

# Novi Community School District Prevention and Response Plan



The Novi Community School District takes the health and safety of our staff, students, parents, and community members very seriously. With the spread of the coronavirus or “COVID-19”, a respiratory disease caused by the SARS-CoV-2 virus, Novi Community School District must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Plan to be implemented, to the extent feasible and appropriate. Novi Community School District will continue to monitor the related guidance that the U.S. Center for Disease Control and Prevention (CDC), as well as the State of Michigan and local County Health Departments.

This Plan is based on information available at the time of its development and is subject to change based on further information provided by sources previously listed. Novi Community School District may also amend this Plan based on operational needs.

## **Responsibilities of Staff Members, Students, Parents, and Community Members**

Novi Community School District is asking every one (staff, students, parents, and community members) to help with our prevention efforts while participating in any of our programs. In order to minimize the spread of COVID-19 at school, everyone must play their part. Everyone must follow the district procedures and policies. In addition, everyone is expected to report to the District if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your program Administrator. If they cannot answer the question, please contact Dr. Steve Matthews, Superintendent, or Sheila Holly, Executive Assistant to the Superintendent.

The CDC has provided the following control and preventative guidance for all stakeholders, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes and wearing a non-surgical cloth or disposable face mask when in public spaces.
- Avoid close contact with people who are sick.

In addition, staff, students, and parents must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing
- Fever (over 100.4 F degrees)
- Shortness of breath and difficulty breathing
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting and runny nose.

If you develop a fever and symptoms of respiratory illness, such as a cough or shortness of breath, **DO NOT COME TO SCHOOL, CAMP, OR CARE** and call your building/program administrator and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your building/program administrator and healthcare provider right away.

## **Novi Community School District Protective Measures**

### **A. General Safety Policies and Rules**

- Staff and students will be required to answer questions from the NCSD Health Survey. The completed survey will be required on a daily basis for each building to be visited. Based on the survey, any person responding affirmatively to COVID-19 exposure will be asked to leave.
- Staff and students will monitor their temperatures monitored daily before they arrive to work/school. Anyone with a temperature of 100.4 or greater, should stay home and consider being tested for the Coronavirus.
- Administration will designate an on-site staff member to perform the function of site-specific monitor and oversee the implementation of COVID-19 control strategies.
- Staff and students who do not already possess a facial mask, will be given one 3-layer disposable mask each week. Face coverings should be worn by staff and students (particularly older students) as feasible and are **most** essential in times when social distancing is difficult.
- NCSD will provide hand sanitizer from each classroom and there will be larger bottles of hand sanitizer strategically placed throughout the buildings.
- Staff and students will be required to follow all district policies and procedures.
- Staff and students must avoid physical contact with others and shall direct others to increase personal space to at least six (6) feet (equivalent to 113 sq. ft.), where possible.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone or virtual methods.

- Staff and students will be encouraged to stagger breaks and lunches, to reduce the size of any group at any one time to less than ten (10) people.
- To the extent possible, staff and students will submit any required documentation electronically. Do not sign or handle documents.
- In lieu of using a common source of drinking water, staff and students should use individual water bottles. These bottles may be refilled at bottle filler locations within the building.
- During the day, as a precautionary safety procedure, staff and students may be asked to sanitize areas upon arrival, periodically throughout the day, and immediately before departure.
- EnviroClean staff will come through in the late afternoon/evening and disinfect the whole building and all touchable surfaces such as desks, tables, door knobs, sinks, restrooms, etc.
- Staff and students should wash or sanitize hands immediately before starting and after completing their day.

### **Parent Drop-Off and Pick-Up**

- Hand hygiene stations should be set up at the entrance of the facility, so that children can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets. Keep hand sanitizer out of children's reach and supervise use. If possible, place sign-in stations outside, and provide sanitary wipes for cleaning pens between each use.
- Consider staggering arrival and drop off times and plan to limit direct contact with parents as much as possible.
  - Have child care providers greet children outside as they arrive.
  - Designate a parent to be the drop off/pick up volunteer to walk all children to their classroom, and at the end of the day, walk all children back to their cars.
  - Infants could be transported in their car seats. Store car seat out of children's reach.
- Ideally, the same parent or designated person should drop off and pick up the child every day.
- Ask parents/guardians to take their child's temperature either before coming to the facility or upon arrival at the facility. Anyone with a temperature of 100.4 or greater, should stay home and consider being tested for the Coronavirus. Upon their arrival, stand at least 6 feet away from the parent/guardian and child.

- Ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

You are not required to wear personal protective equipment (PPE) if you can maintain a distance of 6 feet, but it is recommended.

### **Staggered Scheduling**

- Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
- When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between employees and others, especially if social distancing is recommended by state and local health authorities.

### **Modified Layouts**

- Space seating/desks at least 6 feet apart when feasible.
- Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- Create distance between children on school buses (g., seat children one child per row, skip rows) when possible.

### **Social Distancing Strategies**

Work with your local health officials to determine a set of strategies appropriate for your community's situation. Continue using preparedness strategies and consider the following social distancing strategies:

- If possible, child care classes should include the same group each day, and the same child care providers should remain with the same group each day. If your child care program remains open, consider creating a separate classroom or group for the children of healthcare workers and other first responders. If your program is unable to create a separate classroom, consider serving only the children of healthcare workers and first responders.
- Cancel or postpone special events such as festivals, holiday events, and special performances.
- Consider whether to alter or halt daily group activities that may promote transmission.
  - Keep each group of children (cohort) in a separate room.

- Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
- If possible, at nap time, ensure that children's naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. Consider placing children head to toe in order to further reduce the potential for viral spread.
- Consider staggering arrival and drop off times and/or have child care providers come outside the facility to pick up the children as they arrive. Your plan for curbside drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendations.
- If possible, arrange for administrative staff to telework from their homes.

### **Designated COVID-19 Point of Contact**

Designate a staff person to be responsible for responding to COVID-19 concerns (e.g., school nurse). All school staff and families should know who this person is and how to contact them.

### **Communication Systems**

- Provide staff and families a process to self-report to the school if they or their student have (in accordance with federal and state laws and regulations relating to privacy and confidentiality, such as FERPA):
  - Symptoms of COVID-19
  - A positive test for COVID-19, or
  - Were exposed to someone with COVID-19 within the last 14 days
- Notify staff, families, and the public, of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

### **Cleaning and Disinfection**

- EnviroClean staff will come through in the late afternoon/evening and disinfect the whole building and all touchable surfaces such as desks, tables, door knobs, sinks, restrooms, etc.
- They will clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school and on school buses at least daily or between use as much as possible.
- Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use.
- Develop a schedule for increased, routine cleaning and disinfection.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children. Use products that meet EPA disinfection.

- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
- If transport vehicles (e.g., buses) are used by the school, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings, social distancing).
  - Busses will be cleaned and disinfected after each route of transporting students to and from buildings throughout the day.

### **Ventilation**

Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.

### **Water Systems**

In lieu of using a common source of drinking water, staff and students should use individual water bottles. These bottles may be refilled at bottle filler locations within the building.

- A prolonged facility shutdown may increase the release of lead and copper into the drinking water and promote bacterial growth. The document, “Guidance for Flushing School Plumbing” can be found at [Michigan.gov/SchoolWater](https://www.michigan.gov/SchoolWater).
- To minimize the risk of Legionnaire’s disease and other diseases associated with water, take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown.

### **Physical Barriers and Guides**

- Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one way routes” in hallways).

### **Communal Spaces**

- Close all communal shared spaces such as dining halls and playgrounds with shared playground equipment, if possible; otherwise, stagger use and clean and disinfect between use.
- Add physical barriers, such as plastic flexible screens, between bathroom sinks especially when they cannot be at least 6 feet apart. Limit capacity in bathrooms to ensure safe social distancing.

## **Food Service**

- Have children bring their own meals as feasible or serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria, while ensuring the safety of children with food allergies.
- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and ensure the safety of children with food allergies.

## **Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19**

Offer options for staff and students at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework, modified job responsibilities that limit exposure risk).

- Those at high-risk for severe illness from COVID-19 are:
  - People 65 years and older
  - People who live in a nursing home or long-term care facility
  - People of all ages with underlying medical conditions, particularly if not well controlled, including:
    - People with chronic lung disease or moderate to severe asthma
    - People who have serious heart conditions
    - People who are immunocompromised
      - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
    - People with severe obesity (body mass index [BMI] of 40 or higher)
    - People with diabetes
    - People with chronic kidney disease undergoing dialysis
    - People with liver disease
- Consistent with applicable law, develop policies to protect the privacy of people at high-risk for severe illness regarding underlying medical conditions.

## **EXPOSURE SITUATIONS**

### **Staff or Student Exhibits COVID-19 Symptoms**

If a staff or student exhibits COVID-19 symptoms, the staff or student must remain at home until he or she is symptom and fever (100.4 or higher) free for 24 hours without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).

NCSD will similarly require a student who reports to a building with symptoms be:

- (1) isolated in a designated area, and wearing a face mask, away from all other students and staff members.
- (2) The parent/guardian will come immediately to pick up their student from school.
- (3) The student will not be allowed to return until he or she is symptom and fever (100.4 or higher) free for 24 hours.

NCSD will similarly require any staff who reports to a building with symptoms will:

- (1) return home until he or she is symptom and fever (100.4 or higher) free for 24 hours.

### **Staff or Student Tests Positive for COVID-19**

A staff member or student who tests positive for COVID-19 will be directed to self-quarantine at home for 10 days and must be symptom/fever (100.4 or higher) for 24 hours before returning to school.

- (1) Any siblings of a student who tests positive will also be directed to self-quarantine at home.
- (2) If a sibling of a student tests positive for COVID-19 they will be directed to self-quarantine at home.
- (3) If the parent or any other person living in the household of a student tests positive for COVID-19, the student and any siblings will be directed to self-quarantine at home.

Staff members or students who test positive for COVID-19 will be directed to self-quarantine at home. If they are symptom free, they may return to school after 10 days have passed since the date of his or her first positive test and have not had a subsequent illness. Staff members or students who test positive and are directed to seek care for themselves at home may return to school when:

- (1) 10 full days have passed; and
- (2) Symptom/fever (100.4 or higher) free for a full 24 hours; and
- (3) NCSD will require a staff member or student to provide documentation clearing his or her return to school.

If NCSD learns that a staff member of student has tested positive, NCSD will report this case to the Oakland County Health Department who may conduct an investigation to determine who may have had close contact with the confirmed positive employee in the prior 10 days and direct those individuals who have had close contact with the confirmed positive employee to self-quarantine for 10 days from the last date of close contact with that staff member or student.

### **Staff Member or Student Has Close Contact with an Individual Who Has Tested Positive for COVID-19**



Staff Members of Students who have come into close contact with an individual who has tested positive for COVID-19 will be directed to self-quarantine at home for 10 days from the last date of close contact with that individual. Direct contact is defined as less than six (6) feet and face to face for a prolonged period of time (15 minutes or longer).

If NCSD learns that a staff member of student has tested positive, NCSD will report this case to the Oakland County Health Department who may conduct an investigation to determine who may have had close contact with the confirmed positive employee in the prior 10 days and direct those individuals who have had close contact with the confirmed positive employee to self-quarantine for 10 days from the last date of close contact with that staff member or student.

If applicable, NCSD will also notify any staff members, families of students, or visitors who may have had close contact with the confirmed positive staff member or student. If a staff member or student learns that he or she has come into close contact with a confirmed positive individual outside of school, he/she must alert their administrator of the close contact and self-quarantine for 10 days from the last date of close contact with that individual.

### **Confidentiality/Privacy**

Except for circumstances in which NCSD is legally required to report classroom and building site occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed staff member or student has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others.

NCSD reserves the right to conduct contact tracing in order to inform the staff members, families of students, or visitors that an unnamed person has been diagnosed with COVID-19 if the staff members or students might have been exposed to the disease, so the staff member or student may take measures to protect their own health. NCSD also reserves the right to inform staff members, families of students, or visitors that an unnamed person has been diagnosed with COVID-19 if they might have been exposed to the disease, so those individuals may take measures to protect their own health.