

## LPS53 OPERATING PROCEDURE & GUIDELINES

June 15 - July 5, 2020

The following procedures were developed based on guidance and direction provided by Clay County Public Health Center and informed by recommendations offered by the United States Centers for Disease Control and Prevention and the Missouri School Boards Association. Further, operating details were developed by the LPS Re-entry & Re-opening Planning Committee.

### Distancing

- All students, staff, visitors and vendors will strive to adhere to social distancing guidance, maintaining a 6-foot buffer between other individuals at all times when on District property or participating in District sponsored activities.
- Bus riders will sit 1 per seat (family members may sit together).

### Personal Hygiene

- Students and staff will be strongly encouraged to regularly wash their hands throughout the day with soap and water for at least 20 seconds. Hands should always be washed before eating, before touching one's face, and after using the restroom.
- Students and staff will be strongly encouraged to regularly apply hand sanitizer throughout the day.
- Students and staff will be strongly encouraged to properly cover their face by using their upper arm when they sneeze or cough.
- Students and staff will be encouraged to bring their own water, clearly marked and labeled.

### Masks/Protective Equipment

- Staff must always have a proper cloth mask on their person. It is recommended that masks be worn at all times when working in non-isolated situations. Employees are required to wear face masks whenever in group settings where social distancing could be compromised. If staff is unable to wear a mask due to breathing issues, social distancing must be maintained at all times.
- Students are encouraged to wear their own cloth face masks in school and when using District transportation. Student masks are to be provided by their family.
- Face coverings are not recommended for children under the age of 2, or for anyone who has trouble breathing or is otherwise unable to remove the covering without assistance.
- Gloves are to be worn by staff when caring or cleaning for someone who is sick but are otherwise not necessary.

## Capacity Limitations

During this phase, all buildings and enclosed spaces and rooms shall strive to limit occupancy at any given time to 50% of the permitted fire code occupancy. Information pertaining to occupancy can be obtained from the LPS Safety & Security Department.

## Monitoring Use of Space

Building administrators (or their designee) shall keep a record of all groups of staff, students and visitors who are on their campus or within their building. Each “group record” shall include the name of every individual associated with the group, and the date, time and location of all spaces occupied by the group. In the event of an outbreak, the District will utilize this record to notify CCPHC, identify and then communicate guidance to all affected individuals/families, and take appropriate actions to sanitize and remediate the affected area(s).

## Stable Environments

As much as possible, groups of students should remain intact and individuals from within groups should minimize contact with other groups.

## Cleaning & Sanitization

- Before each day, custodial staff will provide a thorough cleaning and sanitizing of all occupied spaces consistent with CDC guidance and LPS custodial protocols.
- Throughout the day, custodial staff will clean and sanitize higher use areas at regular intervals.
- While spaces are occupied by students, non-custodial staff (i.e., coaches, teachers) may assist with cleaning and sanitizing these areas using District provided cleaning supplies. All materials and methods will be safe for public use.
- Buses will be sanitized and disinfected between routes.

## High Risk Populations

### *District Staff*

All staff are encouraged to review the guidance from the Centers for Disease Control (CDC) pertaining to high risk populations at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>. If there are concerns about returning to work, it is recommended that the staff person first consult with their physician prior to connecting with Human Resources to determine next steps.

### *Students*

It is strongly recommended that all families review the guidance from the CDC pertaining to high risk populations at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>. Any student who may be considered to be at higher risk should consult with their physician to determine whether it is safe for your student to participate in face to face instruction, or whether they are better suited to participate virtually. Depending on CDC guidance and potential concerns regarding your student, the District may require a physician's note prior to allowing face to face instruction.

## Daily Screening & Reporting

### *District Staff*

- Staff members will be required to complete a self-assessment prior to the start of each work day and answer the following:
  - ◇ Do you have any current potential symptoms of COVID-19 (fever [100 degrees F] 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)?
  - ◇ Have you come into close contact (within 6 feet) with someone diagnosed with COVID-19 within the last 2 weeks?
- Any symptomatic staff member will be required to stay home, notify their supervisor that they will be unable to report to work, and contact Human Resources. They should also arrange to be tested for COVID-19.
- Any staff member who indicates that they have been in close contact with someone diagnosed with COVID-19 within the last 2 weeks or those testing positive for COVID-19 will need to follow the guidance given by CCPHC for isolation and quarantine.
- Any staff member required to isolate or quarantine per CCPHC can only report back to work once they provide medical documentation to Human Resources that stipulates that they are cleared to return to work.

### *Students*

- Families will be required to complete an assessment of their student prior to the start of each day and answer the following:
  - ◇ Do you have any current potential symptoms of COVID-19 (fever [100 degrees F] 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)?
  - ◇ Have you come into close contact (within 6 feet) with someone diagnosed with COVID-19 within the last 2 weeks?
- Any symptomatic student will be required to stay at home and arrange to be tested for COVID-19.
- Any student who tests positive for COVID-19 or indicates that they have been in close contact with someone diagnosed with COVID-19 within the last 2 weeks will need to contact CCPHC and follow their guidance for isolation and quarantine.
- Any student required to isolate or quarantine per CCPHC can only report back to school once they are asymptomatic and after they provide medical documentation to their school administrator (who will share this with the school nurse) that stipulates that they are cleared to return to school.
- In order to prevent potential exposure to infectious disease such as COVID-19, minor health items such as the following will be handled in the classroom: chapped lips, dry itchy skin, localized bug bite, students needing bathroom supervision, minor headache that goes away with hydration or rest, non-persistent nausea, minor cuts, and a bruise or bump that does not occur at school.

### *Visitors and Vendors*

- Visitors will be discouraged during this Phase.
- Visitors and vendors authorized to be in District buildings and on District property are required to first register with a District staff member at the building's entry and complete a self-assessment prior to being allowed access to any District facility and answer the following:
  - ◇ Do you have any current potential symptoms of COVID-19 (fever [100 degrees F] 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)?
  - ◇ Have you come into close contact (within 6 feet) with someone diagnosed with COVID-19 within the last 2 weeks?
- Any symptomatic visitor or vendor will be required to leave the premises and arrange to be tested for COVID-19. Those testing positive for COVID-19 will need to follow the guidance given by their respective Public Health Center or Department for isolation and quarantine.
- Any visitor or vendor who indicates that they have been in close contact with someone diagnosed with COVID-19 within the last 2 weeks or those testing positive for COVID-19 will need to follow the guidance given by their respective Public Health Center or Department. The District staff person who receives this information shall report the matter to the District Security Office (who will then share this with the Director of Health Services) and the individual will be flagged in the District's visitor management system. Such visitor or vendor will not be allowed back on the premises until they are asymptomatic and have provided medical documentation to the District Security Office that stipulates that they are cleared to visit or conduct business on District property.

### Positive Test Procedures/Mitigation

- If someone has tested positive for COVID-19 virus who has been at a District facility, the District will coordinate with CCPHC and follow their direction which may include the following:
  - ◇ Communicate to all staff and families of students who were in the same building or campus as the diagnosed individual with guidance provided by CCPHC.
  - ◇ Dismiss all staff and students that shared space with the individual diagnosed with COVID-19 for at least 2 days, pending CCPHC guidance.
  - ◇ Communicate to all District families the particulars of the situation and steps being taken as a result of the incident.
  - ◇ Initiate cleaning and sanitizing protocols as issued by CCPHC.
  - ◇ Await CCPHC guidance.
- If someone has knowingly come into direct contact with an individual who has tested positive for COVID-19, that individual (regardless of whether symptomatic or asymptomatic) will be required to leave the premises and consult with CCPHC and follow their direction. If this person is a staff member, the Human Resources department will be engaged.

### Signage and Accommodations

- District staff will install informational and educational signage pertaining to COVID-19 throughout the District as a reminder to students, staff, visitors and vendors to adhere to public health guidance and practices.
- District staff will install distancing and directional prompts throughout the District to provide guidance to staff, students, vendors and visitors as reminders to best ensure proper distancing in key areas where congregating is likely and in high traffic hallways and corridors where congestion is likely.
- District staff will erect and provide protective screens in areas where close and direct interaction between individuals is likely (e.g., at transactional counters; between work areas/cubicles, etc.).
- Additional hand sanitizing stations will be installed throughout the District, situated at key locations and in high traffic areas.
- To minimize touch point areas, all doors that can remain open without compromising safety will remain open.

## Relevant Documents/Links

1. Social distancing:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
2. Hand washing/sanitizing:  
<https://www.cdc.gov/handwashing/when-how-handwashing.html>
3. When to wear gloves:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/gloves.html>
4. When to wear a face mask:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
5. Capacity standards:  
<https://www.clayhealth.com/DocumentCenter/View/1077/COVID-19-Response-Reopening-05312020final>
6. High risk populations:  
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>
7. Families First Coronavirus Response Act:  
[https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf)