



COVID-19 Safety Protocols

Contents

Purpose	3
Notification Methods (all or a combination of most of the following)	4
COVID/Safety Coordinator	4
Campus Safety Precautions	5
Campus Safety Provisions (<i>provided by the Campus Facilities Department</i>)	6
PPE Distribution (<i>available for free upon request in the Campus Main Office</i>)	6
Campus Building Safety	6
Day Field Trips	7
Student Exhibits COVID-19 Symptoms	7
Student Tests Positive for COVID-19	8
Students in Close Contact	8
Non-Suspected COVID-19 Health Concerns/Illness	8
Confidentiality	9
Disinfection Process	9
Signage for Campuses	9
Definitions As Defined By Oakland Schools	10
Appendix	11
Signature of Student and Parent	24



Purpose

Oakland Schools is putting the following safety and health practices and measures in place at its Oakland Schools Technical Campuses (“Campuses”) as a part of its plan to prevent the spread of COVID-19 to students and Employees for the duration of what is now referred to as the COVID-19 pandemic. These safety, health practices and measures are based upon applicable State of Michigan, Oakland County, U.S. Department of Health and Human Services Center for Disease Control and Prevention (“CDC”), and U.S. Department of Labor’s Occupational Safety and Health Administration (“OSHA”) requirements and/or recommendations, as related to building and personal safety and security and any other applicable federal, state and local laws and regulations. This document is subject to change based on further information provided by or promulgated by these entities and/or public officials. Oakland Schools also reserves the right to amend this document based on operational needs.

Visitors and Invitees (including but not limited to parents/guardians) are NOT permitted to enter into a Campus except under extenuating circumstances as solely determined by Oakland Schools and its Superintendent or their designee(s).

Employees shall follow the protocols in the Oakland Schools Welcome Back Guide 2.0 unless otherwise noted in this OSTC COVID-19 Safety Protocol.



Notification Methods (all or a combination of most of the following)

- **Letter:** The approved Oakland Schools Technical Campuses COVID-19 Campus Safety Protocols (“Campus Safety Protocols”) will be sent to parents/guardians (“Parents”) of enrolled OSTC students.
- **School Messenger:** Oakland Schools may communicate immediate changes to *Campus Safety Protocols* to Parents using School Messenger.
- **Campus Signage:** Signs listing *Campus Safety Protocols* will be posted at the main entrance and main office of each Campus as well as cluster/program main entrance doors.
- **Exterior Campus Signage:** Outdoor sign holders displaying the *Campus Safety Protocols* will be placed immediately outside Campus main entry doors.
- **Corridor TV Monitors:** TV monitors will display the *Campus Safety Protocols*.

COVID/Safety Coordinator

The COVID/Safety Coordinator (“COVID Coordinator”) is the Dean and the Campus Operations Supervisor. The COVID Coordinator is responsible for implementing, monitoring and reporting on the Campus Safety Protocols. At least one COVID Safety Coordinator must be available at all times when students or employees are onsite. The COVID Coordinator is to contact the local health department and the Executive Director of Student Services in the event of a suspected COVID-19 student.

Campus Safety Precautions

- **Face Coverings:** Everyone on a Campus property or vehicle is required to wear a face covering as defined below and meets the CDC guidelines.

- A face covering mask is defined as “a tightly woven cloth or other multi-layer absorbent material that closely covers an individual’s mouth and nose.”
- Homemade face coverings must be washed daily.
- Disposable face coverings must be properly disposed of at the end of the day by placing them in a trash receptacle when exiting a Campus.
- If a student is concerned about their ability to wear the required face covering for medical or other reasons, the student must contact the OSTC office.
- Clear face coverings will be provided as needed for the provision of instruction.
- Face shields cannot be used as an alternative to face coverings but may be used in addition to face coverings.

- **Social Distancing:** Students and Employees, as well as Visitors and Invitees, authorized to enter a Campus shall adhere to the following social distancing guidelines in addition to mandatory face covering requirements:

When possible there should be three feet of social distancing between students in a classroom setting.

When possible there should be social distancing of 6 feet between adults and adults, and adults and students with the understanding instructional needs may reduce the distancing in a classroom environment.

Social distancing for purposes of determine whether a student must quarantine, may vary from the above guidelines as provided in the Oakland County Health Division (“OCHD”). See **“School Quarantine Guidance”** document located in the Appendix on Page 11.

- **Hygiene:** Upon entering a Campus, students and Employees must use hand sanitizer or wash their hands. Healthy hygiene practices include the 20-second hand washing standard or the use of sanitizer until hands can be washed. Every 2-3 hours students and Employees must wash their hands. Sanitizer stations are conveniently placed throughout each Campus.

- **Screening Check**

- **Parents:** Should check their students’ temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
- **Parents:** Should monitor their students for symptoms of COVID-19. The presence of any unexplained symptoms, including but not limited to those listed should prompt the Parent to keep the student home from school and to follow up with their primary care provider. For students with chronic conditions, a positive screening should represent a change from their typical health status
 - Fever (of 100.4 degrees F or higher or feeling feverish)
 - Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Extreme fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting (2x in a 24-hour period)
 - Diarrhea (2x in a 24-hour period)
 - Sore throat
- **Students:** COVID-19 symptomatic students will be placed in a COVID-19 isolation room with a face covering in place until arrangements are made with their Parent or Emergency Contact to transport the student home safely. To determine when a student can return to Campus, Parents should refer to the “Recommendations to Address Covid-19 Symptoms in Schools” document located in the Appendix on Page 11.

- **COVID-19 Isolation Room:** A designated COVID-19 isolation room or area has been identified on each Campus.

- **Visitors:** Visitors and Invitees at Campuses will be permitted on a limited basis as determined within the sole discretion of Oakland Schools. On these limited occasions, the Visitor or Invitee must report directly to the Campus' main office and must have the approval of the Dean and/or Campus Operations Supervisor to access any other location within the Technical Campus and/or access to a Student(s). If permission is granted, the Visitor or Invitee must be screened for symptoms using Clear to Go, wear a face covering, and wash/sanitize hands before entering the Building and/or interacting with Students.
 - Students will meet with their Parents in the Campus' main office. Parent requests to observe a classroom must be received a minimum of two school days in advance of the visit and must be approved in writing by the Dean.
 - LEA district staff, individuals providing direct services to students, and vendors/contractors must be approved by the Dean or Campus Operations Supervisor on an as needed basis.
 - All other Visitors and Invitees (groups and individuals) shall require the authorization of the Superintendent.
- **High Health Risk Students:** High-risk students and their Parent should contact their Dean to discuss possible accommodations to reduce health risks.

Campus Safety Provisions (*provided by the Campus Facilities Department*)

- **Campus Main Office:** Installation of clear Plexiglas for each Campus office assistant(s).
- **Office Spaces:** Installation of Plexiglas barrier in office spaces as necessary subject to Dean's written approval.

PPE Distribution (*available for free upon request in the Campus Main Office*)

- **Face Coverings:** Oakland Schools will provide a free, disposable face covering to any student or Employee to access the Campus. Face coverings not issued by Oakland Schools must not violate *Oakland Schools Board Policy 8240 - Student Appearance and Policy and Administrative Rule 8350 - Student Code of Conduct*.
- **Gloves:** Nitrile gloves will be provided upon request (no latex gloves).
- **Full-face shield:** Face shields are not an alternative to a face covering but may be worn in addition to a face covering.
- **Sanitizer:** Pump dispensers will be available for all students and Employees. Portable/wall mountable stands will be provided inside each main program entrance and Campus main office. Replacement/refills will be available upon request to Campus Facilities.
- **Disinfectant:** Disinfecting wipes and spray will be provided to each program. When using disinfectant spray there must be no one in the immediate area and the student or Employee must wear a face covering. Replacement/refills are available upon request to Campus Facilities.

Campus Building Safety

- **Fresh Air:** The energy management system will be programmed to maximize outside air exchange based on outside air temperature to ensure maximum fresh air into the building to reduce any COVID-19 virus that may be airborne.
- **Filtration:** HVAC filters will be upgraded from MERV 10 to 11 for increased filtration.
- **Drinking Fountains:** Use of drinking fountains is prohibited and they will not be accessible. Bottle filling stations will be operational with disposable cup dispensers next to them.
- **Lockers:** Lockers will be sanitized at the end of the morning and afternoon sessions.
- **Restrooms:** To the extent possible, doors to gang restrooms will be propped open to reduce door contact. To maintain social distancing, restroom occupancy limits will be designated at each restroom entrance. Hand dryers will be shut off to prevent the airborne spread of germs. Certain sinks will be shut off to support social distancing.

- **Student Belongings:** Students are not to share any personal belongings with other students.
- **Students Congregating:** Students are not permitted to congregate in hallways, classrooms or any other location in the Campus.
- **Fundraising:** Fundraising at a Campus compliant with Policy and Administrative Rule 8705 – Fundraising and approved by the Dean shall adhere to applicable social distancing and safety guidance.
- **Deliveries:** Mail and packages shall be deposited in the designated plastic bin located at the main entrance of each Campus. A notice will be prominently posted instructing large deliveries such as equipment to be delivered to the shipping and receiving area of each Campus.

Day Field Trips

Day field trips are an extension of OSTC programs. Accordingly, Students and, where applicable, Employees, shall comply with OSTC Covid-19 Safety Protocols unless otherwise noted below:

- Social distancing during field trip
 - When possible there shall be six feet of social distancing between Employees, Employees and Students, and Student to Student in both indoor and outdoor field trip locations.
- Face coverings
 - In addition to wearing face coverings in indoor settings, Students shall also wear face coverings in crowded outdoor settings or outdoor settings where six feet of social distancing is not possible.
- Transportation
 - Students shall socially distance six feet apart on buses and in vans when possible.
 - Assigned seating and cohorting shall be employed.
 - Face coverings must be worn at all times.
 - Students will clean their hands with hand sanitizer when entering and existing vans and buses.
 - To keep Students and Employees safe:
 - Facilities will follow appropriate protocols to clean vans after each use.
 - If using vehicle heat or air conditioning, recirculating vehicle air will not be permitted.
- Symptomatic students
 - If a Student becomes symptomatic during a field trip, the Covid Coordinator/Supervisor Employee will remain with the Student exhibiting Covid symptoms until the Student's Parent(s) arrives to pick up the Student at the field trip location.

A Student's refusal or failure to comply with the OSTC Covid-19 Safety Protocols may result in a denial to participate in the field trip and/or impact the Student's participation in future field trips.

Oakland Schools reserves the right to cancel or interrupt or postpone a field trip when in the judgment of the Superintendent such act is necessary for the health, safety and welfare of the Students and Employees.

Student Exhibits COVID-19 Symptoms

- All students attending an Oakland Schools Technical Campus must follow the same protocols regardless of vaccination status (or previously having tested positive for COVID-19). To the extent there are any differences between the content of the "OSTC COVID19 Safety Protocols" ("Protocols") and any standardized Oakland County Health Department (OCHD) documents contained in the appendix, the content in the body of the "Protocols" document is controlling and students must adhere to the Protocols.
- If a student is experiencing two or more of the above Covid-19 symptoms, stay home, consult your medical provider, and get tested for COVID-19.
- If a student is experiencing only one of these Covid-19 symptoms, stay home and consult your medical provider.
- Call your campus to report your absence:
 - OSTC Northeast 248.451.2700
 - OSTC Southeast 248.288.4020
 - OSTC Northwest 248.922.5800
 - OSTC Southwest 248.668.5600

- For more information please see **“Recommendations to Address Covid-19 Symptoms in Schools”** document located in the Appendix on Page 11.
- Students who report to a Campus with symptoms or exhibit symptoms during the school day will be placed in an isolation room or area while continuing to wear their facing covering until they can be transported home or for off-site testing by their Parent or emergency contact, or ambulance if clinically unstable. Students must then remain home, follow OCHD guidelines, and may return to Campus as outlined in the **“Recommendations to Address Covid-19 Symptoms in Schools”** and **“School Quarantine Guidance”** documents located in the Appendix on Page 11.
- The COVID Safety Coordinator may review the symptoms of a student placed in an isolation room or area with the designated Oakland Schools’ nurse to determine the course of action for the student to receive appropriate care.
- If a student is tested for COVID-19, please report result to your OSTC campus:
 - OSTC Northeast 248.451.2700
 - OSTC Southeast 248.288.4020
 - OSTC Northwest 248.922.5800
 - OSTC Southwest 248.668.5600

Student Tests Positive for COVID-19

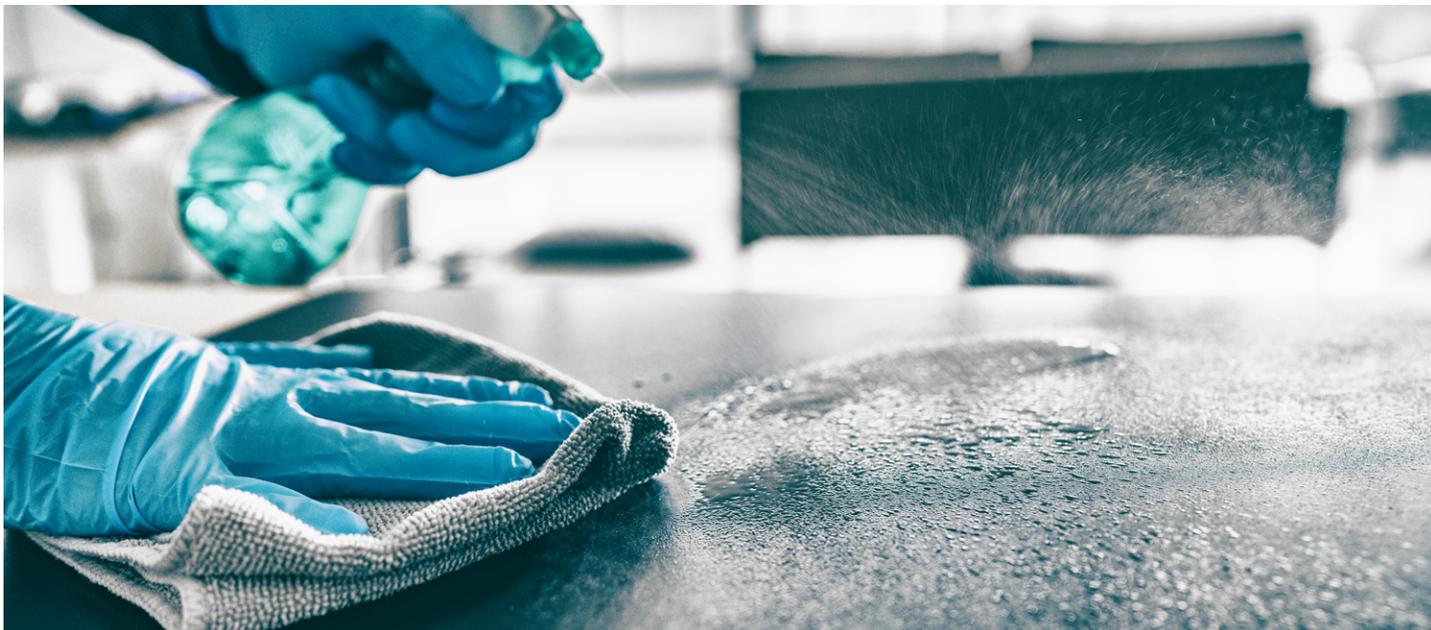
- Students that test positive should inform Oakland Schools by contacting nurse@oakland.k12.mi.us, should remain home and should follow OCHD guidelines as outlined in the **“Recommendations to Address Covid-19 Symptoms in Schools”** document located in the Appendix on Page 11.
- Upon learning of a probable or confirmed COVID-19 case in someone who has been on a Campus (by testing or confirmed clinically by a student’s healthcare professional), the Campus Operations Supervisor or those assisting with COVID-19 operations will determine under what circumstances the student was exposed by the guidance provided by the Oakland County Health Department (OCHD) and then make a recommendation on any quarantine requirement of the involved students. The Public Health Nurse Consultant will report any positive cases to the OCHD.
- Upon identifying any instances of a student(s) requiring quarantine, the campus operations supervisor or those assisting with COVID-19 operations will contact those affected students. The Public Health Nurse Consultant shall create a list of close contacts and shall notify OCHD.
- A COVID Safety Coordinator will coordinate with the Executive Director of Student Services, and Oakland Schools Communication Services on messaging to be communicated with Employees, students, and Parents regarding the possible COVID-19 exposure including but not limited to posting confirmed case(s) on the Oakland Schools Technical Campus website within 24 hours of receiving notification from the OCHD: <https://www.ostconline.com/about-ostc/covid-19-updates>.
- Contact tracing will be conducted by the OCHD.
- Oakland Schools will implement specified cleaning Campus safety protocols to clean and disinfect affected areas.

Students in Close Contact

- A student (or other individual on Campus) is considered to have been in close contact with someone who is positive of COVID-19 if such student was within 6 feet of a person infected with COVID-19 for more than 15 minutes cumulatively in a 24-hour period with or without a mask.
- If the close contact occurred on one of the Campuses, Oakland Schools will notify the student who was in close contact with instructions to self-quarantine at home. The length of time for quarantine is based on guidance provided by the OCHD. See **“School Quarantine Guidance”** document in the Appendix on Page 11.
- If contact occurred outside of Oakland Schools, it is recommended the student quarantine for 10 days. See **“Back to School Guidance”** document in the Appendix on Page 11.

Non-Suspected COVID-19 Health Concerns/Illness

- Any student who has been absent from Campus for health concerns/illness, should consult with a medical care professional.
- If a student has an alternate diagnosis (e.g., tested positive for influenza), the criteria for return to Campus will be based on the diagnosis. A physician’s note may be required for a student’s return to their Campus.
- Returning students need to be symptom free without medication for 24 hours.



Confidentiality

Employees will adhere to the Oakland Schools Board of Education policies and administrative rules governing student records and confidentiality to prevent the disclosure of protected health information of students and other Employees.

Disinfection Process

- **Daily (between sessions or every four hours):** Utilizing electrostatic sprayers, an EPA-approved disinfectant or diluted bleach solution, Campus Facilities will disinfect the main office, all doors, light switches, benches, shared lockers, conference room chairs, and table (if used), keyboards, and restrooms. Rooms cannot be occupied during the disinfection process but are safely accessible within 5 minutes afterward. Facilities will also provide disinfecting spray bottles and wipes to the instructors in the event they would prefer to do any additional disinfecting on their own. Face coverings are required while using disinfectant spray bottles and will be provided upon request.
- Each night classrooms, conference/meeting rooms, offices, restrooms, and all commonly touched hard surfaces will be disinfected.
- Employee's desks, hand tools, power tools, and large power equipment are to be cleaned by Employees and students (if appropriate) at the end of each session. Cleaning products will be provided. Students and Employees are to minimize to the extent possible the sharing of any equipment and instructional supplies. Students and Employees must wear gloves, face covering, and face shields when performing all cleaning activities. Campus occupancy hours are 6:30 am to 5:00 pm unless a limited exception such as a special event or activity is pre-approved by the Executive Director of Student Services consistent with Oakland Schools Board of Education policies and administrative rule.
- To eliminate the COVID-19 contact spread of the virus, non-instructional animals are not allowed on the campus unless permitted under Policy and Administrative Rule 7485 - Inclusion of Animals in Instructional Program and Policy 8015 - Assistance Animals for Students.
- If a confirmed case is established (by testing or confirmed clinically by the student's healthcare professional) Oakland Schools will implement specified cleaning Campus safety protocols to clean and disinfect affected areas.

Signage for Campuses

The following signage will be provided at each Campus:

- Mandatory face coverings
- Proper social distancing for meeting rooms, restrooms, corridors, shops, and classrooms
- Restroom occupancy, social distancing, and hand hygiene techniques
- Social distancing reminders throughout each Campus
- Provide social distancing floor/seating markings for Campus main offices

- Proper hand washing, coughing and sneezing etiquette, and nose blowing
- Conference room layouts
- A reminder not to touch the face, nose, and mouth

The signage listed above will be posted in highly visible locations, will include visual cues at the appropriate reading and literacy level, and be translated into the common languages spoken by students, faculty, staff, and people in the school community

The Campus Safety Protocols are in place to protect everyone. Anyone not adhering to the Campus Safety Protocols can/may be disciplined or required to leave a Campus with pre-approval of the Dean. The COVID Coordinators in each Campus are responsible to monitor Campus Safety Protocols. We appreciate your partnership in complying with Campus Safety Protocols.

Definitions As Defined By Oakland Schools

• **Face Coverings:** A face covering mask is defined as “a tightly woven cloth or other multi-layer absorbent material that closely covers an individual’s mouth and nose.” Facial coverings may be secured to the head or simply wrapped around the lower face. They can be made of a variety of materials, such as cotton or linen, and maybe factory-made or made by hand.

• **Face Covering Exemptions:** Students, Parents, and Invitees who are not required to wear facial coverings include the following:

- Persons in the act of eating or drinking.
- Persons under the age of four years; however, supervised masking is recommended for children who are at least two years of age.
- Persons with developmental conditions of any age attending school for whom it has been demonstrated that the use of a face covering would inhibit the person's access to education. These are limited to persons with an Individualized Education Plan, Section 504 Plan, Individualized Healthcare Plan or equivalent.
- Vaccinated teachers who are working with children who are hard of hearing or students with developmental conditions who benefit from facial cues.
- Persons who have a medical reason confirmed in writing from a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) currently licensed to practice medicine in the State of Michigan.

• **Isolation:** Isolation is for people with or without symptoms of COVID-19, diagnosed with COVID-19, presumed positive for COVID-19, or who are awaiting test results for COVID-19. **Recommendations for isolation:**

- Stay home when in isolation.
- The isolation period begins the first day of symptoms.
- 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.
- Household member should practice self-quarantine and monitoring.
- Wear a mask if you’re around others and pets.

Isolation ends when the following conditions are met and individuals may return back to the OSTC when:

- People with symptoms: At least 10 days after symptoms began AND 24 hours fever-free without fever reducing medications with improving symptoms.
- People without symptoms: 10 days after first positive diagnostic/viral test if no symptoms develop. If symptoms develop after testing positive, follow the guidance in the bullet above.

• **Quarantine:** Quarantine is for people without symptoms who recently had close contact with someone with COVID-19. Follow the OCHD School Quarantine Guidance for classroom/bus exposure. **Recommendations for quarantine and return timeline:**

- Stay home 24/7 for 10 days, watch for COVID-19 symptoms and maintain physical distance of at least 6 feet from others at all times.
- Continue symptom monitoring for symptoms for 14 days.
- Check and record your temperature 2x a day for 14 days using the Symptom and Temperature Log.
- Continue mask wearing and physical distancing around family and roommates for 14 days.
- Call your physician or local Health Department if symptoms develop and get tested.

Appendix



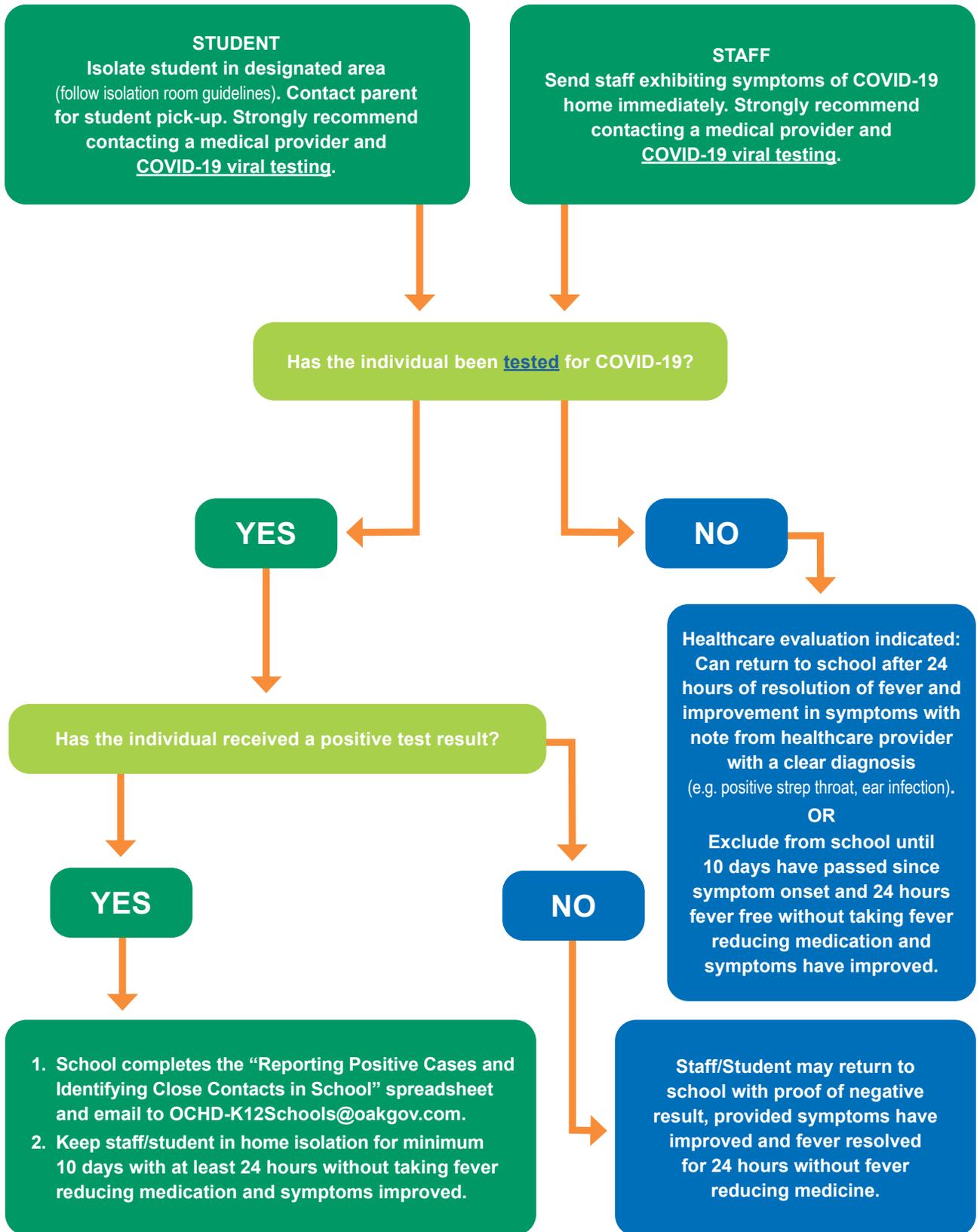
OAKLAND COUNTY MICHIGAN
HEALTH DIVISION
DAVID COULTER
OAKLAND COUNTY EXECUTIVE



**CORONAVIRUS
COVID-19**

RECOMMENDATIONS TO ADDRESS COVID-19 SYMPTOMS IN SCHOOLS

Updated 8/20/21



*CDC lists COVID19 symptoms as: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. Consider pre-existing conditions that may cause similar symptoms, such as asthma, allergies, etc.



BACK TO SCHOOL GUIDANCE

COVID-19 PREVENTION IN K-12 SCHOOLS

This guidance is subject to change based on State and Federal guidelines/mandates.

Oakland County Health Division (OCHD) recognizes the importance of returning students to school campuses for in-person instruction while protecting the health and safety of our students, school staff, and broader community from COVID-19. Safety in schools starts by:

- Ongoing vaccination efforts for eligible students.
- Keeping children home when sick.
- Parents encouraging their student to wear a proper fitting mask during in-person instruction.
- School officials partnering with the local public health to ensure all persons regardless of vaccination status consistently and properly wear a facial covering while inside any enclosed Kindergarten through 12th grade educational institution

This guidance is designed to support all public and private K-12 schools to:

- Guide planning for the 2021-2022 school year in accordance with the [Michigan Department of Health and Human Services](#) (MDHHS) and the [Centers for Disease Control and Prevention](#) (CDC) guidance.
- Identify layered prevention strategies to reduce COVID-19 transmission in the school setting and minimize disruption to in-person learning.

OCHD recognizes the challenges districts may face in implementing layered mitigation recommendations. As a result, the expectation is that districts will implement as many mitigation measures as possible to reduce the risk of transmission for students, teachers, and staff.

GENERAL INFORMATION

What is COVID-19?

COVID-19 is a disease caused by a virus called SARS-CoV-2 that can be spread from person to person.

How does COVID-19 spread?

COVID-19 spreads when an infected person breathes out droplets and very small particles that contain the virus. These droplets and particles can be breathed in by other people or land on their eyes, noses, or mouth. In some circumstances, they may contaminate surfaces they touch. People who are closer than 6 feet from the infected person are most likely to get infected.

COVID-19 is spread in three main ways:

- Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the virus.
- Having these small droplets and particles that contain virus land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze.
- Touching eyes, nose, or mouth with hands that have the virus on them.

Anyone infected with COVID-19 can spread it, even if they do NOT have symptoms.

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)

Anyone infected with COVID-19 can spread it, even if they do NOT have symptoms.

DEFINITIONS

- **Isolation:** Separates someone who is sick or tested positive for COVID-19 without symptoms from people who are not sick. People in isolation (usually 10 days) must stay home until it is safe to be around others. In the home, anyone sick or infected must separate themselves from others by staying a specific “sick room” or area and using a separate bathroom, if available.
- **Quarantine:** Separates and restricts the movement of a person who was identified as a close contact to someone who has COVID-19 to see if they become sick.
- **Fully Vaccinated:** 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.
- **Close Contact:** A person who was within 6 feet of a person infected with COVID-19 for more than 15 minutes with or without a mask.
- **Contact Tracing:** A strategy for slowing the spread of disease in which public health workers communicate with infectious people to identify their contacts. They then follow up with those contacts to provide guidance on how to quarantine themselves and what to do if they develop symptoms of disease.

MITIGATION STRATEGIES TO REDUCE COVID-19

Per CDC the following COVID-19 prevention strategies are recommended to protect the health and safety of our students, staff and the broader community from COVID-19 while keeping students safe and present in school with minimal disruption.

1. Promoting Vaccination

Achieving high levels of COVID-19 vaccination among eligible students as well as teachers, staff, and household members is one of the most critical strategies to help schools safely resume full operations. Schools are strongly recommended to actively promote vaccination for all eligible students, staff and community members.

2. Stay home when sick

Parents/caregivers should be strongly encouraged to monitor their children for signs of illness every day as they are the front line for assessing illness in their children.

- Staff/students that have been fully vaccinated but are infected with the Delta variant can spread the virus to others. To reduce the risk of becoming infected with the Delta variant and potentially spreading it to others CDC recommends the following:
 - Wear a mask in public indoor spaces
 - Get tested if experiencing COVID-19 symptoms
 - Isolate if test positive or are experiencing symptoms of COVID-19
 - Get tested 3-5 days following exposure to someone with suspected/confirmed COVID-19 and wear a mask in public indoor settings for 14 days after exposure/until a negative test result (3-5 days post-exposure)

3. Masks

Masks are required to be worn by all students, teachers, administrative staff, attendees, volunteers, and other employees or volunteers in all kindergarten through grade twelve schools regardless of vaccination status.

Masks should:

- Completely cover the nose and mouth
- Fit snugly against the sides of the face and not have any gaps
- Be handled [only by the ear loops, cords](#), or head straps (not by the surface of the mask).

Masks should not be worn by:

- Persons in the act of eating or drinking.
- Persons under the age of four years; however, supervised masking is recommended for children who are at least two years of age.
- Persons who have a medical reason confirmed in writing from a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) currently licensed to practice medicine in the State of Michigan.
- Anyone with a disability who cannot wear a mask, or cannot safely wear a mask, for reasons related to the disability.
- Anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.
- Students with special needs who are unable to tolerate a face covering.
- Anyone swimming.
- Anyone communicating with someone who is deaf, deafblind, or hard of hearing and when the ability to see the mouth is essential to communication.

4. Physical Distancing

- Maintain a minimum of three feet of distance between students in classroom settings to the extent possible.
- Maintain cohorts or groups of students with dedicated staff who remain together throughout the day, including at recess, lunchtimes, and while participating in extracurricular activities.

Consider structural interventions within classrooms to aid with physical distancing including:

- Facing desks in the same direction.
- Avoiding grouped seating arrangements.



Outside of the classroom schools should consider approaches to implement physical distancing in the following areas that may pose greater risk of transmission:

- In common areas, in spaces where students may gather such as hallways and auditoriums.
- When masks may be removed, such as during outdoor activities.
- During indoor activities when increased exhalation occurs, such as singing, shouting, band practice, sports, or exercise (even if masks are worn).

Large Gatherings

Brings together many people from multiple households in a private or public space. The more steps you can take, the safer you will be at a gathering. No one measure is enough to prevent the spread of COVID-19.

Recommendations include:

- Wear a mask
- Stay at least 6 feet away from people who do not live with you
- Wash hands often
- Avoid crowded, poorly ventilated indoor spaces

Meals

The following prevention strategies are recommended when meals are offered in cafeterias or other group dining areas to help mitigate the spread of COVID-19:

- Maintain physical distancing between students and staff, if possible.
- Stagger eating times to allow for greater physical distancing.
- Maintain student cohorts. Limit mixing between groups.
- Avoid offering self-serve food options.
- Discourage students from sharing meals.
- Encourage routine cleaning between groups.
- Encourage outdoor meals when possible.

Transportation

- Masks must be worn by all passengers on buses, regardless of vaccination status per [CDC's Federal Order](#).
- If occupancy allows, maximize physical distance between students.
- Open windows to increase airflow in buses and other transportation, if possible.
- Regularly clean high touch surfaces on school buses at least daily.

5. Handwashing/Hygiene

Schools are recommended to teach and reinforce frequent hand washing with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol may be used.

- Encourage students and staff to cough or sneeze into their elbow or tissue. Used tissues should be thrown in the trash and hand hygiene should be performed immediately.
- 

- Maintain adequate supplies including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and no touch trash cans.
- Hand hygiene should be encouraged throughout the school day:
 - Upon arrival at school
 - Before and after meals and snacks
 - After going to the bathroom
 - After blowing nose, sneezing, or coughing into tissue
 - Before leaving for the day
 - When hands are visibly soiled
- Assist/observe young children to ensure proper hand washing

6. Cleaning, Disinfection, and Airflow

- It is recommended that schools follow standard procedures for routine cleaning and disinfecting with an [EPA-registered](#) product for use against SARS-CoV-2. This means at least daily cleaning and disinfecting surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys.
- If a person exhibits COVID-19 compatible symptoms or tests positive for COVID-19 within 24 hours of being in the school building, school staff should clean and disinfect the spaces occupied by the person. Once the area has been appropriately disinfected, it can be re-opened for use. Close off areas used by the person who is sick or positive and do not use those areas until after cleaning and disinfecting.
- Wait as long as possible (at least several hours) after the person has exited a space before cleaning/disinfecting.
- Open doors and windows and use fans or HVAC settings to increase air circulation in the area.
- Use products from EPA List according to the instructions on the product label.
- Wear a mask and gloves while cleaning and disinfecting.

Improving Airflow

Improve airflow to the extent possible to increase circulation of outdoor air, increase the delivery of clean air, and dilute potential contaminants. This can be achieved through several strategies:

- Bring in as much outdoor air as possible.
- If safe to do so, open windows and doors. Even just cracking open a window or door helps increase outdoor airflow, which helps reduce the potential concentration of virus particles in the air.
- Do not open windows or doors if doing so poses a safety or health risk.
- Use child-safe fans to increase the effectiveness of open windows.
- Safely secure fans in a window to blow potentially contaminated air out and pull new air in through other open windows and doors.
- Use fans to increase the effectiveness of open windows.
- Use exhaust fans in restrooms and kitchens.

7. Response to Symptomatic Students and Staff

Schools are recommended to ensure procedures are in place to identify and respond to a student/staff member who becomes ill with COVID-19 symptoms. View [Isolation Room Guidelines](#) and the following recommended steps:

- Designate an area or room away from others to isolate individuals who become ill with COVID-19 symptoms while at school.
- Consider an area separate from the health office to be used for routine visits such as medication administration, injuries, and non-COVID-19 related visits.
- Ensure there is enough space for multiple people placed at least 6 feet apart.
- Ensure hygiene supplies is available, including additional cloth masks, tissues, and alcohol-based hand sanitizer.
- Staff assigned to supervise students waiting to be picked up do not need to be healthcare personnel but should follow physical distancing guidelines.

For students with chronic health conditions, follow the students' specific individual medical care plan/emergency plan.

8. Screening Testing

[Screening testing](#) identifies infected people, including those with or without symptoms (or before development of symptoms) who may be contagious, so that measures can be taken to prevent further transmission.

School districts are recommended to screen testing when any of the following conditions are present:

- Physical distancing of 3ft in a classroom is not feasible
- Low vaccination coverage
- Indoor masking is not used a preventative measure to reduce transmission
- When level of community transmission is assessed as moderate, substantial, or high

Sports recommendations for unvaccinated individuals:

- High risk sports and extracurricular activities – at least once per week at all levels of community transmission
- Low and intermediate risk sports – at least once per week when level of community transmission is assessed as moderate, substantial, or high.

Schools are recommended to cancel high risk sports and extracurricular activities when the level of community transmission is assessed as high.

9. Reporting Positive Cases and Identifying Close Contacts in School

Reporting positive cases and identifying close contacts in school is important to quickly identify those who should isolate and quarantine due to a COVID-19 diagnosis or exposure to COVID-19.

Ideally within 24 hours of being notified, the school is strongly recommended to complete the [“Reporting Positive Cases & Identifying Close Contacts in Schools” spreadsheet](#) as thoroughly as possible. This spreadsheet is a fillable document. Once completed, the school emails the spreadsheet to ochd-k12schools@oakgov.com as an attachment. A new spreadsheet form should be completed for every new positive case. Once OCHD receives the spreadsheet, the students or staff that are listed in the document will be placed in our contact tracing system for follow up, support, and resources during the quarantine period. Seating charts are recommended to assist schools with identifying close contacts when an exposure occurs.



Isolation/Quarantine Guidelines

When schools are made aware of a positive case of COVID-19, schools are recommended to inform the positive case to isolate for at least 10 days after symptoms began and 24 hours after no fever without fever reducing medications and symptoms have improved.

Schools are also recommended to notify all close contacts to quarantine for 10 days and monitor for symptoms for 14 days from their last known exposure to the confirmed case. View [School Quarantine Recommendations](#) document.

Quarantine Exclusions

- Per [CDC](#) people who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months if they remain symptom-free. Those who develop symptoms again within 3 months of their first COVID-19 positive test may need to be tested again if no other cause is identified for their symptoms.
- Vaccinated persons are not required to quarantine if they meet all of the following criteria:
 - It is more than 14 days since receiving the last dose in the series
 - Have remained asymptomatic since the current COVID-19 exposure
- Per the CDC, in the K-12 indoor classroom setting only, an exception to the close contact definition excludes students who were within 3 to 6 feet of an infected student where:
 - Both students were engaged in consistent and correct use of well-fitting masks **and**
 - Other K-12 school prevention strategies (such as universal and correct mask use, physical distancing, increased ventilation) were in place in the K-12 school setting.

This exception in K-12 schools does not apply to teachers, staff, or other adults in the indoor classroom setting.

**OCHD may recommend stricter quarantine guidelines throughout the school year based on the level of community transmission and identified school outbreaks.*

SOURCES & LINKS

- How to Wear a Face Covering:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
- Cloth Face Coverings:
<https://www.oakgov.com/covid/best-practices/prepare/Pages/face-covering.aspx>
- Handwashing:
<https://www.oakgov.com/covid/best-practices/prepare/Pages/hand-washing.aspx>
- CDC COVID-19 Symptoms:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>
- Oakland County COVID-19 Data Dashboard:
<https://www.oakgov.com/covid/dashboard.html>
- Test Methods
<https://www.oakgov.com/covid/resources/Documents/healthcare-providers/Healthcare%20-%20Test%20Methods.pdf>
- State of Michigan Test Finder:
https://www.michigan.gov/coronavirus/0,9753,7-406-99891_99912-531745--,00.html
- Next Steps After Testing:
https://www.oakgov.com/covid/best-practices/sick-caring/Documents/Next%20Steps%20After%20Testing_Combined_7-23-20.pdf
- Vaccination Locations:
<https://oaklandcountyvaccine.com>
- Mental Health and Community Resources:
<https://www.oakgov.com/covid/best-practices/resources/Pages/default.aspx>
- MDHHS MI Safer Schools Testing Programs:
https://www.michigan.gov/coronavirus/0,9753,7-406-98178_104699_104700_105077---,00.html
- MDHHS MI Safer Sports Testing Programs:
https://www.michigan.gov/coronavirus/0,9753,7-406-98178_105410_105423_105477---,00.html



GENERIC ISOLATION ROOM GUIDELINES



The purpose of these guidelines is to outline the recommended isolation room procedure when a student becomes ill at school with COVID-19 symptoms.

The isolation room should contain a bathroom with handwashing facilities. If this is not feasible, designate a bathroom for isolation room use only. Consideration of ventilation such as windows and an outside door is preferable to reduce the spread of disease for isolated individuals exiting the building.

RECOMMENDED SUPPLIES

- Surgical masks (adult and child sizes)
- Latex-free gloves
- Face shield
- Disposable gowns
- Tissues
- Garbage can
- Trash bags
- Hand-sanitizer with 60-95% alcohol
- Brown paper bags
- EPA approved cleaning supplies
- Phone or Walk-talkie
- N95 masks
- Touchless thermometer
- Proper signage restricting/limiting entry
- Clipboard, pens, symptomatic log sheet, symptomatic student letter

HOW TO DETERMINE IF STUDENT SHOULD BE RELOCATED TO ISOLATION ROOM

1. Is student currently experiencing ONE or more of the following symptoms unrelated to a known pre-existing condition (e.g. asthma, allergies)?

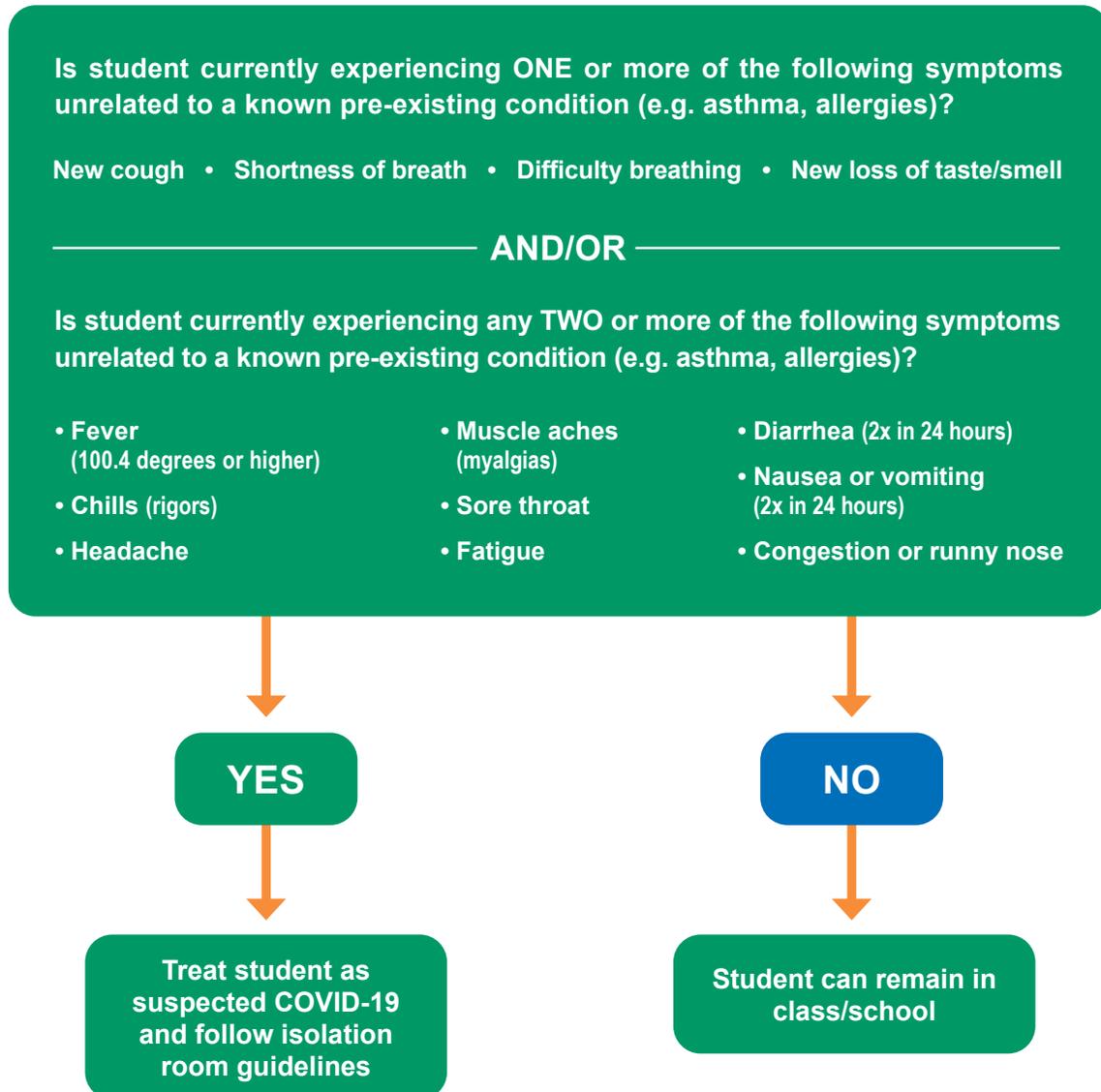
- New cough Shortness of breath Difficulty breathing New loss of taste or smell

2. Is student currently experiencing TWO or more of the following symptoms unrelated to a known pre-existing condition (e.g. asthma, allergies)?

- Fever (100.4 degrees or higher) Headache Diarrhea (2x in 24 hours)
 Chills (rigors) Sore throat Nausea or vomiting (2x in 24 hours)
 Muscle aches (myalgias) Fatigue Congestion or runny nose

Learn more about slowing the spread of COVID-19 at www.oakgov.com/covid.
For questions call Nurse On Call at 1.800.848.5533.

For students with a known pre-existing condition (e.g. Asthma, Allergies), follow the students specific individual medical care plan/emergency plan.



ONCE IN THE ISOLATION ROOM

- Assigned school personnel wears gloves and surgical mask at all times
- If student is coughing, assigned school personnel should wear a face shield and N95 mask
- If student is vomiting, assigned personnel should wear a gown
- Contact parent for prompt student pick up
- Have student wash hands and replace facial covering with a surgical mask (store used face covering in brown paper bag to be laundered at home or throw away disposable mask)
- Remain 6 feet apart in the isolation room when possible
- Monitor student(s) at all times
- Assigned school personnel uses Symptomatic Student Documentation Log
- Recommend taking temperature upon arrival and document results on Symptomatic Student Documentation Log.

ONCE PARENT/GUARDIAN ARRIVES TO SCHOOL

- Parent/Guardian to remain in vehicle, student to be escorted to pick up area
- Parent/Guardian to receive Symptomatic Student Letter

CLEAN AND DISINFECT

- All items and surfaces used by the ill student
- Remove gloves – wash hands
- Remove mask and throw way – wash hands again
- Replace surgical mask if monitoring additional students
- Notify custodial staff per building disinfecting protocol.

CDC provides guidance on an isolation plan if someone arrives or becomes ill at school. Isolation “separates sick people with a contagious disease from people who are not sick” (CDC, 2017). [Managing Communicable Disease in School \(July 2020\)](#)
[Cleaning and Disinfecting in School Classrooms](#) <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/cleaning-disinfecting-school-classrooms.pdf>
PPE ([How to put on and take off PPE](#)) <https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>



SCHOOL QUARANTINE GUIDANCE

This guidance is subject to change based on State and Federal guidelines and/or mandates



Oakland County Health Division (OCHD) recommendations for quarantine are as follows:

Quarantine Exclusions per CDC

- People who have tested positive for COVID-19 do not need to quarantine or get tested again for 3 months if they remain symptom-free. Those who develop symptoms again within 3 months of their first COVID-19 positive test should be tested again if no other cause is identified for their symptoms.
- Vaccinated persons are not required to quarantine if they meet all of the following criteria:
 - More than 14 days since receiving last dose in the series
 - Have remained symptom-free since the current COVID-19 exposure

CLOSE CONTACT QUARANTINE

- The following recommendations outline the steps to quarantine when students are identified as close contacts.

	CLASSROOM EXPOSURE SCENARIO	MASKS	QUARANTINE	CONTINUE SCHOOL
CONTACT UNVACCINATED	<3 Feet	N/A	YES	NO
	3-6 Feet	One or Both UNMASKED	YES	NO
	3-6 Feet	Both Properly Masked	NO	YES
CONTACT FULLY VACCINATED	<3 Feet	N/A	NO	YES
	3-6 Feet	N/A	NO	YES

All household contacts are recommended to be excluded from work or school while test results are pending for a household member. If test results are positive or if symptomatic person does not get tested, household contacts are recommended to quarantine for 10 days from last known exposure.

OCHD has considered the need to balance COVID-19 transmission risks with the impact of longer quarantine periods on student learning and participation in school activities when endorsing the following quarantine recommendations.

1. OCHD recommends a 7-day quarantine with COVID-19 test to return. The following must be met before returning to school:
 - a. A negative PCR test (not a rapid antigen or antibody test) COLLECTED no sooner than 5 days after exposure date (test must occur on day 5 or later). The school should ensure the timing of the test is appropriate (no less than 5 days after last date of exposure).
 - b. Person remains symptom-free.
 - c. With a negative PCR result, person may return to school on day 8.

OR

2. Stay home for 10 days after exposure while wearing a mask and physically distancing from others.

For both quarantine strategies, the following must occur:

- Agree to cooperate with contact tracing efforts while monitoring symptoms for 14 days after exposure.
- If symptoms develop, immediately isolate and get a COVID-19 test.
- After stopping quarantine, wear a mask, stay at least 6 feet from others, wash your hands, and avoid large gatherings through day 14.

These modified mitigation measures may be changed at the discretion of OCHD.

Signature of Student and Parent

I and my student understand the contents and agree to abide by the *Oakland Schools Technical Campuses COVID-19 Safety Protocols*. I and my student further understand that violation of the Oakland Schools Technical Campuses COVID-19 Safety Protocols may result in disciplinary actions as outlined in the *Oakland Schools Student Code of Conduct*.

Student Signature

Student Name

Date

If student is a minor:

Parent Signature

Parent Name

Date

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