



# COVID-19 School Checklist

Our top priority is the safety of students and staff while delivering quality instruction.

TEAM approach: Together Everyone Achieves More.

The following list are suggested guidelines for opening the 2020-2021 school year.

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## COVID-19 School Entry Screening Protocols:

- Nurse/health staff and other site staff members designated by the Principal/Director, utilizing Personal Protective Equipment (PPE), will conduct a daily screening at the entrance to the school/building.
- Use two entrances minimally and maintain social distance. May consider separating staff and students.
- Have sign-in sheets for staff at the entrances.
- All staff entering the school/building will have temperature and symptom checks conducted.
- Students entering the school will be spot checked with temperature and symptom checks when arriving by buses, cars and or on foot. Random checks only on all students .
- If anyone has a temperature of 100.4° F or higher and/or has a fever, cough, or shortness of breath, they will not be admitted into the school/building. Student is kept in a designated isolation room while waiting for pick up. Staff member will go home. Another good indicator of Covid-19 symptoms is the loss of taste or smell.
- Regular masks or pediatric masks must always be worn on campus, but prior health conditions are considered. We will distribute masks at entrances if needed by staff and/or students. Personal masks worn by students must be compliant with the Student Code of Conduct/Dress Code. Plastic face shields and/or gloves may also be worn by anyone if they choose.
- No volunteers or visitors allowed entry until further notice during pandemic. Essential vendors wearing PPE may be allowed entry if approved by the Principal and temperature checked.
- Registrars must conduct Covid-19 screening of students during enrollment and registration. Questions about absences and travel should also be asked and may need doctor's notes.

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## COVID-19 School/Classroom Protocols:

- Implement one-way hallway movement.
- Implement hourly hand-washing procedure.
- Reduce large gatherings of students around campus.
- Separate classroom desks/seating to keep students at a safe distance. Use barriers when possible.
- If possible, students should eat lunch in classroom instead of large gatherings in cafeteria or have staggered lunch times.
- Breakfast/lunch procedures i.e. dine in classroom or lunchroom.
- Dismissal procedures, i.e. staggered dismissals for car-riders, walkers, bus-riders.
- Have students use classroom sanitized wipes to clean desks before and after use.

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## eLearning Instructional Plan:

- When a new concept or unit of instruction is introduced, it is the teacher's responsibility to deliver all new instructional topics. Students are not to be self-taught. Teachers must deliver the instructional content.
- Teacher planning – Many teachers collaborate daily. How will this be facilitated?
- Teachers shall communicate with students and parents weekly.
- Teachers shall assign the appropriate number of assignments and grades.
- Teachers return calls, emails, texts within 24 hours during a normal work week.

**Covid-19 Positive or Exposed Staff to be entered in PeopleSoft Covid-19 Tracker**

**Checklist based on CDC Guidelines and reviewed by the Manatee County Florida Health Department**

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## Extra-Curricular Activities:

- Clearly communicated expectations for sports, visual/performing arts, etc.
- Clearly communicate expectations for extended day programs. Fifty percent capacity with no more than 20 students per classroom to ensure social distancing.
- Back to School Activities and Events are prohibited on campus until further notice. Teachers are encouraged to creatively communicate a virtual “Welcome” to students and families.

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## Confirmed COVID-19 Case (Staff/Students) in a School/Support Building:

- Principal/Director** must contact the District Operations Center (DOC) by telephone or email to report the Covid-19 Positive Case or the Exposure to a Positive Case at (941) 209-7377 or [DOC@manateeschools.net](mailto:DOC@manateeschools.net).
- Principal/Director** must notify the School/Building Nurse, or other staff member as designated by the Principal/Director, who will conduct a contact tracing investigation using the school daily access sign-in sheet to determine what other staff, visitor, vendor and/or student may have had an exposure and if all or part of the school/building is affected.
- A portion/s of the school/building or the entire school/building will be closed for cleaning and disinfecting for 2-5 days depending on the exposures and the parts of the school/building affected. **Classroom** settings will require entire class (staff and students) to isolate for 14 days with exposure to a positive case in the classroom. Actions will be taken on an individual basis based on PPE worn by staff and/or students in the classroom. An outbreak of several positive cases in a school will close the entire school for cleaning.
- Principal/Director** will work with the DOC Staff who can assist with contact tracing investigation information, CDC Guidance, and Manatee County Covid-19 Testing Center Location Information and other critical Covid-19 information. DOC Staff will be in regular contact with the Chief Officer of Safety and Security who will monitor each case closely along with the Florida Department of Health.
- In cases of a full school or building closure, the **Principal/Director** will notify the DOC who has a member of the Communications Department assigned to help communicate with staff, parents, students, and School Board Members utilizing a draft email notification template.
- Principal/Director** must place positive or exposed to positive employee into the PeopleSoft Covid-19 Tracker and place student into Focus for future contact tracing investigations and update regularly.

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## Return to School/Building Criteria Staff/Students **with positive COVID-19:**

- Staff/students with confirmed positive case or no testing but symptomatic must follow the same guidelines: may return 10 days after symptoms appear and 1 day without fever (without the use of fever reducing medication).
- Staff/students with confirmed positive test and no symptoms can return 10 days after test or earlier if they have 2 negative tests 24 hours apart.

## Return to School/Building Criteria Staff/Students **exposed to Confirmed COVID:**

- Staff/students exposed to a known positive case should self-isolate for 14 days from the date of known exposure.
- An exposure occurs in a classroom or immediate area of a positive case when a staff member or student was in direct contact with the positive case for at least 15 minutes and within six feet. In a classroom setting with a positive case, based on interactions and time of exposures, the entire class (teacher and students) should self-isolate for 14 days.

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## School Building and Maintenance:

- Clearly defined work schedules.
- Classroom garbage pick-up schedule (i.e., after breakfast/lunch)
- Schoolwide sanitation expectations – daily, weekly procedures. You want to have the site foreman to disseminate a checklist to be completed and submitted routinely at the close of your work shift.
- Wipe down all PE equipment after each class. Plan for routine cleaning throughout the school day.