



COVID-19 Safety, Facilities, and Healthy Schools Manual

Last updated 11/2/2020

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.

Several members of our community who have expertise to share in the areas of public health, epidemiology, and health care have reviewed this manual and provided input and feedback. Their input and feedback does not convey their support or lack of support for the decision to bring students and staff back to school for in-person learning. Their input and feedback was provided to enhance mitigation efforts developed by CSD employees to ensure that when staff and students do return, they return to an environment that is safe for learning.

**SUBJECT TO CHANGE AS GUIDANCE EVOLVES
UPDATED 11/2/2020**

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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. Close Contact
 - 3.1. Living in the same household as a confirmed or positive COVID-19 case; or
 - 3.2. Caring for a sick person with COVID-19; or
 - 3.3. 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,
 - 3.4. Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.).
4. SARS-COV-2
 - 4.1. The virus that causes the disease COVID-19
5. COVID-19
 - 5.1. [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: Screening, Response, and Mitigation to COVID-19

1. Daily Health Screening

1.1. Staff

- 1.1.1. Prior to entering any CSD facility, all CSD Staff must complete the Daily [COVID-19 Screening Self-Check Form \(https://bit.ly/36Lfr9m\)](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.

1.2. Students

- 1.2.1. Parents must screen their child(ren) daily for COVID-19 symptoms. This simplified [graphic \(https://bit.ly/2GNuzrZ\)](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.

1.2.2. COVID-19 Screening Criteria

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

- Fever (100.0 or higher) or chills
- 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

- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

- 1.2.3. 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.

- 1.2.4. If a parent knowingly sends their child to school with COVID-19, the district may require the student to transition back to virtual learning.

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1.3. Visitors / Parents / Guardians

- 1.3.1. Until further notice no visitors are permitted in CSD schools unless on official CSD business.
- 1.3.2. 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.

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 following these steps. 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.
- 2.2. In the event that a student develops COVID-19 symptoms during the school day, the procedures outlined in Section 5, Item 3 will be followed.
- 2.3. 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 exposure. Setup a trolley outside the door to hold PPE if available. A checklist may be useful to ensure that all equipment is available.

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- 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.

2.4. 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. 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
- Clairemont - 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: Marla Dubyak: mdubyak@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 2156

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

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- 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 5, Item 3.
- 4.3. Employees who develop symptoms must stay home. While still at home the employee should contact their school principal or immediate supervisor and their physician for additional guidance on next steps.
- 4.4. Principals or the employee 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.
- 4.5. Employees who test positive for COVID-19 and need to take leave, must submit a [FFCRA leave request form \(https://bit.ly/3jFKR4y\)](https://bit.ly/3jFKR4y) as soon as possible.

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 and Staff Support, by completing the [FFCRA Request for Emergency Paid Sick Leave Form \(https://bit.ly/3jFKR4y\)](https://bit.ly/3jFKR4y).

6. Testing

- 6.1. On October 2, 2020, GA DPH issued a press release regarding their receipt of Abbott BinaxNOW Rapid COVID-19 Tests. The press release noted that schools would be prioritized to receive these rapid tests. Once we have confirmation on how many tests CSD will receive, we will update the testing section of this document to outline testing procedures in CSD schools for staff and students. CSD is also collaborating with a local doctor's office on securing testing for staff and students who experience symptoms at school. Once the details are finalized, we will update this section with details on testing.

7. Returning to School or Work

- 7.1. 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 who is experiencing symptoms of COVID-19 must stay home and get clearance from their healthcare provider before going to their place of work.
- 7.2. City Schools of Decatur will follow guidelines provided by the DHP in determining the earliest date of return to work or school for an employee or student affected by COVID-19 as described below.

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- 7.2.1. Persons with confirmed or probable COVID-19 may return to work/school after all of the following have occurred:
- At least **10 days have passed since symptoms first appeared** and/or since the positive laboratory test (if the person is asymptomatic).
- AND**
- At least 24 hours have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and; improvement in respiratory symptoms (e.g. cough, shortness of breath) and; Medical clearance.
- 7.2.2. Persons 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:
- A 14-day home quarantine period has ended
- AND**
- Medical clearance from their healthcare provider.

8. Employee Absences

- 8.1. To encourage and support staff members to stay home when sick, the following is information regarding the expanded paid sick leave benefits available under the federal Families First Coronavirus Response Act (FFCRA).
- 8.2. FFCRA requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply through December 31, 2020.
- 8.3. [CSD COVID-19 Leave Policy and Procedures \(https://bit.ly/33JZq1G\)](https://bit.ly/33JZq1G)
- 8.4. Employees who need to request leave under FFCRA should complete this [form \(https://bit.ly/3jFKR4y\)](https://bit.ly/3jFKR4y) and immediately let their supervisor know about their leave request.
- 8.5. The Expanded FMLA Leave Policy under FFCRA also provides leave options for staff who need to stay home to care for a child whose daycare or school is closed due to COVID-19. Staff who need to submit leave for child care COVID-19 related issues should submit their leave request to CSD Staff Support through this [form \(https://bit.ly/3lv7nhe\)](https://bit.ly/3lv7nhe). Staff should also notify their principal or direct supervisor immediately if leave under the Expanded FMLA leave is being requested.

Section 3: Cleaning, Hygiene, and Environmental Health

1. Face Coverings and Masks

1.1. Employees, students, and approved visitors **must** properly wear an appropriate mask or face covering 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 cloth face coverings or masks unless they are alone in their classrooms or offices. 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 cloth 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. Parents should wash and return any borrowed cloth masks to the school the next day.

1.3. Proper Mask Wearing Videos

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

1.4. Double layer cloth face coverings and surgical masks are preferred. The CDC does not currently recommend masks with exhalation valves or vents to help prevent the person wearing the mask from spreading COVID-19 to others. For this reason, masks with valves will not be permitted for staff or students to comply with this requirement.

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.).

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- 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.

Students should also bring a ziploc 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.

2. Procedures to Ensure Frequent Hand Washing

All students and staff must engage in [frequent handwashing \(https://bit.ly/3jKaxgl\)](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.

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

4. 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.

5. Additional Cleaning Supplies and Handsanitizer

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

5.2. COVID Cleaning Supplies List for Schools

5.2.1. Elementary Schools including ECLC:

- 6 Touchless Hand Sanitizer¹ Stations
- 8 Gallons of Hand Sanitizer
- 20 Packs of Alcohol Wipes

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

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- 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)

5.2.2. Frasier Center:

- 2 Touchless Hand Sanitizer Stations
- 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)

5.2.3. 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

5.3. Soap and other normal clearing supplies will be replaced by the Custodian as needed.

5.4. Hand sanitizer, surface cleaning spray, and paper towels will be provided for each classroom

5.5. 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.

5.6. Custodians will disinfect all high touch areas including bathrooms at least 4 times per day.

5.7. Custodians will flush bathroom drains and floor drains with water daily.

6. Procedures for Student Use of Bathrooms

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.

7. 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 installing 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. We have scheduled the HVAC system to run and flush the air at least two hours before students arrive. 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 is 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.

8. Be Prepared for Long-Term, COVID-Related Districtwide Shutdown

Our community must be prepared for the possibility that if COVID-19 cases rise again to a point that it may cause state or local officials to call for another long-term shutdown of schools. In the event of a longer-term shut-down, CSD will make every effort to provide staff, students, and families with opportunities to remove belongings and needed materials on the last day before the shut-down. District wide shut downs are typically initiated from the state level. Individual classroom and whole school closure will be managed at the district level. Criteria to close a classroom or entire school building are outlined in Section 5, Item 5.

Section 4: Physical Distancing and Personal Interaction Guidance

1. 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.

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).

- 1.1. 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.
- 1.2. 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.

2. 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.

3. 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.

4. 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. Staff Meetings

All staff meetings will be conducted virtually.

5. Prohibition on Gatherings and Field Trips

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.

6. 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

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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.

7. 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.

8. Policy on School Volunteers

No volunteers will be permitted at this time.

9. 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.

10. 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.

11. Safe Administration of Medications

- 11.1. 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.

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- 11.2. 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

12. Transportation Procedures

12.1. Transportation procedures

- 12.1.1. 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.
- 12.1.2. 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 be told to 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.

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- 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.
- 12.1.3. CSD will provide an emergency supply of masks and face coverings, available on all vehicles, in case a student arrives without one.
- 12.1.4. Hand sanitizer will be kept aboard the bus and used throughout the day.
- 12.1.5. School buses will be cleaned between each route.
- 12.1.6. As weather permits, busses will transport students with the windows open.
- 12.1.7. Bus drivers will also wear masks and have hand sanitizer available on all busses.

13. Food and Nutrition Services

13.1. Breakfast Meal Service

- 13.1.1. In the morning, 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.
- **Option 1:** Students will grab a breakfast bag from the school cafeteria serving line and take their meal back to the classroom. See below - Practices that promote safety during communal eating.
 - **Option 2:** Select schools sites will have grab-n-go meal stations for students to pick-up meals as they enter the school building. The number of stations will be reviewed with the school principal.

13.2. Lunch Meal Service

- 13.2.1. In-Person Students: During lunch students will come to the cafeteria in groups based on a schedule determined by the school principal
- 13.2.1.1. **Until further notice** meals will be consumed in the classroom/other designated areas - students will come to the cafeteria to pick up their meals and transport them back to their designated eating area. Examples include school courtyards and individual classrooms, with the preference being outdoor locations as much as possible. See below - Practices that promote safety during communal eating.
- 13.2.1.2. **Once deemed safe, students may eat lunch** in the cafeteria with the following guidelines. Students will come to the cafeteria and go through the normal meal service line. They will be seated distanced apart

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according to school leadership's determination and CDC guidelines. See below.

13.2.1.2.1. Practices that promote safety during communal eating

- Encouraging outdoor eating
- Encourage students to speak quietly when eating
- Enforcing masks while students are not consuming food items (ex. While talking or viewing mobile devices)
- Seating students 6ft apart
- Seating students facing the same direction
- Staggering lunch times
- Completing frequent cleaning of surface areas (ex. lunch tables) between student groups
- Creating physical barriers between students when feasible.

13.2.2. Virtual Students

13.2.2.1. Meal Pick-up

- Pick-up Procedures until December 31st.
 - Pick-up times will be determined with input from school leadership
 - Meals will be available at a select location outside of the school build or at an entryway. This will help minimize people entering the building.
 - Parents/Students that come to pick up meals by car will drive up to the pick-up location. The person in the car will hold a sign up to their window to identify the number of meals, then open their trunk. The person providing the food will place the meals in the car trunk. Then close the trunk.
 - Parents/Students that walk-up to pick-up meals will come to the pick-up location. The person picking up the meal will identify how many meals, while wearing a face mask. The person providing the food will place the meals on the table and step back. The person getting the meal will pick up the meals.

13.2.3. Mitigation Practices

13.2.3.1. Students

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- Eliminating self-service food stations. Students will be served individually packed meals.
- Prior to entering the food line, all students will use hand sanitizer.
- Students will practice social distancing while waiting in line for meals. Floor decal will be in place.
- Students will use a contactless method to pay for meals. Ex. Scanners w/barcodes and talley sheets
- Plexiglass barriers will be placed at point of service stations and any open points of the serving lines to create physical barriers

13.2.3.2. Staff - School Nutrition

- Staff will wear face masks and shields as determined by their assigned job tasks for the day.
- Staff will wash hands and change gloves in between work
- Staff will follow health department guidelines

13.2.3.3. Staff - Teachers/Adults

- Adults will pay for meals using their portal account.
- Staff will wear face masks while going through the serving lines.

Section 5: Exposure and Potential Exposure Response

1. Coordination with Public Health Officials

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. This information will also be made available on the CSD webpage for public review.

The dashboard will be updated weekly and will include the following data at the district and individual school level:

- Number of students attending in-person learning
- Number of staff providing reporting to CSD buildings for work
- 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)

2. Contact Tracing, Exposure, and Quarantine Notification

2.1. CSD 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.

2.2. DPH recommends that individuals who were in close contact with a person diagnosed with COVID-19:

2.2.1. Quarantine for 14 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.

2.2.2. If they develop symptoms, they should contact their healthcare provider and seek testing for COVID-19. If they have no symptoms, they should consider testing for COVID-19 10 days after the last exposure to a confirmed COVID-19 case and no sooner than five days after exposure. They should obtain a test earlier in the quarantine period if they experience any symptoms. Please note that even if their test results are negative, they still must remain in quarantine for the entire 14 days.

2.2.3. Individuals who are required to isolate or quarantine due to COVID-19 exposure will be notified by a member of the school health team.

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3. Emergency Building and Classroom Closing Policy

- 3.1. 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.
- 3.2. CSD will determine the scope and length of closure in response to COVID-19 cases/outbreaks using the following considerations outlined by DPH:
 - 3.2.1. 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)
 - 3.2.2. 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)
 - 3.2.3. 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)
 - 3.2.4. Absenteeism among educators, students, and/or staff that is high enough to limit the ability of the school to function effectively
 - 3.2.5. High suspected number of cases or greater case rate within the educational setting compared to the case rate in the community
 - 3.2.6. Additional indicators (e.g., increased absenteeism) that might suggest undiagnosed or unreported COVID-19-like activity among students or staff
- 3.3. CSD will close a building if the DPH outbreak criteria is met.
- 3.4. 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.

4. Emergency Cleaning and Disinfection Protocol

4.1. COVID-19 Cleaning and Disinfecting Information

- 4.1.1. Cleaning and disinfecting of environmental surfaces, including “high touch” or frequently touched surfaces, significantly decreases the number of the environmental pathogens’ on those surfaces, which in turn, reduces the risk of transmission and infection using the approved protocol for disinfecting SARS-CoV 2
- 4.1.2. Clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, handrails) within the school at least four times per day.
- 4.1.3. Clean and disinfect school buses between each route.
- 4.1.4. Clean and disinfect bathrooms at least four times per day.
- 4.1.5. Follow safety precautions when using disinfectants

4.2. 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.

- 4.2.1. 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.
- 4.2.2. 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.
- 4.2.3. Surfaces should be cleaned using soap (or a detergent) and water prior to disinfection.
- 4.2.4. Disinfect with a disinfectant approved for use against SARs-CoV-2, the virus that causes COVID-19.
- 4.2.5. Electrostatic Fogger will also be used in the area.

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5. Communication Procedures

5.1. Procedures when a positive or probable case is identified:

Step 0: Consult with District personnel- Shonda Moore or Lillie Huddleston.

Step 1: 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 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: Every Monday, the district will post a weekly update on the district [website](http://www.csdecatur.net/opening2020). (<http://www.csdecatur.net/opening2020>).

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

6. Closing Schools Based on Community Monitoring

6.1. CSD will continually monitor levels of community spread and will evaluate our plans for in-person learning on a regular basis.

Section 6: Education and Training

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

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>).

3. Ongoing Education for Adults (Staff and 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:

1. Weekly reminders about morning health checks
2. What to do if you have symptoms, have potentially been exposed, or test positive for COVID-19
3. 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.
4. Hand-washing technique
5. Respiratory etiquette
6. Flu vaccine information (with Department of Public Health)
7. Importance of updated parent/caregiver contact information
8. School-specific procedures

9. Student Education

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 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.