

**Emergencies and Disaster Preparedness**

These procedures have been developed to ensure a safe and healthy work and instructional setting during the term of a declared public health emergency.

**Symptoms of Illness**

Students and staff who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not come to school or work. Students who have a fever or are exhibiting other signs of illness must be isolated in the designated isolation room until such time as parents/guardians or caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the area by staff utilizing safety measures in accordance with state and/or local health standards as applicable. Students may engage in alternative delivery of education services during the period of illness or be permitted to make up work. Staff members will be provided access to leave in accordance with applicable Bethany Public School District (District) policies, federal and state laws, administrative regulations, the applicable bargaining unit agreement, or Memorandum of Understanding/Agreement.

Parents, guardians, or caregivers of students who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not be present at the school for any reason, including but not limited to, events or gatherings or to drop off or pick up students except as provided by policies and administrative regulations. To avoid exposing others to illness, parents/guardians or caregivers who are ill must make arrangements with others to transport students to school or events, if at all practicable. If not practicable, parents, guardians, or caregivers must not leave their vehicle during pick up or drop off and must arrange with District staff to supervise students in accordance with the physical distancing guidelines in policies or administrative regulations.

**Physical Distancing and Work Areas**

To the extent possible, school instruction will be delivered to the same group of students each day, and the same teachers will remain with the same group in the same separate and designated room each day. If physical distancing is not possible during meal service and instruction delivered in a separate area such as the library, gymnasium, and music room, the service or instruction will be delivered in the designated classroom for each group of students. Recess and use of playgrounds during recess are permitted on an adjusted schedule to maintain appropriate student groupings. Transportation services will be provided in accordance with cleaning procedures outlined in policies and administrative regulations.

Drop off and pick up of students will be completed in a manner that limits direct contact between parents/guardians and staff members and adheres to social distancing recommendations in the exterior of the building while on school property.

Staff members working in the school, when no students are present, will attempt to maintain appropriate physical distance from their colleagues as permitted by their duties and work setting to minimize contact and risk of exposure. Staff members will have access to disinfecting wipes or disinfecting spray and disposable paper towels and time to clean their desk, office, work area, or classroom when needed.

**Physical Barriers and Guides**

Maintenance personnel and administration will review school buildings and identify areas where installation of physical barriers, such as sneeze guards and partitions, will assist students and staff when unable to remain at a safe distance from their colleagues and peers. Maintenance personnel will coordinate with the Superintendent to complete or install any identified physical barrier. In areas where physical distancing is implemented, maintenance and/or custodial personnel are authorized to provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and students remain at least 6 feet apart in lines and at other times.

**Ventilation**

Maintenance and custodial personnel will review and ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible. Classroom staff is authorized to open windows and doors to increase airflow in a manner that does not pose a safety or health risk to students and staff. Risks to consider include but are not limited to weather, risk of falling and triggering asthma symptoms.

**Masks as Personal Protective Equipment**

The District requires all staff and students to wear face masks/coverings to protect colleagues and peers while present in the school building and on school grounds. The District will provide masks to students and staff who arrive at school without a face covering. The District's decision to require and provide masks, when needed is based upon State Department of Education (SDE) guidelines pertaining to the reopening of school.

Staff working with students who are not wearing face coverings due to a permitted exemption and who also cannot maintain social distancing shall be provided increased protection equipment, including, but not limited to, medical-grade masks and disposable gowns.

The wearing of face masks is governed by Board policies and administrative regulations.

**Cleaning and Disinfecting**

Designated District personnel will routinely clean by removing germs, dirt, and impurities and disinfect by using products to kill germs on all surfaces and objects in any school building and on school property that is frequently touched. This process shall include cleaning objects/surfaces not ordinarily cleaned daily.

Designated personnel will clean with the cleaners typically used and will use all cleaning products according to the directions on the label. Personnel will disinfect with common Environmental Protection Agency (EPA) registered household disinfectants. Personnel will follow the manufacturer's instructions for all cleaning and disinfection products used by the District.

The District will provide EPA-registered disposable wipes to teachers, staff, and secondary students so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use. Teachers or administrators are required to ensure adequate supplies to support cleaning and disinfection practices are available.

**Student Arrival**

Hand hygiene stations will be available at the entrance of any school building so that children can clean their hands before they enter. If a sink with soap and water is not available, the District will provide hand sanitizer with at least 70% alcohol. Hand sanitizer will be kept out of elementary students' reach and such student use will be supervised by staff.

A District employee will greet children outside the school as they arrive to ensure orderly compliance with the provisions of policy and administrative regulations.

**Temperature Screening**

A school nurse or designated District staff are authorized to test, when necessary, the temperature of students with an approved non-contact or touchless temperature reader. Students who have a fever or are exhibiting other signs of illness must be isolated in the designated isolation room until such time as parents/guardians or caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the area by designated staff utilizing safety measures in accordance with state and/or local health standards as applicable.

When administering a temperature check on a possibly ill student, the nurse or designated staff member will utilize available physical barriers and personal protective equipment to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.

**Healthy Hand Hygiene Behavior**

All students, staff, and others present in the school building will engage in hand hygiene at the following times, which include, but are not limited to:

- Arrival to the facility and after breaks.
- Before and after preparing, eating, or handling food or drinks.
- Before and after administering medication or screening temperature.
- After coming in contact with bodily fluid.
- After recess.
- After handling garbage.
- After assisting students with handwashing.
- After use of the restroom.

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 70% alcohol can be used if soap and water are not readily available.

Staff members will supervise children when they use hand sanitizer and soap to prevent ingestion.

The District will place grade-level appropriate posters describing handwashing steps near sinks.

**Vulnerable Individuals**

Vulnerable individuals (defined by the Centers for Disease Control at the time of adoption as those age 65 or older or those with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy) are authorized to talk to their healthcare provider to assess their risk and to determine if they should work in-person during the period of declared public health emergency.

Employees who have written documented high-risk designation from a medical provider are entitled to reasonable accommodation within the meaning of that term in accordance with the Americans with Disabilities Act and Section 504. These accommodations may include but are not limited to teleworking in accordance with a work plan developed in coordination with and authorized by the Superintendent or his/her designee. Such employees may also be eligible for available leave in accordance with the applicable policies, administrative regulations, bargaining unit agreement provisions, or employee leaves enacted under Federal Law.

**Food Preparation and Meal Service**

The Superintendent or his/her designee shall determine the appropriate meal distribution method(s) for the school. Such methods can include the use of the cafeteria, pick-up model, classroom delivery model, or a hybrid delivery model for meal service based on considerations for appropriate social distancing, physical location, student traffic, space, and staffing.

Facilities must comply with all applicable federal, state, and local regulations and guidance related to safe preparation of food.

Sinks used for food preparation must not be used for any other purposes.

Staff and students will wash their hands in accordance with this administrative regulation.

**Transportation Services**

The District authorizes the transportation of eligible students to and from the school facility in a manner consistent with the guidelines outlined in the SDE's *Adapt, Advance, Achieve* reopening guidance document. The school bus company will be responsible for cleaning each bus.

**Water Systems**

Maintenance and custodial personnel will review water systems and features including, but not limited to, sink faucets and drinking fountains to ensure they are safe to use after any prolonged facility shutdown. Drinking fountains will be cleaned and sanitized in accordance with this procedure. The District may provide alternative water sources if available. Staff and students are authorized to bring their own water to minimize use and touching of water fountains.

**Public Awareness/Communications**

The District will communicate with parents/guardians, citizens, and other necessary stakeholders about the protocols established in policy and administrative regulations and the steps taken to implement the protocols through all available and reasonable means.

## INSTRUCTION

## Regulation 6114.82(e)

The District designates Tom Reed-Swale as the District's Health and Safety Compliance Liaison. This individual shall be responsible for engaging with students, parents/guardians, faculty, staff, and administrators to answer questions or respond to concerns about health and safety requirements regarding the pandemic/epidemic.

### **Confidentiality**

This administrative regulation in no way limits or adjusts the District's obligations to honor staff and student privacy rights. All applicable district policies and any handbook provisions governing confidentiality of student and staff medical information remain in full effect.

### **Transfer of Funds for Safety Purposes**

The District may transfer funds in accordance with policy and/or administrative regulation in an amount not to exceed the school district's estimated costs of improvements to school and student safety and security to implement this administrative regulation.

Legal References:      Connecticut General Statutes § 10-154a  
                                 Connecticut General Statutes § 10-207  
                                 Connecticut General Statutes § 10-209  
                                 Connecticut General Statutes § 10-210  
                                 Connecticut General Statutes § 10-221  
                                 Connecticut General Statutes § 19-221  
                                 Connecticut General Statutes § 52-557b  
                                 20 U.S.C. 1232g, 45 C.F.R. 99

*Adapt, Advance, Achieve: Connecticut's Plan to Reopen and Grow Together*

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