COVID-19 School Checklist

Our top priority is the safety of students and staff while delivering quality instruction. Team approach: Together Everyone Achieves More.
The following list are suggested guidelines for opening the 2020-2021 school year.

COVID-19 School Entry Screening Protocols:
☐ Nurse/health staff and other site staff members designated by the Principal/Director, utilizing Personal Protective Equipment (PPE), will conduct a daily screening at the entrance to the school/building.
☐ Use two entrances minimally and maintain social distance. May consider separating staff and students.
☐ Have sign-in sheets for staff at the entrances.
☐ All staff entering the school/building will have temperature and symptom checks conducted.
☐ Students entering the school will be spot checked with temperature and symptom checks when arriving by busses, cars and or on foot. Random checks only on all students.
☐ If anyone has a temperature of 100.4°F or higher and/or has a fever, cough, or shortness of breath, they will not be admitted into the school/building. Student is kept in a designated isolation room while waiting for pick up. Staff member will go home. Another good indicator of Covid-19 symptoms is the loss of taste or smell.
☐ Regular masks or pediatric masks must always be worn on campus, but prior health conditions are considered. We will distribute masks at entrances if needed by staff and/or students. Personal masks worn by students must be compliant with the Student Code of Conduct/Dress Code. Plastic face shields and/or gloves may also be worn by anyone if they choose.
☐ No volunteers or visitors allowed entry until further notice during pandemic. Essential vendors wearing PPE may be allowed entry if approved by the Principal and temperature checked.
☐ Registrars must conduct Covid-19 screening of students during enrollment and registration. Questions about absences and travel should also be asked and may need doctor’s notes.

COVID-19 School/Classroom Protocols:
☐ Implement one-way hallway movement.
☐ Implement hourly hand-washing procedure.
☐ Reduce large gatherings of students around campus.
☐ Separate classroom desks/seating to keep students at a safe distance. Use barriers when possible.
☐ If possible, students should eat lunch in classroom instead of large gatherings in cafeteria or have staggered lunch times.
☐ Breakfast/lunch procedures i.e. dine in classroom or lunchroom.
☐ Dismissal procedures, i.e. staggered dismissals for car-riders, walkers, bus-riders.
☐ Have students use classroom sanitized wipes to clean desks before and after use.

eLearning Instructional Plan:
☐ When a new concept or unit of instruction is introduced, it is the teacher’s responsibility to deliver all new instructional topics. Students are not to be self-taught. Teachers must deliver the instructional content.
☐ Teacher planning – Many teachers collaborate daily. How will this be facilitated?
☐ Teachers shall communicate with students and parents weekly.
☐ Teachers shall assign the appropriate number of assignments and grades.
☐ Teachers return calls, emails, texts within 24 hours during a normal work week.

Covid-19 Positive or Exposed Staff to be entered in PeopleSoft Covid-19 Tracker Checklist based on CDC Guidelines and reviewed by the Manatee County Florida Health Department
Extra-Curricular Activities:

- Clearly communicated expectations for sports, visual/performing arts, etc.
- Clearly communicate expectations for extended day programs. Fifty percent capacity with no more than 20 students per classroom to ensure social distancing.
- Back to School Activities and Events are prohibited on campus until further notice. Teachers are encouraged to creatively communicate a virtual “Welcome” to students and families.

Confirmed COVID-19 Case (Staff/Students) in a School/Support Building:

- Principal/Director must contact the District Operations Center (DOC) by telephone or email to report the Covid-19 Positive Case or the Exposure to a Positive Case at (941) 209-7377 or DOC@manateeschools.net.
- Principal/Director must notify the School/Building Nurse, or other staff member as designated by the Principal/Director, who will conduct a contact tracing investigation using the school daily access sign-in sheet to determine what other staff, visitor, vendor and/or student may have had an exposure and if all or part of the school/building is affected.
- A portion/s of the school/building or the entire school/building will be closed for cleaning and disinfecting for 2-5 days depending on the exposures and the parts of the school/building affected. Classroom settings will require entire class (staff and students) to isolate for 14 days with exposure to a positive case in the classroom. Actions will be taken on an individual basis based on PPE worn by staff and/or students in the classroom. An outbreak of several positive cases in a school will close the entire school for cleaning.
- Principal/Director will work with the DOC Staff who can assist with contact tracing investigation information, CDC Guidance, and Manatee County Covid-19 Testing Center Location Information and other critical Covid-19 information. DOC Staff will be in regular contact with the Chief Officer of Safety and Security who will monitor each case closely along with the Florida Department of Health.
- In cases of a full school or building closure, the Principal/Director will notify the DOC who has a member of the Communications Department assigned to help communicate with staff, parents, students, and School Board Members utilizing a draft email notification template.
- Principal/Director must place positive or exposed to positive employee into the PeopleSoft Covid-19 Tracker and place student into Focus for future contact tracing investigations and update regularly.

Return to School/Building Criteria Staff/Students with positive COVID-19:

- Staff/students with confirmed positive case or no testing but symptomatic must follow the same guidelines: may return 10 days after symptoms appear and 1 day without fever (without the use of fever reducing medication).
- Staff/students with confirmed positive test and no symptoms can return 10 days after test or earlier if they have 2 negative tests 24 hours apart.

Return to School/Building Criteria Staff/Students exposed to Confirmed COVID:

- Staff/students exposed to a known positive case should self-isolate for 14 days from the date of known exposure.
- An exposure occurs in a classroom or immediate area of a positive case when a staff member or student was in direct contact with the positive case for at least 15 minutes and within six feet. In a classroom setting with a positive case, based on interactions and time of exposures, the entire class (teacher and students) should self-isolate for 14 days.

School Building and Maintenance:

- Clearly defined work schedules.
- Classroom garbage pick-up schedule (i.e., after breakfast/lunch)
- Schoolwide sanitation expectations – daily, weekly procedures. You want to have the site foreman to disseminate a checklist to be completed and submitted routinely at the close of your work shift.
- Wipe down all PE equipment after each class. Plan for routine cleaning throughout the school day.

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