



Charles County
Public Schools

Working together to achieve excellence for every student.

**OFFICE OF SCHOOL
SAFETY & SECURITY**



ENDEMIC

STANDARD OPERATING PROCEDURES

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CHARLES COUNTY PUBLIC SCHOOLS COVID-19 ENDEMIC STANDARD OPERATING PROCEDURES

TABLE OF CONTENTS

- SAFEGUARDS AND EXPECTATIONS..... 3**
 - Universal Precautions..... 3
 - Health Questionnaire and Pre-Screening 3
 - Disinfecting and Sanitizing Classrooms..... 4
 - Physical Distancing and Classroom Set-Up..... 4
 - Student and Visitor Masks 4
 - Visiting the Nurse..... 4
 - Water Fountains..... 4
 - Isolation Room 4
- STUDENT BECOMES SICK AT SCHOOL 4**
 - Student Who Feels Sick..... 4
 - Asthmatic Students..... 5
 - Students With Other Chronic Health Conditions 5
 - Returning to School 5
 - Sick Students Who Do Not Pre-Screen With Viral Symptoms..... 5
 - Parent/Guardian Notification Process..... 5
- EXPOSURE TO VIRUS OR POSITIVE TEST RESULTS 6**
- POSITIVE VIRAL TESTS 6**
- STUDENTS WHO ARE EXPOSED TO A KNOWN POSITIVE COVID PERSON..... 6**
 - Contact Tracing..... 6
- COVID-19 STAFF PROCEDURES..... 6**
 - Staff Mask Use..... 6
 - Feeling Ill 6
 - Documentation..... 7
- POSITIVE VIRAL TESTS 7**
- STAFF WHO ARE EXPOSED TO A KNOWN POSITIVE COVID PERSON..... 7**
 - Contact Tracing..... 7
 - Vaccination Appointments During Work Hours (including booster shots)..... 7
 - Mandatory Compliance 7

SAFEGUARDS AND EXPECTATIONS

The COVID-19 pandemic has challenged our daily lives. Our processes continue to evolve based on guidance from the Centers for Disease Control and Prevention (CDC), Maryland Department of Health (MDH), Maryland State Department of Education (MSDE), and the Charles County Department of Health. The goal of these processes and policies is to reduce the risk of exposure to our staff, students, and community and move beyond the COVID pandemic to address any viruses or endemic illnesses. As guidance is updated, this document will be edited and redistributed.

UNIVERSAL PRECAUTIONS

Viral respiratory diseases spread through respiratory droplets. Following the universal precautions below has proven to drastically reduce the transmission of viruses.

- Those who are eligible, obtain the COVID-19 vaccination.
- If you choose to wear personal protective equipment (PPE), wear it appropriately, take care of it, keep it clean and disinfected and discard it when it becomes unserviceable or reaches the end of its life cycle.
- Where possible, maintain a safe distance when having conversations and meetings.
- When possible, meet in larger spaces such as lobbies, classrooms, auditoriums, and large conference rooms with a limited number of people.
- Practice good hand washing and hygiene.

HEALTH QUESTIONNAIRE AND PRE-SCREENING

Staff must pre-screen before coming to work, and parents/guardians must pre-screen their child(ren) before they arrive at school. Failure to accurately pre-screen may temporarily result in a student's removal from school if the student is ill.

Students/staff suffering from any of the following symptoms should not come to school/work.

- New, uncontrollable cough
- Fever (over 100.4 or higher)
- New onset of a severe headache with a fever
- Sore throat with visible redness
- Difficulty breathing
- Vomiting
- Diarrhea
- New loss or change in the ability to taste or smell.

By arriving at a school system facility, staff/students acknowledge the pre-screening was completed with no symptoms.

DISINFECTING AND SANITIZING CLASSROOMS

Each classroom will have hand sanitizer. At the minimum, students must clean their hands routinely, between activities or movements. Staff should disinfect and sanitize shared class materials as needed.

PHYSICAL DISTANCING AND CLASSROOM SET-UP

Barriers such as plexiglass or shower curtains personally owned/installed (staff or student) are not allowed.

When possible, physical distancing should continue to be maximized. Schools will not separate students based on their choices to wear a mask or not.

Seat charts should be maintained to support contact tracing if necessary.

STUDENT AND VISITOR MASKS

Masks are optional inside of CCPS buildings. Staff may not require students or visitors to wear masks. Staff is not responsible for ensuring that students wear masks properly. If a student or staff member wears a mask, it must conform to the dress code. CCPS will continue to supply masks for students and staff who desire to wear one.

VISITING THE NURSE

Outside of life-threatening emergencies, teachers must consult with the nurse via telephone or video call prior to sending a student to the nurse.

WATER FOUNTAINS

Water fountains will remain accessible and may be used for drinking and to fill reusable bottles.

ISOLATION ROOM

Each school must identify a room for the isolation of sick students that allows supervision, preferably near the front office. This room cannot be in the nurse's work area. An empty office or conference room may be used. Supervision can occur from outside the room as long as the student can be seen at all times. An administrator or designee is to monitor the students. The school nurse should not be the monitor for the isolation room. Students may wear a mask in the isolation room. Multiple ill students can wait together in the isolation room. The physical distance between students should be maximized.

STUDENT BECOMES SICK AT SCHOOL

The below guidelines are established to guide CCPS in cases where a student becomes sick while at school. Students who feel sick SHOULD NOT come to school.

STUDENT WHO FEELS SICK

- Staff will contact the school nurse via the phone to perform virtual pre-screening.
- At the school nurse's request, staff should send the child to the school nurse's office or isolation room.
- The school nurse will conduct a health pre-screening.

- The student will immediately be placed in the isolation room if viral symptoms are present.
 - Masks will be offered to those in the isolation room.
 - The student must be supervised in the isolation room.
 - Multiple students can be placed in the same room. Maximum physical distancing must be used.
 - Parents/guardians should be contacted immediately upon a symptomatic student being placed into isolation. The parent should be provided information on the pick-up procedures.
 - Once the parent/guardian/caretaker of the student in the isolation room arrives, they should immediately sign the child out and remove the student.
 - If applicable, the family can be provided information on where to obtain viral testing in the community.

ASTHMATIC STUDENTS

Students who have a physician diagnosis of asthma, have medication at school, and who experience an asthma attack or begin to suffer symptoms may be given their prescribed medication by the school nurse or have access to their prescribed medication. If treatment reduces symptoms, the student may return to class if they do not have any other viral-related symptoms. If asthma symptoms AND other viral-related symptoms are present, the student will be removed from school and may return after 24 hours without the use of symptom-reducing medication.

STUDENTS WITH OTHER CHRONIC HEALTH CONDITIONS

Students who have a physician-diagnosed chronic condition can be treated with "as needed" medication by the school nurse to alleviate symptoms identified by the provider that are considered the baseline for the student. The physician's guidance must identify which viral-like symptoms may be present and should be expected with the chronic condition. If a prescribed medication may alleviate the symptoms, it should be administered before excluding the student using protocols.

RETURNING TO SCHOOL

Students who are sick or sent home from school must remain out for the day of illness plus at least 24 hours. The student should be symptom-free without using symptom-treating medication for at least 24 hours.

SICK STUDENTS WHO DO NOT PRE-SCREEN WITH VIRAL SYMPTOMS

To return to in-person instruction after any viral-related illness, the student should be symptom-free without using symptom-treating medication for at least 24 hours.

PARENT/GUARDIAN NOTIFICATION PROCESS

The removal of sick students from school must occur as quickly as possible. With the limited medical resources CCPS has on-site, we must make every effort to have ill students taken home as rapidly as possible. If a parent or guardian refuses to cooperate with CCPS to have a child removed most expeditiously, the Office of School Safety and Security should be contacted as soon as it becomes evident cooperation is lacking. The activation of the 911 system may only begin after consultation with the Office of School Safety and Security or if a life-threatening emergency is occurring.

EXPOSURE TO VIRUS OR POSITIVE TEST RESULTS

POSITIVE VIRAL TESTS

Students who test positive for any virus should follow their doctor's recommendation. Students who test positive for COVID should follow the guidance provided by the State of Maryland and the Charles County Department of Health. Students who test positive for COVID on a home test should report the results to the Charles County Department of Health. Students who test positive should share the information with their school to ensure the student is directed to the Continuity of Learning program at their school.

STUDENTS WHO ARE EXPOSED TO A KNOWN POSITIVE COVID PERSON

Students exposed to a known COVID positive person should follow the guidance provided by the State of Maryland and/or the Maryland Department of Health. Students who are quarantining must notify their school of the situation in order to be directed to their school's Continuity of Learning program.

CONTACT TRACING

Students contacted by the State due to being positive for COVID should inform the caller of anyone who meets the exposure threshold. CCPS will assist the State in contact tracing if requested. CCPS will no longer conduct internal contact tracing.

COVID-19 STAFF PROCEDURES

Staff who are ill or not feeling well should **NOT** report to work.

STAFF MASK USE

Mask wearing by staff is optional and must meet CCPS expectations of staff dress standards. CCPS will continue to provide masks for those staff members who request them.

FEELING ILL

If a staff member is suffering from ANY viral symptoms (listed below), they should remain home, seek medical advice, and, if applicable, do community-based viral testing.

Priority viral symptoms include:

- New uncontrollable cough
- Fever (over 100.4 or higher)
- New onset of severe headache, with a fever
- Sore throat with visible redness
- Difficulty breathing
- Vomiting
- Diarrhea
- New loss or change in your ability to taste or smell

For staff with chronic conditions such as asthma or allergies, the symptoms should represent a change in their baseline health.

DOCUMENTATION

When necessary for the safety of the work setting, CCPS may request proof of vaccinations and other documents or may confirm the receipt of the vaccinations, diagnosis, or exposure through the Maryland Department of Health.

POSITIVE VIRAL TESTS

Staff who test positive for any virus should follow their doctor's recommendation. Staff who test for COVID should follow the guidance provided by the State of Maryland and the Charles County Department of Health. Staff who test positive for COVID on a home test should report the results to the Charles County Department of Health. Staff must report their absences to their supervisor and ensure all professional obligations are met while they are absent.

STAFF WHO ARE EXPOSED TO A KNOWN POSITIVE COVID PERSON

Staff who are notified that they were exposed to a known COVID-positive person should follow the guidance provided by the State of Maryland and/or the Maryland Department of Health. Staff must report their absences to their supervisor and ensure all professional obligations are met while they are absent.

CONTACT TRACING

Staff who the State contacts as a result of being positive for COVID should inform the caller of anyone who meets the exposure threshold. CCPS will assist the State in contact tracing if requested. Staff shall not conduct their own contact tracing. CCPS will no longer conduct internal contact tracing.

VACCINATION APPOINTMENTS DURING WORK HOURS (INCLUDING BOOSTER SHOTS)

Staff who obtain a COVID-19 vaccine appointment during work hours will be granted up to two hours of administrative leave.

Staff is encouraged to schedule appointments after school or when schools are closed to students, on early dismissal days, or on the weekend. If this is not possible and the appointment **MUST** be made during the workday, CCPS offers staff up to two hours of administrative leave to obtain their COVID-19 vaccination or booster. Please work with your staff to ensure proper coverage of work obligations. Staff needs to provide proof of the appointment beforehand and an updated vaccination record to receive the two hours of administrative leave upon their return. **Supervisors may deny the request and ask the employee to change the appointment to ensure continuity of operations or if there are coverage issues.**

MANDATORY COMPLIANCE

Failure to abide by these Standard Operating Procedures and other CCPS policies, rules, and procedures can result in disciplinary measures up to and including termination.