

COVID-19 Health and Safety Procedures Manual

Orlando Science Elementary

Updated 9.1.20

Disclaimer

This manual contains general guidance for our school in navigating health and safety considerations during the COVID-19 pandemic. The content in this manual will continue to evolve and is not all-inclusive of all procedures and protocols.



General Preventative Measures

Section 1

Communication and Messaging

- School approved signage (banners, posters, signs, stickers, etc.) will be posted in highly visible locations to promote everyday protective measures and describe how to stop the spread of germs.
- Signage locations includes but are not limited to entrances, doors, hallways, restrooms, offices, cafeteria, media center, elevators, classrooms, and stairs.
- The school website, newsletters, email system, phone blast, and social media sites will be used to provide updates and reminders

Personal Protective Equipment (PPE)

- All students, employees, visitors and vendors are required to wear masks/face coverings, unless medically exempt.
- A mask/face covering shall not be required for persons who present school officials with a certification from a health care provider that the person has a medical condition that prevents the person from being able to safely wear a mask/face covering.
- To promote the social and emotional health of students who may struggle wearing a mask/face covering for several hours, schools will provide students with opportunities for breaks when they can remove their mask/face covering while maintaining appropriate social distancing and while under supervision.
- Additional accommodations may be required for staff and/or students based on their individual health plan

Personal Protective Equipment (PPE) Continued

- Each family is responsible for their student's mask.
- It is highly recommended that you send your student to school with an extra mask in their bookbag.
- Masks/face coverings must comply with the dress code (must not contain questionable language or symbols).
- Masks with exhalation valves are not permitted.
- Neck gaiters and neck buffs are not permitted.

Masks with an exhalation valve
(respirator) are **NOT PERMITTED**



Neck gaiters and neck buffs are
NOT PERMITTED



For tips on wearing a mask at school, please visit:


<https://www.nemours.org/content/dam/nemours/wwwv2/childrens-health-system/documents/wearing-a-face-mask-at-school.pdf>

Social Distancing

- To practice “social distancing,” maintain the maximum distance possible from others. The minimum recommendation is 6 feet.
- Students must keep their hand to themselves.
- Both front desks are equipped with plexiglass barriers.
- The cafeteria, classrooms, and hallways will be marked for social distancing.
- Directional reminders will be posted on the floor and/or walls to manage traffic flow during transitions.
- Students and staff should not congregate whenever possible.

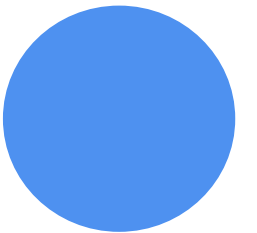


Social Distancing Continued

- Staff will monitor arrival/dismissal to discourage congregating and ensure that students go straight from vehicle to classrooms or cohort waiting areas.
 - Visitors on campus will be limited.
 - Classroom desks will be arranged so that students are as physically distanced as possible.
 - Transitions will be staggered whenever possible.
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Hygiene

- Teachers and staff will reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
- Handwashing will be regularly scheduled during the school day.
- Hand sanitizer stations or pumps will be available throughout the campus.
- Students will be reminded to keep their hands away from their eyes, nose, and mouth.
- A full-time day porter will be on campus to ensure all commons areas are wiped (tables, door handles, etc.) and that hygiene supplies are full.



Health Monitoring & Screening



- OSES will continue to monitor federal, state and local public health communications regarding COVID-19 regulations, guidance and recommendations and ensure that staff and students have access to that information.
- OSES is staffed with multiple trained designated staff members who work closely with OCPS Health officials.
- All students, staff, and visitors beyond the front desk, will have their temperatures taken upon entry.
- Staff will conduct periodic temperature screening and/or or symptom checking of staff and students.

- Health checks and screenings will be conducted safely and respectfully.

Please Pre-Screen

Both staff and students planning to enter the school environment should self-screened prior to coming onsite. Do not attempt to enter the school if you have any of these symptoms present:

https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronaviruses%2F2019-ncov%2Fabout%2Fsymptoms.html

Cleaning and Disinfection

- The contracted cleaning company will use Environmental Protection Agency/Centers for Disease Control and Prevention-approved disinfectants to clean nightly.
- Both the school day porter and cleaning company will increase routine cleaning and disinfection of frequently touched surfaces.
- Staff will check common areas and group restrooms throughout the day to ensure supplies are replenished, conduct touch-point cleaning and do thorough cleaning/disinfecting once students leave for the day.
- The use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) will be limited when possible, or cleaned between use.



School Operations

Section 2

Arrival and Dismissal

- Parents are asked to perform temperature checks on students prior to school arrival.
- Students will be required to sanitize their hands upon entry and exits of the building.
- Staff will control entry points, oversee physical distancing and routinely reinforce proper hygiene etiquette.
- Students are required to wear masks/face coverings during arrival and dismissal, unless medically exempt.
- Parents and nonessential visitors will not be allowed to enter the school past the main office to limit exposure to students, staff and teachers.

Front Desk and Offices

- Virtual meetings will be scheduled when possible.
- Hand hygiene stations will be set up at the entrance of the facility, so that children and visitors can clean their hands before they enter.
- For parent sign in/out, a supply of clean pens or disinfected pens will be provided.
- Staff will routinely clean and disinfect frequently-touched surfaces.
- Parents and visitors will not be allowed to enter the school past the main office to limit exposure to students, staff and teachers.

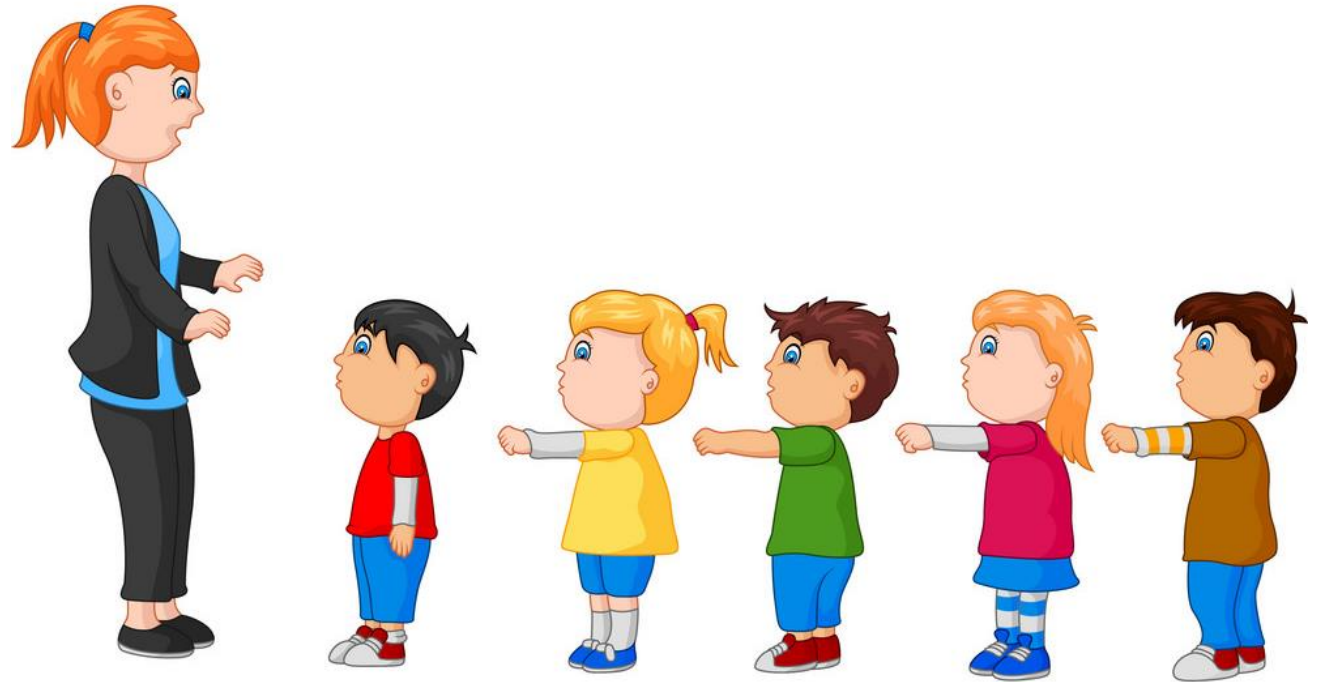
Transitions

Students will be required to keep an arms length minimal distance from one another.

Students will be required to wear masks/face coverings when transitioning between classrooms.

Classes will be staggered during scheduled transitions

When applicable, students will stay in the classroom and teachers will rotate instead.



Classrooms

All students are required to wear masks/face coverings, unless medically exempt.

Staff working with students are required to wear face masks/face coverings, or other appropriate PPE.

Students will have access to hand hygiene products (hand sanitizer, soap, tissues, and disinfectant wipes).

Nonessential items will be removed from the classroom.



Classrooms

Students will be seated in a physically distant layout in classrooms with all chairs, desks, and tables properly spaced to achieve maximum distance.

Desks will face the same direction and be offset in rows.

Teachers will avoid allowing students to share textbooks and supplies.

Food and Nutrition

- Breakfast will be served as select and go.
- Students will eat lunch on some days in the cafeteria and in their classroom on alternating days.
- Before and after eating, masks/face coverings will be required.
- Before and after eating, students will be required to clean hands using soap or hand sanitizer.
- Tables, seats, and contact points must be sanitized between services.



Common Areas

Elevators

- Students will be required to wear masks/face coverings within elevators.
- No more than two individuals are allowed in the elevator at once.

Restrooms

- The day porter will check common areas and restrooms throughout the day to ensure supplies are replenished, conduct touch-point cleaning (faucets, toilets, doorknobs, light switches, etc.).
- The number of individuals allowed in a restroom at one time, will be based on the number of stalls or urinals.

Playground and Recess

- Playground usage will be staggered rather than allowing multiple classes to play together.
- Students are required to wear masks/face coverings on the playground and during recess if 6 feet of social distancing cannot be maintained.
- Hand washing will be required before and after using the playground.

Emergency Drills (Fire, Active Assailant, Weather)

- Maximum physical distancing is maintained whenever practical.
- Masks/face coverings are required for all staff and students, unless medically exempt.
- In the event of an actual active assailant, fire, or severe weather incident, staff will take necessary actions to protect students from the threat without regard for social distancing.



COVID-19 Case Management

Section 3

Clinical Procedures

- OSES will have two separate rooms to serve students. PPE must be used in both rooms.
 - Room 1: injury/treatment room, medicine distribution, sprained ankle, etc.
 - Room 2: fevers, cough, sore throat, diarrhea, vomiting, chill, etc.
- Clinics will adhere to physical distancing to the extent possible within the space available.
- All visits to the clinic and outcomes of those visits will be documented.

Clinic Procedures Continued

- All students arriving to the clinic will have their temperature checked.
- If initial temperature taken is 100.4°F or higher, the student will sit quietly for 3-5 minutes, then have it recheck.
- Students who meet sick/COVID-19 criteria for being sent home will be transferred to Room 2.
- If a child becomes sick and is unable to return to class, the parent will be required to pick up their child.

Clinic Procedures Continued

- If a child is sick, is not picked up, and his/her symptoms worsen, school administration will be notified and call 911 Emergency Medical Services (EMS) and/or notify the proper authorities, as necessary.
- If a parent denies EMS transport at the recommendation of the school and EMS personnel, the parent must sign out the child and take him or her home. The parent must be present at school to deny transport.

Clinic Procedures Continued

- If a student is sent home sick, they can return to school if one of the below criteria is met
 - Student returns with a current, signed, and dated physician's release to return to school.
 - Student returns with a negative COVID-19 test result.
 - Student is fever/symptom free for 24-hours without medication.

Student Confirmed Case Procedure

- In cases where a student or their parent has disclosed a positive COVID-19 result, is exhibiting symptoms outlined by the Centers for Disease Control and Prevention (CDC); has been exposed to COVID19; has been told by a physician to be tested for COVID-19; and/or is subject to Federal, State, or Local self-quarantine or self-isolation related to COVID-19, the work location supervisor shall follow the proper procedures.

COVID-19 Student Case Reporting Procedure (Student Not Present)

Student Suspected or Confirmed Case

Principal Advised by Parent or
Health Care Provider

School actions

- Collect information from parent/health care provider
- Advises parent to keep student home until medically cleared
- Identifies and secures affected area(s)
- Directs school porter and cleaning crew to initiate COVID-19 procedures
- Conducts investigative case to identify secondary exposures
- Reports findings to appropriate contacts

Student may not return to school until medically cleared

COVID-19 Student Case Reporting Procedure (Student Present)

Student Suspected or Confirmed Case

Principal Advised by Staff/Teacher of Student Condition

School actions

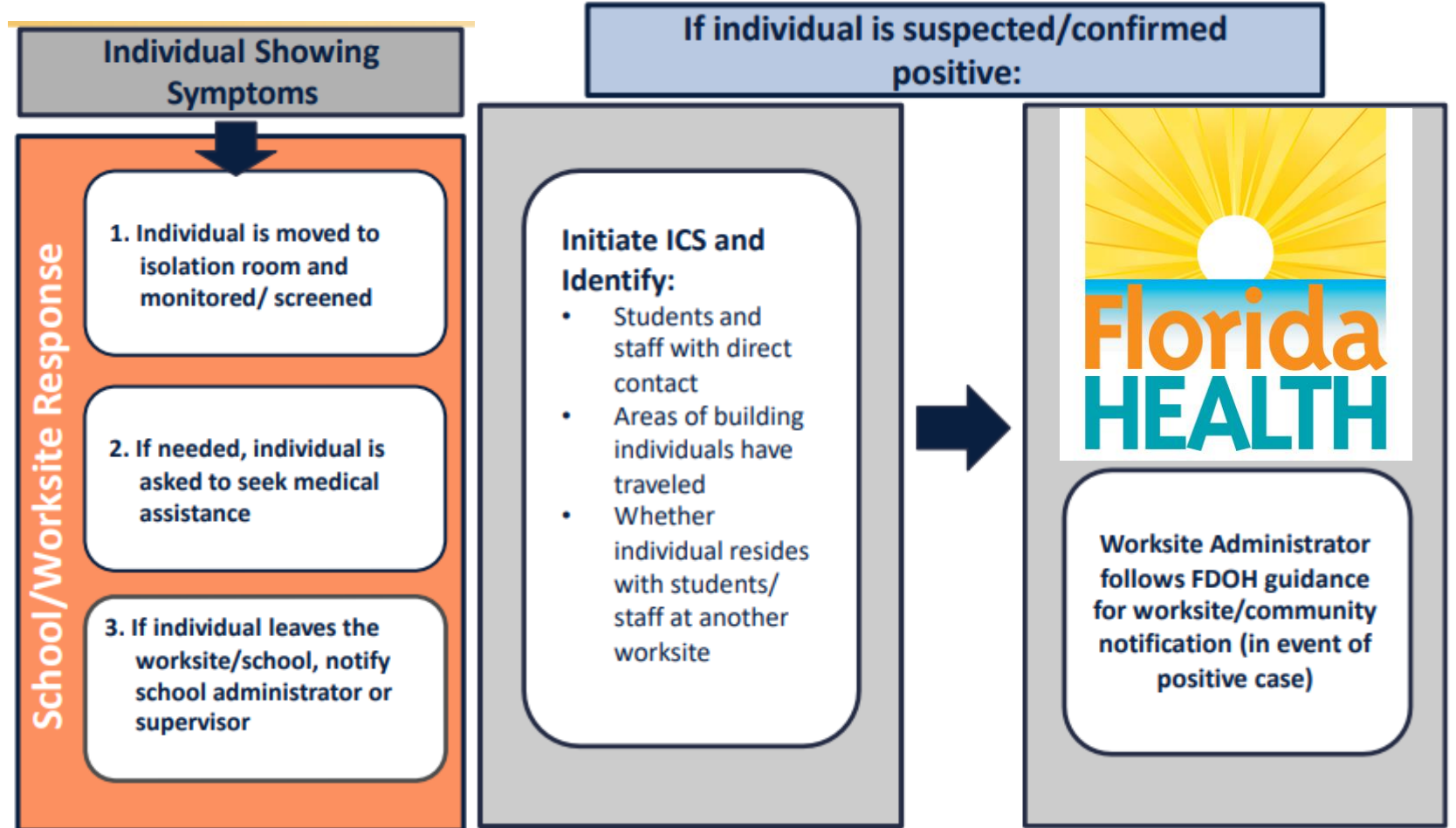
- Place student in isolated room
- Notifies student's parent
- Secures affected area(s)
- Directs school porter and cleaning crew to initiate COVID-19 procedures
- Conducts investigative case to identify secondary exposures
- Reports findings to appropriate contacts

Student may not return to school until medically cleared

Investigative Case Support (ICS) for Students

What is Investigative Case Support?

FDOH uses contact tracing to track COVID-19 exposures. Contact tracing is a highly scientific process, requiring specialized training. To support FDOH contact tracing



Employee Confirmed Case Procedure

- In cases where an employee has disclosed a positive COVID19 result, has been directly exposed to COVID-19 and/or has been told by a physician to be tested for COVID-19, the work location supervisor shall follow the proper procedures.

COVID-19 Employee Case Reporting Procedure

Employee Reports Positive Test or Direct Exposure to COVID-19

Employee Present

The employee will be sent home await guidance from the school

Employee Not Present

The employee will self isolate at home and await guidance from the school

School actions:

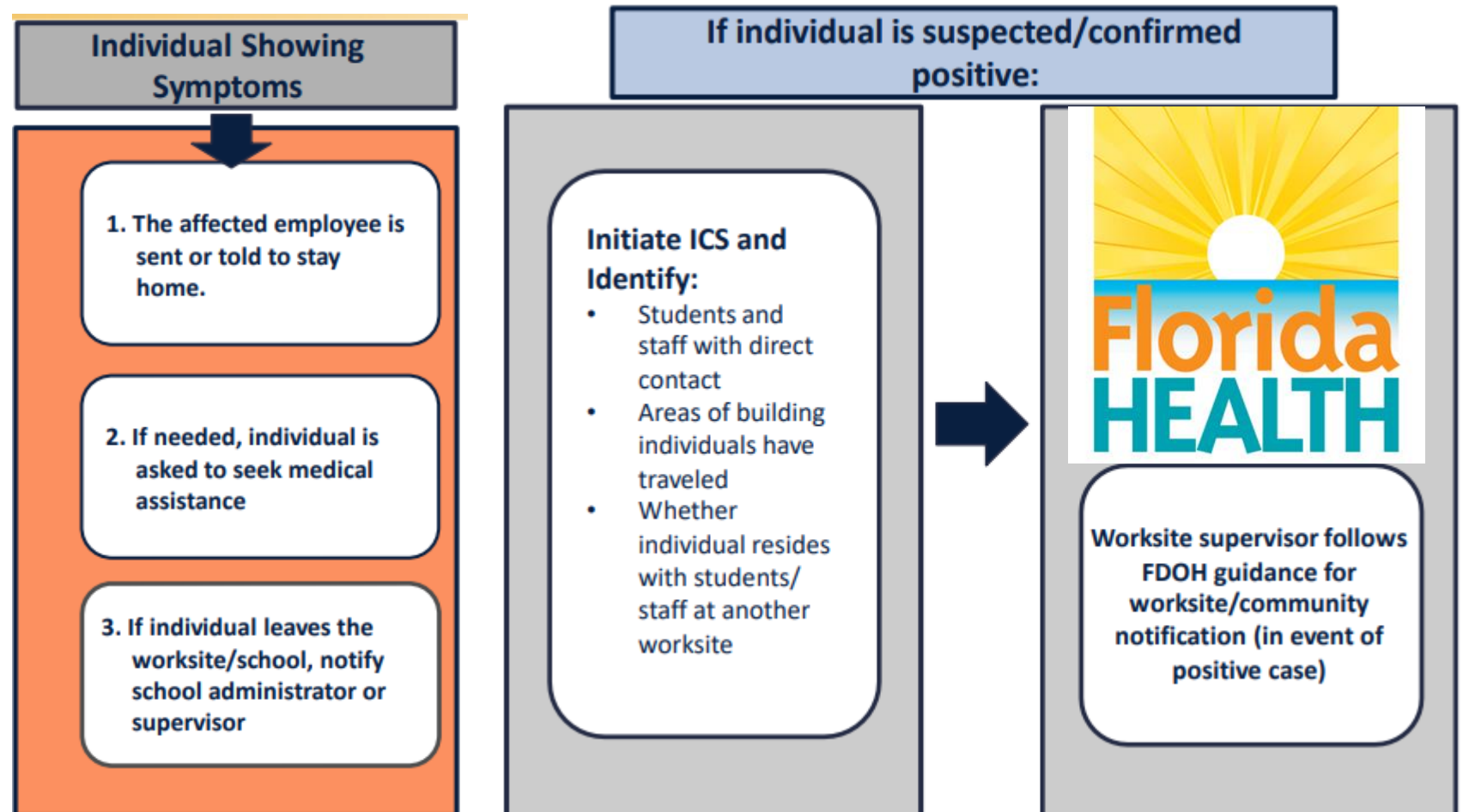
- Conducts investigative case to identify secondary exposures
- Evaluate employee's duty status (i.e. sub needed)

Student may not return to school until medically cleared

Investigative Case Support (ICS) for Employees

What is Investigative Case Support?

FDOH uses contact tracing to track COVID-19 exposures. Contact tracing is a highly scientific process, requiring specialized training. To support FDOH contact tracing



Mental Health

- OSES will work along with OCPS' Mental Health Services team to provide various resources for students, teachers and parents.
- Teachers and staff will be provided training to help identify students who made need additional assistance with coping techniques.

Temperature Screening Procedures

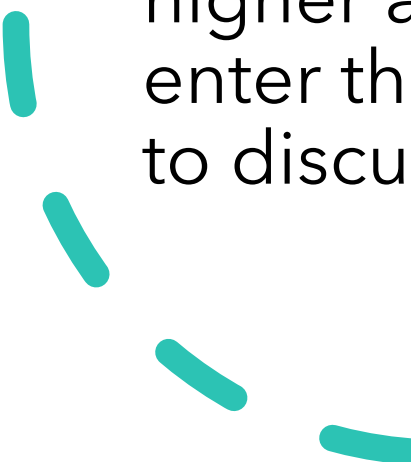
- Students, employees and visitors are to go through the temperature screening process.
- Screening staff will maintain social distancing from the individual being screened while waiting for temperature to register.
- One individual can be screened at a time.
- The thermometer will be placed one inch (1") from the center of the individual's forehead

Temperature Screening Procedures Continued

- If the temperature is below 100.4° F, the individual will be allowed to enter.
- If the temperature is 100.4° F or higher, the individual will be tested a second time.
- If the individual is an employee and the temperature is still 100.4° F or higher after second screening, the individual cannot enter the premises to report to work.



Temperature Screening Procedures Continued

- If the individual is a student and temperature is still 100.4° F or higher after the second screening, send the student to the sick room and begin the COVID-19 student case reporting procedure.
 - If the individual is a visitor and temperature is still 100.4° F or higher after second screening, explain that the visitor cannot enter the premises and advise him/her to call the department to discuss the purpose of the visit.
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Mask Frequently Asked Questions

- Will masks be required?
 - Masks, face coverings are required for all students and staff over the age of 3, unless there is a medical reason why one cannot be worn. All masks must cover the mouth and nose. Any face coverings must not interfere with the safe and orderly conduct at school.
- What about students who can't wear one for medical reasons?
 - Students who are medically unable to wear masks/face coverings will be accommodated based upon the individual medical circumstances of the student.
- Where will masks be required?
 - Masks/face coverings must be worn throughout the school. Masks/face coverings may be removed for meals, and when instructed by a teacher or administrator as long as social distancing requirements are followed.

Mask Frequently Asked Questions

- What about students who forget, soil or damage their mask during the day?
 - Students are encouraged to bring an extra mask to school in their backpack. The school can provide face masks to individuals who forget to bring one.
- What happens if a student refuses to wear a mask?
 - If a student refuses to wear a mask/face covering, that student will be dealt with in accordance with the Student Code of Conduct.
- What happens if a parent refuses to have their child wear a mask or face covering?
 - If a parent refuses to have their child wear a mask/face covering, even if the student is medically able to do so, will not be allowed entry into the school. The student would need to attend school through one of the virtual options.

Mask Frequently Asked Questions

- What happens if a student takes a mask off and does something like intentionally cough in someone's face?
 - This will be treated as an assault and handled according to the Code of Student Conduct.
- What about little children who can't keep a mask on?
 - Students who are having issues with their masks will be assisted by school personnel to make adjustments to the mask to comply with the requirements to wear a mask. Parents/guardians can assist their children with the proper wearing a face coverings in advance of starting school.

Mask Frequently Asked Questions

- Will we require masks at PE, sports or band when outside in the heat?
 - Masks will not be required during outside activities such as physical education and recess as long as there is school supervision and social distancing requirements can be followed.
- What happens if the teacher isn't wearing his/her mask? Can the students tell them to put it on?
 - Teachers will be given discretion to temporarily remove their own mask for instructional and developmentally appropriate educational purposes. Upon removal, the teacher must continue to follow all social distancing requirements.

Additional Information

- For further information please contact Orlando Science Elementary directly.
 - Phone: (407) 299-6595
 - Email Operations: courtney.gardella@orlandoscience.org
- This manual was developed based upon the "COVID-19 Health and Safety Procedures Manual" of Orange County Public Schools.