regularly interact, being cautious about stepping outside of their own bubble. Depending on the grade band, grouping of students may look different.

7. Staff Meetings

All staff meetings will be conducted virtually.

8. Prohibition on Gatherings and Field Trips

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In person, school-wide assemblies and off campus field-trips are prohibited until further notice, unless approved through the [CSD In-Person Approval Process \(https://bit.ly/2SHwn8k\)](https://bit.ly/2SHwn8k). Virtual field trips are still permitted.

9. Avoiding Clusterings and Groups

Schools will establish procedures for reducing the opportunity for clusters of students and staff to form, including establishing hallway traffic patterns, minimizing or eliminating locker use, and managing entry into the building. Students arriving on school buses will be unloaded in phases to reduce hallway mixing. Schools will consider using multiple entrances to help with spacing, when possible. Staff must also avoid gathering in workrooms or break rooms and must limit interactions to less than 15 minutes per 24-hour period.

10. Eliminating Unnecessary Entry into School Buildings

All student drop-offs must take place outside of the school including on the first day students return to school for in-person learning. Principals will develop welcoming outdoor first week of school drop-off plans for all 0-3, Pre-K, K, 3rd, 6th and 9th and students in the adapted curriculum special needs classrooms.

CSD staff who travel between buildings as part of their job responsibilities will need to be certain to follow all mitigation measures, complete the COVID-19 Self Screening form for each location they visit, and limit such visits to essential activities only.

10.1. Visitors / Parents / Guardians

10.1.1. Until further notice no visitors are permitted in CSD schools unless on official CSD business.

10.1.2. If any visitors are deemed necessary by the location supervisor, these visitors must also complete the CSD Self-Screener Form and follow all safety protocols outlined in Section 3 of this document.

11. Policy on School Volunteers

No volunteers will be permitted at this time.

12. Parent/Guardian Meetings and Visits to the School

At this time all parent/guardian meetings will be held virtually. This includes parent conferences, IEP, 504 meetings, and any other meeting between school personnel parents or guardians. SLT and PTA meetings can be held at schools with appropriate precautions and safety measures. These meetings should be streamed live so members of the public can attend virtually.

13. Protocol for Educational Interventions and Support Programs

Students who receive instructional interventions and support from various program staff must continue to receive those services. Intervention and Support Programs include MTSS, EIP, ESOL, Gifted, Special Education, and Title 1. As CSD moves back into in-person instruction, the goal is providing consistent, quality services to students in a safe and responsible manner. In order to accomplish this, intervention and support program staff should focus on sanitation of their work spaces, use of PPE, and frequent handwashing practices. The goal is to implement as many of the recommendations found in the [Guidance for Intervention and Support Programs Teachers](https://bit.ly/2GTsjjB) (<https://bit.ly/2GTsjjB>) document as possible, but it is understood that schools will need to adjust accordingly to their specific local situations.

CSD will make reasonable modifications for students with disabilities when those modifications can be made consistent with the health, safety, and well-being of all students and staff, and are necessary to avoid discrimination on the basis of disability.

14. Safe Administration of Medications

The school nurse is responsible to oversee medication administration in schools to ensure that medications are administered safely. Schools should follow their typical medication administration protocol unless they are administering nebulizer treatments. See 11.2 for more information.

Schools should obtain the appropriate personal protective equipment (PPE) for staff who administer nebulizer treatments and peak flow meters to students with asthma. PPE for use when administering nebulizer treatments or peak flow meters to students with asthma consists of gloves, medical or surgical facemask, eye protection, and a gown. If possible, nebulizer treatment may occur outdoors.

If outdoor nebulizer treatment is not an option, the nurse will follow the procedures outlined here. Limit the number of people present in the room to the student and the staff member administering the treatment or peak flow meter. If appropriate based on the student's age and level of maturity, the staff member could leave the room and return when the nebulizer treatment is finished. After the nebulizer treatment or use of peak flow meter, this room should undergo routine cleaning and disinfection.

Additional staff have been cross trained to administer medication to students to fill in for the school nurse in the possible situation that the school nurse is assessing a student with possible COVID-19 or if the school nurse is absent

15. Communication Procedures

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Communication procedures when a positive or probable case is identified:

Step 0: Consult with District personnel-Lead District Nurse, Shonda Moore, Executive Director of Equity and Student Support, Dr. Lilly Huddleston, or Assistant Superintendent, Dr. Maggie Fehrman.

Step 1: After consultation with Shonda Moore or Lillie Huddleston, nurse, principal, or designee will email the parent/guardian of students to inform them that their child **may have been exposed** to an individual with a probable or confirmed case of COVID-19. Staff members that were possibly exposed will receive verbal and email communication from the nurse or principal.

Step 2: After the initial contact tracing process, the nurse, principal, or designee will call the parent/guardian of **all students determined to be a close contact**. Staff members that are determined to be close contacts will be contacted.

Step 3: Principal or designee will send follow up emails to parents/guardians of close contact students and close contact staff.

Step 4: The principal will send an email to all building **staff** informing them of a positive or probable case in the school. The principal or nurse will send an email to the parents in the affected class that are **not** close contact informing them of a positive or probable case in the class.

Step 5: The principal will send an email to **all parents/guardians** in the school informing them of the positive or probable case in the school.

Step 6: The CSD COVID Reporting Dashboard will be updated on the district website each time a new case is identified and contact tracing is complete.

CSD will follow guidelines to protect private individual medical information from being disclosed.

16. COVID-19 Dashboard

City Schools of Decatur will share a weekly report with the DeKalb Department of Health regarding the number of staff and students attending CSD who have tested positive for COVID-19 or are probable cases of COVID-19.

The CSD COVID-19 dashboard will be updated as contact tracing is completed for each case in the district and will include the following data at the district and individual school level:

- Number of new COVID-19 Cases (staff and students)
- Number of new individuals in isolation/quarantine (staff and students)
- Number of continued individuals in isolation / quarantine (staff and students)

17. Procedures for Student Use of Bathrooms

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To ensure physical distancing, student bathroom usage will be regulated at the school level, ensuring appropriate numbers of students per bathroom at one time. See local school COVID-19 Mitigation Plans to review school specific bathroom usage procedures.

Section 7: Edits

Date	Edit
1/11/2021	Reorganization using four categories of control: Epidemiological, Environmental, Administrative and Individual
1/11/2021	Add Executive Summary
1/11/2021	Updated Contributors to "Original" Contributors
1/11/2021	Section 1: Added Possible Case
1/11/2021	Section 2: Updated Staff screener to include new or worsened congestion or runny nose
1/11/2021	Section 2: Students - moved fever to low risk symptoms
1/11/2021	Section 2: Added Students who show 2 or more Low Risk Symptoms should remain home for at least 24 hours after the symptoms subside.
1/11/2021	Section 2 Added Parents should screen their child each day prior to school using the list of symptoms outlined in Section 2 Subsection 1.2.2
1/11/2021	Section 2: Removed FFCRA Form as FFCRA has expired
1/11/2021	Section 2: Removed "get clearance from healthcare provided before returning to place of work after exposure or positive COVID test
1/11/2021	Section 2: Viral Testing - added outline for viral testing plan
1/11/2021	Section2: Metrics - added information regarding evidence of Covid spread in schools.
1/11/2021	Section 3: Ventilation added targeting 5-6 air exchanges and list of additional upgrades.
1/11/2021	Section 3: Transportation - added est. maximum number of riders on CSD Busses

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1/11/2021	Section 4: Added mask rubric
1/11/2021	Section 5: Employee Absences - updated due to expiration of FFCRA
1/15/2021	Section 4: Deleted end of sentence about staff being able to take off masks in offices or classrooms when alone and door shut.
1/20/2021	Updated extension # for Nurse Holly at DHS