



## **COVID-19 School Health and Related Guidelines**

**Please note that these guidelines are current as of March 3, 2021. Updates from the CDC and VDH may necessitate additional changes.**

<b>Student and Staff Health Screening Protocol During COVID-19</b>	<b>3</b>
Symptoms of COVID-19	3
Temperature Screenings	3
Staff Procedures	4
Student Procedures	4
Daily Symptom Checklist for Staff	4
Daily Symptom Checklist for Students	5
<b>Protocols for Students Who Become Ill at School</b>	<b>7</b>
Classroom vs. Health Clinic/Health Annex	7
If COVID-19 Symptoms are Noted by the School Nurse	8
Non-ACPS Visitors	8
ACPS Visitors from Outside Schools or Facilities	9
COVID-19 Testing in Alexandria	9
Steps to Take if You Are Sick: Resources for Students, Staff, and Families	9
<b>Health Clinic Guidelines for School Year 2020-2021</b>	<b>9</b>
<b>Transportation of Students with Symptoms of COVID-19</b>	<b>11</b>
<b>COVID-19 Teams and COVID-19 Staff Requirements</b>	<b>12</b>
ACPS Liaison/AHD Point of Contact	12
School COVID-19 Teams	12
<b>Contact Tracing Procedures</b>	<b>13</b>
Quarantine Instructions	15
<b>Prevention and Mitigation Strategies</b>	<b>16</b>
Hand Washing and Hand Sanitizing	16
Water Bottles and School Supplies	16
Cleaning, Transportation, and Building Protocols	16
Face Masks and Training in Donning and Doffing PPE	17

<b>Staffing for School Health Clinics and Health Annex</b>	<b>17</b>
<b>Protocol for Mask Breaks</b>	<b>18</b>
How to Take Off a Face Mask (Doff)	18
How to Put on a Mask (Don)	19

**Updates:**

**March 3, 2021:** Added translations of the Return to School Instructions forms

## **Student and Staff Health Screening Protocol During COVID-19**

Screening and monitoring are essential components of limiting the spread of COVID-19. Alexandria City Public Schools (ACPS) encourages sick staff and students to be aware of symptoms of COVID-19 and **stay home if they are ill.**

### **Symptoms of COVID-19**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Symptoms of COVID-19 include:

- Fever or chills (AHD defines this as 100.0°F or greater)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19.

[Source: CDC](#)

### **Temperature Screenings**

Students and staff will be required to have their temperature taken with either an infrared thermometer or at a temperature kiosk prior to entering an ACPS school. The temperature screening will be contact-free. The screener will explain the process and take the temperature of the person with a clinical forehead thermometer or through a temperature kiosk. They will show the temperature screen to the person.

- If the temperature is less than 100.0 degrees, per the AHD, the screener clears the person to enter the school.

### Staff Procedures

- If the employee's temperature is 100.0 degrees or greater, on the first screen the person may rest to the side for 5 minutes and the temperature can be retaken one additional time.
  - If waiting for the temperature to be retaken, the person should be 6 feet apart from others and should remain masked.
  - If the second screening remains 100.0 degrees or greater, the screener tells the person that they cannot report to work at the ACPS worksite and are advised to leave the building.
  - The employee notifies their supervisor that they were not cleared due to an elevated temperature.
  - The supervisor will refer the person to contact their health care provider or consider testing for COVID-19.

### Student Procedures

- If the temperature is 100.0 degrees or greater on the first screen for a **student**, the student may rest to the side for 5 minutes and the temperature can be retaken one additional time.
  - If waiting for the temperature to be retaken, the student should be six feet apart from others and should remain masked.
  - If the second screening remains 100.0 degrees or greater, the student will be directed to the Health Annex and the parent or guardian will be contacted to pick up their child within one hour.
  - The parent or guardian will be referred to contact their health care provider.

### Daily Symptom Checklist for Staff

ACPS will require staff to complete a Daily Symptom Checklist each day before reporting to work. This Daily Symptom Checklist will be submitted electronically to administrators within each school for review each day. If any answers are "**YES**" staff should **not** report to work and should contact their supervisor for further instructions.

Have you experienced any of the following symptoms in the past 48 hours:	YES	NO
<ul style="list-style-type: none"> <li>● Fever or chills</li> <li>● Cough</li> <li>● Shortness of breath or difficulty breathing</li> <li>● Fatigue</li> <li>● Muscle or body aches</li> <li>● Headache</li> </ul>		

<ul style="list-style-type: none"> <li>● New loss of taste or smell</li> <li>● Sore throat</li> <li>● Congestion or runny nose</li> <li>● Nausea or vomiting</li> <li>● Diarrhea</li> </ul>		
Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19?	YES	NO
Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?	YES	NO
Are you currently waiting on the results of a COVID-19 test?	YES	NO

If an individual has a temperature above 100.0 degrees and/or answers YES to any of the screening questions before arriving, they should stay home and not enter the building.

- If an individual reports COVID-19 symptoms upon arrival, the school should tell the staff member that they cannot report to work at the ACPS worksite.
- They should leave the building and notify their supervisor that they were not cleared for work per the Daily Symptom Checklist questions.
- The supervisor will refer the person to contact their health care provider and recommend testing for COVID-19.

[Source: CDC](#)

### Daily Symptom Checklist for Students

ACPS will require students or their families to complete a Daily Symptom Checklist before reporting to school:

- The Daily Symptom Checklist will be sent to parents or guardians via text message on the days students should attend.
- A link to the Daily Symptom Checklist will be posted to the ACPS and school websites
- A link to the Daily Symptom Checklist will also be available in Clever when students login

The Daily Symptom Checklist should be submitted electronically to the school nurse and additional designated school personnel within each school. If an individual has a temperature above 100.0 degrees and/or answers **YES** to any of the screening questions before arriving, they should not report to school and should contact their health care provider for further instructions.

<p>Have you experienced any of the following symptoms in the past 48 hours:</p> <ul style="list-style-type: none"> <li>● Fever or chills</li> <li>● Cough</li> <li>● Shortness of breath or difficulty breathing</li> <li>● Fatigue</li> <li>● Muscle or body aches</li> <li>● Headache</li> <li>● New loss of taste or smell</li> <li>● Sore throat</li> <li>● Congestion or runny nose</li> <li>● Nausea or vomiting</li> <li>● Diarrhea</li> </ul>	YES	NO
<p>Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19?</p>	YES	NO
<p>Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?</p>	YES	NO
<p>Are you currently waiting on the results of a COVID-19 test?</p>	YES	NO

If an individual has a temperature above 100.0 degrees and/or answers **YES** to any of the screening questions before arriving, they **should stay home and not enter the building.**

- If an individual reports COVID-19 symptoms upon arrival, the school should direct the student to the Health Annex for pick up by the parent or guardian.
- The parent or guardian will be referred to contact their health care provider and will receive a recommendation for testing for COVID-19.

[Source: CDC](#)

Families are required to complete the Daily Symptom Checklist on all days that their students are scheduled for in-person instruction in schools. Schools will contact families that have not completed the Daily Symptom Checklist to remove any barriers to access and completion.

## Protocols for Students Who Become Ill at School

### Classroom vs. Health Clinic/Health Annex

Minor first aid situations, to the degree possible, should be handled in the classroom to prevent office congregation and possible cross exposure. The goal is to keep otherwise healthy students out of the clinic where they can be exposed to illness.

CLASSROOM	NURSE
<ul style="list-style-type: none"> <li>● Itching bug bite</li> <li>● Scratch/Scrape</li> <li>● Bleeding scab</li> <li>● Band aid</li> <li>● Loose tooth/toothache</li> <li>● Earache</li> <li>● Chapped lips</li> <li>● Itching head/head lice</li> <li>● Minor nosebleed</li> <li>● For anxiety/stress/psychological issue, try calming techniques and/or contact school psychologist or counselor</li> </ul> <p><i>Contact the school nurse if there are questions.</i></p>	<ul style="list-style-type: none"> <li>● Head or face injury</li> <li>● Severe stomach pain</li> <li>● Diabetic Emergency</li> <li>● Asthma attack</li> <li>● Possible broken bone</li> <li>● Deep cut</li> <li>● Insect sting</li> <li>● Fainting or seizure</li> <li>● Allergic reaction</li> <li>● COVID-19 symptoms* (<b>student reports to Health Annex</b>)</li> </ul>

If a student is exhibiting **new** symptoms identified as possible COVID-19 symptoms teachers and other school staff should follow the steps below:

- Teacher or school staff calls the school office to let them know that a student is ill and is on their way to the **Health Annex**. The office will contact the school nurse and notify the health annex monitor. **Students with symptoms of COVID-19 should not report to the clinic.**
- School nurses and other school health services staff should don provided PPE to include face shields, gloves, etc. to consult with the student.
- The school nurse will meet the student outside of the health annex before determining whether a student should report to the health clinic (well space), health annex (sick space), or return to the classroom.
- Students should maintain the wearing of face masks on their way to and while in the Health Annex.

- The classroom, clinic, and Health Annex area in which the student was seated or active should be cleaned and wiped down per [procedures and guidelines developed by Facilities and Operations](#).

### **If COVID-19 Symptoms are Noted by the School Nurse**

If, after review of a student's medical information, the school nurse determines the student may be symptomatic of COVID-19, the following steps are taken:

- Ensure that the student is properly wearing a face mask.
- Have the student enter the Health Annex room (isolation room monitored by another adult) for parent or guardian pick up within **one hour**.
  - Health Annex Room staff should wear the provided PPE while any students are in the room.
  - If there are multiple students in the Health Annex Room, the maximum amount of physical distancing allowable (minimum of six feet) in the space should be maintained between the students at all times.
- Monitor student symptoms and gather additional information, noting it on the **Return to School Instructions** form.
  - **Return to School Instructions:** [Amharic](#) | [Arabic](#) | [English](#) | [Spanish](#)
- Based upon responses to the COVID-19 Symptoms Monitoring Sheet, provide the parent or guardian with the appropriate information regarding when a student may return to school, using the **COVID-19 School Symptom Screening Flowchart** guidance from the CDC. Please inform school or program administrators to discuss the potential need for the student to engage with virtual instruction for a set period of time:
  - [COVID-19 School Symptom Screening Flowchart \(CDC\)](#)
- **Parents or guardians will be told that students should not return to school until either the applicable return-to-school criteria from the CDC have been met or the student has received clearance and documentation from a medical provider or ACPS School Health Services or has a negative COVID-19 test indicating that they are safe to return to in-person instruction.**
- If a child is sent to in-person school prior to meeting the applicable return-to-school criteria as specified on the **Return to School Instructions** form, they will be sent to the Health Annex and their parents or guardians will be called to pick up their child within one hour.

### **Non-ACPS Visitors**

Visitors from outside of ACPS facilities are largely prohibited while in-person instruction is occurring in order to prioritize the safety and health of ACPS staff and students. Visitors who need to enter buildings while in-person instruction is taking place in order to comply with federal, state, or ACPS policy must have prior approval from district or school administration



and must complete a temperature screenings as well as the daily health screening questions prior to admittance to an ACPS facility. This includes parents or guardians who need to drop off medications for students. All visitors must wear face masks while they are in the ACPS facility. **All visitors are reminded to remain home if they are feeling unwell or exhibiting any symptoms of COVID-19.**

### **ACPS Visitors from Outside Schools or Facilities**

ACPS personnel who need to visit schools in order to provide services or consultation should make an appointment with the appropriate school administrators ahead of time whenever possible. ACPS personnel should complete the Daily Symptom Checklist and a temperature screening at the site prior to entering the facility. All health and safety protocols, to include the wearing of masks, social distancing, and hand washing/sanitizing should be followed at all times the ACPS visitor is in the building.

### **COVID-19 Testing in Alexandria**

Should students or staff wish to access testing for COVID-19, either as a result of presenting with symptoms, receiving information that they may be a potential close contact, or other circumstances, the AHD has provided information about free self-testing below:

**Free COVID-19 Self-Testing Kiosks (AHD):** [Amharic](#) | [Arabic](#) | [English](#) | [Spanish](#)

### **Steps to Take if You Are Sick: Resources for Students, Staff, and Families**

Students or staff who may be sick with COVID-19 should follow the protocols outlined below from the AHD:

Steps to Take if You Are Sick (Videos) (AHD): [Amharic](#) | [Arabic](#) | [English](#) | [Spanish](#)

What to Do If You Get Sick Worksheet (AHD): [Amharic](#) | [Arabic](#) | [English](#) | [Spanish](#)

### **Health Clinic Guidelines for School Year 2020-2021**

In general the school will need to establish the following three areas:

- **General Waiting:** Students waiting to be triaged (present to office with unscheduled needs).
- **Well Student Area:** Area for well students with health care needs that cannot be addressed in the classroom (diabetic and other non contagious health care needs).
- **Health Annex (Isolation Room):** Area for students with COVID symptoms.

- The student arriving at the clinic or health annex must wear a face mask and stop at the designated distancing sign.
- The clinic and health annex staff must wear a face mask and face shield/eye protection and additional PPE as needed.
- The school health staff member will ask the student what their presenting symptoms are and check the student's temperature.



**Procedures for a student presents with any of the following:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**\*Look for emergency warning signs of COVID-19. If someone is showing any of these signs, seek emergency medical care immediately and call 911.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

\*This list is not all possible symptoms.

Call ahead to your local emergency facility:  
Notify the operator that you are seeking care for someone who has or may have COVID-19.



**Procedures for a student who presents to the clinic for:**

- Injuries
- Chronic conditions
- Daily medications

Note: Treat students who have an asthma care plan according to that plan.

**After arrival at the clinic**

- Students must continue to wear a face mask. Staff must continue to wear a face mask and face shield/eye protection.
- The student may enter the clinic.
- Gloves will be worn for standard precaution procedures as needed.
- School nurse will assess and provide needed care to the student.
- **Once care has been completed, the student must wash their hands prior to leaving and the area used must be disinfected per guidelines from Facilities and Operations.**

<p><b>After arrival at the Health Annex area</b></p> <ul style="list-style-type: none"> <li>● Students must continue to wear a face mask and will be directed to the Health Annex area.</li> <li>● Staff must continue to wear appropriate personal protective equipment (PPE) to include gloves, a gown, and N-95 respirator.</li> <li>● Students must be spaced at least 6 feet apart and monitored for the entire duration they are in the waiting area.</li> <li>● Parents or guardians should be notified promptly that their child will need to be picked up and will need to seek medical attention.</li> <li>● Parents or guardians will not be able to enter the building. School health personnel will need to communicate where the parents or guardians may pick-up their student and provide an escort if needed.</li> <li>● <b>Once the student has left, the area must be disinfected per <a href="#">guidelines from Facilities and Operations</a>, the staff member removes and disposes of PPE per guidelines and performs hand hygiene. Information on the proper donning and doffing of PPE can be found on the CDC website. <a href="#">CDC: Using PPE</a></b></li> </ul>	
--	--

[Health and Safety Procedures \(from the Office of Facilities and Operations\)](#)

### **Transportation of Students with Symptoms of COVID-19**

During a typical school year, students that present with illness at school should be transported home by parents or guardians, regardless of the time of day that the student reports to the clinic. In certain situations, it may be necessary to receive permission from the parent or guardian for an emergency contact (e.g. relative, family friend) to pick-up the student from school in order to prevent continued exposure to other students and staff.

This practice remains critical during the current COVID-19 pandemic. Regardless of when a student presents with symptoms of COVID-19 during the school day, students should not ride the school bus once assigned to the Health Annex. This includes students who may present with symptoms close to dismissal. Schools should work with the parents or guardians to determine who may be able to pick up the student as quickly as possible from school and receive appropriate permissions, following all ACPS policies regarding the release of students during the school day to persons other than the parent or guardian. Schools may reach out to the Department of Student Services and Equity at 703-619-8034 or [student\\_services@acps.k12.va.us](mailto:student_services@acps.k12.va.us) should they need consultation.

## **COVID-19 Teams and COVID-19 Staff Requirements**

### **ACPS Liaison/AHD Point of Contact**

ACPS will assign an ACPS liaison (and two back-ups) to liaise with Alexandria Health Department (AHD) on COVID-19 Response. In ACPS, the ACPS liaison is the Chief of Student Services & Equity. The two back-ups are the Executive Director of Student Support Teams and the Executive Director of Student Services.

- Once a school is notified of a positive case, they will contact the ACPS liaison.
- The ACPS liaison notifies the AHD School Response Team and submits the ***Authorization to Exchange Information Form*** to AHD via a predetermined secure messaging platform.
- The ACPS liaison notifies AHD of any newly positive cases that occur within a school.
- After consultation with the AHD, ACPS shall disseminate AHD-approved communications to appropriate staff, students, and parents, either centrally or through the school depending on the situation.
  - Liaison should be reachable evening and weekend hours by phone or email.

### **School COVID-19 Teams**

Each school has designated a “School COVID-19 Team,” consisting of trained administrators and staff members, with back-up(s), to be responsible for responding to COVID-19 concerns and for communicating with the ACPS liaison to AHD.

- Notify all staff and families of how to contact the School COVID-19 Team for questions and concerns related to COVID-19.
  - Ensure that staff are aware of who to contact if they have specific questions
  - Ensure that staff are aware of who to contact if parents/guardians have specific questions
  - Ensure that parents/guardians are aware of who to contact if parents/guardians have specific questions
  - This can be done through the school newsletter

- Ensure a point person from the School COVID-19 Team is available daily to respond to COVID-19 concerns in the school and to respond to parents'/guardians' telephone calls. In ACPS, School COVID-19 Teams consist of the building principal, school nurse, and an additional principal's designee.

The School COVID-19 Team supports the items below:

- Posts the names and contact information of the School COVID-19 Team to their individual school's website
- Public health isolation and quarantine instructions are followed within the school
- Basic infection prevention practices within the facility are reinforced, as detailed in the ACPS reopening plan
- The gathering of information regarding potentially exposed staff and students
- Coordinates the collection of classroom seating charts to include addresses and phone numbers of staff and students as well as copies of the **Authorization to Exchange Information Forms** (See below) for staff and students.
  - These should be stored in a central location that is known to the School COVID-19 Team so that they may be accessed quickly for contact tracing.

**Authorization to Exchange Information Form** (MS Word) [Amharic](#) | [Arabic](#) | [English](#) | [Spanish](#)

### **Contact Tracing Procedures**

*Adapted from Alexandria Health Department documents*

Should ACPS become aware of a case of a staff member or student who has COVID-19:

- The school or department administrator contacts the ACPS liaison once they are aware of a positive case.
- The ACPS liaison notifies the AHD School Response Team of a newly positive case and provides any available preliminary information provided by the School COVID-19 Team:
  - Name of staff member or student
  - Address and contact information of staff member or student
  - Date when symptoms began
  - Date when staff member or student was last in an ACPS facility
    - Informal information as to who they may have been in close contact with on that date(s)
  - Date of testing
  - Date positive test was returned
- **Note:** A person with COVID-19 is considered to be contagious 2 days prior to the onset of symptoms. If they are asymptomatic, they are considered contagious 2 days before they tested positive for COVID-19.

- The School COVID-19 Team, in consultation with the ACPS liaison, provides the documents below to the positive case for them to complete and fill out if not already done so. Note that this is a priority:
  - **Authorization to Exchange Information Form** (MS Word)
    - [Amharic](#) | [Arabic](#) | [English](#) | [Spanish](#) (if not already on file)
    - Should written consent on the document not be feasible, please discuss other options with the ACPS liaison
  - [Preliminary COVID-19 Questionnaire](#) (for the positive case to complete when possible)
- The School COVID-19 Team gathers any applicable information below to support contact tracing:
  - Student or staff member's schedule with room numbers
  - Class lists and seating charts
  - Attendance for days student may have been contagious
  - Bus # (if applicable) and bus seating chart
- **Confidentiality MUST be maintained during this process by the ACPS liaison and the School COVID-19 Team. No additional communication should occur to other parties at this time to comply with FERPA.**
- The School COVID-19 Team provides the completed documents to the ACPS liaison, who send them through secure electronic means to the AHD or via in person exchange, both the release and the listing of all potentially exposed staff and students.
- The AHD School Response Team, upon receipt of all available information, works with the ACPS liaison to determine the potential amount of risk as well as recommend general communication to a school or division community and specific communication to any close contacts.
- After consultation with and approval from AHD (and not before), ACPS works with the Department of School and Community Relations as well as the School COVID-19 Team to disseminate appropriate communications to identified staff, students, and parents.
  - A General Notification Letter from ACPS to staff and parents/guardians/students which provides an explanation that only those identified as close contacts will receive an additional Contact Notification Letter and be contacted by AHD.
  - A Classroom Notification Letter to any classrooms where the student was present 48 hours prior to symptoms or, if there are no symptoms, 48 hours prior to the positive test.
    - This letter serves to close the classroom(s) for 2 days for cleaning and contact tracing.
    - During this time, the classroom will be cleaned and contact tracing will take place.
  - If permissible and needed, a Contact Notification Letter advising of being a close contact and to parents/guardians and staff deemed by AHD to be close contacts:
    - This communication informs close contacts/parents of close contacts that they will be contacted by AHD for symptom monitoring and additional guidance on health precautions and quarantine.

- Note: AHD performs additional contact tracing for community contacts external to the school for students and staff who reside in the City of Alexandria.

The documents below from the VDH and AHD are provided to give information as to what the contact tracing process might look like:

**Contact Tracing for COVID-19 in K-12 Schools: How to Prepare and What to Expect (Infographic) (VDH):** [Amharic](#) | [Arabic](#) | [Chinese](#) | [English](#) | [Korean](#) | [Spanish](#)

**Case Investigation and Contact Tracing Guide (AHD):** [Amharic](#) | [Arabic](#) | [English](#) | [Spanish](#)

### Quarantine Instructions

If a student or a staff member in a class tests positive for COVID-19, there will be a **two-day pause** on in-person instruction for that class(es) in order to clean the space(s) and allow for contact tracing. During this time, instruction will be provided virtually. If contact tracing by the AHD identifies additional staff or students as close contacts, virtual learning may be extended for the impacted classes.

The quarantine instructions for students/staff identified as close contacts are:

- Students and staff deemed as close contacts (within 6 feet for greater than 15 minutes (cumulative) within a 24-hour period during the infectious period of the ill individual) must quarantine for 14 days per the [COVID-19 School Symptom Screening Flowchart \(CDC\)](#).
  - Any questions or special circumstances would be addressed in consultation with the AHD.
  - **\*Note\*** The [CDC updated their guidance regarding vaccinations](#) to include how they may impact quarantine requirements if they are found to be a close contact of someone with COVID-19:
    - 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.,  $\geq 2$  weeks following receipt of the second dose in a 2-dose series, or  $\geq 2$  weeks following receipt of one dose of a single-dose vaccine)
      - Are within 3 months following receipt of the last dose in the series
      - Have remained asymptomatic since the current COVID-19 exposure
    - Persons who do not meet all 3 of the above criteria should continue to follow current [quarantine guidance](#) after exposure to someone with suspected or confirmed COVID-19. (source: [CDC](#))

- The AHD will contact any staff or parent/guardian of students deemed close contacts. They will provide direction on quarantining. Those that have been identified and placed under quarantine should follow the guidelines and requests from the AHD.

### **Prevention and Mitigation Strategies**

#### **Hand Washing and Hand Sanitizing**

- Frequent handwashing is the most critical practice for preventing the spread of disease.
- **Washing hands with soap and water for at least 20 seconds is the gold standard.**
- Both staff and students should wash their hands upon arriving in the classroom, before/after eating, before/after using the bathroom, and before/after recess at a minimum.
- Sanitizing is appropriate when the opportunity for hand washing is not available.
- Hand sanitizer is available for staff and students in classrooms and throughout ACPS facilities.
- Resources:
  - [Videos on Handwashing \(CDC\)](#)
  - [Fact Sheets \(CDC\)](#) (English and Spanish)
  - [Social Media Graphics to Promote Handwashing \(CDC\)](#)

#### **Water Bottles and School Supplies**

Water fountains will only be allowed for water bottle refills. Students should provide their own water bottles each day.

Students should only use their own school supplies during the day. The sharing of school or related supplies between students should be minimized to the highest extent possible. Student supplies or items should be stored in a designated location specific to the student each day they are in attendance to avoid any potential cross contamination and spread of germs.

Students should plan on bringing a paper or plastic bag with them to school in which they can place their mask during times they may be eating at their desk or during a brief mask break (See section on *Protocols for Mask Breaks*).

#### **Cleaning, Transportation, and Building Protocols**

Classroom and building cleaning and set-up, transportation cleaning and scheduling, and other protocols related to the use of ACPS facilities, such as schools, should be followed as determined by the Office of Facilities and Operations:



[Health and Safety Procedures \(from the Office of Facilities and Operations\)](#)

**Face Masks and Training in Donning and Doffing PPE**

- **All students and staff will wear a face mask while at school and on the bus.**
- We recognize that some students may struggle with this at first, but school staff will work in collaboration with parents or guardians to support students with this process.
- While the goal will be to increase the stamina of students wearing face masks, “mask breaks” will be allowed as needed/appropriate. See the later section on the *Protocol for Mask Breaks*.
- Face masks for staff and students will be provided by ACPS through Facilities and Operations.

School staff who return to in-person instruction will receive opportunities to review modules on the use of face masks, PPE, or other mitigation measures as appropriate for their position and situation. The videos and handouts below can assist individuals or school teams in practicing and preparing for appropriate donning and doffing procedures as well as the appropriate way to put-on and take-off a face mask, for themselves and to teach students:

- Face Masks (CDC)
  - [Face Masks Do's and Don'ts \(English\)](#)
  - [Face Masks Do's and Don'ts \(Spanish\)](#)
  - [Use of Masks to Help Slow the Spread of COVID-19](#)
- Donning and Doffing PPE (CDC)
  - [Video: How to Safely Put On Personal Protective Equipment \(Donning\)](#)
  - [Video: How to Safely Take Off Personal Protective Equipment \(Doffing\)](#)
  - [How to Put-On and Take-Off PPE Fact Sheet \(English\)](#)
  - [How to Put-On and Take-Off PPE Fact Sheet \(Spanish\)](#)
- Putting On and Taking Off an N95 Respirator Information (for designated personnel) (CDC)
  - [Respirator On/Respirator Off \(English\)](#)
  - [Respirator On/Respirator Off \(Spanish\)](#)

**Staffing for School Health Clinics and Health Annex**

Each ACPS school/program has a dedicated school nurse assigned to support school health and wellness. School nurses are critical members of student support teams (SST) and school communities. Their role is to support assessment and triage of students who present with signs of illness or injury, assist with health and wellness education messaging and topics,

maintain health records to include required vaccinations for students, and serve as a member of the School COVID-19 Team in their building.

In the instance that a school nurse is unable to be in a building on a given day, every effort will be made to find a qualified substitute. In the instance that a substitute cannot be secured, a buddy system is set-up where a school nurse in another ACPS school is on call for school administrators to support any issues or concerns that may arise.

Health Annex' will be staffed by Health Monitors to ensure that students who have symptoms of COVID-19 are safe while waiting for parent or guardian pick-up. Health Monitors should discuss the best method of communication between the Health Annex, front office, and school nurse based upon the resources available in the building in order to stay connected regarding students that are in and out of the space. Additionally, Health Monitors in the Health Annex will need to keep a list of:

- Date
- Students in
- Time In/Time Out (parent or guardian pick-up)
- Confirmation of who picked-up the student for safety purposes
- Signature of person picking up student

Health Monitors in the Health Annex should work with school nurses and administrators to ensure that families are contacted and arrangements made for the prompt pick-up of the student. All guidelines around releasing students during the school day and to persons other than the parent or guardian should be followed.

### **Protocol for Mask Breaks**

Face masks are required at school and on the bus for all students in grades Pre-K to 12 as well as all ACPS staff. Students and staff may require or request mask breaks from time to time.

Mask breaks may be completed under the conditions below:

- Students and staff are able to maintain a distance of six feet from each others for the duration of the break.
- School or program administrators are notified of the break or schedule of breaks (if applicable).
- The mask break should take place outside whenever possible.
- If the mask break is held indoors, a minimum of six feet of distance is required. Students should all be facing the same direction and engaged in a quiet activity, such as sustained silent reading, for the duration of the break.
- The doffing (taking off) and donning (placing on) of face mask protocols are followed by staff and students (See section on *Face Masks and Training in Donning and Doffing PPE*).

### **How to Take Off a Face Mask (Doff)**

- Ensure that students and staff are at least 6 feet away from one another for the duration of the break.
- Remove mask using the following procedure:
  - Wash hands with soap and water or use hand sanitizer.
  - Avoid touching the front of the mask.
  - If the mask has ear loops: hold both of the ear loops and gently lift and remove the mask.
  - If the mask has ties: untie the bottom first, then untie the top and pull the mask away from you as the ties are loosened.
  - If the mask has bands: lift the bottom strap over the head first, then pull the top strap over the head.
- Once removed the mask should be carefully folded in half with the inside of the mask touching, and place the mask in a labeled paper bag or in rolled up paper towel.
- If the mask is soiled, dispose in trash (if disposable mask) and put on a clean mask after break.
- If a cloth mask is soiled put it in a separate bag and put it in a backpack to bring home for laundering. Put on a clean cloth mask after break.
- Wash hands with soap and water or use hand sanitizer.

#### **How to Put on a Mask (Don)**

- Clean hands with soap and water or use hand sanitizer.
- Put on the mask using the following procedure.
  - Remove mask from paper bag or paper towel. Do not touch the outside (front) of the mask.
  - If the mask has ear loops: hold the mask by the ear loops and place a loop around each ear.
  - If the mask has ties: bring the mask to your nose level, tie the top tie first followed by the bottom tie. Secure ties with a bow.
  - If the mask has bands: Bring the mask to nose level without touching the outside (if reusing mask) and pull the top strap over your head followed by the bottom strap.
  - Make sure the mask covers your nose, mouth and chin.
  - Wash hands or use hand sanitizer.