

# 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:

- Fever (over 100.4 F degrees)
- Cough

- Shortness of breath and difficulty breathing
- Fatigue
- Muscle or Body Aches
- Headache
- Loss of Taste of Smell
- Sore Throat
- Congestion or Runny Nose
- Nausea or Vomiting
- Diarrhea

If the answer to any of these symptoms is yes, the student or staff member must stay home for 24 hours and exhibit no symptoms before returning. If there is a medical history, please make sure that the building principal is aware. (i.e. allergies, asthma)

### **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 Screener. The completed screener will be required on a daily basis for each building to be visited. Based on the screener, 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 for 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.
- The number of students allowed in the cafeterias will be limited and social distance guidelines will be enforced.

- 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**

- Social distance will be enforced during student arrival and departure times.
- Ideally, the same parent or designated person should drop off and pick up the child every day.
- Parents/guardians will take their child's temperature before coming to the facility. Anyone with a temperature of 100.4 or greater, should stay home and consider being tested for the Coronavirus.
- Parent/guardian will complete a health screener, through a district provided app, each day for their children.
- 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.

Masks will be required in buildings, classrooms, and hallways. The only exception is personal office space or if there is medical documentation.

### **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.

### **Social Distancing Strategies**

- Cohorts, the same group of students, will be created as much as practical to limit contact between students.
- No assemblies, concerts, or special events will be planned.
- Every classroom will have assigned seating. There will be assigned seating in the cafeteria.

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

Cathy Farris, the District nurse, will coordinate responses to COVID-19 concerns (e.g., school nurse). All school staff and families should know who this person is and how to contact them. She can be contacted through email at [cathy.farris@novik12.org](mailto:cathy.farris@novik12.org).

### **Communication Systems**

- Staff and families will 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) is limited.
- A schedule for increased, routine cleaning and disinfection has been created.
- Safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children has been created. Use products that meet EPA disinfection.
- School bus drivers will practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings, social distancing).
  - Buses will be cleaned and disinfected at the beginning and the end of route and deep cleaned at the end of the day.

### **Ventilation**

Outside airflow will be increased to ensure fresh air in the classrooms and buildings.

### **Water Systems**

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

### **Physical Barriers and Guides**

- 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) have been installed.
- Some physical guides, such as tape on floors or sidewalks and signs on walls, will be used 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**

- Communal use of shared spaces such as dining halls and playgrounds with shared playground equipment will be limited and cleaned and disinfected between use.
- Limit capacity in bathrooms to ensure safe social distancing.

### **Food Service**

- Individually boxed meals will be served.
- 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 (from the list on page 2), the staff or student must remain at home stay home for 24 hours and exhibit no symptoms without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants) before returning.

1. If there is a medical history, please make sure that the building principal is aware.
  - a. i.e. Allergies, asthma

If a student exhibits symptoms at school:

1. The child will be sent to the office and isolated in a designated area away from all other students and staff member.
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 free for 24 hours.

If a staff member exhibits symptoms at school:

1. The staff member will be sent home.

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

A staff member or student who tests positive for COVID-19 will be required to self-quarantine at home.

1. Quarantine for a positive test is 10 calendar days.
2. Any household member of the positive student/staff member must quarantine for 10 calendar days

If NCSD learns that a staff member or 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 student/staff member in the prior 14 days and direct those individuals who have had close contact with the confirmed positive student/staff member to self-quarantine for 14 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 or 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 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for 15 minutes or more.

1. Classrooms will not be closed unless there is evidence that everyone in the classroom had close contact with the individual who tested positive
2. Only those who had close contact will be required to quarantine at home
3. Others in the classroom will be directed to monitor for symptoms

NCS D will also notify the parents of the students in a class that there was a positive test among one of the students and parents should then monitor for symptoms. The parents of the students in a school will be notified that there was a positive test in the school and parents should then monitor for symptoms. 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 14 days from the last date of close contact with that individual.

### **Confidentiality/Privacy**

Except for circumstances in which NCS D 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.

NCS D reserves the right 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. NCS D 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.