

# **Franklin Pierce School District**

## **Exposure Response Plan for COVID-19 and Other Outbreaks**

A large red square containing the text "FRANKLIN PIERCE SCHOOLS" in white, bold, sans-serif capital letters, stacked in three lines.

**FRANKLIN  
PIERCE  
SCHOOLS**

## **Outbreak Response Plan – Preamble**

The key to controlling infectious disease outbreaks in a school setting is to have a robust system of reporting and outbreak response that involves District/School Administration, Parents or Guardians, Students, Student Health Services Staff, School Facilities Staff and Local Health Officials. Spread of illness is controlled by early detection, isolation, treatment, diagnosis, and sanitation. Detection of outbreaks is best accomplished by careful monitoring of reports of illness to determine if reported symptoms are above baseline or normal expectations. It is important that Parents or Guardians, Students and Staff are forthcoming with enough information initially to allow Franklin Pierce District Administration and Local Health Officials to determine whether there is a potential outbreak. Follow-up with remedial measures is crucial once an outbreak is determined.

In Pierce County, aberrations of illness data are noted through a collaborative effort with the Franklin Pierce School District (FPSD) and Tacoma-Pierce County Health Department (TPCHD). When TPCHD declares an outbreak, guidelines are provided by the Epidemiologists to the Franklin Pierce School District. Outbreak protocols are then implemented by FPSD. Isolation of symptomatic individuals who are potentially contagious is the primary measure for removing the illness from the school and is initially accomplished by on site staff. Exclusions are a necessary extension of this measure to provide assurance that recovery and shedding of active causative agent are complete prior to student or staff returning to school. The FPSD and TPCHD work together to ensure that the exclusions are followed.

During an outbreak that is relatively large or has an unknown etiology, the TPCHD Communicable Disease Program works to determine the potential cause of the outbreak to include isolation of infectious agents through sample and analyses. Positive tests, with the individual names, are reported to FPSD and subsequent actions are taken specific to the known cause to include follow-up with FPSD on exclusions and FPSD Facilities Staff on augmentation to site sanitization if necessary.

Epidemics have occurred in communities and spread in schools in the United States in recent years to include Influenza, Norovirus, Pertussis and Varicella. On March 11th, 2020, the World Health Organization (WHO) declared a Global Pandemic due to spread of Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2) which causes Coronavirus 2019 (COVID-19) and a rare condition of Multisystem Inflammatory Syndrome (MIS-C) in children. The community spread of the SARS-CoV-2 has resulted in closure of schools nationwide including Pierce County. It follows that success to effectively managing outbreaks of COVID-19 and other illnesses in Pierce County Schools requires the development and implementation of a comprehensive Exposure Response Plan.

## **Plan Administration**

Franklin Pierce School District and Tacoma-Pierce County Health Department will coordinate review, revision, and re-promulgation of this Outbreak Plan annually or when changes occur, such as lessons learned from exercises or events.

## Record of Plan Reviews and Changes

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## **Plan Overview and Contents**

The purpose of this plan is to provide a framework for exposure response at Franklin Pierce School District staff. The execution of the plan requires the collaborative efforts of Franklin Pierce School District and Tacoma-Pierce County Health Department. By design, the plan must be adaptable and subject to review as information is updated on various types of illnesses and outbreaks and how to best handle them. The essential components of the plan are as follows:

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## **Reports of Illness**

### **A. Training School Staff on Incoming Illness Reports**

Training of staff is an essential process with the understanding that district-wide exposure response protocols may be in place during pandemics like COVID-19 or during other nationwide, statewide or local outbreaks that may or may not be linked to an individual school. For the individual school site, absences are typically reported by a Parent, Guardian, Staff Member or Student either by phone or electronically. Student or Staff Member may be absent for a variety of reasons. To control spread of illness it is important that a report of absence include whether the absence is due to illness and the specific symptoms. While the individual taking the report is not expected to diagnose any specific condition, it is expected that the symptoms are logged and it is most efficient if basic exclusion criteria can be conveyed to the person reporting at the initial point of contact. Additionally, there is no general expectation the person receiving the initial report of illness is a clinician and therefore training is a vital component for detecting a potential outbreak. Training essentially requires a plan for communication, scripts, and triage of illness reports. It is within the guidelines of the Health Information Portability and Accountability Act (HIPAA) for symptom information to be requested by school staff and the only way that early detection of an outbreak can happen

### **B. Triage of Illness Reports**

One of the most important aspects of training that is worth highlighting is the triage of illness reports. The objective is to be able to categorize reports into types of illness consistent with reported symptoms. The first step to triage an illness report is a basic understanding of the predominate symptoms. It is usually the first clue that there may be an outbreak. Symptoms of many illnesses tend to overlap, and some illnesses are not entirely defined only by predominant symptoms. Viruses may result in various maladies as noted with illnesses, such as COVID-19. If there is some concern with overlap it is important to contact Student Health Services staff before deciding how to triage the report.

### **C. Isolating and Sending Home Ill Students and Staff**

It is important to isolate any individual who is reported to have symptoms of illness if that individual is to remain on site for any length of time. This can be accomplished by moving the sick individual to a location that will be unoccupied during isolation, preferably in an office or room near where the individual will be exiting the school grounds. Ensure that the symptoms are logged on the illness reports for the day and that all pertinent information is filled in. Follow appropriate precautions to reduce the spread of illness to staff and students who may be in the proximity and interacting with the sick individual. Staff caring for ill persons should use appropriate medical grade PPE. While waiting to leave school, the individual with symptoms should wear a cloth face covering or mask if tolerated. Ventilation: Choose an area with sufficient exhaust ventilation and open windows if possible, to improve ventilation. Increase ventilation in the bathroom by keeping a window open and/or turning on a fan that vents to the outside. Sanitize the high touch areas and any table or chair within the space occupied by the sick individual following their departure and prior to entry of the space of other students or staff. It is recommended to stagger occupancy of isolation areas by sick individuals when possible.

### **D. Reporting Illnesses to the Pierce County Health Department**

When an Outbreak is suspected, it is imperative that a report is made to the TPCHD Epidemiology Program. The TPCHD will gather data and other information from FPSD. TPCHD will guide FPSD on the next steps based on the illnesses and potential risk.

## **II. Controls for Spread of Illness**

### **A. Exclusion of Ill Students and Staff**

Exclusion of ill individuals from school premises is necessary to ensure the safety and protect the wellness of the students, staff, and community during an outbreak. Period of exclusion depends on the specific illness and time it takes for recovery, followed by the time it takes shedding of causative agent to cease. Additionally, the extent of exclusion depends on the illness and the number of individuals exposed. Close contacts identified through contact tracing may require further exclusions which will be determined by the TPCHD. To be considered “recovered and released for in-home isolation” by TPCHD, a COVID-19 case and everyone in the household must satisfy the symptom and time-based recovery conditions. As of this writing, exclusions for COVID-19 and other commonly confirmed or suspected illnesses that have affected schools include the following during outbreaks:

#### **1. Symptomatic or Positive COVID-19/ Severely Immunocompromised or Critically Ill Positive COVID-19**

An individual with symptoms of COVID-19 or an individual who tests positive for SARS-CoV-2 is to isolate in the home, safely separated from others in the household, until the following criteria are met:

- a. At least ten (10) days have passed since symptoms first appeared; **and**,
- b. Twenty-four (24) hours have passed since recovery, defined as resolution of: o fever without the use of fever reducing medications, **and**
- c. gastrointestinal symptoms (e.g., diarrhea, vomiting); **and**,
- d. Improvement of respiratory symptoms (e.g., cough, shortness of breath).

#### **2. COVID-19 Household Contacts**

Household Contacts are those who live with a confirmed COVID-19 case. Household Contacts are to remain in the household, safely separated from the case during the case’s in-home isolation. Household Contacts must quarantine at home for 14 days following the recovery and release of the positive COVID-19 case. Household Contacts who develop symptoms or test positive for COVID-19 must follow the exclusion and isolation of a Symptomatic and Positive COVID-19 case from symptom onset. Close contacts would need to start the quarantine period over if they had close contact with the ill person.

#### **3. COVID-19 Close Contacts**

Close Contacts are those who spent fifteen (15) minutes or more within six (6) feet or less of a confirmed case when the case was considered infectious. Close Contacts are excluded for fourteen (14) days and must self-isolate for fourteen (14) days after their last exposure to the COVID-19 case. Close Contacts who are subsequently confirmed

as a COVID-19 case must follow the exclusion and isolation of a COVID-19 case from first day of onset.

#### **4. Influenza Like Illness (ILI)**

If case has a negative COVID-19 test, a positive test for ILI or other infection, and no known contact with a COVID-19 case, case will be excluded until case is symptom free for twenty-four (24) hours without the use of fever-reducing medication. Otherwise, during the COVID-19 outbreak, ILI exclusion is the same as the COVID-19 exclusion if COVID-19 is not ruled out and case tests positive for influenza.

#### **5. Gastrointestinal (GI) Illness**

If case has a negative COVID-19 test and no known contact with a COVID-19 case, case will be excluded until case is symptom free for forty-eight (48) hours without the use of fever-reducing medication. Otherwise, due to overlap of GI symptoms with COVID-19 and MIS-C in children, during the COVID-19 outbreak, GI exclusion is the same as the COVID-19 exclusion if COVID-19 is not ruled out.

#### **6. Pertussis**

Exclusion will last a minimum of five (5) days after the first dose of prescribed antibiotic treatment and case is symptom free following treatment. Unvaccinated persons are excluded for twenty-one (21) days after an exposure. If the unvaccinated person chooses to be vaccinated, the exclusion will be shortened to fourteen (14) days following vaccination.

#### **7. Other Illness Exclusions**

Following most recent protocols published by the CDC and the Communicable Disease Manual of the TPCHD.

Exclusions must be followed for the health of the individual, students, staff and community. If exclusion requires medical evaluation and clearance or Health Department oversight, TPCHD will send a letter to the school and the patient or patient's family outlining the details of the exclusion requirements. Additionally, to control spread of illness sporting events, practices, school assemblies and other after school events may be canceled. Parents or guardians with questions about exclusions may call the TPCHD. To avoid having potentially infectious students entering a classroom, FPSD District Administration will notify school administrators and teachers.

## **B. Closure of Rooms and Schools**

During outbreaks, closure of rooms and schools are sometimes necessary to reduce the risk of spread of illness. Rooms are closed based on the need to sanitize and eliminate close contact exposures. If several rooms are affected in a building, the entire building may be closed. If there is substantial risk of spread of contagion or severe illness, the school may be closed. The requirement to close and extent and length of closure of a room or school depends on the specific illness and measures that must be taken to control the spread of illness and ensure the safety of students, staff, their families and the community. The following applies:

### **1. Closure of Rooms**

For any vomiting or fecal incidents in a classroom or other areas, the classroom or area shall also be closed and sanitized prior to being reoccupied. During outbreaks, rooms may be closed by FPSD, or by FPSD pursuant to the direction of TPCHD, if cases are linked to room occupancy or if the layout of the room does not allow for adherence to CDC guidelines to control spread. In all cases, rooms must be sanitized following protocol for the specific illness.

## **2. Closure of Schools**

For any infectious disease, a school may be closed as a necessary means to control the spread of illness throughout the school site. The decision to close a school will be done under consultation with or directed by the Tacoma Pierce County Health Department

For outbreaks such as COVID-19, levels of school closure may depend on the ability to occupy the school site at a limited occupancy to provide for control measures such as six foot (6') social distancing. Sanitizing protocols will be implemented in sections of the school that are open during an outbreak. As a supplemental measure to sanitizing affected rooms and areas, increase of airflow is recommended as can be accomplished by air handling systems and opening doors and windows.

The length of closure will be determined by potential exposures as indicated by case reports and contact tracing as well as updated information from TPCHD on guidelines to reduce spread.

During school closure, it may be necessary for some facilities and administrative staff to occupy buildings. Such occupancy is allowable following guidelines to reduce exposure and spread of illness. Guidelines have been established by FPSD for staff returning to the school site during COVID-19. For other types of illness, guidelines would follow the risk of environmental spread. The risk of environmental exposures, to include airborne and surfaces varies among types of bacteria, viruses, and other causative agents. The closure of schools will likely be followed by the suspension of athletic events and school gatherings both on and off campus to control for person-to-person spread. Communication with families and the community is crucial to ensure that they understand the reason for the closure and what is being done to address the outbreak.

## **C. Determination of Cause of Illness**

Determination of cause of illness is made through matching symptoms to case definition criteria, sample results and identifying known or suspected etiology. During outbreaks, the TPCHD works as quickly as possible to identify the causative agent. Sometimes there are comorbidities during an outbreak and there may be more than one type of illness to address. Case Investigators will interview cases. It is important that contact information is provided from FPSD to TPCHD so that interviews can be conducted, and samples collected as necessary. It is also important to understand that isolation of the causative agent, or its markers, is the most definitive form of diagnosis and identifying cause. Therefore, individuals who seek medical attention are encouraged to have specimens collected by a clinician during the visit to confirm diagnosis. The TPCHD uses laboratory reports from local medical offices, hospitals, and laboratories to assist with data collection during an outbreak in addition to results they get from samples they collect. Any determination of cause of illness from laboratory reports received or samples analyzed is reported immediately by TPCHD to the patient and possibly FPSD as necessary so

that response can specifically address the cause. With newer technology, the turnaround time for results has decreased dramatically.

#### **D. Site Sanitation during an Outbreak**

The FPSD Support Services has developed a sanitizing procedure to address an increase in frequency and applications during outbreaks. Procedures specifically address known or suspected cause of illness for a matter of efficacy and efficiency, both of which are important for control of spread during an outbreak. As is the case with various types of bacteria, viruses, parasites, and other causative agents having different active residence times in the environmental, there are also differences in susceptibility to sanitizers and thus inactivation.

Sanitation and control of spread of illness on buses and other transport vehicles is an essential part of comprehensive control. Sanitation of buses occurs regularly between routes and has been augmented to address the COVID-19 pandemic. Additionally, procedures are implemented on buses for public vomiting incidents (PVIs) and cases of ILI or other highly infectious diseases that that can be controlled in part with increased sanitation. Occupancy and seating on buses may also be modified to enhance social distancing.

#### **E. Lifting Exclusions and Re-opening Facilities**

Students are cleared to return to class after specific criteria for clearance have been met. In some cases, exclusions may be lifted or shortened by TPCHD based on medical exam and negative laboratory results. The FPSD will follow guidance from TPCHD.

In all cases, it is imperative that the exclusion criteria have been followed and there is no longer risk of spread of illness from the case. When facilities reopen, consideration needs to be made for the level of reopening to occur and how to prevent future outbreaks. In some cases, cancellations of events or sports may extend beyond school or classroom closures.

### **III. Summary**

In summary, the Exposure Response Plan has essential components for reporting of illness, control for spread of illness and communication in Franklin Pierce Schools during outbreaks. It is inclusive of tools used by TPCHD and FPSD and has been written through a collaborative effort with both entities. It is imperative to keep information herein updated as guidelines change. Therefore, various sections will be revised, and practices augmented to reflect the best information available at any point in time as illnesses may occur.

## IV. Appendices

### Appendix A

#### COVID -19 Symptom Triage

Questions to ask when a parent/ calls to report medical absence.

Student Name

Building:

Grade:

Date/Time Symptoms Started:

Symptoms are Ongoing:

Teacher:

Date:

Date/Time Last Symptom:

Do symptoms include the following?

Fever (100.4 F/38 C or greater)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Nausea and/or Vomiting	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Difficulty Breathing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Diarrhea	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Cough (New or worsening of chronic cough)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Headache	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Chills	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Muscle aches	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
New olfactory (Smell and Taste Disorder(s))	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Chest Pain	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Abdominal Pain	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Sore Throat	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Fatigue	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Congestion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Runny Nose	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Other Symptoms:			

## **Appendix B**

### **COVID-19 exposure from case or cases in a class robocall**

Dear [SCHOOL NAME] Parents:

[A PERSON OR PEOPLE] in your child's class [HAS OR HAVE] tested positive for COVID-19 and your child was a close contact of this person. A close contact has spent 15 or more minutes within 6 feet of the confirmed case.

Your child should stay home for 14 days past the date of exposure. Your child should not go to school or participate in any activities during this time. If you choose to have your child tested before your child experiences any symptoms and the test is negative, you must still follow the request to quarantine for the entire 14-day period.

Tacoma-Pierce County Health Department provided a letter that the school district emailed directly to you. The letter provides guidance on symptoms to watch for and when to contact a healthcare provider. Expect to hear from the Health Department to review instructions and answer your questions. They will also request you respond to automated messages to keep them informed of any changes in your child's condition.

COVID-19 transmission remains widespread in Pierce County. The Health Department asks for your continued support to help slow the spread:

- Wear a mask when you leave home, especially when you can't maintain 6 feet of space from others.
- Stay close to home.
- Limit interactions to a small group of family and friends.

Learn more at [tpchd.org/coronavirus](https://tpchd.org/coronavirus).

## **Appendix C**

### **COVID-19 no exposure from case or cases in a class robocall**

Dear [SCHOOL NAME] Parents:

[A PERSON OR PEOPLE] in your child's class [HAS OR HAVE] tested positive for COVID-19. After our investigation, we don't think your child was exposed. The [PERSON OR PEOPLE] who tested positive will not be able to return to class until after the contagious period has passed—10 days after the start of symptoms and 24 hours after fever and symptoms improve.

If your child develops symptoms, contact your healthcare provider and ask that your child receive testing for COVID-19. Symptoms—fever, cough, headache, body aches, diarrhea and nausea/vomiting—develop on average 5 days after exposure but can appear 2-14 days after exposure.

COVID-19 transmission remains widespread in Pierce County. The Health Department asks for your continued support to help slow the spread:

- Wear a mask when you leave home, especially when you can't maintain 6 feet of space from others.
- Stay close to home.
- Limit interactions to a small group of family and friends.

Learn more at [tpchd.org/coronavirus](https://tpchd.org/coronavirus).

## **Appendix D**

### **COVID-19 school closure robocall**

Dear [SCHOOL NAME] Parents:

We must temporarily close to protect the health of our students and staff because of several COVID-19 cases at our school. We understand this may be a hardship for families and is disruptive to student learning. The health and safety of our students and staff must come first.

We are working with Tacoma-Pierce County Health Department to investigate the cases and are consulting published guidance from Washington State Department of Health and the Centers for Disease Control and Prevention.

If your child is a close contact—spent 15 or more minutes within 6 feet of the confirmed case—you will receive a letter from the district and a call from the Health Department with special instructions.

We will keep you informed about our progress to reopen school as soon and safely as possible.

COVID-19 transmission remains widespread in Pierce County. The Health Department asks for your continued support to help slow the spread:

- Wear a mask when you leave home, especially when you cannot maintain 6 feet of space from others.
- Stay close to home.
- Limit interactions to a small group of family and friends.

Learn more at [tpchd.org/coronavirus](https://tpchd.org/coronavirus).

## Appendix E

### COVID-19 notification of exposure letter

[DISTRICT/SCHOOL LETTERHEAD]

[DATE]

Dear Parent: Someone at [NAME OF SCHOOL OR FACILITY] has been diagnosed with COVID-19, and your child was a close contact of this person. A close contact has spent 15 or more minutes within 6 feet of the confirmed case.

Your child should stay home for a total of 14 days past the date of exposure, [DATE]. Your child should not participate in any other visits or activities during this time. If you choose to have your child tested before your child experiences any symptoms and the test is negative, you must still follow the request to quarantine for the entire 14-day period.

The symptoms of COVID-19 include fever, cough, headache, body aches, diarrhea, nausea and vomiting. Some people have no symptoms at all, or the symptoms are so mild that they are not noticed. Some experience serious illness. If symptoms develop, the average time after exposure is about 5 days, but symptoms can appear anywhere between 2 and 14 days after exposure (the incubation period).

If your child develops any of the symptoms above, please contact your health care provider and request the child be tested for COVID-19. It's best to request testing if your child shows symptoms as the test is for active COVID-19. Your child could still experience symptoms during 14-day incubation period. These providers offer COVID-19 testing: [tpchd.org/covidtest](https://tpchd.org/covidtest).

Please expect to hear from one of our staff members to review these instructions and to answer any questions you may have. They will also request you to respond to automated messages to keep us informed of any changes in your child's condition.

How can you help get our students back to their school buildings?

Everyone has a role and should take these steps to protect the people you care about:

- Stay close to home.
- Wear a mask when you leave home.
- Limit your interactions to a small circle of friends and family.
- Keep gatherings small, and outside if possible where fresh air circulates.
- Stay 6 feet apart from others. Wear a mask when you cannot maintain 6 feet of space.
- Get tested for COVID-19 if you are experiencing symptoms, are Black, Latinx, Native Hawaiian, Pacific Island, American Indian, Alaska Native—or have participated in any gatherings—social, civic, business, political, athletic or otherwise.
- Wash your hands, cover your cough, and keep up your best hygiene and sanitation.

Schools are a vital part of our community—let's do our part to support them during these challenging times.

For more information about COVID-19, visit [tpchd.org/coronavirus](https://tpchd.org/coronavirus).

## Appendix F

### COVID-19 notification of exposure letter (Spanish)

DISTRICT/SCHOOL LETTERHEAD]

[DATE]

Estimados padres de familia:

Se ha diagnosticado a una persona en [NAME OF SCHOOL OR FACILITY] con COVID-19 y su hijo(a) ha estado en contacto con dicha persona. Una exposición sucede cuando se ha tenido un contacto cercano con algún caso confirmado, por 15 minutos o más, dentro de un rango de 6 pies.

**Su hijo(a) deberá permanecer en casa por un total de 14 días después de la fecha de exposición, [DATE]. Su hijo(a) no deberá participar en ninguna otra visita ni actividad durante ese periodo de tiempo. Si usted decide que su hijo(a) se realice la prueba antes de que presente algún síntoma y la prueba es negativa, ustedes deberán continuar con la solicitud de la cuarentena durante todo el período de 14 días.**

Los síntomas del COVID-19 incluyen fiebre, tos, dolor de cabeza, dolores corporales, diarrea, náuseas y vómito. Algunas personas no presentan síntomas en absoluto o los síntomas son tan leves que no se notan. Algunos experimentan enfermedades graves. Si se desarrollan síntomas, el tiempo promedio después del contacto es de aproximadamente 5 días, pero los síntomas pueden aparecer en cualquier momento entre los 2 y 14 días después de dicho contacto (el período de incubación).

Si su hijo(a) tiene cualquiera de los síntomas anteriores, comuníquese con su proveedor de atención médica y solicite que se le haga la prueba de COVID-19. Es mejor solicitar la prueba si su hijo(a) tiene síntomas ya que la prueba es para el COVID-19 activo. Su hijo(a) podría continuar presentando síntomas durante el período de incubación de 14 días. Estos son los proveedores que ofrecen pruebas del COVID-19: [tpchd.org/covidtest](https://tpchd.org/covidtest).

Por favor, estén pendientes de cualquier comunicación por parte de algún miembro de nuestro personal para revisar estas instrucciones y para responder a cualquier pregunta que ellos pudieran tener. También les pedirán que respondan a los mensajes automatizados para mantenernos informados de cualquier cambio en la condición de su hijo(a).

#### ¿Cómo usted puede ayudar para que nuestros estudiantes regresen a sus edificios escolares?

Todos tenemos un papel definido y debemos seguir estas medidas para proteger a todos nuestros seres queridos:

- Permanecer cerca de casa.
- Usar cubrebocas cuando salga de casa.
- [Limitar sus interacciones](#) a un pequeño círculo de amigos y familiares
- [Mantener las reuniones](#) pequeñas y al aire libre, si es posible, donde circule aire fresco.
- [Mantener una distancia de 6 pies](#) de los demás. Usar cubrebocas cuando no pueda mantener 6 pies de distancia.
- [Hacerse la prueba](#) de COVID-19 si experimenta síntomas, o si se encuentra en uno de los siguientes grupos étnicos: negros, latinos, nativos hawaianos, nativos de la polinesia, indios americanos, nativos de Alaska, o si hubiera participado en alguna reunión: social, cívica, de negocios, política, atlética o de otro tipo.
- Lavarse las manos, cubrirse al toser y mantener una práctica de higiene y saneamiento alta.

Las escuelas son una parte vital de nuestra comunidad, hagamos nuestra parte para apoyarlas durante estos tiempos difíciles.

Para obtener más información sobre COVID-19, visite [tpchd.org/coronavirus](https://tpchd.org/coronavirus).

## Appendix G

### COVID-19 notification of no exposure letter

[DISTRICT/SCHOOL LETTERHEAD]

[DATE]

Dear Parents and Staff:

Someone at [NAME OF SCHOOL OR FACILITY] in the has been diagnosed with COVID-19. After investigating the situation, we do not think you/your child was exposed to the person. The person who tested positive will not be able to return to the school or facility until after the contagious period has passed (10 days after the start of symptoms). The purpose of this letter is to notify you of the situation and to remind everyone of prevention measures.

The symptoms of COVID-19 include fever, cough, headache, body aches, diarrhea, nausea and vomiting. Some people have no symptoms at all, or the symptoms are so mild that they are not noticed. Some experience serious illness. If symptoms develop, the average time after exposure is about 5 days, but symptoms can appear anywhere between 2 and 14 days after exposure (the incubation period).

If your child develops any of the symptoms above, please contact your health care provider and request the child be tested for COVID-19. It's best to request testing if your child shows symptoms as the test is for active COVID-19. Your child could still experience symptoms during 14-day incubation period. These providers offer COVID-19 testing: [tpchd.org/covidtest](https://tpchd.org/covidtest).

As our county moves toward re-opening, we may be more at risk for this infection. Please do everything you can when you are in public to keep a physical distance of at least 6 feet, wear masks in public and sanitize and wash hands frequently (adults and children). Workers should maintain physical distance of at least 6 feet from other workers and work only with their assigned classroom. Staying in well-defined groups and not mixing children groups or workers is important to prevent the spread of illness should someone in any of the groups become sick.

#### How can you help get our students back to their school buildings?

Everyone has a role and should take these steps to protect the people you care about:

- Stay close to home.
- [Wear a mask](#) when you leave home.
- [Limit your interactions](#) to a small circle of friends and family.
- [Keep gatherings small](#), and outside if possible where fresh air circulates.
- [Stay 6 feet apart](#) from others. Wear a mask when you cannot maintain 6 feet of space.
- [Get tested](#) for COVID-19 if you are experiencing symptoms, are Black, Latinx, Native Hawaiian, Pacific Island, American Indian, Alaska Native—or have participated in any gatherings—social, civic, business, political, athletic or otherwise.
- Wash your hands, cover your cough, and keep up your best hygiene and sanitation.

Schools are a vital part of our community—let's do our part to support them during these challenging times.

For more information about COVID-19, visit [tpchd.org/coronavirus](https://tpchd.org/coronavirus).

## Appendix H

### COVID-19 notification of exposure letter (Spanish)

[DISTRICT/SCHOOL LETTERHEAD]

[DATE]

Estimados padres de familia y personal:

Se ha diagnosticado a una persona en [NAME OF SCHOOL OR FACILITY] con COVID-19. Después de haber investigado la situación, no creemos que usted o su hijo(a) hayan estado en contacto con dicha persona. La persona con resultados de prueba positivos no podrá regresar a la escuela o centro hasta después de que haya pasado el período de contagio (10 días después del inicio de los síntomas). El propósito de esta carta es para notificarle de la situación y recordar a todos sobre las medidas de prevención.

Los síntomas del COVID-19 incluyen fiebre, tos, dolor de cabeza, dolores corporales, diarrea, náuseas y vómito. Algunas personas no tienen síntomas en absoluto o los síntomas son tan leves que no se notan. Algunos otros experimentan enfermedades graves. Si se desarrollan síntomas, el tiempo promedio después del contacto con alguna persona contagiada es de aproximadamente 5 días, pero los síntomas pueden aparecer en cualquier momento entre los 2 y 14 días después de dicho contacto (el período de incubación).

Si su hijo(a) presenta cualquiera de los síntomas anteriores, comuníquese con su proveedor de atención médica y solicite que se le haga la prueba de COVID-19. Es mejor solicitar la prueba si su hijo(a) muestra síntomas, ya que la prueba es para el COVID-19 activo. Su hijo(a) podría continuar presentando síntomas durante el período de incubación de 14 días. Los siguientes proveedores ofrecen pruebas de COVID-19: [tpchd.org/covidtest](https://tpchd.org/covidtest).

A medida que nuestro condado avanza hacia la reapertura, podemos estar en mayor riesgo de contraer esta infección. Por favor haga todo lo que sea posible, cuando esté en espacios públicos, para mantener una distancia física de al menos 6 pies, usar cubrebocas en público, desinfectar y lavarse las manos con frecuencia (adultos y niños). Los empleados deben mantener una distancia física de al menos 6 pies de otros empleados y trabajar solo en aulas asignadas. Permanecer en grupos bien definidos y no mezclar grupos de niños o empleados es importante para prevenir la propagación de enfermedades en caso de que alguien en cualquiera de los grupos se enferme.

#### ¿Cómo usted puede ayudar para que nuestros estudiantes regresen a sus edificios escolares?

Todos tenemos un papel definido y debemos seguir estas medidas para proteger a todos nuestros seres queridos:

- Permanecer cerca de casa.
- Usar cubrebocas cuando salga de casa.
- [Limitar sus interacciones](#) a un pequeño círculo de amigos y familiares
- [Mantener las reuniones](#) pequeñas y al aire libre, si es posible, donde circule aire fresco.
- [Mantener una distancia de 6 pies](#) de los demás. Usar cubrebocas cuando no pueda mantener 6 pies de distancia.
- [Hacerse la prueba](#) de COVID-19 si experimenta síntomas, o si se encuentra en uno de los siguientes grupos étnicos: negros, latinos, nativos hawaianos, nativos de la polinesia, indios americanos, nativos de Alaska, o si hubiera participado en alguna reunión: social, cívica, de negocios, política, atlética o de otro tipo.
- Lavarse las manos, cubrirse al toser y mantener una práctica de higiene y saneamiento alta.

Las escuelas son una parte vital de nuestra comunidad, hagamos nuestra parte para apoyarlas durante estos tiempos difíciles.

Para obtener más información sobre COVID-19, visite [tpchd.org/coronavirus](https://tpchd.org/coronavirus).

## Appendix I

### COVID-19 school closure letter

[DISTRICT/SCHOOL LETTERHEAD]

[DATE]

Dear Parents:

The health and safety of our students is our priority. We must temporarily close to protect the health of our students and staff because of several COVID-19 cases at our school. We understand this may be a hardship for families and is disruptive to student learning. The health and safety of our students and staff must come first. We are working with Tacoma-Pierce County Health Department to investigate the cases and are consulting published guidance from Washington State Department of Health and the Centers for Disease Control and Prevention.

If your child was a close contact of a confirmed case, we will notify you with special instructions to keep your child home from all activities, including visiting friends and shopping.

[Discuss a potential timeline for reopening, if decided a date.] We do not have a date to reopen the school. We will consult with the Health Department to determine a reopening date and will let you know immediately by [METHOD, robocall, website, email].

[Briefly discuss plan for continuity of education.]

Even if your child was not identified as a close contact, you should watch for signs and [symptoms](#) of COVID-19. These include fever, cough, headache, body aches, diarrhea, nausea, and vomiting. Some people have mild to no symptoms. Some experience serious illness. The average time after exposure to develop symptoms is about 5 days, but symptoms can appear anywhere between 2 and 14 days after exposure (the incubation period).

If your child develops any COVID-19 symptoms, contact your health care provider, and request the child be tested for COVID-19. Find COVID-19 testing sites: [tpchd.org/covidtest](https://tpchd.org/covidtest).

The pandemic may last many more months. Your actions will affect how well our community prevents the spread of the virus. Everyone should take these steps:

- Stay close to home.
- [Wear a mask](#) when you leave home.
- [Limit your interactions](#) to a small circle of friends and family.
- [Keep gatherings small](#), and outside if possible where fresh air circulates.
- [Stay 6 feet apart](#) from others. Wear a mask when you cannot maintain 6 feet of space.
- [Get tested](#) for COVID-19 if you are experiencing symptoms, are Black, Latinx, Native Hawaiian, Pacific Island, American Indian, Alaska Native—or have participated in any gatherings—social, civic, business, political, athletic or otherwise.
- Wash your hands, cover your cough, and keep up your best hygiene and sanitation.

For more information about COVID-19, visit [tpchd.org/coronavirus](https://tpchd.org/coronavirus).

## Appendix J

### COVID-19 school closure letter (Spanish)

DISTRICT/SCHOOL LETTERHEAD]

[DATE]

Estimados padres de familia:

La salud y seguridad de nuestros estudiantes es nuestra prioridad. Tenemos que cerrar temporalmente para proteger la salud de nuestros estudiantes y el personal debido a varios casos COVID-19 en nuestra escuela. Entendemos que esto puede ser una situación difícil para las familias y que afecta el aprendizaje de los estudiantes. La salud y la seguridad de nuestros estudiantes y de nuestro personal son primordiales. Estamos trabajando con el Departamento de Salud del Condado de Tacoma-Pierce para investigar los casos y estamos consultando la guía publicada por el Departamento de Salud del Estado de Washington y de los Centros para el Control y la Prevención de Enfermedades.

Si su hijo(a) estuvo en contacto con algún caso confirmado, le notificaremos con instrucciones especiales para mantener a su hijo(a) en casa, restringiendo todas las actividades, incluyendo visitas de amigos/as o salir de compras.

[Discuss a potential timeline for reopening, if decided a date.] No tenemos una fecha para la reapertura de la escuela. Consultaremos con el Departamento de Salud para determinar una fecha de reapertura y le informaremos inmediatamente por medio de [METHOD: ROBOCALL/robocall, WEBSITE/sitio web, EMAIL/correo electrónico].

[Briefly discuss plan for continuity of education.]

Incluso si no se identifica que su hijo(a) hubiera tenido un contacto cercano con alguno de los casos de COVID-19, ustedes deberán estar atentos a los signos y [síntomas](#) del COVID-19. Estos incluyen fiebre, tos, dolor de cabeza, dolores corporales, diarrea y náuseas o vómito. Algunas personas pueden presentar síntomas leves o incluso no presentar síntoma alguno. Algunos experimentan enfermedades graves. El tiempo promedio después del contacto para el desarrollo de los síntomas es de aproximadamente 5 días, aunque los síntomas pueden aparecer en cualquier momento entre los 2 y 14 días después del contacto (el período de incubación).

Si su hijo(a) tiene algún síntoma de COVID-19, comuníquese con su proveedor de atención médica y solicite que se le realice la prueba de COVID-19. Usted puede encontrar sitios donde se realiza la prueba de COVID-19 en: [tpchd.org/covidtest](https://tpchd.org/covidtest).

La pandemia puede durar muchos meses más. Sus acciones afectarán la forma en que nuestra comunidad prevenga, de la mejor manera, la propagación del virus. Todos debemos seguir estos pasos:

- Permanecer cerca de casa.
- Usar cubrebocas cuando salga de casa.
- [Limitar sus interacciones](#) a un pequeño círculo de amigos y familiares
- [Mantener las reuniones](#) pequeñas y al aire libre, si es posible, donde circule aire fresco.
- [Mantener una distancia de 6 pies](#) de los demás. Usar cubrebocas cuando no pueda mantener 6 pies de distancia.
- [Hacerse la prueba](#) de COVID-19 si experimenta síntomas, o si se encuentra en uno de los siguientes grupos étnicos: negros, latinos, nativos hawaianos, nativos de la polinesia, indios americanos, nativos de Alaska, o si hubiera participado en alguna reunión: social, cívica, de negocios, política, atlética o de otro tipo.
- Lavarse las manos, cubrirse al toser y mantener una práctica de higiene y saneamiento alta.

Para obtener más información sobre COVID-19, visite [tpchd.org/coronavirus](https://tpchd.org/coronavirus).

## Appendix K

### Expanded Illness Report Log

Date Reported	Time	Name	Contact Number	Grade or Staff	Call-In or Onsite	Symptoms	COVID/ILI/GI	Other	Date of Onset	Labe Test Date/Result or N/A	Diagnosis or None	Reported to Health Department	Dates Excluded	Dated Exclusion Ends

### COVID-19 Symptom Screen from CDC with codes added

AP - Abdominal Pain	FF - Feeling feverish or has a Fever (100.4°F/38° C or greater)
C - Cough (New onset or worsening of chronic cough)	H - Headache
CH - Chills or Muscle Aches	N, V - Nausea or Vomiting
CP - Chest Pain	SMT - New Olfactory (smell) and Taste Disorder(s)
D - Diarrhea ( $\geq 3$ loose stools/24hr. period)	ST - Sore Throat
DB - Any difficulty breathing like Shortness of Breath or Wheezing.	

## Appendix L

### COVID-19 Communication Lead Roles

#### COVID-19 Safety Communication Lead Roles For Student and Staff related COVID-19 Situations

##### COVID-19 Site Supervisor(s)

- Disseminates new COVID-19 procedures, information, training and supplies/PPE into their building/work group.
- Reports COVID-19 cases to the COVID-19 District Managers.
- Serves as a member of the building response team (custodian, nurse, admin...) to respond to a COVID-19 case. Under the oversight of the COVID-19 District Managers.

##### COVID-19 District Managers

Katie Gillespie  
&  
Brandy Marshall

- Distribute communication and procedures to the COVID-19 Site Supervisor.
- Ensure implementation of procedures, information, training and supplies/PPE at each site.
- Report COVID-19 cases to the Tacoma-Pierce County Health Department.
- With direction/guidance from the Tacoma-Pierce County will work with the COVID-19 Site Supervisor to identify and communicate with close contacts.

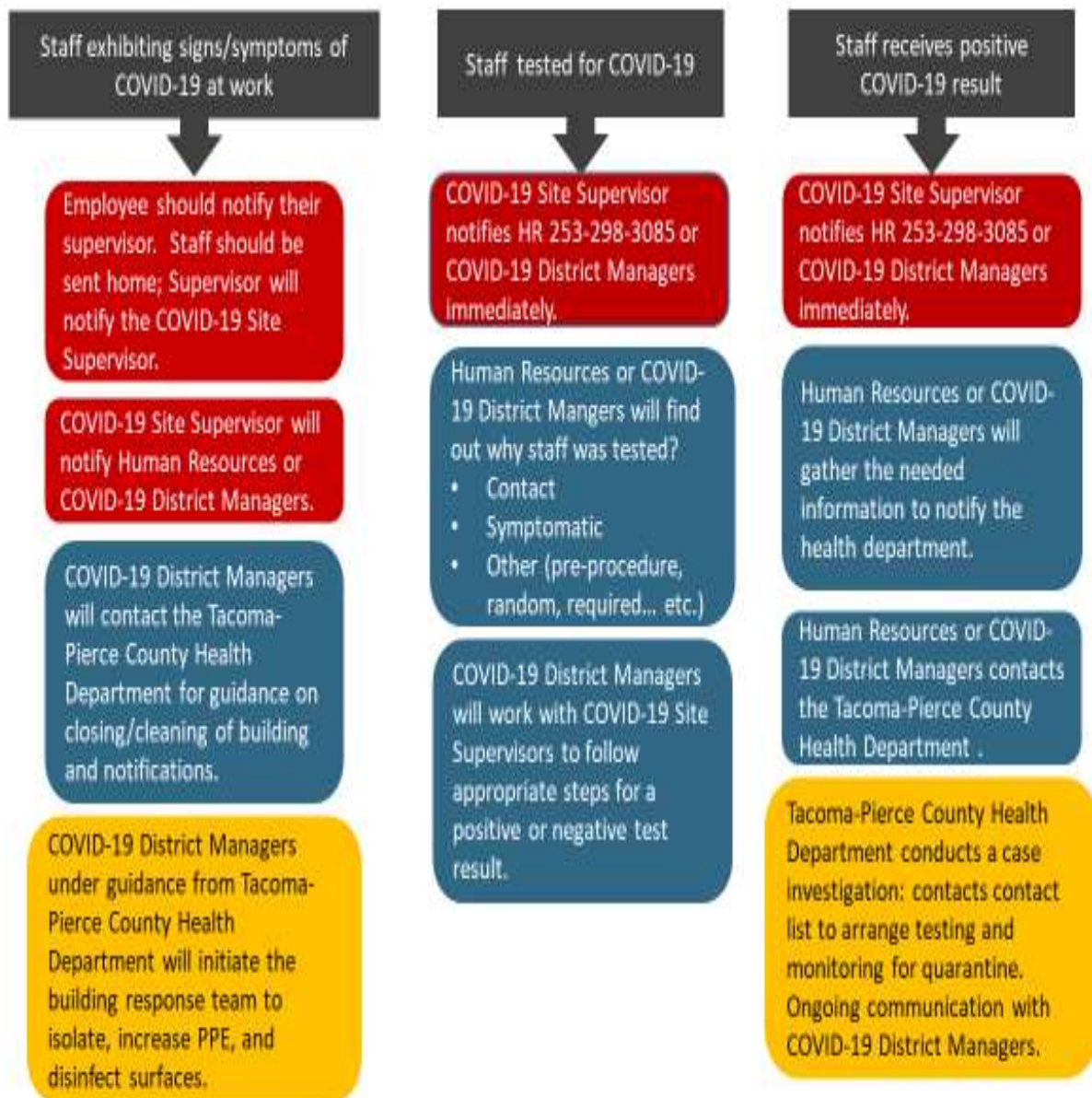
##### Tacoma-Pierce County Health Department

- Case investigation and contact tracing with students or staff diagnosed with COVID-19.
- Ongoing communication with COVID-19 District Managers for procedures and COVID-19 cases.
- Provide ongoing education of COVID-19 mitigation and best practices.

## Appendix M

### COVID-19 Flow Chart for Staff

For all situations, the COVID-19 Site Supervisor will contact the COVID-19 District Managers or Human Resources first. The COVID-19 District Managers will contact the Tacoma-Pierce County Health Department. The following flow chart is color coded by Communication Lead Roles.

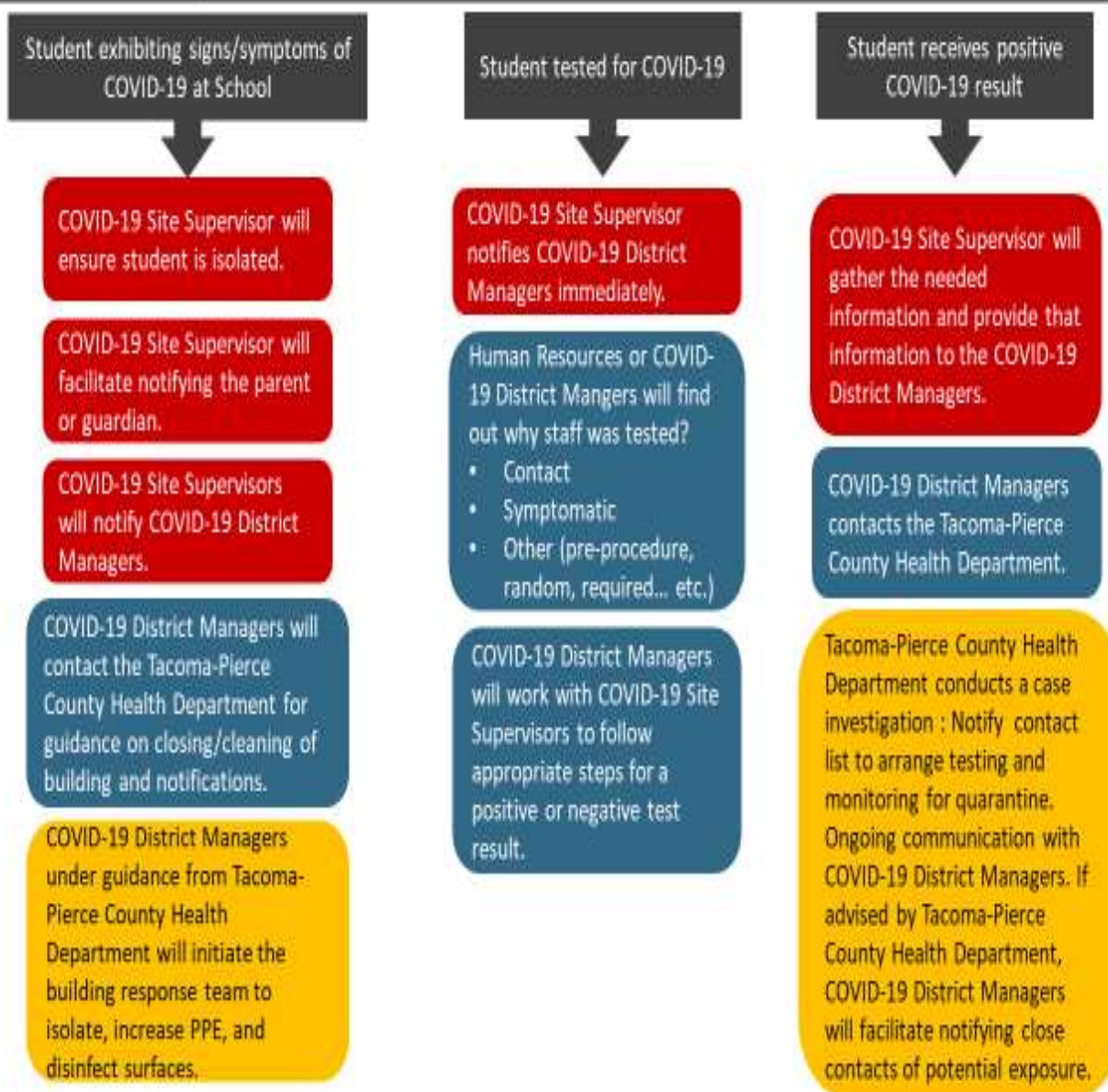


Katie G. 253-298-3027 [kgillespie@fpschools.org](mailto:kgillespie@fpschools.org) \* Brandy M. 253-298-3034 [bmarshall@fpschools.org](mailto:bmarshall@fpschools.org) \* HR 253-298-3085

## Appendix N

### COVID-19 Flow Chart for Students

For all situations, the COVID-19 Site Supervisor will contact the COVID-19 District Managers or Human Resources first. The COVID-19 District Managers will contact the Tacoma-Pierce County Health Department. The following flow chart is color coded by Communication Lead Roles.



Katie G. 253-298-3027 [kgillespie@fpschools.org](mailto:kgillespie@fpschools.org) \* Brandy M. 253-298-3034 [bmarshall@fpschools.org](mailto:bmarshall@fpschools.org) \* HR 253-298-3085

## **Appendix O**

### **Building Cleaning Protocols**

#### **Initial Outbreak Cleaning**

For Coronavirus and Influenza outbreaks, Franklin Pierce Schools uses 2 EPA certified disinfectants that are on List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19). All products on this list meet EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19. Vindicator™ (EPA:1839-167) and Non-Acid Restroom Disinfectant/Cleaner (EPA:1839-169) products dispensed through the Hillyard Arsenal System(<https://www.hillyard.com/MediaCenter/Documents/Literature/LIT-Arsenal-One.pdf>). They are both Quat based disinfectants. These products will be used nightly for Process Cleaning for Health until outbreak is declared over.

Vindicator™ or Non-Acid Restroom Disinfectant/Cleaner™

#### ***Elementary Schools (including Kinder and Pre-K Rooms)***

- Small toys and manipulatives will be sanitized by volunteer staff with the Vindicator™ or Non-Acid Restroom Disinfectant/Cleaner™ solution, using the dip and air-dry method. In large outbreaks, these items can be removed temporarily as needed.
- Items with visible dirt or grime will be washed by volunteer staff with soapy water before being dipped in or wiped with Vindicator™ or Non-Acid Restroom Disinfectant/Cleaner™ and air-dried.

#### ***Middle and High Schools***

- All school lockers will be wiped down by custodial staff with the Vindicator™ or Non-Acid Restroom Disinfectant/Cleaner™ solution.
- All athletic lockers will be wiped down by athletic staff with the Vindicator™ or Non-Acid Restroom Disinfectant/Cleaner™ solution.
- All athletic equipment will be wiped down by athletic staff with the Vindicator™ or Non-Acid Restroom Disinfectant/Cleaner™ solution.

#### ***Completed at Each Site***

- All rooms will be cleaned using FPSD Process Cleaning for Health with the Vindicator™ or Non-Acid Restroom Disinfectant/Cleaner™ solution (This will include high touch surfaces).
- Cloth items that cannot be disinfected will be bagged for the duration of the outbreak by classroom teachers or items will be sprayed with a Vindicator™ or Non-Acid Restroom Disinfectant/Cleaner™ by the custodial staff.
- For individual classrooms in outbreak status, carpet will be sanitized with a contracted heating carpet extractor after being sprayed with the EPA-registered Vindicator™ or Non-Acid Restroom Disinfectant/Cleaner™ by custodial staff. For Noro-type or other non-enveloped viruses, heat for extraction will be 170°F.
- FPSD (Communications and/or Support Service) and TPCHD will work jointly to inform the school community that the initial cleaning will be performed with Vindicator™ or Non-Acid Restroom Disinfectant/Cleaner™.

### **Daytime Wipe Down at Outbreak Location**

- Outbreak sites will be staffed with additional substitute custodial support for up to four (4) hours to wipe down high touch areas throughout the day and assist with any PVIs.
- For Coronavirus outbreaks, the EPA-registered product effective against Coronavirus Vindicator™ or Non-Acid Restroom Disinfectant/Cleaner™ will be used.
- Typical daytime custodial staffing levels is one Chief Custodian. Additional staffing volunteers or substitute custodial will be used to assist with cleaning and sanitization.

### **Evening Cleaning at Outbreak Location**

- FPSD Process Cleaning for Health method will be used.
- Cleaning will be performed with a Vindicator™ or Non-Acid Restroom Disinfectant/Cleaner™ solution. Support Services will ensure that outbreak sites are fully covered by providing overtime or substitute custodial volunteers in the evenings.

### **Public Vomiting Incidents (PVIs) at Outbreak**

- Any PVI must be first cleaned up with a Hillyard Suprox® product and then sanitized with Vindicator™ or Non-Acid Restroom Disinfectant/Cleaner™ on hard surfaces in a twenty-five (25) foot radius and up to five (5) feet on walls that are within the twenty-five (25) foot radius by the on duty Custodial member.

### **PVIs at Non-Outbreak Locations**

- The six (6) foot radius around any PVI must be first cleaned up with a Hillyard Suprox® product and then sanitized with Vindicator™ or Non-Acid Restroom Disinfectant/Cleaner™ by the on duty Custodial member

**Note:** After any PVI occurs and the classroom is cleaned, the carpet will be sprayed with Vindicator™ or Non-Acid Restroom Disinfectant/Cleaner™ sanitizer. Carpet extraction will take place after the students have left for the day. Extraction of the carpet by an on duty Custodial member after school is dismissed allows more custodial staff to assist.

### **School Site Preparations**

- Per CDC, for coronavirus, soft surface items need to be bagged for seven (7) days, consistent with safety margin for salvaged-donated goods.
- If teachers do not have time to bag soft surface items, custodial will assist when possible bag these items. The more items that can be bagged the better chance of eliminating things that can be further contaminated. The virus will not be active in the bag after seven (7) days.
- If items are bagged, the seven (7) day mark passes, and the outbreak is not declared over, items need to remain bagged until the outbreak is declared over. If the room was not occupied by someone who was infected, then the items do not need to remain bagged after seven (7) days.
- Any items that are in Lost and Found will be bagged by building staff until outbreak is declared over.
- Cloth items that cannot be sprayed with Vindicator™ or Non-Acid Restroom Disinfectant/Cleaner™ sanitizer will be bagged by building staff.

- All excess clothing in PE and Athletic locker rooms will be bagged by the athletic department.

**Cleaning/Disinfecting**

- We will be cleaning with Vindicator™ or Non-Acid Restroom Disinfectant/Cleaner™ solution, which is most effective against Coronavirus, Influenza and Norovirus. So, there is no confusion we are disinfecting surfaces school-wide, it will not look like a deep cleaning that Staff is accustomed to after returning from the summer. The following will be cleaned:
  - All lockers handles will be wiped down by the custodial staff.
  - All restrooms will be cleaned by the custodial staff.
  - All hard surface flooring will be mopped by the custodial staff.

Support Services will request that schools that feed into the outbreak school(s) will perform their normal cleaning but use the Vindicator™ or Non-Acid Restroom Disinfectant/Cleaner™ solution.

## Appendix P

### Transportation Cleaning Protocols

**Primary Surface Areas** are defined as surfaces that are frequently touched and can become contaminated each day.

**Secondary Surfaces Areas** are defined as surfaces that are not as frequently touched or are touched only under specific circumstances, but still need to be disinfected when situations apply.

**Examples of Primary Surface Areas** include, but are not limited to entrance door, door glass, stairwell panels, dash area, handrails at entrance, windows, window ledges, student seat backs (particularly tops and corners by the aisle), other handrails in bus, emergency exit door handles.

**Examples of Secondary Surface Areas** include, but are not limited to seatbelt buckles (if applicable), driver dash area including air brake, microphone, seat belt, etc., driver seat back, roof hatch handles (if opened for airflow), wheelchair straps, wheelchair lift and controls, and heat and air conditioner vents.

#### ***Disinfecting in between runs on a route AM or PM (intended to be a quick wipe down)***

- Wear a face covering and use gloves
- Open at least five (5) to ten (10) windows on the bus, or half of the windows in a vehicle, to increase air circulation and ventilation while disinfecting.
- Using a clean towel with an approved disinfecting product, quickly wipe the primary surface areas. This is a quick wipe to apply disinfectant and provide dwell time.
- Dispose of used towels, PPE, and trash in approved receptacles

#### ***Disinfecting the Bus/vehicle at the end of the entire route both AM and PM:***

- Wear a face covering and use gloves.
- Open at least five (5) to ten (10) windows on a bus, or half of the windows in a vehicle, to increase air circulation and ventilation while disinfecting.
- Spray primary and secondary surfaces with approved disinfectant.
- Ensure surface stays wet for at least 10 minutes to kill viral and bacterial contaminants
- Using a clean towel wipe both primary and secondary surface areas.
- If disinfectant dries before the dwell time is completed, reapply disinfectant.
- Change towels frequently. Always change towels before cleaning a different bus/vehicle.
- Vacuum or sweep bus/vehicle floor to remove all dust and dirt.
- Dispose of used towels, PPE, and trash in approved receptacles.

#### ***Cleaning and Disinfecting Buses/Vehicles if Occupant is Identified with a Contagious Illness:***

- The bus will be out of service until all FPSD, L&I, and DOH guidelines have been met.
- Sanitization of the bus will follow all FPSD, L&I, and DOH guidelines.
- For our students riding the bus we will follow all FPSD, L&I, and DOH guidelines.
- For our employees we will follow all FPSD, L&I, and DOH guidelines