

RETURN 2 LEARN PLAN

TROY SCHOOL DISTRICT COVID-19 PROTOCOLS

FAMILY GUIDEBOOK

UPDATED 12.08.21

SUMMARY

The Troy School District recognizes the importance of keeping students in classrooms for in-person instruction while protecting the health and safety of our school and broader community. This plan is intended to give families and staff information about what protocols will be in place, what those protocols are based on as we continue to protect against the spread of COVID-19.

We will begin the 2021-22 school year under an Oakland County Health Order requiring masks be worn (more information on that under the PPE section) but there are other layers of safety measures in place as well. These will help us meet our goals:

- Return students to in-seat, face-to-face instruction
- Implement safety protocols to protect our school community as much as possible; and
- Sustain the face-to-face environment over time.

It is very important that we not just begin the school year with in-person learning but that we are able to keep students in our classrooms without interruption. The safety measures we have in place are critical to minimizing the number of students who have to quarantine and maintaining in-person instruction.

Just as we did last year, this school year should be looked at as a dial, with COVID-19 conditions in the county and region requiring the “turning of the dial backward or forward” to prevent the spread of the virus. We will also comply with any local, state or federal mandates.

The protocols in this Family Guidebook are subject to change over the course of the school year and the guide will be updated and posted on the website. Families, staff and students will be informed of any changes.

The list below outlines the key metrics we look at to make COVID-related decisions.

DASHBOARD METRICS & TRENDLINES

Community Spread of COVID-19: as measured by Percentage of Positive Tests*

7- and 14-Day Average of New Daily Oakland County Case Counts*

Total and trendline of Oakland County Cases in 0-19 (or 5-19) Age Group

14-Day Average of New Cases within the Troy School District boundaries (per 10,000 residents)

Healthcare Capacity Strength/Percentage of Cases Hospitalized in the Last 14 Days

All data sets above can be found at <https://www.oakgov.com/covid/resources/education/Pages/data.aspx> and under the “Current Cases by School District” tab: <https://www.oakgov.com/covid/casesByZip.html>

Also key to our mitigation efforts is a close monitoring of the CDC Transmission Rate in our area: <https://covid.cdc.gov/covid-data-tracker/#county-view>

This CDC Transmission Rate is a key factor in the OCHD Health Order and has a big impact on our mitigations effort. The CDC Transmission Rate is based on our first two metrics listed (and starred) above.

**These are the primary metrics used in safety and mitigation decision making.*

LEARNING MODEL

The Troy School District believes that it is important for our students to learn in-person, in our classrooms whenever possible. This benefits students academically, socially and emotionally. TSD will return to a traditional school day at all levels, which includes a six-period day at the secondary. Specials will take place in-person at elementary.

If families have unique circumstances where in-person learning is not comfortable for their students, we do have limited virtual options. Students who choose the virtual option must commit for a semester (at the secondary level, anything less than a full semester does not earn credit for the course.) Please contact your building principal for more information on a virtual option.

MITIGATION MEASURES TO PROTECT HEALTH AND SAFETY

There will be many layers of protection for students and staff in place for the 2021-22 school year. Depending on changing COVID-19 conditions in our area, we will either implement additional mitigation measures or remove some throughout the school year. Any changes will be published on our website and communicated to families in advance. Below is a quick summary of mitigation efforts currently in place. Detailed information is outlined in this Family Guidebook.

Masks/PPE	Required for all students and staff in our buildings. Masks are also required on all school buses, per federal order. Masks are not required outdoors.
Physical Distancing	Students will be spaced as far apart as possible and alternate space will be used where feasible. No minimum distance can be guaranteed.

Daily Health Screening	Parents are expected to check their students daily for any symptoms of illness and keep them home if symptoms are present. No online screenings will be required at this time.
Vaccinations	TSD strongly encourages all eligible students and staff to be fully vaccinated. Opportunities for younger students to be vaccinated as soon as they become eligible will be communicated.
Ventilation	TSD will continue to utilize our upgraded ventilation systems to ensure that outside air is circulated throughout our buildings continually throughout the day. Windows will be lowered on buses when weather permits to increase flow of outside air.
Illness	Students and staff must stay home when sick. All absences should be reported through our attendance systems. Any symptoms that could be COVID-related should be reported to schools.
Cleaning & Disinfection	Cleaning of all buildings, using EPA-approved products, will occur on a daily basis. If a COVID case is identified in a classroom, that area will be disinfected overnight.
Quarantine	OCHD will work with TSD to issue quarantine. Seating charts will be used in all buildings. With universal masking, close contact distance will be reduced to 3 feet. Fully vaccinated students and staff do not need to quarantine, absent any symptoms.
Lunch	Students will be spaced as far apart as possible. At the elementary level, students will be seated with their classroom cohort but cohorts will not be used at recess. At all levels, alternate space will be used where feasible. Outdoor space will be used for lunch when weather conditions permit and proper supervision can be ensured.
International Travel	There are currently no quarantine requirements on international travel. We urge all families who travel both internationally and domestically to use caution and monitor your students for illness.
School Day	TSD will return to a traditional school day at all levels, which includes a six-period day at the secondary. Specials will take place in-person at elementary. Field trips will be approved at the discretion of administration. Building-wide assemblies will be avoided, but grade level meetings at secondary will be allowed, utilizing

	large spaces and as much distance between students as possible. Outside events such as Field Day, Fun Runs, etc. will be held.
Instrumental & Vocal Music	Bell covers will be provided for musical instruments. Specialized cone-shaped masks will be provided for choir and vocal music classes.
Athletics	TSD will follow MHSAA for rules on athletic competitions and practice. We encourage all student athletics to be fully vaccinated to avoid quarantine when exposed.
Visitors to our Schools	Visitors to our schools will be limited. Parents with appointments (IEP meetings, meetings with teacher or administrator, etc.) will be welcomed into buildings. Until the COVID-19 data improves, nonessential visits (to eat lunch with a student, for example) will not be permitted. Volunteer protocols are being developed. Large scale events where large members of the public would attend, such as curriculum nights, will be virtual.
Handwashing & Hygiene	Proper handwashing and hygiene will be emphasized and encouraged. Supplies, such as soap & hand sanitizer will be provided.

WHAT ARE THE SYMPTOMS OF COVID-19?

Symptoms may appear in 2-14 days after exposure to the virus. Common symptoms are:

- Chills/Fever (100.4 degrees or higher)
- Muscle or body aches
- Congestion or runny nose
- New loss of taste or smell
- Shortness of breath/difficulty breathing
- Cough
- Sore throat
- Fatigue
- Diarrhea (2x in 24 hours)
- Nausea/vomiting (2x in 24 hours)

STUDENT AND FAMILY RESPONSIBILITY COMMITMENTS

PARENT/GUARDIAN RESPONSIBILITIES FOR RETURN TO IN-PERSON LEARNING

Recognizing that face-to-face instruction during a pandemic comes with the shared responsibility to protect the health and safety of all students and staff, strict adherence to certain guidelines are necessary. Parents/Guardians who choose to have their students return to in-person learning, agree to:

Monitor the health of your student on a daily basis. Although we are not currently requiring an electronic check-in, families should be observing their students before sending them to school. It is very important that students be kept home if they exhibit any potential symptoms of COVID-19.

In addition, families must:

- Notify school principal immediately if anyone in the household exhibits symptoms or tests positive for COVID-19
- Adhere to guidance from the Oakland County Health Division regarding self-quarantine for exposure to COVID-19, whether that exposure is in school or outside
- Abide by all protocols and procedures outlined by the Troy School District, including requiring students to wear masks at all times* and other mitigation efforts.

These procedures are subject to change as conditions best practices evolve. Parents and students will be notified of any changes. Families and students who choose not to follow these requirements will exercise alternative options, which could include learning in a virtual environment.

**see section on Personal Protective Equipment - Masks for information on “mask breaks” and rare exceptions to our mask policy.*

STUDENT RESPONSIBILITIES FOR RETURN TO IN-PERSON LEARNING

Students who return to in-person learning must follow the protocols and procedures outlined by the Troy School District, including wearing a mask at all times*, other mitigation efforts and behavioral expectations. *These procedures are subject to change as conditions and best practices evolve. Families and students will be notified of any changes. Those who choose not to follow these requirements will exercise alternative options, which could include learning in a virtual environment.*

DIFFERENCES BETWEEN VACCINATED AND UNVACCINATED PERSONS

The CDC and OCHD outline several differences in protocol between fully vaccinated and unvaccinated people.

A person is considered fully vaccinated 2 weeks after their second dose of the Pfizer or Moderna COVID-19 vaccines, or 2 weeks after the single-dose Johnson & Johnson COVID-19 vaccine.

According to the CDC, fully vaccinated people are less likely to contract COVID-19 and less likely to have a case requiring hospitalization if they do contract it (this includes the Delta and other known variants.) We encourage all eligible students, staff and families to become vaccinated as soon as they are eligible.

Fully vaccinated persons:

Fully vaccinated persons do not have to quarantine when exposed to COVID-19, as long as they do not have symptoms. This means if your student is identified as a close contact of a COVID case in school, they can continue to come to school as long as they do not experience symptoms.

SAFETY PROTOCOLS & SYMPTOMS TO WATCH FOR

In order to continue to keep cases from spreading within schools, we will again use a two category "Symptom Check" developed by the OCHD and CDC. Families should use the following criteria to determine whether to send a student to school. We will use these same criteria when sending a symptomatic student home:

There are two categories of symptoms to look for and different requirements to return:

If students/staff experience ONE symptom in the first category (new cough, shortness of breath, difficulty breathing, new loss of taste or smell), you must keep them home AND have a negative COVID-19 test to return or have them stay home for a full 10 day isolation period, be fever free without medication and symptoms must have improved to return.

If student/staff experience TWO symptoms in the second category (Fever of 100.4 degrees or higher, chills, muscle aches, headache, sore throat, fatigue, diarrhea, nausea or vomiting, congestion or runny nose) you must keep them home AND have a negative COVID-19 test to return or have them stay home for a full 10-day isolation period, be fever free without medication and symptoms must have improved to return.

NEW: If students/staff experience **ONE** symptom in the second category (except a fever or vomiting,) they can attend school, but we ask that you keep a close eye on them to see if other symptoms develop. Students/staff with a fever or vomiting may return to work/school after being fever/vomit free for 24 hours without taking fever reducing medication and symptoms have improved. A negative test is not required for one symptom provided the above applies.

SYMPTOM CHECKER

CATEGORY 1

New cough
Shortness of breath
Difficulty breathing
New loss of taste or smell

CATEGORY 2

Fever of 100.4 degrees or higher
Chills
Muscle aches
Headache
Sore throat
Fatigue
Diarrhea
Nausea
Vomiting
Congestion
Runny nose

1. **NO RAPID TESTS:** We do not accept Rapid Tests as proof that someone does not have COVID-19. In order to provide proof of a negative test, you must have a PCR test.
2. **ALTERNATIVE DIAGNOSIS (UPDATED):** If a student is sent home with COVID related symptoms and not tested for COVID, an alternative diagnosis may be accepted if the student is seen in-person by a physician and a clear and current diagnosis is written that would explain the symptoms (i.e. strep, mono, etc.)
3. **SIBLING POLICY:** If a student stays home or is sent home with COVID-related symptoms, ALL SIBLINGS of that student who are not vaccinated must go home/stay home until the results of a PCR test come back negative. If a parent or anyone living in the same home has COVID-related symptoms and is awaiting the results of a COVID test, all students from that home should stay home until the results of the PCR test come back negative. Families in both scenarios must provide proof of negative results. Vaccinated siblings can remain in school if they have no symptoms.
4. **MUST REPORT ABSENCES/CHANGES TO SCHOOL:** If your student is supposed to attend in-person on any given day and does not, YOU MUST CALL THE ATTENDANCE LINE at your student's school and list the symptoms your student is experiencing and why they are not in school.

If students are not attending in-person because they are self-quarantining due to exposure outside school, you must call in and let the school know.

If the school advised your student to self-quarantine, you do not need to call in.

Important—we do not want anyone coming to school with any illness for any reason. Absences will NOT be counted against any student, provided the work is made up/done.

5. **SHORTENING QUARANTINE:** Per updated CDC guidelines, there is a testing option to shorten a quarantine. Please see the following section for more information.

QUARANTINE AND ISOLATION

Fully vaccinated people do not need to self-quarantine if they have no symptoms. Those who have tested positive for COVID-19 in the last 90 days do not have to quarantine. In either case, proof of vaccination status or a lab test of a positive result is required.

If an unvaccinated student or staff member is identified as a close contact to someone with COVID-19 but has no symptoms, they should **SELF-QUARANTINE for 10 days after the last day of exposure** (the count starts with the next day—student returns to school on day 11.) *Please note that this time frame is set by the OCHD and can change due to variants or other factors in our area.*

SELF-QUARANTINE means you must:

- Stay home 24/7 for 10 days
- Watch for symptoms and maintain physical distance (at least 6 feet) from others at all times.
- Check and record your temperature 2x a day

SHORTENING QUARANTINE PERIOD: Per the CDC, you may shorten the time you need to self-quarantine to 7 days if you receive a negative PCR COVID test on day 5 or later. This means you can get a test (again, on day 5 of self-quarantine or later) and then return to school and normal activity on day 8, provided you have no symptoms. Anyone with symptoms should stay home.

New NOTE: Daily Quarantine Test Out Program

As we continue to work toward our goal of keeping healthy students in seat as much as possible, we have the opportunity to join a Michigan Department of Health program that allows asymptomatic, unvaccinated students who are identified as close contacts to be tested every day and remain in school during quarantine. This program is fully voluntary, but it gives families one more option to cut down or eliminate missing instruction due to exposure in school.

HOW DOES THIS PROGRAM WORK?

- This is a FREE daily testing program. Your student would come to the testing center every day before school through DAY 7 after exposure. This does not mean that your student would be tested for seven days—most students will be tested fewer days because we often find out about a positive case a couple of days after exposure.
- If DAY 7 were to occur on a weekend, the student would be required to come on the following Monday to complete the program. For this pilot program, we will confirm the last day of testing for each student when you come to the testing center tomorrow or Friday. For any future exposure, you will receive these dates when students are notified of exposure.
- **Each day after students are tested, they will receive a pass and be able to go to school that day. See reporting times below for each school—students should report no earlier than the time listed.**
- This is ONLY for students who are asymptomatic. If your student has or develops any symptoms, they cannot come to the testing center. We advise that you get a PCR as soon as possible if your student has symptoms.
- A parent or guardian must accompany the student and sign a consent form to participate (*the form is attached so that you can print it and bring it with you. We will also have copies on hand at the center if you do not have access to a printer. The form only needs to be signed once.*)
- This is a rapid test (which means it doesn't go quite as far into the nasal cavity). It is self-administered. This means that—under the supervision of our staff—your student will swab their own nose. Parents of younger students will swab their student's nose.

HOW DO I KNOW IF MY STUDENT IS ELIGIBLE?

- Any TSD students who are in quarantine from in-school exposure are eligible for this MDHHS program. Unfortunately, we cannot test parents, other siblings or students exposed in non-TSD activities, like travel teams or dance classes.
- Household contacts (students living with a sibling or parent who tested positive for COVID) will still serve the 10-day quarantine period of the sibling, but are eligible to begin the test out program on Day 11, which will cut the 20-day quarantine that exists

now in half. If this situation applies to you and you are receiving this, then your student is eligible to come to the testing center tomorrow.

CAN I JUST TEST ON MY OWN AT A LOCAL PHARMACY OR HOSPITAL? WHAT ABOUT A HOME TEST?

- At this time, our daily testing program requires you to come to our testing center so that we can accurately communicate your results to your student's school. MDHHS rules for the program require that we follow their guidelines and report positive cases within four hours. In addition, tests must be done the same day as the student wishes to enter school and there are very few outside testing centers open in the early morning hours. We cannot verify the results of home or outside tests.

I'M INTERESTED IN THIS FOR MY STUDENT IN QUARANTINE! WHERE SHOULD I COME AND WHEN?

- No appointment is necessary but please be patient—there may be a wait during busy times.

The testing center is located on the west side of the **Troy Learning Center, 1522 E. Big Beaver Road.**

- Please park in the lot on the west side of the building. Look for the orange cones and a door marked "Testing Center." You will enter through that door only. Please do not enter through the main doors.

The Testing Center will be open from 6:45am to 9:30am. You are welcome to come at any time, but in order to keep the wait to a minimum, we ask that high school students come between 6:45 and 7, middle school students come between 7-8am and elementary students come between 8-9am, if possible.

- When your student is done with testing, you will leave the testing center but should wait to arrive at your student's school until the times listed below. This will allow us to process and communicate each result to the schools and streamline the process of checking in at your main office. These times may change as we see how many students participate—your school would communicate any changes.

HIGH SCHOOLS:

ATHENS & TROY HIGH: **7:35am**

INTERNATIONAL ACADEMY EAST **8:00am**

TROY COLLEGE AND CAREER HIGH SCHOOL: **8:00am**

TROY CENTER FOR TRANSITION

TCT: 8:15-8:45am

MIDDLE SCHOOLS:

BOULAN PARK & LARSON: **8:10am**

SMITH & BAKER: **8:35am**

ELEMENTARY SCHOOLS:

BEMIS, HILL, MARTELL, TROY UNION, WASS & WATTLES: **9:00am**

BARNARD, COSTELLO, HAMILTON, LEONARD & MORSE & SCHROEDER: **9:40am**

PRESCHOOL

TROY PRESCHOOL: **9:30am**

Preschool, Elementary and Middle School parents must walk their students into their school with the testing center pass (please follow your school's procedures, many schools will have parents remain in the vestibule.) Your student will give their name and the pass dated that day. The office staff will verify the student's negative result and welcome your student to school for the day. TCT/High School parents do not need to enter the building but should remain in the parking lot for five minutes to ensure that the results are in and your student doesn't have to go back out to the car to wait.

HOUSEHOLD CONTACTS

If a student or staff member TESTS POSITIVE for COVID-19, they must **ISOLATE** for a minimum of 10 days from symptom onset or test date.

ISOLATION involves everything that quarantine does, but in addition, it also means you must stay away from other family members. The OCHD says someone in isolation should try to:

- Stay in a separate room from other household members.
- Use separate bathroom if possible. If sharing a bathroom, keep toothbrushes separate and disinfect all surfaces after each use.
- Avoid sharing personal items like dishes, drinking glasses, cups
- DO NOT eat, hang out or spend time in the same room as others

NEW: COMPLETE ISOLATION IS NOT POSSIBLE WITH HOUSEHOLD MEMBERS

In the vast majority of cases, especially with siblings and parents caring for young children, isolation for a full 10 days is not possible. Due to the increased contagiousness of the Delta variant and the number of siblings testing positive, we must now assume that students and staff cannot isolate completely for the complete 10-day period when a family member tests positive.

Under the OCHD/CDC rules, this means that every unvaccinated student/staff member must stay home for the COVID-positive person's

10-day isolation, THEN begin a 10-day quarantine. The OCHD explains the reasoning behind this is that every family member is continually exposed for the entire 10-day isolation period, and then can have their own illness appear up to ten days later.

The result of this is that that siblings and children of COVID-positive people will be out of school (and in their homes) for a minimum of 20 days, unless they are fully vaccinated. **UPDATED 12/8:** Siblings can begin the daily test out program after the original 10-day quarantine. Daily testing for siblings begins on Day 11.

TRAVEL

UPDATED: Currently there are no quarantine requirements on international or domestic travel. We urge all families who travel both internationally and domestically to use caution and monitor your students for illness.

Quarantine requirements for travel are subject to change throughout the year.

QUARANTINE LEARNING PLAN

UPDATED: The Troy School District recognizes the importance of continuing student learning while quarantined or a longer-term illness. We believe it's important to offer meaningful opportunity to connect live on daily with school and get academic assistance with questions about assignments. It will look a little different at elementary and secondary, due to the developmental stage of the learner and the ability to work independently. Both plans will involve the use of Wellness Coordinators, who will support students while out on quarantine. The classroom teacher (at every grade level/subject) is ultimately responsible for students in their classroom. The Wellness Coordinator works in conjunction with the classroom teacher. This program is supplementary and an additional resource for students.

ELEMENTARY

At the elementary level, classroom teachers will post all materials and assignments on Schoology. Wellness Coordinators at the elementary level will consist of one teacher at each grade level. Students who are on quarantine or out with a long-term illness will be given a zoom link to be able to access the WC's classroom to view live instruction at various points throughout the school day. The WC will also be available for an hour before or after the school day to answer questions or tutor students who are quarantined. Please note that the Wellness Coordinator may not be your student's

classroom teacher. His/her classroom teachers will be available to connect via email as well.

UPDATED STAFFING NOTE: We have hired Wellness Coordinators at all grade levels now and the program is up and running to support students.

SECONDARY

At the middle- and high- school levels, assignments and materials will also be posted to Schoology by classroom teachers. Secondary Wellness Coordinators will consist of one teacher per core subject area (Math, English, Science, Social Studies.) At the secondary level, each wellness coordinator will be available live on zoom for one class period per day, and students on quarantine can log in to that class for support and direct assistance for each subject area. Schedules will be released during the second week of school, but the WC schedule will operate much like a regular school day, with core classes only. For example, Math might be first period, English second, and so on. Students can complete work on their own if they choose not to zoom in, but this opportunity will be available in each school for all students on quarantine or a long-term illness. The students' scheduled classroom teachers are available for questions and support via email

We understand that this plan may not be perfect for all students, but it provides an opportunity for families who need a meaningful experience due to long term illness or quarantine, ensures a healthy school environment that promotes wellness for all and supports students' academic and social-emotional well-being. As the year progresses, we will continually assess the quarantine learning plans to see if tweaks are needed.

PERSONAL PROTECTIVE EQUIPMENT – MASKS, PLEXIGLASS, ETC.

In order to protect the health and safety of our school community, all students, staff and visitors in preschool through post-secondary programs must wear a face mask inside school buildings and while riding the bus. This includes extra-curricular activities and clubs.

Face shields, bandanas and neck gaiters are not an acceptable substitute for a face mask. Masks must meet the CDC recommended standards, fit tightly, be made of tightly woven fabric and cannot have vents, holes, mesh or other areas where light can easily pass through.

Teachers and staff will be encouraged to give short “mask breaks” using outdoor spaces. If you have questions or concerns about mask breaks, please contact your child’s teacher or building principal.

Staff and students will be expected to provide their own face masks. Handmade cloth masks should be washed daily. Disposable masks should be thrown away. Students who forget their mask will be issued a disposable mask for the day.

Students who intentionally attempt to remove or interfere with the mask of other students or staff will be subject to discipline, which could include the requirement to transition to virtual learning.

Rare exceptions to the mask requirement may be made for students with documented medical disabilities that make it impossible to wear one (i.e. students who cannot physically remove a mask themselves, etc.) Families are encouraged to have all students practice wearing masks to build tolerance. If you believe that your student qualifies for a medical exemption, please contact the superintendent’s office for documentation requirements before contacting your physician to ensure you have the correct paperwork. No other exceptions will be considered.

PLEXIGLASS DIVIDERS

In classrooms, every effort is made to have all students face the same direction and no plexiglass dividers will be placed on student desks or workstations. However, teachers will all have the option to use a plexiglass divider when working in close proximity to students (during writing conferences, for instance.)

HYGIENE

Buildings will be provided with adequate hand washing and hand sanitizer stations in hallways, lunchrooms, bathrooms, etc.

Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked as necessary.

Hand sanitizer will be available in all classrooms and in the main office and will be supplied by the TSD. Families may be asked to send in additional donations of hand sanitizer as the year progresses.

Hand-washing reminders and hand-washing breaks will be instituted in all buildings.

SPACING, MOVEMENT AND ACCESS

The Troy School District will physically space student desks and workstations as far apart as possible. The 2021-22 Michigan Department of Education requirements (180 days of school/1098 hours) means that our classrooms will return to their typical numbers. This means a specific distance between students is not always be possible, but we work toward three feet whenever feasible.

Where possible, all student workstations will be placed so that students are facing the same direction. The following are examples of secondary and elementary classrooms set up with three feet between students:



Figure 1 Secondary Classroom



Figure 2 Elementary Classroom

Some elementary classrooms have workstations that are shared between two or more students. We will work with individual classrooms to make best use of available space, including swapping out furniture to better accommodate physical distancing between students:



CLEANING AND DISINFECTING PROTOCOLS

Recent CDC guidance outlines that COVID-19 is transmitted primarily through the air and not on surfaces.

Cleaning of all buildings, using EPA-approved products, will occur on a daily basis. If a COVID case is identified in a classroom, that area will be disinfected overnight.

Vectorfog disinfecting fog machines have been purchased and are in place for use in each school building should a COVID case occur: https://youtu.be/mx3_0TR57Jc



ARRIVAL, SIGNAGE AND HALLWAY PROTOCOL

Signage is in place at each school building to remind students and staff to physically distance, wear masks and use good hygiene. Visitors to all buildings will be limited, but volunteers may be utilized in restricted numbers based on current conditions.

At the secondary level, lockers will be in use this year.

Parents of secondary students should understand that social distancing may not be possible in the hallways between classes, but that passing time would not be considered “close contact exposure” as defined by the OCHD standard of 15 minutes of contact within 3 feet (see section below on protocol for suspected COVID cases.)

HVAC AND BUILDING VENTILATION

The Troy School District has invested over \$10 million in the past six years in heating, ventilation, and air conditioning (HVAC) systems in all our schools. This investment, along with other infection control measures including physical distancing, handwashing and face masks, can help mitigate the spread of COVID-19.

Here is why: Unlike your home heating and cooling systems, which kick on only until a set temperature point is reached, our HVAC systems run continuously during building operating times to ensure constant air movement and air exchange. TSD HVAC systems are designed to continually bring 20% of fresh outside air into the buildings at all times. The EPA says proper ventilation with outside air is critical to reducing the concentration of airborne contaminants indoors, including viruses.

Your home HVAC system circulates the same air inside your home over and over--it does not bring in fresh air, which is why some homeowners buy portable units with HEPA filters or UV lights in an attempt to trap contaminants or sanitize the air.* TSD HVAC systems do not use HEPA filters because they offer too much resistance and would not allow as much outside air in the building. Instead, our HVAC systems use minimum efficiency reporting value (MERV) filters with ratings of 8 to 13, which still filter contaminants but provide significantly more continual fresh air.

** It's important to note that HEPA filters are not a fail-safe solution when it comes to COVID-19, however. These filters are designed to trap 99.97% of particles that are 0.3 microns. This means that not all viruses can be contained with HEPA filtration. COVID-19 particles are spherical particles with a diameter of 0.125 microns. The smallest particles are 0.06 microns and the largest are 0.14 microns. HEPA filters are also less effective in spaces where there is continuous activity (i.e. doors opening/closing or people moving in/out).*

BUSING AND STUDENT TRANSPORTATION

Maintaining a specific distance between students is not possible on TSD-provided bus transportation. Families who choose to utilize transportation recognize that students will likely be in closer proximity for certain time periods during the bus ride, though every effort will be made to physically separate students as much as possible. Seating charts may be utilized to aid in contact tracing.

Students will be required to wear masks at all times on bus transportation, in accordance with federal order. Disposable masks will be provided for those who forget.

Windows on all buses will be open, weather permitting.

LUNCH / FOOD SERVICE

Lunches are free of charge to all students this year, thanks to a USDA grant. Students are still welcome to bring their own lunches, provided they meet the allergy requirements of individual schools.

We strongly encourage all families of students who would typically be eligible for free and reduced lunch to fill out a Free and Reduced Lunch application: . Filling out this application means you could be entitled to other benefits, including free or reduced student participation fees, pandemic-EBT and other supports.

Students will eat lunch in school cafeteria. Utilizing outdoor space to eat will be encouraged, provided weather permits and there is adequate supervision. Alternative space to spread out students for lunch in secondary buildings will be used when possible. Elementary students will be seated at lunch with their class cohort.

Questions about lunch configurations and procedures should be directed to the building principal.

RECESS / OUTDOOR BREAKS

Weather permitting, all students in elementary school will participate in outdoor recess. At this time, student will not be cohorted at recess and masks will not be required.

Teachers in all grade levels in all schools will be encouraged to take students outside for mask breaks.

COVID-19 CASE PROTOCOLS

All protocols for suspected or positive cases of COVID-19 were developed in conjunction with the Oakland County Health Division for the purpose of preventing community spread and protecting our students and staff.

Each incident will be handled on a case-by-case basis by the Oakland County Health Division. The following is a typical outline for what will happen if a case is reported, but please be aware that, depending on the outcome of the investigation, the Oakland County Health Division may decide to have larger groups of people self-quarantine, including entire classrooms or school buildings.

PROTOCOL FOR SUSPECTED CASES OF COVID-19 IN THE CLASSROOM

If a student experiences symptoms of COVID-19 during the school day, the student will be removed from the classroom and placed in a separate room. (See page 7 for specific symptoms and requirements)

Parents/Guardians will be notified and must make arrangements to pick the student up immediately. A staff member will be monitoring the room, but parents should be aware that other students with similar symptoms will be waiting in the same room.

Parents will be advised to call your health care provider and arrange for a COVID-19 test. (Testing appointments and locations through the Oakland County Health Division can be found here—and are available to all adults and any student under 18 who is experiencing symptoms: <https://www.oakgov.com/covid/best-practices/sick-caring/Pages/testing.aspx>)

Students who are sent home with symptoms of COVID-19 must remain at home until one of the following:

- 1) The student can produce proof of a negative PCR COVID test OR
- 2) 10 days have passed since symptom onset and at least 24 hours without fever reducing medicine.

UNVACCINATED SIBLINGS/FAMILY MEMBERS MUST QUARANTINE/ISOLATE AT HOME WHILE WAITING FOR A FAMILY MEMBER'S TEST RESULTS.

If the original student tests positive, see the protocol for positive cases below.

PROTOCOL FOR PARENTAL/GUARDIAN REPORTING OF COVID-POSITIVE CASES

Parents/Guardians of students who test positive for COVID-19 must notify their building principal immediately with a phone call to the school. Please indicate to the secretary that you must talk to the principal or other administrator on an urgent matter (do not leave a message.) In the rare event where a parent finds out after hours, he/she should send an email to the principal immediately and follow up with a phone call in the morning if the principal has not yet contacted them. This applies whether the student was sent home from school or was tested for another reason.

The privacy of the student will be protected, and his/her name will not be released, except to the OCHD and to school officials who will be responsible for facilitating the student's return to school. This could include the child's teacher and/or a designated staff member.

Students who test positive must follow the recommendation of the OCHD and self-isolate for a period of 10 days after the onset of symptoms or after a positive test result, if asymptomatic.

PROTOCOL FOR NOTIFICATION OF PRESUMED COVID-POSITIVE CASES

When a parent notifies the TSD of a positive COVID-19 result, we must notify the Oakland County Health Division, who works with the TSD immediately begin work to verify the result and work with us on contact tracing.

Using classroom seating charts, we will communicate to the OCHD which students sit within three feet of the student who tested positive. These students are considered close contacts, as defined as within three feet for 15 minutes or more.*

*Because every student and staff member in school will be fully masked, we are able to use the 3-foot distance for quarantine. If we did not have universal masking in place, we would be required to use a 6-foot distance for quarantine, resulting in many more students required to stay home from school.

CLOSE CONTACT: If YOUR child is identified by our seating charts as a close contact in our buildings, your building principal or designee will inform you. This notification will come as an email, but you will be alerted to check your email through either a phone call or text message. It is important that families check email when this occurs, as students who are identified as close contacts cannot return to school until their quarantine is over.

Due to privacy laws, you will not be given the name of the student or staff member who tested positive. You will be given instructions on how to begin a 10-day self-quarantine (see section on quarantine for shortened quarantine option.) We expect that the OCHD will follow up with additional information.

Both our TSD teams and OCHD investigators may identify additional students as being in close contact. These could include students who rode the bus together or had contact outside of the school day. If you have been notified by the OCHD that your child has had close contact with someone who tested positive, you must notify your building principal.

All students who are verified as having close contact with a COVID-positive person must follow the recommendation of the OCHD by self-quarantining for a period of 10 days and watching for symptoms. (Please see quarantine section for information on requirements and the option to shorten quarantine.)

SCHOOL CASES (UPDATED): All cases of COVID-19 will be posted on the TSD website COVID dashboard in a timely manner. Only families of students who are close contacts will be personally notified of a case in the school building. All other families should regularly check the COVID-19 dashboard on the TSD website to see a list of cases in each building. Only students who are close contacts need to take any action. No other students or staff need to self-quarantine. But all families should keep a close eye on their students for any symptoms. Please note that we do not receive notification of students who are learning virtually, contract COVID over school breaks and cannot inform parents or staff of those results.

VISITORS, GATHERINGS AND EXTRACURRICULAR ACTIVITIES

Visitors to our schools will be limited. Parents with appointments (IEP meetings, meetings with teacher or administrator, etc.) will be welcomed into buildings, though virtual meetings will be encouraged when possible. Until the COVID19 data improves, nonessential visits (to eat lunch with a student or walk a student into the building, for example) will not be permitted. Protocols for volunteering in schools are being developed. Large scale events where large members of the public would attend, such as curriculum nights, will be virtual.

Parents who must drop off items for students will do so by leaving the item in the vestibule with the student's name on it and notifying the school secretary using the intercom. No restaurant food deliveries or other outside deliveries to students are allowed.

Field trips will be allowed using the existing process of approval of administration. All field trips will be evaluated for safety and protocols. Building-wide assemblies will be avoided, but grade level meetings at secondary will be allowed, utilizing large spaces and as much distance between students as possible.

Outside events such as Field Day, Fun Runs, etc. will be held. Extra-curricular clubs and activities will meet in-person.

At this time, all traditional activities (Homecoming, etc.) will take place as scheduled, though alternate locations may be utilized.

ATHLETICS

Athletics will follow the guidelines set up by MHSAA for both practices and competition, as well as applicable OCHD Emergency Health orders.

UPDATED: As of 8/29/21, due to the OCHD order, all athletes, coaches, staff and spectators inside our buildings will wear a mask while participating in or attending indoor sporting events or practices in the TSD. For more information on regulations and protocols governing athletic activities, please contact your child's coach or athletic director.

Parents of student athletes who test positive or become symptomatic for COVID-19 should remind the principal of their participation on a team when reporting the case, and also inform their coach. Coaches/athletic directors will coordinate with the building principal to ensure that appropriate teammates are notified.

COVID-19 CASES IN SCHOOL AND OAKLAND COUNTY DATA

Parents and staff should be aware that, despite strict health screenings, we will have cases of COVID-19 in our buildings. We cannot mandate isolation outside our schools, so our goal is to mitigate community spread (the transfer of COVID-19 from one person to another) inside our schools.

We were successful in 2021-22 in mitigating spread within our schools because of the cooperation of our families, students and staff. In order to be successful this year, especially with the Delta variant as the predominant variant in our area, we again need our community's help in preventing spread both outside and inside our schools.

If you want to keep up to date on COVID cases in our schools and the data metrics we watch within the county, we have a dedicated page on our website (www.troy.k12.mi.us)

Finally, we ask that all families take precautionary measures in their own lives. Our schools are a reflection of our community, and we need your help in keeping in-person learning as safe as possible.

We are also acutely conscious of the mental health challenges that students can experience during this pandemic. Our school psychologists, counselors and social

workers are here to help if you need it (reach out to your principal or use the TSD Cares link on the district website.) The OCHD has helpful resources for anyone experiencing stress, anxiety and mental health issues: <https://www.oakgov.com/covid/best-practices/mental-health/Pages/default.aspx> If you notice anything changing with your child, contact their healthcare or mental health provider. Oakland Community Health Network has a crisis hotline open 24/7: 800-231-1127.

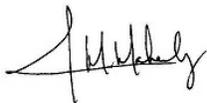
As we have said since the beginning, the data and guidance from public health experts will guide our decisions to shift the dial in terms of mitigation efforts. We are grateful for our partnership with our families as we all work through these difficult times to keep students and staff safe & keep learning intact. We are committed to keeping you informed every step of the way.

CONCLUSIONS & NEXT STEPS

It is understandable that additional questions will arise as the school year continues. We are committed to communicating with you on a regular basis but please feel free to reach out to your building principal or central office administrator at any time. All updates will be posted on our website under the COVID-19 heading on the TSD website: www.troy.k12.mi.us.

This guidebook will also be updated as necessary and posted in the same section on the website.

As always, we appreciate the support of our entire ONE Troy community.

A handwritten signature in black ink, appearing to read "J. Kelly".