

# CHARLES COUNTY PUBLIC SCHOOLS



**CCPS**



**Office of School  
Safety & Security**

## **COVID-19 STANDARD OPERATING PROCEDURES**

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301-392-5550



[www.ccboe.com](http://www.ccboe.com)

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# CHARLES COUNTY PUBLIC SCHOOLS COVID-19 STANDARD OPERATING PROCEDURES

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## SAFEGUARDS AND EXPECTATIONS

The COVID-19 pandemic has challenged our daily lives. Operating a school system will likely not return to the way we knew it prior to March 13, 2020, for some time. As we prepare to invite students into our buildings for the 20-21 school year, we have instituted a number of new processes aimed at reducing risk of exposure to our staff, students, and community. As guidance is updated, this document will be edited and redistributed.

### **Universal Precautions**

COVID-19 is a respiratory disease spread through respiratory droplets. Following universal precautions has proven to reduce the transmission of COVID-19 drastically. Charles County Public Schools (CCPS) expects all staff, students and visitors to abide by the universal precautions.

- **Strongly suggest those who are eligible obtain the COVID-19 vaccination**
- Properly wear a facemask.
- Take care of your personal protective equipment (PPE): keep it clean and disinfected along with discarding it when it becomes unserviceable or reaches the end of its life cycle.
- Limit in-person conversation to less than 10 minutes where at least 6 feet of distance is not possible.
- Maintain at least 6 feet of distance when having conversations and meetings.
- When possible, meet in larger spaces such as lobbies, classrooms, auditoriums and large conference rooms with a limited number of people.
- Practice good hand hygiene.

As time passes, viruses evolve. The Centers for Disease Control and Prevention (CDC) has identified some current COVID-19 variants as spreading more efficiently. Employees should take care to reduce time spent in close, extended contact with others (especially in small spaces such as offices). Reducing close contact with others increases safety, reduces the number of individuals who meet exposure thresholds and minimizes the transmission of known variants of COVID-19.

### **ARRIVAL AND DISMISSAL**

If possible, multiple entranceways should be used for arrival and dismissal. This may require different techniques and strategies to reduce mass gathering or herding. The community meal programs will continue until we get to Phase 5.

### **HEALTH QUESTIONNAIRE AND PRE-SCREENING**

Parents/guardians must pre-screen their child each morning before their arrival to school. Failure to accurately complete the pre-screening could result in a student's removal from face-to-face learning. The most up-to-date health-screening questionnaire is posted on the CCPS website. By sending the student to school, the parent/guardian is acknowledging the health-screening questionnaire was completed and their child is not ill.

Temperature screenings are not seen as an effective way to determine if an individual has COVID-19. The CDC no longer sees the absence of a temperature as an indicator that a person is not currently positive for COVID-19. As a result, CCPS will not conduct temperature screening at facilities to allow or deny individuals access.

### **DISINFECTING AND SANITIZING CLASSROOMS**

Each classroom will have disinfectant spray and hand sanitizer. At minimum students must clean their hands routinely, between activities or movements. Each room will have a bottle of disinfectant which is to be used to clean hard surfaces at the teacher's discretion. **Recent CDC guidance suggest COVID-19 is eliminated by wiping high touch surfaces with soap and water.**

Teachers are responsible for disinfecting and sanitizing shared class materials.

When the hand sanitizer or disinfectant is running low, the teacher should contact the designated school personnel who will order additional supplies from central office.

### **PHYSICAL DISTANCING AND CLASSROOM SET UP**

Desks and work areas should be organized to maximize space and allow for **the suggested** separation between students (more if possible). Desks should be facing in the same direction. Teachers may also seat students at each end of the table facing each other. Teaching areas should be 6 feet from the closest student desk. The use of floor markings in classrooms should be minimized. A teacher's work station must be arranged to optimize visual access for both live and virtual students. Staff may not provide their own barriers such as Plexiglas or shower curtains. Students who are allowed to not wear a mask due to a medical condition should be seated in a way to maximum space between their workspace and others.

**Beginning 6-21-2021, CCPS will allow students to be placed 3 foot apart in classrooms, if needed.**

**6 feet of distancing should be maintained in the following settings:**

- **Between adults (teachers and staff), and between adults and students;**
- **When masks cannot be worn, such as when eating;**
- **During activities when increased exhalation occurs, such as singing, shouting, band, or sports and exercise;**
- **In common areas, such as school lobbies and auditoriums;**

### **Seating Chart**

In order to assist in contact tracing, teachers should assign students seats and create seating charts for each class. Teachers will maintain the charts and provide them to administration when requested. To assist with contact tracing, seating charts should be created for the cafeteria.

### **MASKS**

Mask must be appropriately worn and comply with the student dress code.

Use of cloth face coverings in school are required all school buildings. The only exceptions are for students with a documented medical exemption or if a school-based assessment team determines that a student is unable to wear a mask due to a documented disability. If students who are unable to wear a mask engage in behavior that directly impedes student and/or staff safety, they may be returned to virtual instruction. Students may remove their masks when eating, drinking, outside playing or exercising, or napping.

- All students, school staff or other adults, and bus drivers must wear a cloth face covering while on a school bus or school-provided transport;
- School staff must wear cloth face coverings while in the school building; unless alone in a classroom or workspace; those with a cubical workspace who are using standing workstations need to wear a mask.
- Other adults must wear cloth face coverings when they must enter the school building;
- Students must wear cloth face coverings in the school building and on school grounds;
- Cloth face coverings should not be worn by children under the age of 2 years and anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Students, who are authorized to not wear a mask due to a documented, approved, and confirmed medical condition will appear on the classroom health conditions list provided by the school nurse.
- A cloth face covering should:
  - be worn to cover the nose and mouth;
  - never be worn around the neck or over the head;
  - never be shared with other children;
  - be removed and replaced if it becomes wet or soiled; and
  - be removed (and not replaced) if the child experiences difficulty breathing.

### **MEDICAL EXEMPTION FOR THE WEARING OF A MASK**

Student who are unable to wear a mask must provide a medical contraindication from a licensed provider stating the need for the accommodation to the school nurse prior to returning to in-person instruction. Students needing this accommodation who are not already covered by an educational/health plan will be referred to the 504 Team. Students with an existing educational/health plan; after a meeting may have the accommodation added to their health care plan. Additionally, the 504 Team will make consideration for special transportation.

### **MANDATORY COMPLIANCE**

Students who knowingly and repeatedly disregard CCPS COVID-19 related safeguards, policies, and procedures will be removed from face-to-face instruction.

### **RESTROOMS**

Teachers should send students to the restroom using existing rules. Groups of students using the same restroom should be avoided. Once the student returns to the classroom they should be instructed to use the hand sanitizer in the room prior to taking their seat. Building service workers are responsible for cleaning restrooms regularly.

### **VISITING THE NURSE**

Outside of life threatening emergencies, teachers must consult with the nurse via telephone or video call prior to sending a student to the nurse.

### **MEALS**

Breakfast will be distributed as students enter the building. It may be consumed in the classroom. Masks must be replaced when the student is not actively eating or drinking. Lunch will be provided during the assigned times in the cafeteria and other areas (lobbies, gyms) that are needed to accommodate physical distancing. Students should have the opportunity to sanitize their hands before and after eating. Students should remove their mask to eat. Once eating is complete, students must put their masks back on before leaving their eating area. Desks should be used in lieu of cafeteria tables to maximize space and encourage strict physical distancing. Meal service shall be designed to eliminate standing in line to wait for food. Desks, tables and hands should be sanitized after use.

### **RECESS**

Children must wear masks when transitioning to and from recess. Students may remove their masks during recess (and keep on their person or in a secure location) while participating in strenuous activities. Students may use playground equipment but physical distancing should be maintained during play. After recess, children must put masks back on properly to transition back into the building. Children must be provided an opportunity to wash/disinfect their hands after recess.

### **IN-SCHOOL TRANSITIONS**

Transition between classes should be done with safety in mind. Masks must be worn at all times. Students and staff should be avoided congregating. Remind students to maintain physical distancing during transitions (consider staggered bell schedules if necessary). If possible, use commonly seen cues such as colored tiles or sides of the hall to remind students to maintain physical distancing. Larger classes may prompt the use of other rooms (to maintain physical distancing) or require some staff to travel/teach in a colleague's space. Students who are allowed to not wear a mask due to a medical condition should be transitioned separately when practical.

### **BACKPACKS**

Due to COVID-19 and CCPS's desire to reduce the likelihood of congregation, students may carry backpacks from class-to-class.

### **LOCKERS/CUBBIES**

School administration may assign student lockers. There is no ban against locker use; however, if assigned they must be assigned so students are physically distanced during access. Due to space limitations in many elementary school classrooms, cubbies may not be available for use. Additional desks should be added to students' work areas to provide extra storage.

## **WATER FOUNTAINS**

Water fountains will remain accessible and may be used to fill bottles, but no one should drink directly from them.

## **COVID-19 STAFF DRESS GUIDELINES**

Staff who are not issued a uniform may wear business casual clothing while at work. Clothing must be professional or business attire. Employees are expected to dress in a manner consistent with their respective position. Schools may still choose to have “dress down days” that permit the wearing of jeans and casual wear at the principal’s discretion.

## **HANDLING OF PAPERS**

COVID-19, like other viruses, are transmitted mainly through respiratory droplets. If COVID-19 is present on porous material such as paper, it must be moved to the person’s nose or mouth in order to potentially infect that person. While COVID-19 can live for hours or days outside of the body on surfaces, it begins to die as soon as it leaves the host, and according to the Cleveland Clinic and CDC, paper and cardboard are not good hosts for the COVID-19 virus. The CDC goes as far as to say, “transmission” of novel coronavirus to a person from surfaces contaminated with the virus has not been documented.”

Data and science show handling paper products such as money, mail, take out containers, grocery items, and paperwork is low risk. With this in mind, the Office of School Safety and Security makes the following suggestions to employees who handle or collect paperwork:

- Wear your mask.
- Keep pens and other items that can be placed in your mouth away from the collection point.
- Wash or disinfect your hands often.
- Before touching your mask, face, or nose disinfect or wash your hands.
- Gloves should only be worn if you have open wounds on your hands.
- If gloves are worn, hands must be washed or disinfected each time the gloves are changed and before touching your mask, face, or hands.

## **LIBRARY BOOKS**

Library books fall into a different category than general paper materials due to the protective covers and various types of coatings on pages. Hand washing should be emphasized before and after touching library books. Library books should not be shared between students without first quarantining the book. To maintain safety and consistency, all library books will be quarantined for one week upon return. (Books returned on Monday will not be checked-in until the next Monday.) Staff should not be encouraged to spray books with disinfectants or to wipe down paperback books or hardback books with cardboard covers. The moisture and chemicals can be damaging to the book. Books with laminate/mylar/plastic covers can occasionally be wiped down, especially if soiled. Time is the best way to disinfect a book. Once our schools are ready to begin circulating materials to students, the following procedures are recommended:

- Students and staff should use Destiny Discover to browse materials and place holds instead of browsing on physical shelves.



- Library staff should establish clearly marked quarantine areas for returned materials.
- Library staff should limit contact with returned materials as much as possible.
- If it is necessary to handle returned materials to move them into the quarantine area, staff should:
  - Wash or disinfect their hands often.
  - If gloves are worn, hands must be washed or disinfected each time the gloves are changed and before touching your mask, face, or hands.
- Library staff should maintain physical distancing when distributing and collecting library materials.

# MAIN OFFICE PROCEDURES

## **VISITORS AND VOLUNTEERS**

In general, visitors and volunteers are not allowed within CCPS buildings. Phone calls, emails, and teleconferencing should be used where practicable. Parents who must visit the school for business purposes should only be allowed in the main office area. Appointments are strongly encouraged. To limit visitors to the building, parents should ensure students have all their materials (e.g. backpacks, lunches, musical instruments) when they arrive at school. All visitors must always wear a covering over their mouth and nose while in CCPS buildings. To enhance staff ability to assist with contact tracing, every visitor must register through ScholarChip.

## **CONTRACTOR ACCESS**

Contractors are the only external personnel allowed in our schools. All contractors must sign in and out through ScholarChip. All contractors are required to wear face covering while in CCPS facilities.

## **STAFF SIGN IN**

In order to enhance the ability to contact trace, staff are expected to individually use their CCPS identification card to “swipe” the door card reader.

## **SICK STUDENT AND ISOLATION**

**Isolation Room:** Each school must identify a room for the isolation of sick students, preferably near the front office. This room cannot be in the nurses’ work area. An empty office or conference room should be used. Student must be supervised while in the isolation room. **Supervision can take place from outside the room. An administrator or their designee is to be used to monitor the students. The school nurse should not be the monitor for the isolation room.** Students must wear a mask in the isolation room. Multiple ill students can wait together in the isolation room. Physical distance between them should be maximized. Any staff member entering the isolation room when students are waiting must wear a mask.

**Sick student** (See COVID-19 Staff-Student becomes ill SOP): If a student becomes ill while at school, they will be screened by the school nurse for COVID-19 symptoms. If multiple COVID-19 symptoms are detected, the student will be isolated in the isolation room. Parents/guardians have 60 minutes from the time of notification to either pick up or have their student picked up. If the parent/guardian cannot pick the child up within 60 minutes, individuals listed on the emergency contacts should be contacted. School staff should call the parent/guardian/emergency contact 30 minutes after the initial notification to obtain an updated arrival time. If the child has not been picked up after 45 minutes, a second call should be placed to the parent/guardian/emergency contact. If the student has not been picked up after 60 minutes, staff should contact 911 and request an ambulance be dispatched for a “sick child.” The school’s PPW should be contacted at this time. When the ambulance arrives, staff should find out where the ambulance will take the student. The parent/guardian must be contacted a fourth time, informed of the

situation and directed to the appropriate hospital. A PPW will follow the ambulance and wait with the child at the hospital until the parent/guardian arrival.

Under no circumstances will a student with multiple COVID-19 symptoms be allowed on a bus.

**DISINFECTING THE MAIN OFFICE AND SCHOLARCHIP MACHINE**

Disinfecting and sanitization of high touch areas is a team effort. Spray disinfectant and wipes should be available in the main office. Staff should routinely wipe down counter space and other areas that are touched throughout the day. Spray disinfectant or wipes should be placed next to the ScholarChip machine and users encouraged to clean the keyboard and/or screen before and after each use. Disinfectant SHOULD NOT be sprayed directly on the machine, the screen, or keyboard. Spray should be applied to a paper towel then used to wipe the machine, keyboard, and/or screen.

## STUDENTS BECOMES SICK AT SCHOOL

The below guidelines are established to provide guidance in CCPS cases where a student becomes sick while at school.

Students who feel sick SHOULD NOT come to school.

Parents who knowingly send students suffering from two or more COVID-19 symptoms are jeopardizing their student's ability to remain on in-person instruction. CCPS may remove a student from in-person instruction if a parent or student refuses to abide by CCPS policies.

### **STUDENT WHO FEELS SICK**

- Contact the school nurse via the phone to perform virtual pre-screening.
- At the school nurse's request, send the child to the school nurse's office (mask is required).
- School nurse will conduct a COVID-19 pre-screen (using the latest CDC/CCPS screening tool).
- If two or more symptoms of COVID-19 are present, the student will immediately be placed in the predetermined isolation room.
  - Masks must be worn in the isolation room.
  - The student must be supervised in the isolation room.
  - Multiple students can be placed in the same room. Maximum physical distancing must be used.
  - Parents/guardian should be contacted immediately upon a symptomatic student being placed into isolation. The parent should be provided information both on the pick-up procedures (see below) and on CCPS's testing capability.
  - Once the parent/guardian/caretaker who is picking up the student in the isolation room arrives, they are not to be allowed inside of the school. An administrator and the nurse must walk the child to the vehicle.
  - Since the child has pre-screened with two or more symptoms of COVID-19, a rapid test for the child should be offered to the parent/guardian (see asthma section if applicable). A signed consent and FERPA waiver must be obtained. Parents of high school students who drive may provide verbal consent for testing over the phone. The consent must be witnessed by the nurse and an administrator. The nurse and administrator will both sign and date the forms. In cases where a person other than parent/guardian picks up the student, the parent may give verbal consent for testing over the phone. The consent must be witnessed by the nurse and an administrator. This must be documented on both forms. If possible, the parent should also send an email to the school nurse indicating they consent to having their child tested for COVID-19 by CCPS.

- If consent is agreed upon and waivers signed for testing, the tests will be given outside, in the parent/guardians/students vehicle. The parent/guardian should witness the test. For high school students who do not have a parent/guardian on site, an administrator should witness the test.
  - Rapid tests will be given in the manner prescribed by the manufacturer.
  - Rapid tests should not be given to non-compliant students.
  - Rapid tests can only be administered by a school nurse.
- Once the test is completed, the parent/student should remain in the vehicle until the test results are known.
- If positive the principal should be notified and should gather potential contact tracing information from Synergy, the classroom(s) seating chart, and ScholarChip (if needed).
- Administration should interview the student (See Administration Contact Tracing SOP). Questions should be framed to determine individuals who have met the exposure threshold defined by the CDC during the positive persons contagious period while at school. Interviewers should remember to ask about siblings, playmates who are CCPS students, students who play together at recess, and students who ride in the same vehicle.
- Information should be reported to the Office of School Safety and Security 301-392-5597 and [covid@cboe.com](mailto:covid@cboe.com) when possible.
- The Office of School Safety and Security will assist in determining who meets the exposure threshold. These exposed individuals and/or their parents/guardians will be notified as soon as practical. Any exposed **non-fully vaccinated student** will be removed from the school setting and placed into a quarantine status for:
  - Starting from the last day of known exposure (if the student is living with a known positive person the timeline begins when the student stops having contact that meets the exposure threshold with the positive person or after 10 days from the positive person's symptom onset)
    - No less than 7 days if the individual,
      - Has not become ill; and
      - Receive a negative COVID-19 test result (test must be administered on day 7 or after); or
    - After 10 days from exposure
      - The student has not become ill during the 10 days post exposure; or
    - No less than 14 days if the student has become ill during the quarantine period, unless a negative laboratory COVID test is obtained after symptom onset.

Parents should be encouraged to seek testing **for any non-fully vaccinated exposed student** 5-7 days after the last exposure.

- Individuals in quarantine may not “test out of quarantine.”
  - A negative test is not required to return to school after quarantine **unless the student is attempting to return after 7 days.**
  - Students and staff placed in quarantine for any reason may return after **10** days as long as they are not ill and have not had any additional exposure to known positive COVID-19 persons.
  - Exposed students should NOT be referred to the school nurse for immediate testing.
- After a positive COVID-19 test:
    - Students may not return to school until all the following have been satisfied:
      - 10 days since onset of symptoms, AND
      - 24 hours since last fever, AND
      - symptoms have improved.
    - Students who test positive on a rapid test but negative on a PCR test may return to school immediately following a negative PCR test if:
      - The student has no COVID-like symptoms, AND
      - The student has no known exposures to a COVID-19 positive person.
    - Parents who wish to have their children return to school after their child has tested positive for COVID-19 must maintain continuous communication with their school’s nurse via the telephone between the test results and the child’s return to school. Telephonic check-in should be no less than every two school days. Nurses will add a note to Synergy documenting the contact and status of the student.
    - The parent’s failure to remain in contact with the school will result in a delay of the student returning to in-person instruction.
  - If the results of the rapid test are negative the following steps should be taken:
    - The option for the student to take a COVID-19 PCR Test should be offered to the parent/guardian. If the parent/guardian agrees, the PCR test should be administered to the student.
    - PCR tests will be given in the manner prescribed by the manufacturer.
    - PCR should not be given to non-compliant students.
    - PCR can only be administered by a school nurse.
    - If a PCR test is completed, the student may not return until the results of the test are known.
- If the rapid and/or the PCR is not completed:

- The parent/guardian/ caretaker/student should be interviewed about possible exposure to known positive COVID persons.
  - If there are no known exposures to a positive COVID-19 person(s):
    - The student will be sent home and may not return to in-person instruction unless they are symptom free without symptom-treating medication for the initial day, plus 24 hours.
      - Example: A student is sent home at 11:00 a.m. on Tuesday. The earliest the student may return to in-person instruction, as long as they are symptom free without symptom-treating medication, is Thursday of that week.
    - Once the student is picked up, the parent/guardian should be instructed to follow up with the child's medical provider.
- If testing was performed, the parent will be provided a copy of the waiver and consent with the test results circled.
- When vacated, the isolation room should be cleaned and sanitized.
- Mitigation strategies that CCPS is prepared to implement when appropriate:
  - Cleaning, disinfection, and/or sanitizing hard surfaces where a person who tested positive or becomes ill at school sat or reasonably would have touched during the same school day the person tested positive or became ill
  - When a person tests positive while at school, trash cans in the room (s) where the positive person occupied must be emptied and sprayed with disinfectant
  - Fogging (routine schedule or as needed)
  - Closure of the facility if directed by the Health Department
- Students who pre-screen as potentially being positive for COVID-19 while at school shall not be placed on the bus to be transported home.
- Walkers, who pre-screen as potentially being positive for COVID-19 while at school should not be allowed to walk home.

### **ASTHMATIC STUDENTS**

Students, who have a physician diagnosis of asthma and have medication at school and who experience an asthma attack or begin to suffer symptoms, may be given their prescribed medication. If treatment reduces symptoms, the student may return to class as long as they do not have any other COVID-19 related symptoms. If asthma symptoms AND other COVID-19 related symptoms are present, testing for COVID-19 should be offered and processes outlined above followed.

### **STUDENTS WITH OTHER CHRONIC HEALTH CONDITIONS**

Students, who have a physician diagnosed chronic condition, can be treated with “as needed” medication to alleviate symptoms identified by the provider that are considered baseline for the student. The physician’s guidance must identify which COVID-like symptoms may present and should be expected with the chronic condition. If there is a prescribed medication that may alleviate the symptom, it should administered prior to the exclusion of the student using to COVID protocols.

### **PARENT/GUARDIAN NOTIFICATION PROCESS**

The removal of sick students from school must occur as quickly as possible. Having a child sit in medical isolation can be traumatic for children and with the limited medical resources CCPS has on sight, we must make every effort to have ill students taken home as rapidly as possible. If a parent or guardian refuses to cooperate with CCPS to have a child removed in the most expeditious manner the Office of School Safety should be contacted as soon as it becomes evident cooperation is lacking. Multiple phone numbers have been provided to school administration to contact members of the Office of School Safety. The activation of the 911 system may only begin after consultation with the Office of School Safety or if a life-threatening emergency is occurring.

Contact with parents and guardians should begin with the school nurse, however, school administrators must be active in the process. Front office personnel should also be used to assist in contact emergency contacts.

- Note the time. Arrangements **should** be made to have the student picked up within 60 minutes of first notification **but reasonableness must be applied in every situation.**
  - Parent/guardian should be informed their child is ill, displaying potential symptoms of COVID-19, and must be picked up.
  - Remind parent/ guardian they have 60 minutes to pick up their child
  - Request an estimated time of arrival, note the conversation and time
  - Inform them that when they arrive they should call the school and the child will be escorted to their vehicle.
  - If parent/guardian says they will not be able to pick up their child within 60 minutes inform them CCPS will begin calling those listed on the child’s emergency card. Parent/guardian should also be attempting to find someone to pick up their child.
- 30 minutes after first notification unless there is an agreed upon time within the 60-minute window:
  - Contact the parent a second time.
  - Inform the parents they have 30 minutes to pick up or have someone pick up their child.
  - Request estimated time of arrival. Note the conversation and time.
- 45 minutes after first notification **(if there is no new information):**
  - Contact parent/guardian a third time.
  - Inform them they have 15 minutes to pick up or have someone pick up their child.



- Request estimated time of arrival; note the conversation and time.
- 60 minutes after first notification without resolution or reasonable estimated time of arrival:
  - **The Office of School Safety and Security: Ext: 5550 or 5551 should already be aware of the situation and working with the school to rectify the situation.**
  - Contact 911 **if instructed** and request an ambulance for a “sick child displaying COVID-19 symptoms.” Inform the operator of the location, student age, symptoms, and parent contact log information
  - NOTE: 911 calls are recorded
  - Once the ambulance arrives, inquire which hospital the child will be taken to
  - Contact the parent a fourth time and inform them their child will be transported to the hospital. Re-direct them to the appropriate hospital
- If the isolation room is empty, contact building service to have the room cleaned and sanitized.

### **SICK STUDENTS WHO DO NOT PRE-SCREEN WITH MULTIPLE COVID-19 SYMPTOMS**

In order to return to in-person instruction after any non-COVID related illness, the student should be symptom free without symptom treating medication for at least 24 hours.

### **MEDICAL WASTE DISPOSAL**

Covid-19 test kits, swabs and gloves used during testing or handling of a contaminated test kit should be placed into a sealable plastic bag, sprayed with an approved school disinfectant and disposed of in a “sharps container” in the nurses office. PPE (other than washable gowns) should be disposed of in waste containers. Washable gowns should be washed when soiled.

### **STUDENT DRIVERS**

Student drivers, who become ill at school, may drive home if; the school nurse determines them to be medically able to drive and the parent/guardian provides permission to a school administrator.

## NOTIFICATION OF A POSITIVE COVID-19 STUDENT

The guidance below was established to guide CCPS in cases where a student notifies the system that they have a potential/positive test result from an external source and have been in a CCPS facility.

- Parents/Guardians of students are expected to notify their child's principal of positive COVID-19 test results as soon as possible.

When a CCPS administrator is notified of a positive COVID-19 test result from a student who has attended school or athletics, the administrator will ask the following:

- When was their test completed?
- When were the test results received?
- When were symptoms first noticed?
- When was the last time the student was at school?
- Are there any siblings or is the parent a staff member we need to be concerned with?
- Does the child play with any other CCPS students outside of school?
- Is the student a bus rider? If so, which bus?
- Where was the COVID-19 test completed?
- When was the last time the student was in the building?
  - Pull and archive potential contact tracing information:
    - Synergy
    - ScholarChip

An email notification with the answers to the above questions should be sent to [Covid@ccboe.com](mailto:Covid@ccboe.com) to ensure members of the team who are not located at the school are informed. Include the phone number of the student's parents.

Notification of contacts who must quarantine:

- Working with the Health Department, CCPS will provide written notification to all identified contacts. The Office of Communication will provide a template including:
  - When to seek medical care
  - How to monitor for symptoms
  - Who to contact and how to contact them if they develop symptoms of COVID-19 while under quarantine
  - The projected length of quarantine if a person remains asymptomatic
  - Plan for maintaining remote learning for those who remain well enough to engage in learning while under quarantine
  - Information about local COVID-19 testing sites
- CCPS will work with the Charles County Health Department to conduct supplemental and additional contact tracing;
- CCPS will work with the Health Department to identify persons who may have met the COVID-19 exposure threshold defined by the CDC;

- CCPS will contact those who have been identified as meeting the exposure threshold at school.

Mitigation strategies that CCPS is prepared to implement when appropriate:

- Cleaning, disinfection, and sanitizing
- Fogging (routine schedule or as needed)
- Closure of the facility if directed by the Health Department

After a positive COVID-19 diagnosis:

- Students should not return to school until all the following have been satisfied:
  - 10 days since onset of symptoms, AND
  - 24 hours since last fever, AND
  - Symptoms have improved

Parents who wish to have their children return to school after their child has tested positive for COVID-19 must maintain continuous communication with their school's nurse via the telephone between the test results and the child's return to school. Telephonic check-in should be no less than every two school days.

The parent's failure to remain in contact with the school will result in a delay of the student returning to in-person instruction.

When CCPS is able to confirm a person who is positive with COVID-19, and has been inside a CCPS facility, the Office of Communications will prepare a letter to the corresponding school community notifying them of the event. All notifications will be made in accordance with all applicable laws.

## STUDENTS WHO ARE TESTED DUE TO OUTSIDE-OF-SCHOOL EXPOSURE, PLACED IN QUARANTINE DUE TO A KNOWN EXPOSURE, OR TRAVEL

- Administrators should review and use the Contact Tracing SOP to assist in these situations.
- If a student is tested for COVID-19 for any reason, they are not allowed in CCPS facilities or buildings until they receive their results and the results are negative.
- **Non-fully vaccinated** students who have been exposed to a known positive COVID-19 person **must remain in quarantine for:**
  - Starting from the last day of known exposure (if the student is living with a known positive person the timeline begins when the student stops having contact that meets the exposure threshold with the positive person or after 10 days from the positive person's symptom onset)
    - No less than 7 days if the individual,
    - Has not become ill; and
    - Receive a negative COVID-19 test result (test must be administered on day 7 or after); or
  - After 10 days from exposure
    - The student has not become ill during the 10 days post exposure; or
  - No less than 14 days if the student has become ill during the quarantine period, unless a negative laboratory COVID test is obtained after symptom onset.
- Students who have been exposed to a person who is ill and the person is awaiting COVID-19 test results may not return to school until the test results of the person they have been exposed to are known. If the person's test results are negative, the student may return immediately. If the person is positive, the student must quarantine **using the guidelines** described above.
- Students who travel must follow the latest State of Maryland law, order, or advisory. CCPS may require documentation of compliance with current law, order or advisory prior to the student return to school.

### **VACCINATED STUDENTS**

According to the CDC, vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet all of the following criteria:

- Are fully vaccinated (i.e., greater than two weeks following receipt of the second dose in a 2-dose series, or greater than two weeks following receipt of one dose of a single-dose vaccine)
- Have remained asymptomatic since the current COVID-19 exposure

For additional information click on the following link:

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>  
(Updated 4-2-2021)

## **CCPS TESTING OF STAFF/STUDENT OUTSIDE OF THE THEIR HOME SCHOOL**

### **SYMPTOMATIC STAFF/STUDENTS**

In an effort to further, encourage parents and staff not to report to the school ill, CCPS will conduct free COVID-19 testing for symptomatic students receiving face-to-face instruction and staff, not on 100 percent telework, on an appointment basis only in the parking lot of the Jesse L. Starkey Administration Building. The supervising school nurse will set up appointments and make themselves available as needed. Staff/parents must call 301-934-7346 to be screened by the school nursing management team and receive an appointment. Clear instructions will be given as to where to park, that masks must be worn by everyone in the vehicle, and the person tested will not enter the building.

### **TESTING OF SYMPTOMATIC STAFF WHO HAVE BEEN EXPOSED TO A KNOWN POSITIVE COVID-19 PERSON**

Staff members:

- Have not been fully vaccinated OR,
- Have not received both vaccinations AND it has been less than two weeks since the final vaccination AND,
- Have been exposed to a known positive COVID-19 person (documentation needed) AND,
- The exposure has been at least five days prior **AND**
- **They are displaying symptoms associated with COVID-19 (see pre-screening)**

Staff members may be referred to the school nurse management team for free testing using the process described above. This referral will come during the contact tracing investigation conducted by CCPS. Staff are not required to use CCPS testing resources.

### **STAFF/STUDENTS PLACED INTO QUARANTINE AS A RESULT OF AN EXPOSURE AT SCHOOL**

Staff or students placed into quarantine as a result of an exposure to a known positive COVID-19 person at a CCPS facility can receive free COVID-19 testing at the Jesse L. Starkey Administration Building **if the person begins to show symptoms associated with COVID-19**. In order to be tested the staff of student must:

- **Once symptoms begin** contact the School nurse management team @ 301-934-7346 and be pre-screened
- Come to the Jesse L. Starkey Administration Building at their appointment time and park in the assigned area of the parking lot
- Wait for a member of the school nurse management team in their car, wearing a mask.

### **STAFF WHO HAVE TRAVELED OUT OF STATE ON OFFICIAL BUSINESS AND MUST BE TESTED BECAUSE OF A LAW, ORDER, OR ADVISORY**

- When a law, order, or advisory is in place that requires COVID-19 testing after out of state, travel is in place, staff who are on official CCPS business may be tested at the Jesse L. Starkey Administration Building by the school nurse management team. Staff must call 301-934-7346 to schedule an appointment.

## COVID-19 STAFF PROCEDURES

The guidance below was established to assist CCPS with cases where a staff member is awaiting COVID-19 test results; has tested positive for COVID-19; met the CDC threshold for exposure to a known COVID-19 person; is suffering from a “COVID like illness”; or other situation where protective mitigation strategies have been determined by CCPS as appropriate to protect the employee or other staff.

Staff are reminded to always wear masks appropriately (unless alone in an office or classroom), disinfect hands often, maximize distance (6-10 feet) from others and limit time in close proximity (less than 10-12 minutes) with people.

### **FEELING ILL**

Staff who are ill or not feeling well should **NOT** report to work.

Staff who report to work or remain at work knowingly suffering from two or more COVID-19 symptoms are subject to disciplinary actions.

If a staff member is suffering from two or more COVID-19 symptoms, they must notify the Office of Human Resources/Office of School Safety and Security ([covid@ccboe.com](mailto:covid@ccboe.com)) and their supervisor. Staff should include their phone number in the email. They should also seek COVID-19 testing as soon as possible.

Current list of COVID-19 symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Fever or chills
- Tiredness
- Muscle or body aches
- Headache
- New loss or change in your ability to taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Stomachache

### **VACCINATED STAFF**

According to the CDC, vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet all of the following criteria:

- Are fully vaccinated (i.e., greater than two weeks following receipt of the second dose in a 2-dose series, or greater than two weeks following receipt of one dose of a single-dose vaccine)
- Have remained asymptomatic since the current COVID-19 exposure

For additional information click on the following link:

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>  
(Updated 4-2-2021)

CCPS may request proof of vaccinations or may confirm the receipt of the COVID-19 vaccinations through the Maryland Department of Health.

**STAFF WHO BECOME COVID POSITIVE/EXPOSED A KNOWN POSITIVE PERSON OR ARE AWAITING TEST RESULTS**

- All staff members who test positive for COVID-19 must self-report test result to the Office of Human Resources ([covid@ccboe.com](mailto:covid@ccboe.com)) within 24 hours of receiving notification. Staff should include a phone number in the email.
- Staff members who have not been vaccinated for COVID-19 or are within two weeks of receiving their final COVID-19 vaccination who are exposed to a known or suspected COVID-19 person must report the event to [covid@ccboe.com](mailto:covid@ccboe.com) within 24 hours of being notified. Staff should include a phone number in the email.
- Staff who have a question about a possible exposure should email [covid@ccboe.com](mailto:covid@ccboe.com) and include a phone number in the email.
- Staff members who are placed into quarantine or isolation as a result of an exposure, potential exposure, or testing positive must use their leave during the required quarantine or isolation time.
- Staff members who are tested in order to comply with a State of Maryland order (such as travel order) must report the testing to [covid@ccboe.com](mailto:covid@ccboe.com) and their supervisor.
- Staff who are awaiting COVID- 19 test results (except exemptions listed below) are not allowed in CCPS facilities or buildings until they receive a negative test result.
- Staff who are tested for the purposes of visiting assisted living homes or nursing homes due to a state regulation, law, or order are NOT required to notify CCPS of precautionary testing unless the result is positive for COVID-19.
- Staff who work secondary jobs that require routine COVID-19 testing (healthcare facilities, assisted living homes, nursing homes) are not required to notify CCPS of precautionary testing unless the result is positive for COVID-19.
- Staff members who test positive or are placed on quarantine/ isolation for COVID-19 must follow the guidance from the Office of Human Resources and/or Office of School Safety and Security.
- Staff who seek COVID-19 testing due to: “peace of mind,” (the belief they were exposed but not contacted by contact tracers [State of MD or CCPS]), are ill with



other than COVID-19 symptoms, seek testing without a known COVID-19 exposure, or fully vaccinated staff who seek COVID-19 testing after an exposure or potential exposure must use their leave while awaiting test results.

### **STAFF ISOLATION, QUARANTINE, AND CHILD CARE**

Employee tests positive for COVID-19:

- Employees must self-report to [covid@ccboe.com](mailto:covid@ccboe.com).
- Individuals with a confirmed positive diagnosis must remain in isolation for no less than 10 days. Staff should not return to school until all the following have been satisfied:
  - 10 days since onset of symptoms, AND
  - 24 hours since last fever, AND
  - Symptoms have improved
- Any time missed from work must be taken as leave.

Exposure (unvaccinated or not considered fully vaccinated):

- Employees must self-report to [covid@ccboe.com](mailto:covid@ccboe.com).
- Individuals with a confirmed exposure (defined by the CDC) must remain in quarantine for:
  - Starting from the last day of known exposure (if the employee is living with a known positive person the timeline begins when the employee stops having contact that meets the exposure threshold with the positive person or after 10 days from the positive person's symptom onset)
    - No less than 7 days if the employee,
      - Has not become ill; and
      - Receive a negative COVID-19 test result (test must be administered on day 7 or after); or
    - After 10 days from exposure
      - The employee has not become ill during the 10 days post exposure; or
    - No less than 14 days if the employee has become ill during the quarantine period, unless a negative laboratory COVID test is obtained after symptom onset.
  - The exposure date is established during the contact-tracing interview. Exposure dates can change depending on behaviors.
  - After being placed in quarantine:
    - Staff may return to work after the quarantine time frame has passed; and
      - They are not suffering from multiple COVID symptoms and;
      - No one in their house is ill
- Any time missed from work must be taken as leave.

Child care:

Employees who must miss work because of child-care closures must utilize their own leave during their absence.

### **CONTACT TRACING**

CCPS, with the authorization of the Charles County Health Department, is leading the contact tracing effort for staff cases. All CCPS employees must have a current and working phone number on file with the Office of Human Resources. The Office of Human

Resources or the Office of School Safety and Security will conduct contact tracing interviews with all staff members who are positive for COVID-19, met the CDC definition of exposure to known positive COVID-19 persons, or others who may need to be placed into quarantine. Staff must be open and honest during the interviews. All interviews are confidential and private. Staff members who are placed on quarantine or isolation by CCPS are expected to stay away from CCPS facilities, implement suggested protective measures at home, and abide by all recommendations provided by the CDC for those in isolation or quarantine.

### **STAFF MEMBERS WHO ELECT TO TRAVEL**

According to the latest Maryland's Governor executive order dated March 12, 2021, COVID-19 testing after out of state travel is no longer required. Testing is merely "recommended" if staff travels. If staff elects to obtain a COVID-19 test after returning from travel they must quarantine while they await the results and utilize their own leave. There are no testing requirement for travel outside of the United States.

CCPS may require proof of compliance with any advisory, rule, law or order.

### **STAFF WHO ARE SICK WHILE AT SCHOOL**

- Must contact the school nurse
- Must report to the school nurse's office for screening (mask is required)
- Participate in the school nurse's COVID-19 pre-screening (using the latest CDC/CCPS screening tool)
  - If multiple symptoms of COVID-19 are present, the school nurse will offer the staff member COVID-19 testing (see above for policy on the testing process and instruction on actions upon receiving the results). The school nurse will determine how the staff member will depart the school (their own vehicle, picked up, ambulance)
- Human Resources must be contacted at 301-934-7255
- Encourage staff members to seek medical attention and a COVID-19 test as soon as possible; results must be shared with Human Resources
- Potential contact tracing information may include:
  - Synergy
  - ScholarChip
  - Door swipe records (email [crye@ccboe.com](mailto:crye@ccboe.com))
- Mitigation strategies that CCPS is prepared to implement when appropriate:
  - Cleaning, disinfection, and/or sanitizing hard surfaces where a person who tested positive or becomes ill at school sat or reasonably would have touched during the same school day the person tested positive or became ill
  - When a person tests positive while at school, trash cans in the room (s) were the positive person occupied must be emptied and sprayed with disinfectant
  - Fogging (routine schedule or as needed)
  - Closure of the facility if directed by the Health Department

### **FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)**

The Families First Coronavirus Response Act (FFCRA) expired on Dec. 31, 2020. CCPS voluntarily extended the coverage. Entitlements such as telework, and leave reimbursement end on 4-14-2021.

### **VACCINATION APPOINTMENTS DURING WORK HOURS**

Staff who obtain a COVID-19 vaccine appointment during work hours will be granted up to two (2) hours of administrative leave. When an appointment is confirmed, the staff member must inform their supervisor of the appointment. Staff should return to work as soon as possible once the vaccination is complete. If additional time is needed because of extended monitoring time due to a history of anaphylaxis, travel time, or traffic issues, supervisors will be reasonable in granting additional administrative leave. Upon returning to work, staff must show their supervisor or designee, their completed COVID-19 vaccine card to be granted administrative leave. Staff who provide instruction to students must supply students an asynchronous lesson that covers the entire length of time they are not available. Up to two (2) hours of administrative leave is available for each vaccine and is not dependent on where the vaccination is received.

### **COMMUNITY NOTIFICATION**

When CCPS confirms a current staff member is positive with COVID-19, the Office of Communications will prepare a letter to the corresponding school community notifying them of the event. All notifications will be made in accordance with applicable laws.

### **MANDATORY COMPLIANCE**

Failure to abide by these Standard Operating Procedures and other CCPS policies, rules, and procedures can result in discipline measures up to and including termination.