

**PAOLA UNIFIED
SCHOOL DISTRICT 368**



Together We Can

**REOPENING SCHOOLS
AUGUST 2020**

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Introduction

As a district, we are excited to have students back in our buildings beginning on August 19th. We are committed to doing everything we can to protect the health of our students and staff. Our team has worked to develop a comprehensive framework that incorporates the most current guidance from health experts, educational leaders, as well as feedback from parents and students. The protocols outlined in our plan will help us reduce the risk and hopefully mitigate the spread of COVID-19 throughout the community of Paola.

We recognize that there is the possibility of a COVID-19 outbreak within our schools and the community of Paola. Therefore, we must all be prepared to adapt to any number of actions to increase preventative measures in response to changing circumstances throughout the school year. As educators, and as parents, there is no doubt that on-site learning and support is best for most students and is beneficial to not only their academic success, but their social-emotional health. However, until a vaccine is developed, there may be changes to community health requirements that would require school districts to shift strategies, which could include limiting the number of students at school, Hybrid Learning Environment, or shifting to a Remote Learning Environment where few or no students attend school on-site.

We will continue to rely on the recommendations of public health experts, specifically the Miami County Health Department. We will remain in constant communication with our public health partners throughout this pandemic as we recognize this is the time to be careful, deliberate and prudent.

The *"Together We Can"* document is divided into two sections: On-site Learning and Remote Learning. The On-Site Learning section contains guidelines for Public Health and Safety, Classrooms, Common Spaces, Transitions, Extra & Co-Curricular Activities, Health Office, Facilities, Food Service and Transportation. The Public Health and Safety section contains information that is important for every aspect of school operations whereas the other topics provide specific guidance for certain areas of school operations.

The Remote Learning section describes the learning environment for those families that would prefer to have their students learn from home the first semester of the 2020-2021 school year.

The Paola community always comes together in times of difficulty and this pandemic is no different, although many different thoughts exist regarding its severity. USD 368 staff ask that communication remain open should there be a concern and together we will accomplish great things and overcome this adversity.

Section 1: On-Site Learning Environment Guidelines

The following information is the result of collaboration with and guidance from many health experts from the Kansas Department of Health and Environment (KDHE), the Miami County Health Department (MCHD), The Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics, and others. As we look ahead to the 2020-21 school year, it is possible that COVID-19 will continue to spread. A public health approach is key to addressing the impacts of COVID-19 as well as in charting our way forward.

USD 368 is an essential part of Paola, and we understand that we have a significant impact on the health and well-being not only of the students but also school staff, parents, and the broader community. There are many simple actions (e.g. social distancing, hand washing, staying home when sick, disinfecting frequently touched surfaces and wearing barrier masks) that can reduce the risk of COVID-19 exposure and spread during the school day as well as at school-sponsored activities. This section provides recommendations for medical professionals, school nurses and families to consider when to exclude students and staff because of symptoms and strategies for symptom detection.

This section also includes the latest guidance from Centers for Disease Control, KDHE, and MCHD about how to address what happens when a student and/or staff member tests positive and ensuring that contacts to the person testing positive are handled appropriately. In the event that one of our buildings does indeed have a case of COVID-19, district and building administrators will work closely with the MCHD to ensure that isolation and quarantine procedures are initiated and followed, and that appropriate public information is shared.

You will notice throughout this section that protecting the health of our students, our staff and anyone in the community of Paola who interacts with our schools is not just the responsibility of the school administrator or school nurse; it is the responsibility of everyone, including the students. It is anticipated there will be frequent updates to this section as the situation with COVID-19 is constantly evolving.

This guidance also includes important additional information that is included as appendices:

Appendix A- As we all know, children and adults experience a multitude of conditions including colds, influenza and allergies. Many of the symptoms of these conditions mimic the symptoms often experienced with COVID-19; many are different. It is important for school personnel to be aware of the symptoms and know how to respond. Appendix A provides a comparison of three common conditions with COVID-19 so school personnel and families can be more informed and recognize signs of COVID-19 as early as possible.

Appendix B- The Isolation and Quarantine Graphic provides a short synopsis of the KDHE recommendations when members of the school community have tested positive for COVID-19 or when they are a close contact of someone who is. More detailed information for districts when they are faced with a positive case of COVID-19 are found in the “Exclusion From School” section below.

Appendix C - The COVID-19 in K-12 Schools: Public Health Guidance for Administrators provides updated guidance to school districts from the Miami County Health Department.

Adopt Hygiene Measures

To increase the likelihood of consistent and continued on-site learning, USD 368 must adopt and adhere to sound public health hygiene measures. Based on current information from public health experts, COVID-19 primarily spreads through respiratory droplets, the most important preventive measures are those that limit contact with respiratory droplets from others.

- All students, staff, vendors, and other visitors are required to wear a facial mask or face covering except as described below:
 - While eating.
 - While engaged in an activity during which it is unsafe or impossible to wear a mask or face covering.
 - Children who are not students and are 5 years of age or under.
 - Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering as documented by a health professional.
 - Persons who are deaf or hard of hearing.
- Throughout all school buildings individuals shall maintain a 6-foot distance from other individuals with only infrequent or incidental moments of closer proximity.
 - This requirement does not apply to in-person instruction in classrooms when masks or other face coverings are worn.
- All individuals entering a school building for the first time each day shall have their temperature checked. Those with a temperature of 100.4 will not be allowed to enter.
- USD 368 encourages our students and staff to create appropriate ways to replace shaking hands, hugging or giving high-fives.
- USD 368 will encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and wash or sanitize their hands immediately.

- USD 368 will provide hand sanitizer in all classrooms and throughout our buildings. Students and staff shall sanitize their hands at regular intervals throughout the day.
- USD 368 requires all students, staff and visitors to wash their hands or use hand sanitizer when they come into one of our buildings. USD 368 will provide hand hygiene stations at the entrances of each of our buildings.
- USD 368 encourages students and employees to sanitize their backpacks and personal items at the beginning and end of the day.
- USD 368 will not allow students to share lockers.
- Signs will be posted in the buildings that promote protective measures and how to stop the spread of germs.
- Hand dryers will be disabled in restrooms to keep airborne pathogens at a minimum. Hand towel dispensers will be used in place of the hand dryers.
- Students will be required to bring their own water bottles to school and will be able to fill them up at the bottle filling stations. Traditional water fountains will be turned off.

Building/Classroom Status Report

USD 368 fully expects there may be an ebb and flow to the amount of cases and outbreaks with regard to COVID-19. Therefore, USD 368 will utilize a three-level “CONDITION REPORT” to communicate with our stakeholders the protocols and guidelines we are using to protect our students and staff. Levels will be determined in consultation with local and/or state health departments.

CR1- On-site in-person learning is in place

CR2- Hybrid Learning is in place

CR3- All school buildings are closed and required remote learning is in place

General Guidance for All Conditions

- Practice and prepare to model proper hygiene practices such as handwashing, using hand sanitizer, and social distancing techniques, including alternatives to handshakes.
- Post signage in classrooms, hallways, and entrances to communicate how to reduce the spread of COVID-19 (only use USD 368 approved signage).
- Practice and prepare to model the proper wearing and disposal of personal protective equipment (PPE), including masks and/or shields.
- Social distance as much as possible by increasing space between students during in-person instruction. It is understood there may be times that it will be necessary to provide close individual contact to provide support, private

discipline, or personal instruction. When in close contact for long periods of time, staff should wear PPE, as feasible.

- Extra furniture should be removed from the classroom to increase the space available to provide distance between students.
- As much as possible, furnishings with fabric and other hard to clean coverings should be removed from the classroom.
- When possible, arrange student furniture to have all students face in the same direction.
- When possible, assign seats and require students to remain seated in the classroom.
- Utilize outdoor spaces as appropriate.
- Field Trips will not be allowed, utilize virtual options to supplement learning activities.

Exclusion from School

Students and employees exhibiting symptoms of COVID-19 without other obvious explanations, are prohibited from coming to school, and if they do come to school, they will be sent home immediately. Parents and school staff should be familiar with the symptoms of COVID-19 based on KDHE guidance (See Appendix A: Coronavirus vs. Cold vs. Flu vs. Allergies). Parents and guardians are asked to take students' temperatures each morning and watch for the other COVID-19 symptoms. Students that have a fever or exhibit other symptoms should not come to school.

The current known symptoms are:

- Fever (100.4 or higher)
- Chills
- Muscle or body aches
- Fatigue
- Headache
- Sore throat
- Lower respiratory illness (cough, shortness of breath or difficulty breathing)
- New loss of taste or smell
- Diarrhea

Staff Temperature and Symptom Screening

- USD 368 staff will make a visual inspection of every student for signs of illness.
- USD 368 will utilize thermal image scanning to measure temperatures of staff and students daily. If a fever is suspected a school nurse will re-examine the student or staff member and recheck temperature.

- Staff members will be screened daily.

Medical Inquiries

- Given the nature of the pandemic, the USD 368 will make additional medical inquiries of staff and students than they otherwise would have. Please note that federal law typically limits the type of medical inquiries that can be made but given the nature of the pandemic more leeway has been given by federal agencies in this circumstance.
- If a parent tells the school that a student is ill, the attendance secretary will ask the parent whether the student is exhibiting any symptoms of COVID-19. If an employee calls in sick or appears ill, an administrator or the Human Resources Director will inquire as to whether the employee is experiencing any COVID-19 symptoms.
- Trained school staff may take the temperature of students, employees and visitors in situations where there is reason to believe that an individual may be ill.
- If someone is sneezing or coughing, he or she may be excluded from school to minimize the spread of bodily fluids, even if the person is not exhibiting signs of COVID-19. If a person is obviously ill the school may make additional inquiries and may exclude the person from school property.

Wearing Cloth Face Coverings, Masks and Other Personal Protective Equipment (PPE)

- Individuals who are coughing or sneezing due to reasons other than potential COVID-19 infections (allergies, etc.) will be required to wear a cloth face mask AND/or other PPE while on school property to minimize dissemination of bodily fluids and may be asked to leave.
- All students, staff, vendors, and other visitors are required to wear a facial mask and/or facial shield except as described below:
 - While eating.
 - While engaged in an activity during which it is unsafe or impossible to wear a mask or face covering.
 - Children who are not students and are 5 years of age or under.
 - Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering as documented by a health professional.
 - Persons who are deaf or hard of hearing.

Defining a Case of COVID-19 Disease and the Infectious Period

A person is considered a case of COVID-19 disease if they have tested positive for the SARS-CoV-2 virus. Based on what we currently know, a case is considered infectious 2 days prior to the onset of symptoms through at least 10 days after the onset of symptoms. For cases that

do not have symptoms, the infectious period is considered as 2 days prior to the date the sample was collected through a minimum of 10 days from the date the sample was collected. Cases must remain in isolation until they have met the criteria for release from isolation set by KDHE or MCHD (See Appendix B: Isolation and Quarantine Graphic).

Defining a Close Contact

Close contact is defined as being within six feet for 10 cumulative minutes or more in a single day, without masks. People who are close contacts of a COVID-19 positive or presumed positive individual during that person's infectious period are considered exposed and should quarantine.

Return to School After Exclusion

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of KDHE or MCHD. Currently those guidelines are:

Untested- Individuals who have not received a test proving or disproving the presence of SARS CoV-2, the virus that causes COVID-19, but experience symptoms may return if the following conditions are met:

- Ten (10) calendar days have passed since symptoms first appeared AND
- Fever free for 72 hours without the use of fever reducing medicine and other symptoms have improved (for example, when cough or shortness of breath have improved)
- Whichever of the two above criteria is longer. Meaning, a minimum of ten (10) calendar days.

Tested and Awaiting Results- Individuals who are suspected of having COVID-19 disease and are awaiting test results should be isolated at home until test results are received.

Positive Result- Individuals that have tested positive of COVID-19 are required to follow the steps prior to returning to USD 368 property or events:

- **Symptomatic** cases may return if the following conditions are met:
 - Ten (10) calendar days have passed since symptoms first appeared AND
 - Fever free for 72 hours without the use of fever reducing medicine and other symptoms have improved (for example, when cough or shortness of breath have improved)
 - Whichever of the two above criteria is longer. Meaning, a minimum of ten (10) calendar days.

- **Asymptomatic** cases may return if the following conditions are met:
 - Ten (10) calendar days have passed since the date sample was collected AND
 - Symptoms have not developed.
 - If symptoms develop during the ten-day isolation period, then follow the above criteria for symptomatic cases with a new isolation period starting from the day symptoms started.

Negative Result- Individuals that have tested negative of COVID-19 may return to school once documentation of the negative test result is provided.

Travel Guidelines

- **Known exposure to a COVID-19 case or travel from a location on the [KDHE Travel-related Quarantine List](#).** People who are identified as close contacts of a COVID-19 case or have travelled from a location on the KDHE Travel-related Quarantine List must be quarantined for 14 days. A negative test result within the 14-day quarantine period does not affect the quarantine period and the person must finish their 14-day quarantine.
- **No known exposure to a COVID-19 case or travel-related exposure.** People who have not been identified as a close contact to a COVID-19 case and have not travelled from a location on the KDHE Travel-related Quarantine List may return to work/school.

Other Students and Employees in the Household

- If a student or employee is excluded from school because of a positive COVID-19 test, other students and employees living in the same household are considered close contacts and will be excluded from school for a mandatory 14-day quarantine period which begins after their last exposure to the case. If the household contacts continue to live in the same household as the case while the case is in isolation, the 14-day quarantine period for household contacts begins once the case is released from isolation by Public Health (See Appendix B: Isolation and Quarantine Release Graphic).
- If a student or employee is excluded from school on a 14-day mandatory quarantine period because they have been identified as a close contact of a case, then other students and employees living in the same household are considered contacts of a contact and do not need to be excluded from school unless they were also identified as a close contact of a case.

School Response to Student or Employee in Isolation or Quarantine

- As soon as the school becomes aware of a student or employee that has been diagnosed with COVID-19 disease, the custodial staff will be informed so that all desks, lockers and workspaces of the person are thoroughly disinfected.
- If the school is not open when notification occurs, the custodial staff will wait 24 hours or as long as possible prior to disinfecting and instead will block off the area so that others do not have contact. However, if that is not possible or school is in session, the cleaning will occur immediately.
- USD 368 staff will immediately begin compiling a list of close contacts, including names, email addresses and phone numbers. USD 368, with assistance from MCHD, will consider the 2 days prior to when the case started having symptoms, or if the case was asymptomatic the 2 days prior to the date the sample was collected. USD 368, with assistance from MCHD, will work to identify anyone who would have been within 6 feet for 10 minutes or more **without a mask** or would have had direct contact with the individual.
- With guidance from MCHD, guardians of students who have been identified as close contacts and any staff identified as close contacts will be informed as soon as possible. Close contacts must start a 14-day mandatory quarantine period starting from the day after the last contact with the case (Appendix B). The list of close contacts will be shared with the MCHD for follow-up during the quarantine period.

Separation While in School

- All of our buildings will have a room or space, separate from the nurse's office, where students or employees who may have COVID-19 or another communicable disease will wait to be evaluated or for pickup.
- The ill student or staff member will be given a mask to wear if they do not have one of their own. Only essential staff (nurses and trained staff) and ill persons assigned to the room may enter, a record of all persons who entered the room will be maintained, and the room will be disinfected several times throughout the day.
- Students who are ill will be walked out of the building to their parents by a school employee. Parents of an ill student will not be allowed to enter the building.

Classrooms for Students with Physical Needs

Each school will designate a location separate from the nurse's office for the care of students with special care needs such as suctioning, tube feeding and nebulizers to minimize

exposure to students who might be ill. The room will be disinfected frequently, and all staff members present will wear appropriate PPE. The student will be provided a mask.

Confirmed Case of COVID-19 In the School Building

When there is confirmation that a person infected with COVID-19 was in a school building, USD 368 will contact MCHD immediately and one of the following actions will occur:

- The school may remain open but block off areas where the person infected with COVID-19 was in the school building until the area has been cleaned thoroughly. The school will work with the MCHD to assess for close contacts within students and staff and inform those who are exposed that they must start a mandatory 14-day quarantine period.
- USD 368 may close the school building and work with the MCHD to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community and other factors that will determine when the building should reopen. While the school building is closed, all school activities will be cancelled or rescheduled, regardless of whether the activity was to take place in the building or another location, including extracurricular activities, before and after-school programs. Parents/students and employees will be encouraged to stay at home until more information is provided by the school or the MCHD.
- USD 368, with guidance from the MCHD, may close multiple school buildings for an extended period of time. Remote learning will take place and USD 368 will communicate with all stakeholders as to when in-person school will resume.

USD 368 will contact parents/students and staff members **if they or their child have been identified as a close contact or in a classroom that a positive case was identified**. USD 368 encourages cooperation with the district and MCHD to trace contacts with the individual. The individual who tested positive will not be identified in communications to the school community at large.

Instructional Materials- The following are examples of steps that should be taken under each condition with regard to use of classroom materials.

- CR1 Guidelines
 - Ensure hand washing/sanitizer after shared use of items.
 - Wipe shared spaces, supplies/materials, technology daily when used by one person and after each use when shared. 1:1 devices used as normal.
 - All supplies, including instruments, art supplies, tools, etc., should be cleaned and sanitized daily when used by one person and after each use when shared.
 - Students should not share any supplies, including instruments, art supplies, tools, etc., where feasible.

- All supplies, textbooks, manipulatives, and technology should be cleaned and sanitized between each use.
- CR2 Guidelines
 - Hybrid Learning is in place
- CR3 Guidelines
 - Remote Learning is in place

Classroom Visitors- No visitors/guest speakers will be permitted in the classrooms until further notice.

Student Support/Discipline by Building Administration- At all Condition Levels building administrators will, whenever possible, use the following protocols to work with students:

- Building administrators will wear a face mask and/or shield when interacting with students.
- If a student must come to the office, a designated space for the student to sit where he/she may be monitored will be established. The designated space will be in a location 6 feet away from other students and staff members.

Section 2: Learning Environment Guidelines

We understand and respect that the comfort level of families having students return to school ranges from very comfortable to not comfortable at all. Given these comfort levels, the following learning options, in accordance with the KSDE, MCHD, and the USD 368 Reopening Schools task force, will be available to USD 368 families.

Onsite Learning

Onsite learning will be provided to all USD 368 students and families. Students will attend school in person at USD 368 school buildings with the necessary safety precautions as outlined in this document to best keep staff and students safe. Should in person classes be shut down in a classroom, school, or district due to a COVID-19 outbreak or a result of a state wide shutdown, in person instruction would transition immediately to remote learning until the reopening or return to school is allowed by the MCHD, KDHE, KSDE, and/or Governor.

Hybrid Learning

Should the need arise to reduce the number of students allowed in school at one time due to increased transmission worries, as suggested in consultation with the MCHD, KDHE, KSDE, and/or Governor, the district would move to Hybrid Learning. Hybrid Learning would incorporate both Onsite Learning and Remote Learning. Students would be split into groups with groups alternating between Onsite and Remote Learning depending on the day.

Remote Learning

For families who are not comfortable sending their child(ren) to class in-person, Remote Learning is an option. Remote Learning will include students being assigned a teacher(s) just as they would if they were attending school in person. However, instead of sitting in a classroom they would complete their work at home. Depending on the number of students signed up for Remote Learning, students may be grouped by grade level or class or by grade band (K-2, 3-5, 6-8, 9-12). Although enrolled in a multi-age class, each student will be expected to work at their appropriate grade level.

According to KSDE guidelines, Remote Learning students would be required to participate the same amount of time as their in-person classmates. Students and teachers would have daily interaction with one another and a documentation log would be required to be filled out and submitted to school personnel on a weekly basis. This documentation would include both parent and student signatures (may be an electronic signature). Please note that this option is NOT the same as the Continuous Learning that took place this spring. Most likely students would be required to complete their work during the regular school day times. Rigor and relevance will meet the standards of the regular classroom setting.

To participate in the USD 368 Remote Learning Program, students:

- Must be eligible to enroll as a USD 368 student based on current policy and regulation.
- Must be enrolled and provide a written commitment for Remote Learning by August 5, 2020.
- Must have available internet access for online learning and communication, including viewing videos and zoom classrooms.
- Must keep a daily log of learning and submit weekly.
- Must attend and engage in regular contact with teachers, as required.
- Must complete assigned tasks.
- Must remain in the program throughout the Fall 2020 semester.
- May not participate in activities or athletics.

Virtual School Program (Grades 6-12)

USD 368 has offered a virtual program for students in grades 6-12, under the district's direction, for the past four years. Students have participated in this program for several reasons including early graduation, credit recovery and because they discovered an elective course opportunity that aligned with their post-secondary aspirations.

This program is a self-paced program that allows students the ability to work on their courses seven days a week, twenty-four hours a day. To participate in the USD 368 Virtual Program, students:

- Must be eligible to enroll as a USD 368 student based on current policy and regulation.

- Must be in grades 6 - 12.
- Must enroll and provide a written commitment to attend via the Virtual School Program by August 5, 2020.
- Must have available internet access for online learning and communication, including viewing videos and zoom classrooms.
- Must attend and engage in regular contact with online teachers, as required.
- Must complete assigned tasks.
- Must remain in the program throughout the 2020-2021 school year.
- May not participate in activities or athletics.

For more information on the USD 368 Virtual Program, please contact Mrs. Karen Ulanski at karen_ulanski@usd368.org.

Section 3: Distance Learning Environment Guidelines

All of our efforts and concentration at this time are geared towards school in-person on August 19th. Unfortunately, we must plan for the reality of possible school closures due to COVID-19. Should USD 368 be required to close any of its school buildings at any point during the school year as a result of COVID-19 or any other extended crises, we must have a contingency plan for distance learning. What we referred to as Continuous Learning last spring will not be repeated as that was a one-time, short-term solution. Instead, we will have a more robust distance learning plan for students to see and interact with their teachers more frequently from home.

Our curriculum and essential standards will be taught across grade levels or departments to ensure a consistent learning experience for students during distance learning. At all levels, we will appropriately address attendance and grading issues. We will work to provide the most comprehensive student experience possible if we are called to close school buildings and move to a distance learning environment.

Section 4: Food Service

Masks are to be worn before lunch and when the individual is finished eating, but may be removed by all individuals while eating their lunch. Due to not wearing masks while eating, individuals will need to be social distanced at least six feet away from the next person. This may require multiple areas within the school building for the eating of lunch. Possible alternative areas to eat could include gymnasiums, multi-purpose rooms, outside when appropriate weather, and classrooms.

Section 5: Transportation

Drivers and students riding the bus will be required to wear face coverings while on the bus. Drivers will assign seats to properly distance riders when able and family members will be required to sit together to help with social distancing. When able, the bus will be filled back to front and unloaded front to back. Hand sanitizer will be provided for students as they get on and off the bus.

Parents are expected to check their child's temperature daily and not send them to school or allow them to ride the bus if they are running a fever or have other COVID-19 symptoms without explanations as explained earlier in this document.



COVID-19

CORONAVIRUS vs. COLD vs. FLU vs. ALLERGIES

SYMPTOMS	COVID-19*	COLD	FLU	ALLERGIES
Fever	Common (measured at 100 F or higher)	Rare	High (100-102 F), can last 3-4 days	No
Headache	Sometimes	Rare	Intense	Sometimes
General aches, pains	Sometimes	Slight	Common, often severe	No
Fatigue, weakness	Sometimes	Slight	Common, often severe	Sometimes
Extreme exhaustion	Sometimes (progresses slowly)	Never	Common (starts early)	No
Stuffy nose	Rare	Common	Sometimes	Common
Sneezing	Rare	Common	Sometimes	Common
Sore throat	Rare	Common	Common	No
Cough	Common	Mild to moderate	Common, can become severe	Sometimes
Shortness of breath	In more serious infections	Rare	Rare	Common
Runny nose	Rare	Common	Sometimes	Common
Diarrhea	Sometimes	No	Sometimes**	No

TRAINING AND SCHOOL SAFETY OPERATIONS

For more information: www.kdheks.gov/coronavirus

* Information is still evolving.
** Sometimes for children.

Sources:

APPENDIX A

APPENDIX

APPENDIX C



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Paola, KS 66071
Office: (913) 294-2431
Fax: (913) 294-9506

Date: September 2nd, 2020

COVID-19 in K-12 Schools: Public Health Guidance for Administrators

The Miami County Health Department is releasing the following public health guidance for K-12 schools. The recommendations are based on currently available data and science, as well as other expert analysis from the Centers for Disease Control and Prevention (CDC), the Kansas Department of Health and Environment (KDHE), Johnson County Department of Health and Environment (JCDHE) and Children’s Mercy Hospital. Miami County schools have been some of the first in the state to move forward in offering the opportunity for in-person learning to students and families. Miami County Health Department has worked closely with regional health departments and school administrators to quickly identify cases and close contacts within the schools, and to monitor the spread of COVID-19 through case and contact investigation. As of September 2nd, 2020, Miami County Health Department Guidance for Administrators has been issued to reflect the incentivized usage of masks within the school settings.

The guidance in this document may change as additional scientific evidence becomes available and the findings dictating practice expand.

Community transmission of COVID-19 is currently moderate-to-high in Miami County. There have been, and will continue to be, cases within the schools. The guidelines below are intended to prevent transmission of COVID-19 in the school setting, meaning that even if an individual is in the building during their infectious period, the infection does not spread to others in the same space.

COVID-19 is a respiratory illness, which is contracted through the droplets of an infected person. These droplets are produced when an infected person coughs, sneezes, sings, speaks, etc. Mitigation techniques work. Masking, social distancing, hand washing, staying home when ill, and other source controls have been proven to be effective. If properly adopted by students and staff, the risk of COVID-19 transmission in schools can be reduced. Additional measures, such as assigned seating and cohorting, should be implemented by school personnel to ensure timely and accurate contact tracing is possible to further prevent transmission.

Definitions

COVID-like illness (CLI): The presence of one primary symptom or two or more secondary symptoms (see boxes below for symptom lists).

Contact tracing: The Centers for Disease Control and Prevention defines contact tracing as, “an evidence-based way to slow the spread of infectious disease. It is the process of interviewing individuals who have been infected with a disease, identifying close contacts that they may have unknowingly exposed, and providing those contacts with the information needed to monitor their own health and prevent the continued spread of the illness.” See “Contact Tracing and Exclusion of Contacts” for legal justification of this public health activity.

Quarantine: Keeps someone who might have been exposed to the virus away from others. Individuals in quarantine should stay home. If an individual must be in public to seek medical assistance, practice masking and physical distancing as much as possible.

COVID-19 Quarantine: Quarantine for 14 days from last exposure to a person with confirmed or suspected COVID-19

Isolation: Isolation separates people who are infected with the virus away from people who are not infected. Individuals with confirmed or presumed COVID-19 should isolate within their household and use a separate bedroom/bathroom, if possible. Sleeping areas should not be shared. Individuals should not spend time in common household areas (living room, kitchen); if face-to-face interactions must take place, all household members should mask. Disinfect frequently touched surfaces in the household often.

COVID-19 Symptomatic Isolation:

Isolate for:

1. At least 10 days have passed since symptoms first appeared AND
2. At least 24 hours fever-free without the use of fever-reducing medications AND
3. Significant improvement in initial symptoms.

COVID-19 Asymptomatic Isolation:

Isolate for 10 days from a positive test. Use the date specimen was collected, not the date of results.

Close Contact/Exposure: Close contact is defined as being within six feet for 10 cumulative minutes or more in a single day, without masks. People who are close contacts of a COVID-19 positive or presumed positive individual during that person’s infectious period are considered exposed and should quarantine.

Infectious period: An individual is considered infectious (capable of spreading the virus) 48 hours prior to their symptom onset until ten days after symptom onset and 24 hours after their

fever (if present) has resolved without the aid of medication and initial symptoms have improved. For an asymptomatic individual who tests positive for COVID-19, their infectious period is considered to be two days before until ten days after their specimen was collected.

Presumed Positive: Individuals with a known exposure to a COVID-19 positive individual who become symptomatic are presumed positive.

Symptomatic Individuals in a School Setting

Individuals can spread COVID-19 even before they develop symptoms, and individuals who are infectious (spreading the virus) may not have any symptoms. The symptoms of COVID-19 are wide ranging, from a loss of taste and smell to severe respiratory issues.

Staff

Staff who have at least one primary symptom OR two or more secondary symptoms are assumed to have COVID-19 and should be excluded from school and school-related activities and isolate at home. Fever is a primary symptom in adults.

Staff with symptoms should consult with a health care provider to be tested for COVID-19 and/or obtain an alternative diagnosis. Many primary care providers and urgent care clinics offer COVID-19 testing in Miami County.

Staff members who exhibit one primary symptom OR two or more secondary symptoms and are either not tested or test positive for COVID-19 should remain out of school and all school-related activities for 10 days after their symptoms began AND 24 hours after their fever (if present) has resolved without the aid of medication AND their initial symptoms have improved.

Staff who test negative for COVID-19 can return to work 24 hours after their symptoms improve. If a physician indicates the symptoms are due to a non-infectious diagnosis (e.g., allergies, asthma), they can return to work prior to symptom resolution. If an employee only has one secondary symptom, the individual should be excluded for 24 hours after their symptom improves.

Staff Primary Symptoms (at least one):

- Fever ≥ 100.4
- New onset cough
- Difficulty breathing
- Loss of taste/smell

Staff Secondary Symptoms (at least two):

- Extreme fatigue
- Chills
- Congestion/runny nose
- Nausea/vomiting/diarrhea
- Sore throat
- Headache
- Muscle or body aches

Students

Students with at least one primary symptom OR two or more secondary symptoms are assumed to have COVID-19 and should be excluded from school and school-related activities and isolate at home. Fever is considered a secondary symptom in children.

Children who exhibit one primary symptom OR two or more secondary symptoms and are not tested or test positive for COVID-19 should remain out of school and all school-related activities for 10 days after their symptoms began AND 24 hours after their fever (if present) has resolved without the aid of medication AND their initial symptoms have improved.

If the student is tested for COVID-19 and is negative, they can return to school 24 hours after their symptoms improve. If a physician indicates the symptoms are due to a non-infectious diagnosis (e.g., allergies, asthma), the child can be readmitted to school prior to their symptoms resolving. If a child has only one secondary symptom, the individual should be excluded for 24 hours after their symptom improves.

Students Primary Symptoms (at least one):

- New onset cough
- Difficulty breathing
- Loss of taste/smell

Student's Secondary Symptoms (at least two):

- Fever ≥ 100.4
- Extreme fatigue
- Chills
- Congestion/runny nose
- Nausea/vomiting/diarrhea
- Sore throat
- Headache
- Muscle or body aches

Guide for Testing, Return to School and Contact Tracing

Students and staff can return to school, work, and extracurricular activities under the following guidelines (adopted from Children's Mercy Hospital guidance, update version 7/28/20:

<https://www.childrensmercy.org/siteassets/media/covid-19/guidance-for-school-re-opening-during-the-covid-19-pandemic.pdf>

Screening Results	Does the Individual Require a COVID-19 test?	When Can the Individual Return to School?	Contact Tracing Needed?
1 primary symptom OR ≥2 secondary symptoms AND No COVID-19 exposure	YES	Negative COVID-19 Test: 24 hours after fever resolution and symptom improvement OR If the provider believes that an alternate diagnosis is the cause of signs and symptoms, return precautions should be specific to diagnosis	NO
		NO Test: At least 10 days have passed since symptoms first appeared AND at least 24 hours since resolution of fever without the use of fever-reducing medications AND improvement in symptoms	NO
		Positive COVID-19 Test: At least 10 days have passed since symptoms first appeared AND at least 24 hours since resolution of fever without the use of fever-reducing medications AND improvement in symptoms	YES

Screening Results	Does the Individual Require a COVID-19 test?	When Can the Individual Return to School?	Contact Tracing Needed?***
1 primary symptom OR ≥2 secondary symptoms AND Exposure to a person with COVID-19 in the last 14 days*	YES	Negative COVID-19 Test: 14 days from last exposure to person with COVID-19	See Below*
		NO Test: At least 10 days have passed since symptoms first appeared AND at least 24 hours since resolution of fever without the use of fever-reducing medications AND improvement in symptoms	YES*
		Positive COVID-19 Test: At least 10 days have passed since symptoms first appeared AND at least 24 hours since resolution of fever without the use of fever-reducing medications AND improvement in symptoms	YES*

*According to CSTE/CDC case definition, individuals with a known exposure and COVID-like illness are considered probable cases. Contact tracing and exclusions should be performed without a test or prior to test results coming back due to the high likelihood that an individual has COVID-19.

**Contact tracing should be relatively simple since individuals in this situation should already be in quarantine

Screening Results	Does the Individual Require a COVID-19 test?	When Can the Individual Return to School?	Contact Tracing Needed?
1 secondary symptom AND No COVID-19 exposure	NO	24 hours after fever resolution and symptom improvement OR If alternate diagnosis is made, return precautions should be specific to diagnosis	NO

Screening Results	Does the Individual Require a COVID-19 test?	When Can the Individual Return to School?	Contact Tracing Needed?
Exposure to a person with COVID-19	NO	14 days from last exposure to a person with COVID-19.	NO

Management of a COVID-19 Positive Individual

All individuals who test positive or who are presumed positive, must be excluded from school settings until they are no longer infectious.

It is likely that several days will pass between a person being sent home with symptoms and test results coming back. The 10-day isolation period is always based off the first day the individual became symptomatic, regardless of testing. The infectious period for asymptomatic individuals (not showing any symptoms) is 48 hours before the lab specimen was collected until 10 days after their lab test.

Contact Tracing and Exclusion of Contacts

According to guidance from KDHE, school administrators (including nurses and teachers) are considered mandated reporters of infectious diseases under K.S.A. 65-118. A mandated reporter is NOT considered a third-party under Kansas HB 2016 (passed in 2020) and is still required to provide information to county and state public health officials. A mandated reporter can share information on close contacts of a case WITHOUT consent from the contacts.

Miami County Health Department staff and school officials will partner on contact tracing activities to ensure that transmission chains in schools or at school-related activities are broken. School officials will only be responsible for contact tracing within the school, while Miami County Health Department will be responsible for identifying and quarantining contacts outside of the school setting. Quarantining close contacts of infected individuals is a tried and true public health mitigation technique.

Each school should designate an individual (large buildings should designate multiple individuals) to be the point person on contact tracing. Contact tracing should be completed the

same day a school is notified (by Miami County Health Department or the individual/family) of a confirmed positive COVID-19 case. Contact tracing should only be conducted on confirmed positive cases; exceptions may be made when an individual with an exposure to a positive case becomes symptomatic. In this case, the individual is presumed positive and contact tracing can be conducted before schools/Miami County Health Department receives confirmatory results.

High Risk Exposures

- Anything unmasked, especially when not distanced
- Eating breakfast/lunch/snack less than six feet apart, unless otherwise approved (by Miami County Health Department or KDHE) physical barriers are in place (i.e. Plexiglas)
- Physical exertion, in or outdoors, less than 6 feet for longer than 10 minutes
- High-risk sports, as defined by the National Federation of State High School Associations, include “sports that involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants.”
- Playing woodwind and brass instruments without other precautions (mask, distance)
- Singing/shouting without other precautions

Low Risk Exposures

- Being in the same classroom with proper mask wearing
- On the same bus with mask wearing, ventilation, 3’ distance
- Playground, even if unmasked, (social distancing and cohorts should be maintained); this moves into a high-risk exposure if kids have sustained contact with physical exertion for more than 10 minutes

No Exposure

- Walking in the same hallway masked
- Attending class the period after a positive individual

Wearing a Mask Changes Exclusion Protocol

Mask wearing has been shown to be an effective way to prevent the spread of COVID-19. Individuals who are wearing masks and are in close contact (6 feet for 10 minutes or more) with an infectious individual are considered low risk for contracting COVID-19. Miami County Health Department does not recommend excluding students and staff who are close contacts of a COVID-19 positive individual, as long as masks were being worn correctly (covering nose and mouth). Individuals who were unmasked within 6 feet for 10 cumulative minutes or more in a single day or participated in a high-risk activity with the COVID-19 positive individual during their infectious period, or who were directly exposed to respiratory droplets/excretions for any amount of time, must be excluded for 14 days from their last interaction with the individual.

If an individual is tested during their 14-day quarantine period and is negative for COVID-19, they still need to complete the 14-day quarantine before returning to school, as symptoms can take up to 14 days to develop.

Exclusion of a Group

The risk of COVID-19 transmission is low if public health mitigation techniques such as proper masking, physical distancing and hand hygiene are being followed. If transmission is occurring within a group setting (such as a classroom, sports team, bus route, etc.), it is an indication that public health measures have not been followed. If there are two or more positives in a group* contact Miami County Health Department to determine if there is evidence of COVID-19 transmission. If transmission is identified, the entire group may be excluded for 14 days from the last exposure to an infectious individual.

*Groups are considered to be a classroom, sports team, bus riders, clubs, etc. It is critical that seats and cohort groups are assigned and adhered to, so that contacts can be traced; if contacts cannot be traced and public health measures are not being followed, the entire group may be excluded following a single positive case.

What happens to the group when there is a positive case?

	Exposures	Quarantine
1 case	High-risk activity	14- day home quarantine
1 case	Low-risk activity	No quarantine
2+ cases (with evidence of transmission within the group, meaning individuals begin showing symptoms within 14 days of each other, with no other known exposures)	n/a	Consult with Miami County Health Department- may result in 14- day quarantine for entire group

Exposures outside of the school setting

If a student or staff member is identified as a close contact of a positive individual, no matter the setting in which they were exposed, they are to be excluded for 14 days from their last interaction with the infectious individual.

If an individual is tested during their 14-day quarantine period and is negative for COVID-19, they still need to complete the 14-day quarantine before returning to school, as symptoms can take up to 14 days to develop.

Household Contact

If a household member (sibling, parent, etc.) tests positive for COVID-19, then all other household members must be quarantined at home for 14 days following their last interaction. If the positive individual can isolate in a separate bedroom, ideally with a separate bathroom, and wearing a mask while in the common areas, then the 14 day quarantine begins on the day the positive individual began isolating away from the household. If this is not possible, then household members will need to quarantine for 14 days following the end of the positive individuals' infectious period (10 days after symptom onset and 24 hours after fever resolution and symptom improvement). This may mean that family members are quarantined for 24+ days (10 days + 14 days). If additional household members become symptomatic/test positive during the isolation or quarantine period, count starts over (see attached document).

Presumed Positive

Individuals with a known exposure to a COVID-19 positive individual who become symptomatic are presumed positive. They should already be in quarantine. Becoming symptomatic/presumed positive should trigger a move from quarantine to isolation. Contact tracing activities should begin at school/ Miami County Health Department. The individual should be encouraged to get confirmatory testing.

Contacts of Contacts

If an individual is notified that they are a close contact of a COVID-19 positive individual, only that person who was directly exposed needs to quarantine. Other family members (e.g., siblings) do not need to quarantine if they did not have contact with the infected individual.

Travel

Families and staff planning out-of-state travel should check KDHE's Quarantine guidelines. Students and staff can return to school, work, and extracurricular activities after traveling to a location on this list only after a 14-day quarantine period.

<https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran>

Notification Following a COVID-19 Positive

While Miami County Health Department is not recommending exclusion of children when there is a positive in the classroom (if both parties are appropriately masked), it is recommended that families be notified of the positive and encouraged to monitor their children for signs and symptoms of COVID-19. Depending on current workload, Miami County Health Department may ask assistance from KDHE to conduct case/ contact investigations so that laboratory-confirmed cases and close contacts can be identified and notified in a timely fashion.