Disclaimer

This manual contains general guidance to assist school and administrative sites in navigating health and safety considerations during the COVID-19 pandemic. It is intended for the use of district staff, rather than the public at-large. The content will continue to evolve and is not all-inclusive of all procedures and protocols. This manual is a supplement to the Injury/Illness section of the Emergency Procedures Manual for Schools and the Medical Emergencies section of the Emergency Procedures Manual for Administrative Sites.
Promoting risk reduction through a great culture of teaching.

Promoting a Healthy and Safe Learning Environment

To minimize the risk of exposure to COVID-19 for students, staff, and families across the school district, Orange County Public Schools (OCPS) encourages following appropriate health guidance.
Record of Changes

Changes from Version 8.0

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<td>General editing throughout for consistency (i.e., grammar, spelling, formatting, etc.)</td>
<td>10/9/20</td>
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<td>Clarified language in disclaimer</td>
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Section 1: General Preventative Measures
District-approved signage (i.e., banners, posters, signs, stickers, etc.) should be posted in highly visible locations to promote everyday protective measures and describe how to stop the spread of COVID-19.

Signage locations include:
- Entrances
- Common entry doors
- Ends of hallways
- Restrooms
- Administrative offices
- Cafeteria, front office, lobby, library and other high traffic areas
- Exterior of elevator
- Top and bottom of stairwells

Signage can be found in the Print Services catalog. Contact Print Services to acquire appropriate replacement signage.

Develop plans to include messages about behaviors that prevent spread of COVID-19 when communicating with staff and families through:
- Public address announcements
- Websites
- Email
- Social Media Accounts

Behavioral techniques such as modeling and reinforcing desired behaviors and using picture schedules, timers, and visual cues can help all students adjust to changes in routines and take preventative actions.
Face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

Reference School Board Policy EBBA Disease Prevention; Face Coverings for additional information regarding masks/face coverings.

- 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.
Face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

Reference School Board Policy EBBA Disease Prevention; Face Coverings for additional information regarding masks/face coverings

- Parents may elect to supply their child with their own masks/face coverings; however, if a mask/face covering is needed, the school will provide a mask/face covering as appropriate.
- Masks/face coverings are permitted but must comply with the dress code (must not contain questionable language or symbols).
  - Parents should regularly clean and sanitize all reusable cloth face coverings.
- Individuals should be frequently reminded not to touch the mask/face covering and to wash their hands frequently.
- Some staff members may be required to wear additional PPE (i.e., health-related, custodians, specialized positions) when directed to do so by district/school protocol or by the employee’s supervisor.
- School should contact Procurement Services to acquire additional Personal Protective Equipment or supplies.
N95 respirators will be made available to teachers, school staff, or non-school staff working with students unable to wear a mask or with approved medical accommodations requiring the wearing of an N95 respirator.

- Some individuals may be unfamiliar with how to properly wear an N95 respirator. The following video link will demonstrate the correct way to do so.

Video: [How to Properly Wear an N95 Respirator](#)
Physical Distancing

Physical distancing, also called “social distancing,” means keeping a safe space between yourself and other people who are not from your household.

- To practice “physical distancing,” maintain the maximum distance possible, recommended 6 feet, from others.
- Physical distancing combined with mask wearing can help slow the spread of COVID-19.

- Encourage alternate means of greeting expressions to assist with physical distancing and maintain separation (i.e. minimize gestures that promote close contact).
  - Discourage shaking hands, fist or elbow bumps and hugging. Instead wave and verbally greet them.
Education programs are inherently designed for social interaction, not social distancing.

However, multifaceted reopening and risk mitigation strategies are needed to implement healthy campuses and programs.

- Place approved physical barriers such as plexiglass at reception desks or similar areas.
- Provide social distancing floor/seating markings in waiting and reception areas.
- Post directional reminders on the floor and/or walls to manage traffic flow during transitions.
- Post district-approved signage in highly visible locations to promote everyday protective measures.
- Have staff monitor arrival/dismissal to discourage congregating and ensure that students go straight from vehicle/buses to classrooms or cohort waiting areas.
- Provide frequent reminders to staff and students to maintain a maximum distance apart, recommended 6 feet, when feasible.
- Limit visitors and activities involving external groups or organizations.
- Arrange desks or seating so that students are as physically distanced as possible.
  - If not possible to separate tables/desks, consider having students sit facing the same direction or use barriers between students whenever feasible.
- Staggered arrival/dismissal of students.

General Preventative Measures
Handwashing is one of the best ways to protect yourself and your family from getting sick.

After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, counter tops, chairs, sinks, shared pens, elevator buttons, and microphones. Always wash or sanitize your hands before touching your eyes, nose, or mouth because that’s how germs enter our bodies.

- You can help yourself and others stay safe, especially during these key times when you are likely to get and spread germs:
  - After entering a building or school
  - Before, during, and after eating food
  - Before and after handling papers that are not your own
  - Before and after treating a cut or wound
  - Before taking medication
  - After using the restroom
  - After blowing your nose, coughing, or sneezing
  - After handling your cellphone that has been placed on a table or other area that is not your own
  - After touching a recycle or garbage can
- Increase monitoring to ensure adherence among students and staff.

Follow Five Steps to Wash Your Hands the Right Way:

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.

If soap and water are not readily available, use district approved hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

Contact your Custodial Services Area Manager to acquire additional handwashing supplies.

- Increase monitoring to ensure adherence among students and staff.
Health Monitoring/Screening

Health monitoring and recognizing the signs and symptoms are crucial to help reduce the risk of spreading COVID-19.

- Monitor federal, state and local public health communications about COVID-19 regulations, guidance and recommendations and ensure that staff and students have access to that information.
- A licensed healthcare professional will oversee the school clinic whenever possible.
  - This person is responsible for responding to COVID-19 concerns.
  - All school staff and families will be provided with a process for contacting this person.
- Staff will conduct periodic temperature screening and/or symptom checking of staff and students.
- Health checks and screenings will be conducted safely and respectfully, and in accordance with current district policies.
- Staff and students with COVID-19 symptoms will immediately be taken to the Sick Room.
- Encourage staff and students planning to enter the school environment to self-screen prior to coming onsite. Do not attempt to enter the school if any of the following are present:
  - Symptoms of COVID-19;
  - A temperature of 100.4° F or higher;
  - Are under evaluation for COVID-19 (for example, waiting for the results of a viral test to confirm infection); or
  - Have been diagnosed with COVID-19 and not yet cleared to discontinue isolation.

General Preventative Measures
All OCPS custodians are trained on effective methods for cleaning and disinfecting schools to help fight the spread of viruses and other harmful bacteria.

- Custodial Services, in accordance with the department’s standard operating procedures, uses Environmental Protection Agency/Centers for Disease Control and Prevention-approved disinfectants to clean and have increased routine cleaning and disinfection of frequently-touched surfaces at school facilities.
- Custodians 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.
- Follow label directions, which include safety information and application.
- Cleaning products should not be used near children; staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling aerosols.
- Contact Custodial Services to obtain additional guidance.

Help Stop the Spread of Viruses

General Preventative Measures
Monitor absenteeism of students and employees, cross-train staff, and create a roster of trained back-up staff to use in case of excessive employee absences due to illness.

- Review the usual absenteeism patterns at your school among both students and staff.
- Alert ESE Health Services and local health officials about large increases in student and staff absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the “flu,” which have symptoms similar to COVID-19).
- Review attendance and sick leave policies. Encourage students and staff to stay home when sick, even without documentation from a doctor. Use flexibility, when possible, to allow staff to stay home to care for sick family members.

- Discourage the use of perfect attendance awards and incentives.
- Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.
- Determine what level of absenteeism will disrupt continuity of teaching and learning.
Section 2: School Operations
Promote Safety and Preventative Measures

Physical distancing is also needed with district vehicle use. To achieve this, district vehicle occupancy should be limited, and surfaces should be frequently cleaned.

- Parents are encouraged to transport students to and from school in their personal vehicles to minimize student contact.
- Busing will continue to be available to students that reside 2 miles or more from school or required on a student’s IEP.
  - The district will provide increased education for drivers on cleaning procedures and COVID-19 symptoms.
  - Trained employees will be assigned to sanitize the bus twice a day (Students must not be present when a vehicle is being cleaned).
  - Disinfect and clean touch-point surfaces (e.g., seats, belt buckles, doors, windows) throughout the vehicles.
  - Doors and windows should be kept open when cleaning and between routes to allow vehicles to completely air out.
- Parental support is requested for physical distancing at bus stops.
- District approved hand sanitizer that contains at least 60% alcohol will be available for students (for children 6 and older) to use as they enter the bus.
- Students are required to wear masks/face coverings while on the bus, unless medically exempt.
- Disposable masks will be provided for any student without a mask/face covering as appropriate.
- Bus drivers and monitors are required to use appropriate PPE while on the bus.
- Transport with windows and vents open to increase air circulation.
- Assign seats to minimize contact in the aisle when loading and unloading the bus, load from back to front, unload from front to back, alternating rows.
- If a driver becomes ill during the day, he/she must not return to drive students.
- If a student becomes ill during the day, he/she must not use group transportation to return home.
- Contact your Transportation Area Manager for additional transportation guidance or resources.
Arrival/Dismissal

Have staff monitor arrival/dismissal to discourage congregating and ensure that students go straight from vehicles/buses to classrooms or waiting areas.

- Encourage parents to perform temperature checks on students prior to school arrival.
- Scheduled handwashing or sanitizing regularly and upon arrival and departure.
- Staff will control entry points, oversee physical distancing and routinely reinforce proper hygiene etiquette.
- Strategically place district-approved signage to reinforce health and safety protocols.
- 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.
- During parent pick-up, parents are not to exit vehicles unless it is medically necessary to assist his or her child.
- Stagger entry of bus riders, car riders and walkers.
- Students should be dismissed in an orderly pattern while maintaining proper physical distance.
  - Consider staggering classroom release, when feasible.
  - Students must maintain social distance while waiting for parents.
- Ensure a plan is in place to supervise student physical distancing before and after school.
  - Identify areas that students can physically distance while under supervision before and after school.
Administrative Offices

Parents and visitors will not be allowed to enter the school past the main office to limit exposure to students, staff and teachers.

- Use virtual meetings whenever possible; when using conference/meeting rooms, reinforce 6 feet of distance between attendees and require masks/face coverings.
- Physical barriers will be installed in front reception areas.
- 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.
- District-approved hand sanitizer that contains at least 60% alcohol will be placed (for staff and older children who can safely use hand sanitizer) next to parent sign-in sheets.

For parent sign in/out, have a separate supply of clean pens and used pens and mark their receptacles accordingly; disinfect the used pens periodically throughout the day.

- All students, employees, visitors and vendors are required to wear masks/face coverings.
- Set screening protocols for all visitors.
- Custodial Services will make supplies available for schools via disinfectant stations.
- Custodial staff will routinely clean and disinfect frequently-touched surfaces (e.g., tables, desks, chairs, door handles, light switches, railings, etc.).
Limit the extent to which students mix with each other, and particularly with students from other classes.

- Students will be required to wear masks/face coverings when transitioning between classrooms.
- Provide physical guides, such as tape on doors or sidewalks and signs on walls, to ensure that staff and children maintain the maximum distance possible, recommended 6 feet, from others in lines and at other times (e.g. guides for creating “one-way routes” in hallways).
- Stagger class periods by cohorts for movement between classrooms if students must move between classrooms to limit the number of students in the hallway when changing classrooms.

- When feasible, keep students in the classroom and rotate teachers instead.
- Prohibit or limit the use of lockers.
- Custodial staff will routinely clean and disinfect frequently-touched surfaces (e.g., door handles, light switches, railings, etc.).
Manage Class Size to Maximize Physical Distancing

Classroom

Maintain a maximum distance between desks as possible, even if not able to achieve 6 feet, and avoid sharing of textbooks, supplies and toys.

- 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.
- Ensure classroom has access to hand hygiene products (e.g., district-approved hand sanitizer, soap, tissues, and disinfectant wipes).
- Custodial Services will make supplies available for schools via disinfectant stations.
- Remove nonessential items from the classroom.
  - Personal items that are frequently touched and cannot be cleaned such as upholstered furniture, pillows, rugs, stuffed animals, puppets, etc., must be removed from the classroom.
- Move nonessential furniture and equipment out of classrooms or to unused parts of the classroom to increase distance between students. Alternatively, mark furniture with signage to restrict use to maintain social distancing.
  - Students will be seated in a physically distant layout in classrooms with all chairs, desks, and other workstations properly spaced to achieve maximum distance as possible.
- Turn desks to face in the same direction (rather than facing participants) and offset seating in the rows to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
Food and Nutrition Services

Minimize crowds by deploying alternative meal service options.

School Meals Served Safely

Face-to-Face Meal Service

Breakfast
• Provided in all schools at selected locations, pre-packaged.

Lunches
• Selected items on the serving line will be provided to students by food service staff.

Supper
• Select-and-Go meal from kiosks at exits.

Curbside Meal Distribution
• Prepackaged meals will be provided at selected schools (Food and Nutrition Web Site).

• All children age 18 and under are eligible for meals at no charge until December 17th.

• If an adult is picking up meals for delivery to students, they must bring the child’s name.

General
• Before and after eating, masks/face coverings will be required.

• Menus have been streamlined to include student favorites to simplify selections.

• Before and after eating, require hand washing or use of district approved hand sanitizer that contains at least 60% alcohol (for staff and children 6 and older).

• Tables and chairs will be sanitized between services.

• Each meal served on campus will include prepackaged cutlery and 2 alcohol wipes (for cleansing hands before and after eating).

• No cash will be accepted; payments must be made according to guidelines on the Food and Nutrition Services website.

• Utilize outside areas, courtyards, pavilions, etc. to increase physical distancing.
Implement measures to **decrease students congregating** in one location.

**Review local/state/district regulatory agency policies related to group gatherings for current persons per room limitations.**

- Students will be required to wear masks/face coverings in the media center.
- Provide physical guides, such as tape on doors or sidewalks and signs on walls, to ensure that staff and students maintain the maximum distance possible, recommended 6 feet, from others in lines and at other times.
- Limit number of persons per room (i.e., 35% or less of posted capacity with physical distancing in place).
- Ensure a plan is in place for proper handling and returning of books and resources.
- Assign students to use different entrances or create directional paths.
- Rearrange furniture to avoid clustering in common areas.
- Ensure compliance with the COVID-19 Media Center Guidelines
Common Areas

School Elevators and Restrooms

Elevators

- Students will be required to wear masks/face coverings within elevators.
- Limit the number of people in an elevator (maximum 2 per car) to maintain social distancing; if feasible of physically able, take the stairs.
- Place decals inside the elevator to identify where passengers should stand, if needed.
- Use physical barriers outside of elevators or other ways to mark pathways to help people travel in one direction and stay as far apart as possible, while waiting to access the elevator.
  - Disclaimer: do not block pathways or prevent access according to appropriate fire codes.

Restrooms

- Custodians will check common areas and group restrooms throughout the day to ensure supplies are replenished, conduct touch-point cleaning (faucets, toilets, doorknobs, light switches, etc.) and do thorough cleaning/disinfecting once students leave for the day.
- Provide physical guides, such as tape on doors or sidewalks and signs on walls, to ensure that staff and students maintain the maximum distance possible, recommended 6 feet, from others in lines and at other times.
- Limit the number of individuals allowed in a restroom at one time based on the number of stalls or urinals.
Playground and Recess

- Consider staggering playground use rather than allowing multiple classes to play together, and limit other activities where multiple classes interact.
  - If multiple classes are on the playground/at recess at the same time, require students to stay in an assigned sections as opposed to mingling with other classes.
  - It is recommended that schools find alternative options for students if these requirements cannot be met.

Limit Exposure to Students and Staff

- Consider limiting the use of playground equipment if unable to maintain cleanliness.
- Students are required to wear masks/face coverings on the playground and during recess if 6 feet of physical distancing cannot be maintained.
- Hand washing will be required before and after using playground.
Florida statutes require schools to conduct emergency drills to ensure students and staff know how to safely and expeditiously react to the threat of an active assailant, fire or severe weather.

Due to the ongoing COVID-19 pandemic, school staff must enforce additional COVID-19 health and safety measures during emergency drills.

- When conducting all emergency drills (Active Assailant, Fire, Severe Weather), ensure the following:
  - Maximum physical distancing is maintained whenever practical.
  - Masks/face coverings are required for all staff and students, unless medically exempt.
  - All notifications as described in the OCPS emergency drill procedures are made.
  - Record all drills in the Emergency Drill Reporting Tool in myOCPS.

- As a reminder, doors are to be locked and closed at all times.
- Unidirectional/one-way halls are to be temporarily disregarded for emergency evacuation drills as the closest exit should always to be used.

- 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.
- The immediate danger posed by such threats far outweighs the risk of COVID-19 exposure.
- Contact your assigned Emergency Preparedness Administrator for questions or concerns.

**Additional Resources**
Regular physical activity in childhood and adolescence is important for promoting lifelong health and well-being and preventing various health conditions.

- Physical distancing is encouraged when possible for all stakeholders.
  - If physical distancing is not possible for students, create as much distance as feasible.
  - Students and coaches are required to wear masks/face coverings when distancing is limited, and the individual is not participating in high-intensity activity.
- Use of shared objects (e.g., gym or physical education equipment), should be limited when possible, or cleaned between use.
- Evaluate before/after school program models to accommodate reduced adult/child ratio, which may include adjustment of operational hours.
- Have plans in place for inclement weather: consider gymnasiums, cafeteria and classrooms.
Specials/Electives

Appropriate **scheduling considerations** should be made for visual and performing arts classes to **limit class sizes.** Schools should seek **alternative indoor/outdoor venues** for classes to promote physical distancing.

- Large ensemble rooms such as the band room will be divided into 6' x 6' squares where students will be assigned to stand in the center of each square in order to maintain a 6’ distance from other students on all sides.
  - Students will wear a mask at all times except in those instances where a mask inhibits the students’ ability to play. In those cases, students will remove the mask while playing, and then immediately place the mask back over their face.
- In some instances, band students will need to maintain a 10' x 10' distance from other students. In those instances, it is likely band will move outdoors for a short time to rehearse.
- Chorus students will be required to wear masks and follow physical distancing guidelines. Singing should be limited to no more than 30 minutes. Opportunities to sing outside should be pursued, when available.

- Orchestra students will be required to wear masks. Minor accommodations to the rehearsal process will be taken to ensure the safest environment possible for students.
- Dance and theatre students will be required to wear masks. Dance students will not be asked to change into dance-specific attire to avoid using the locker room. Dance floors will also be divided into 6’ x 6’ squares to help students maintain social distancing.
- For additional guidance, please contact Visual and Performing Arts.
Evaluate school program models to accommodate reduced adult/child ratio.

- Conduct extracurricular activities virtually when possible.
- Physical distancing should be encouraged when possible for all stakeholders.
  - If physical distancing is not possible for individuals, create as much distance as feasible.
  - Students and staff are required to wear masks/face coverings if the individual is not participating in high-intensity activity.
- Use of shared objects should be limited when possible or cleaned between use.
  - Custodial Services will make supplies available for schools via disinfectant stations.
- For additional guidance, contact the appropriate department.
Special Events/Before and After School Activities

The district will review local/state regulatory agency policies related to group gatherings to determine if events (e.g., sport games, extracurricular activities) can be held.

- Identify opportunities to pursue virtual group events, gatherings, or meetings, if possible.
- All students, employees, visitors and vendors are required to wear masks/face coverings.
- If standard physical distancing (6 feet) is not possible, create as much distance as possible.
- Third party users must follow the health and safety requirements within the Facility Use Agreement.

Promote Health and Safety Preventative Measures

- Limit visitors, volunteers and activities involving external groups or organizations as much as possible—especially those who are not from the local geographic area (e.g., community, town, city, county).
- Pursue virtual activities and events, such as field trips, student assemblies, special performances, school-wide parent meetings and spirit nights, if possible.
- Note: Until further notice, special events will not be held.
The district will review local/state regulatory agency recommendations related to before and after school care.

- The district's school health and safety measures, as outlined in this manual, must be followed during before and after care programs, to include:
  - Masks shall be worn at all times, unless eating or drinking.
  - Students remain at least 6 feet apart and do not share objects.
  - Hand hygiene protocols are followed (See General Preventative Measures Slide 11).
  - Outdoor activities are prioritized.
  - If possible, small groups of students should stay together during before and after care each day.

- Programs operated by external entities require approval from School Age Services.

- Programs must consult with school before sending students home or canceling activities.
Special Events/Before and After School Activities

The district will review local/state regulatory agency policies related to group gatherings to determine if events (e.g., sport games, extracurricular activities) can be held.

- When and if spectators are allowed, entry to sporting events (games, matches, tournaments, etc.) should have cashless transaction options such as: credit/debit card readers or online prepaid tickets.
  - Schools should sell all sport and/or single sport season passes as an option for entry into sporting events.
- District approved hand sanitizer stations should be placed at the entrance/exit of all venues and concession stands for spectator and student use.
- Concession stand transactions should be cashless using credit/debit card readers.
  - Ensure proper distancing is followed between patrons in line.
- Pursue sporting events (games, matches, tournaments, etc.) to be streamed or recorded for fans to watch remotely.

School Operations
The district will review local/state regulatory agency policies related to group gatherings to determine if events (e.g., sport games, extracurricular activities) can be held.

- Students, employees, and visitors are required to wear masks/face coverings, unless exempt.
- Physical distancing is encouraged when possible for spectators and participants.
  - If physical distancing is not possible for participants, then create as much distance as feasible.
- Entry to visual and performing arts events should have options for online prepaid tickets or cashless transaction choices such as: credit/debit card readers.
- Hand sanitizer stations should be placed at the entrance/exit of all venues and concession stands for spectator use.
- Concession stand transactions should be cashless using credit/debit card readers.
  - Ensure proper distancing is followed between patrons in line.
- Pursue large visual and performing arts events be streamed or recorded for fans to watch remotely.
Section 3: Administrative Site Operations
Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.

Employee Responsibilities

- Employees are requested to monitor their personal health and temperature.
- If an employee has a temperature of 100.4°F or higher or has a cough, is short of breath, or otherwise feeling ill is encouraged to seek medical care.
- It is recommended that employees stay home when feeling ill or sick.
- High-risk individuals should work from home, when possible, until directed to return to work by their supervisor.
  - High risk individuals can request accommodations by going to the District’s ADA Compliance webpage (http://ada.ocps.net) to access the appropriate accommodation request forms.

Supervisor Responsibilities

- Utilize the guidance from Human Resources if an employee has a question about leave use.
- Support employees who are not feeling well or have a temperature and encourage them to seek medical care.
- Keep in regular communication with staff working remotely and advise them when they are return to work, as directed by OCPS Leadership.
- Educate staff on the symptoms of COVID-19 by referring them to the CDC Guidance: Symptoms of Coronavirus.
Consider how best to decrease the spread of the virus and lower the impact in your workplace.

- Physical distance from coworkers and the general public in all areas to limit the spread of the virus.
  - This includes but not limited to cubicles/work areas, restrooms, cafeteria/break areas, etc.
- All employees, visitors and vendors are required to wear masks/face coverings, unless medically exempt.
- Wash hands with soap and water frequently throughout the day.
  - If soap and water is not available, use hand sanitizer with at least a 60% alcohol base.
- Employees in high public traffic areas where frequent trips to wash hands between customers is impractical should use hand sanitizer between each customer.
- Do not touch your face and cover coughs with a tissue or cough into your elbow.

- Staff who work where the public is coming into their workspace are allowed to use gloves.
- Prior to leaving shared workspaces, employees should utilize district-approved cleaners or disinfecting wipes to wipe down surfaces daily.
  - Household chemical cleaners such as bleach and aerosol sprays are not approved to be used in district facilities.
- Non-shared workspaces should be routinely wiped down by employees.
- Surfaces that should be cleaned include phones, desktops, armrests, cabinet/file drawer handles, remote controls, keyboards, mice and any other surface that is touched, especially personal items.
  - Personal items that are frequently touched and cannot be cleaned such as upholstered furniture, pillows, stuffed animals, etc., must be removed from the workplace.
Administrative Sites

District will actively monitor federal, state, and local public health communications and ensure that workers have access to that information.

- Do not allow employees to congregate and adjust office operations so that staff are not within 6 feet of each other. This may include, but is not limited to:
  - Move chairs/seating arrangements to increase workspace distancing. Supervisors should measure distances between chair spaces to verify 6 foot spacing.
  - Post district-approved signage to remind about social distancing throughout congested areas.
  - Use virtual meetings whenever possible; when using conference/meeting rooms, reinforce 6 foot distance between attendees and require masks/face coverings.
  - Encourage and remind staff of social distancing guidelines and discuss with employees when masks/face coverings should be worn.

- Work with Custodial Services to ensure soap is properly stocked and available.
- Work with Custodial Services to ensure cleaning stations are available for staff use.
  - These stations will include district-approved cleaners and paper towels which staff can use to wipe down high-touch surfaces within their workspace.
- When possible, inside doors should be left open or unlatched to reduce the need to touch them with hands to open them.
  - Outside doors and windows should remain closed and locked.
- Contact Procurement Services to acquire additional Personal Protective Equipment or supplies.
Administrative Sites

Common Areas – Breakrooms

Use methods to physically separate employees in all areas of the building, including common areas.

- Physical distance to the maximum distance possible, recommended 6 feet, from coworkers and wear masks/face coverings, as appropriate.
- Stagger shifts, start times, and break times as feasible to reduce the number of employees in common areas.
- Replace high-touch communal items, such as coffee pots and bulk snacks, with alternatives such as pre-packaged, single-serving items.
- Encourage staff to bring their own water to minimize use and touching of water fountains or consider installing no-touch activation methods for water fountains.
- Custodial Services will clean and disinfect high-touch surfaces (e.g., tables, desks, chairs, door handles, light switches, railings, faucet handles, drinking fountains, etc.)
Encourage occupants to take stairs when possible, especially when elevator lobbies are crowded or when only going a few flights.

**Elevators**
- Masks/face coverings within elevators are required, unless medically exempt.
- Limit the number of people in an elevator to maintain social distancing.
- Place decals inside the elevator to identify where passengers should stand, if needed.
- Use physical barriers (for lobbies only; not inside elevators) or other ways to mark pathways to help people travel in one direction and maximum distance possible, recommended 6 feet, while waiting to access the elevator.
- Use floor markings in elevator lobbies to reinforce social distancing. Place decals inside the elevator to identify where passengers should stand, if needed.

**Restrooms**
- Custodians will check common areas and group restrooms throughout the day to ensure supplies are replenished, conduct touch-point cleaning (faucets, toilets, doorknobs, light switches, etc.) and do thorough cleaning/disinfecting once staff leave for the day.
- Provide physical guides, such as tape on doors or sidewalks and signs on walls, to ensure that staff and students maintain the maximum distance possible, recommended 6 feet, from others in lines and at other times.
- Limit the number of individuals allowed in a restroom at one time based on the number of stalls or urinals.
Administrative Sites

Where possible, pursue virtual group events, gatherings, or meetings.

- Use virtual meetings whenever possible; when using conference/meeting rooms, reinforce 6 feet of distance between attendees and require masks/face coverings.
  - Lingering and socializing before and after meetings is discouraged.
- Individuals are required to wear masks/face coverings during in-person meetings.
- Custodial Services will clean and disinfect high-touch surfaces (e.g., tables, desks, chairs, door handles, light switches, railings, faucet handles, drinking fountains, etc.).
Waiting areas should provide the **maximum distancing possible**, recommended 6 feet, of social distancing for occupants.

- Post district approved signage in highly visible locations to promote everyday protective measures and describe how to stop the spread of germs.
- Move or remove chairs in waiting areas so that visitors are not within 6 feet of each other. Assign an employee to monitor waiting areas to ensure guidelines are met.
- Limit the approach of the public to employees to no closer than 6 feet by setting up barriers/blocking with chairs, cones, rope lines, tape lines/marks on the floor, etc.
  - Tape, cones, etc., for high foot traffic areas can be purchased via iBuy and/or PCards
- Staff will routinely disinfect all communal surfaces and commonly-touched equipment (e.g., check-in tablets).
- Work with Custodial Services to ensure cleaning stations are available for staff use.
  - These stations will include district-approved cleaners and paper towels for employees to utilize before/after they use common spaces and contact surfaces.
- Provide hand hygiene stations (e.g., district-approved hand sanitizer with at least 60% alcohol) at the entrance of the facility as well as near sign-in sheets.
Follow general guidelines for cleaning and disinfecting of vehicles.

**Assigned vehicles**
- Implement physical (social) distancing, when feasible.
- Commonly-touched surfaces should be wiped down with district-approved cleaners or disinfecting wipes on a regular basis.
- Surfaces to be cleaned include steering wheels, armrests, turn signal arms, radio controls, door handles, and any other high-touch surfaces.
  - Personal items that cannot be cleaned should be removed from the vehicle.

**Shared vehicles**
- Implement physical distancing, when feasible.
- Prior to leaving a vehicle at the end of each workday, district-approved cleaners or disinfecting wipes should be used to wipe down surfaces.
- Surfaces to be cleaned include steering wheels, armrests, turn signal arms, radio controls, door handles, and any other high-touch surface.
  - Personal items that cannot be cleaned should be removed from the vehicle.
- If there is more than one individual, they will be required to wear a mask/face covering.
Physical distancing is also needed with vehicle use. To achieve this, vehicle occupancy should be limited, and surfaces should be frequently cleaned.

- Limit capacity to only one person per row and all occupants shall wear masks, including the driver.
- Passengers shall sit one per row of seats and on alternating sides of the vehicle in order to provide spacing between occupants. Example: As shown below with passengers being indicated by a red X.
- The vehicle should be loaded from the back row first before moving forward by row.
- Staff will be required to wear a mask/face covering while in the vehicle.
District Vehicles

Monitor federal, state, and local public health communications about regulations, guidance, and recommendations and ensure that workers have access to information.

- Work with Custodial Services to provide cleaning stations for staff to use on vehicles.
- Evaluate transportation needs of staff and limit multiple passengers in vehicle whenever reasonably possible.
- Reinforce seating and mask-wearing guidelines when multiple passenger use is required.
Contractors and Vendors

Contractors and vendors should follow proper protocol by checking-in at schools pre-determined location (office, admin building, security, etc.), and follow proper safety procedures.

- Contractors and vendors shall wipe down high-touch point surfaces with disinfecting wipes before leaving the work area.
- This may include, but is not limited to, computer equipment, doorknobs, light switches, etc.
- If this is not possible, the contractor or vendor shall work with the site administrator to develop a plan to clean the area.
- Bleach and aerosol sprays are prohibited from use in district facilities.
Section 4: COVID-19 Case Management
For more information, please reference the OCPS COVID-19 Clinic Procedures.

- Each school will be funded for a licensed healthcare professional to oversee the clinic.
- Clinics will have two separate rooms to serve students. PPE must be used in both rooms:
  - Well Room: injury/treatment room, medicine distribution, sprained ankle, etc.
  - Sick Room: fevers, cough, sore throat, diarrhea, vomiting, chill, etc.
- Staff assigned to the Well Room and the Sick Room will not float between rooms.

- Each clinic area is required to be equipped with the following:
  - Touchless thermometers
  - Daily access to PPE (i.e., gloves, masks, face shields, gowns, etc.)
  - Direct access to a sink
- Clinics will adhere to physical distancing to the extent possible within the space available.
- For more information, please reference the OCPS COVID-19 Clinic Procedures or contact ESE Health Services.
Clinic Procedures

Sending Students to the Clinic

For more information, please reference the OCPS COVID-19 Clinic Procedures.

- Students who meet a clinical presentation for COVID-19 should not go to Well Room for triage, they should be escorted to the Sick Room.
- Students requiring medications, treatments, or are injured should be escorted to Well Room.
- Students with a current on file healthcare plan will be treated as plan dictates, unless otherwise indicated by clinic staff.
- An adult should accompany students to the clinic.
  - When accompanying a student to the clinic, staff should wear PPE.
- All visits to the clinic and outcomes of those visits will be documented follow OCPS clinic practices.
- For more information, please reference the OCPS COVID-19 Clinic Procedures.
Clinic Procedures

For more information, please reference the OCPS COVID-19 Clinic Procedures.

Student Arrives in Well Room

▪ Students arriving in Well Room or Sick Room will have their temperature checked.
  ▪ If initial temperature taken is 100.4°F or higher, direct student to sit quietly for 3-5 minutes, then recheck.
  ▪ Check for COVID-19 symptoms (Reference CDC Guidance: Symptoms of Coronavirus)

▪ Students who meet sick/COVID-19 criteria for being sent home should be transferred to Sick Room.
  ▪ Sick students waiting for parent pick-up should:
    ▪ Be monitored by staff wearing PPE
    ▪ Wear PPE and use physical distancing
  ▪ Well Room staff must contact parent to pick up their student.
Clinic Procedures

For more information, please reference the OCPS COVID-19 Clinic Procedures.

- If a child becomes sick and is unable to return to class, the parent will be required to pick up their child; sick children will not be placed on buses.
- 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.

Transport of Sick Students

- 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.
- After the parent picks up their student the waiting room should be cleaned or at specific times of the day.
- For more information, please reference the OCPS COVID-19 Clinic procedures.
- For information on when students can return, please see the student case management charts within this section.
Medically Fragile Students and Students with Significant Cognitive and Emotional Disabilities

Special Considerations

For more information, please reference the OCPS COVID-19 Clinic Procedures.

- Teachers, staff, behavioral support, and crisis management teams will have access to PPE, including gloves, masks, face shields and gowns, as necessary.
- If physical prompting or restraint of a student is necessary, PPE must be worn. Any equipment used needs to be cleaned, prior and after use.
- If a student has a medical plan, it will be followed according to the child’s individualized needs.
- One-on-one nurses and paraprofessionals will be required to wear PPE while working with their assigned student.
- For more information, please reference the OCPS COVID-19 Clinic Procedures.
## Return Recommendations

### Case Types and Response

<table>
<thead>
<tr>
<th>Case Type</th>
<th>Response</th>
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</thead>
<tbody>
<tr>
<td><strong>Confirmed Positive</strong></td>
<td>• The individual will self-isolate for 10 days from start of symptoms or after receiving a positive test (whichever comes first)</td>
</tr>
<tr>
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<td>• After the isolation period is over the individual must be symptom and fever free for 24 hours without the aid of medication prior to returning</td>
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<tr>
<td><strong>Symptomatic (with no known exposure)</strong></td>
<td>• If the individual takes a COVID test and the test is negative, the individual can return as soon as they feel better</td>
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<td>• If the individual does not take a COVID test, or the individual takes a COVID test and it is positive, they must self-isolate for 10 days from the start of symptoms. After the 10 day self-isolation period is over, the individual must be symptom and fever free for 24 hours without the aid of medication prior to returning.</td>
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<td>• If symptoms develop during quarantine, they must wait 10 days after the onset of symptoms and be symptom and fever free for 24 hours without the aid of medication prior to returning</td>
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<td>• It is recommended that the individual gets tested but still cannot return until the 14-day quarantine is complete</td>
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<td><strong>Exposed Close Contact (secondary exposure)</strong></td>
<td>• Critical infrastructure employees will be determined by Professional Standards</td>
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<td>• Can return to work as long as the individual is asymptomatic</td>
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<td>• Will monitor for symptoms, if the individual becomes symptomatic, they will be sent home immediately</td>
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<td><strong>Exposed Close Contact (secondary exposure for critical infrastructure personnel)</strong></td>
<td>• Individuals can test positive for the virus for up to 6 months after infection while the individual is not infectious</td>
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### Why test-based strategy is not recommended for return?

- Individuals can test positive for the virus for up to 6 months after infection while the individual is not infectious.
**Student Confirmed COVID – 19 Case**

**Lead Department: ESE Health Services**

**Principal** contacts the on-campus custodial team of affected area (6)

- Customer Services initiates the disinfection of student identified locations, where a reasonable disinfect after 24 hours

- Custodial Services notifies principal and safety and emergency management of completed actions

**Principal** confirms positive COVID-19 case

- Principal completes the COVID-19 case Management Intake Form

**Health Services** acquires details about the case from Principal

**Health Services** consults with the Florida Department of Health (FDOH) to complete and submit reporting forms

**FDOH** initiates contact tracing

**FDOH** contacts cases to confirm secondary exposure and create quarantine letters

**Student on campus**

- Student is sent to 
  5E Rooms, keeps on mask, and waits for parent pick-up

- School staff informs parent to keep student at home

- 10 days have passed since onset of symptoms OR 10 days have passed since last positive test (whichever comes first)

- Fever-free (<100.4°F) for at least 24 hours with no fever reducing medication

**Students** who are eligible to ride a bus will have to wait until a specified date before riding a bus again

**Start Point**

**Action**

**Decision**

**Return Condition**
Student with COVID-19 Symptoms

**Lead Department:** ESE Health Services

1. **Principal:** alerts on-campus custodial team of affected area(s)
2. **Principal:** confirms student has COVID-19 symptoms
3. **Principal:** completes COVID-19 Case Management Intake Form
4. **Principal:** convenes Crisis Response Team to coordinate school-based actions
5. **Principal:** identifies and secures affected areas
6. **Principal:** notifies Principal and Safety of Emergency Management and completion
7. **Principal:** relocates students to alternative classrooms (if applicable)
8. **Principal:** will reopen affected areas

**Health Services**
- Seizes details about this case and provides guidance to Principal if needed
- Student is sent to Sick Room, keeps on mask, and waits for parent pick-up
- Student returns to school
- Test results
  - Negative test: Student no longer has symptoms and feels better
  - Positive test: 10 days have passed since onset of symptoms OR 10 days have passed since last positive test (whichever comes first)

**COVID-19 Test (Recommended)**
- Fever-free (<100.4°F) for at least 24 hours without fever-reducing medication
- 10 days have passed since onset of symptoms OR 10 days have passed since last positive test (whichever comes first)

**School Staff**
- Informs parent to keep student at home

**Employee**
- Florida Department of Health (FDOH)
- School/Supervisor

**DECISIONS**
- Start Point
- Start or End Point
- Action
- Decision
- Return Condition
School-Based Employee with COVID-19 Symptoms

Principal alerts on-campus custodial team of affected areas (if applicable)

Principal confirms that employee has COVID-19 symptoms

Principal completes the COVID-19 Case Management Intake Form

Professional Standards: acquires data in about the case and provides guidance to Principal

Position functions applicable to remote/alternative workforce and physically assess to complete job

Yes

No

Employee Returns to work

COVID-19 test (Recommended)

Test results

If the employee test positive for COVID-19 during isolation go to the Employee Confirmation flowchart

10 days have passed since onset of symptoms OR 10 days have passed since last positive test (whichever comes first)

Employee no longer has symptoms and feels better

Start

Start or End Point

Florida Department of Health (FDOH)

Custodial School/ Supervisor

Orange County Public Schools

Employee

P.S.

Decision

Decision

Return Condition

Negative test

Positive test

Fever-free (<100.4°F) for at least 24 hours with no fever reducing medication

Fever-free (<100.4°F) for at least 24 hours with no fever reducing medication

Complete position functions from home until isolation period is completed

Take applicable leave (sick or accrued) until isolation period is completed

Custodial Services notifies Principal and Safety and Emergency Management of completed action

Custodial Services initiates the disinfection of employee identified locations, when reasonable to disinfect after 24 hours

Principal sends employee home or tells them to remain at home

Principal will identify and secure affected areas

Principal will respond to crisis response team to coordinate school-based actions

Principal will reopen affected areas

Principal relocates students to alternative classrooms (if applicable)
Employee Confirmed Case COVID – 19

1. Supervisor alerts on-site custodial team of affected area(s).

2. Supervisor confirms positive COVID-19 case.
   - Supervisor completes the COVID-19 Case Management Intake Form.
   - Professional Standard requires details about the case from Supervisor.

3. Custodial Services initiates the disinfection of employee identified locations after 24 hours when reasonable.
   - Supervisor sends employee home or tells them to remain at home.
   - Supervisor isolates employee’s work space until custodial can disinfect.

   - Supervisor relocates employee to another location (if applicable).

5. Supervisor recovers affected areas.

6. Position functions applicable to remote/alternative workplace and physically able to complete job.
   - Yes:
     - Complete position functions from home until isolation period is completed.
   - No:
     - Take applicable leave (sick or accrued) until isolation period is completed.

7. 10 days have passed since onset of symptoms (or 10 days have passed since last positive test whichever comes first).

8. Employee Returns to work
   - Fever-free (<100.4°F) for at least 24 hours with no fever reducing medication.

9. Lead Department: Professional Standards
   - FDOH initiates contact tracing.
   - FDOH contacts employees to confirm secondary exposures and create quarantine letters.

10. FDOH will evaluate the case and provide OCPA with recommendations related to the scope of impact (i.e. office, building closures, etc).

Orange County Public Schools
Frequently Asked Questions: COVID-19 Case Management

This slide provides answers to the most frequently asked questions from principals and work location supervisors.

- **If an individual tests positive for COVID-19, does the individual need a negative COVID-19 test in order to return?**
  - No, Individuals can return after 10 days from the start of symptoms or positive test and have been fever-free for 24 hours without the aid of medicine.

- **After the Florida Department of Health (FDOH) quarantines an individual due to exposed close contact for 14 days, does the individual need a negative COVID-19 test to return?**
  - No, individuals who are quarantined do not need a negative test in order to return. After the 14 days if no symptoms develop and fever-free for 24 hours without the aid of medicine they can return.

- **When can a negative COVID-19 test be used for return?**
  - If an individual is sent home due to COVID-19 symptoms and has no known exposure to individuals with COVID-19, the individual can return with a negative test when they feel better.

- **Who decides what individuals are quarantined after potential exposure on an OCPS school/administrative site?**
  - FDOH will conduct contact tracing and determine if individuals need to be quarantined for all incidents that occur at an OCPS school/administrative site.
Frequently Asked Questions: COVID-19 Case Management

This slide provides answers to the most frequently asked questions from principals and work location supervisors.

- **Where do the COVID-19 return guidelines come from?**
  - These guidelines originate from FDOH as well as the Centers for Disease Control and Prevention (CDC). The district is in constant communication with FDOH to ensure we are following the most recent guidelines.

- **A student has been quarantined and has a sibling attending school via Face-to-Face, is the sibling allowed to come to school?**
  - Yes, the sibling of a quarantined student can attend school as long as they are not symptomatic and there are no confirmed positive COVID-19 cases in the home.

- **If someone self-reports a Positive COVID-19 case within the household do they have to quarantine?**
  - Yes, the student or staff member that has a Positive COVID-19 case within their household will have to quarantine immediately. The quarantine length will be at least 14 days. The 14 day count down will begin on the last day of exposure to the positive case or the last day of the 10 day isolation period of the household member’s isolation, whichever comes first.
Professional Standards and/or ESE Health Services may request certain documents and information to support the FDOH contact tracing investigations.

Information required to confirm a positive case.
- Individual's Name
- Date of Birth
- Hard or electronic copy of COVID-19 testing results, if possible, or name and address of agency that conducted the testing

Information to assist in tracing close contacts.
- Classroom seating charts or workspace details
- Individual class or work schedules
- List of individuals who were within 6 feet for 15 minutes or more of the affected individual
- Bus information
- Lunchroom contacts who were within 6 feet for 15 minutes or more
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, **OCPS will use investigative case support.**

### Individual Showing Symptoms

1. The affected employee is sent or told to stay home.

2. If needed, individual is asked to seek medical assistance.

3. If individual leaves the worksite/school, notify school administrator or supervisor.

### If individual is suspected/confirmed positive:

**Initiate ICS and Identify:**
- Students and staff with direct contact
- Areas of building individuals have traveled
- Whether individual resides with students/staff at another worksite

**District collaborates with FDOH on Investigation**

**Worksite supervisor follows FDOH guidance for worksite/community notification (in event of positive case)**

COVID-19 Case Management
Investigative Case Support for Employees

Employee Confirmed Positive for Communicable Disease/COVID-19

Our Investigative Case Support identifies all areas and individuals an employee has come in contact with throughout the workday. This task is used to recognize any possible exposures that may have occurred.

Supervisor Tasks

PRE-INVESTIGATIVE CASE SUPPORT
- Crisis Response Team has been formed (school based)
  - Roles for all members have been identified
- Contacts for Professional Standards and Safety and Emergency Management

CASE BACKGROUND INFORMATION
- Date case was reported
- Affected person(s) name(s)
- Name of person or agency that reported the case/exposure
- Case type: Has COVID-19 (Confirmed Positive) or Close Contact to infected person (Secondary Exposure) or is showing symptoms (Suspected Positive)

LOCATION INFORMATION
- School name or worksite/address/phone number
- Specific office or room where the employee works
- Specific worksites and locations that the employee visited recently
- Possible secondary exposures (coworkers/students)
- Seating charts/student names (if applicable)
  - Parent contact information per identified student
- Before/Afterschool activities (if applicable)

EMPLOYEE SPECIFIC INFORMATION
- Employee name(s)
- Employee number(s)
- Position title
- Employee contact information
- Supervisor’s name and contact information
- Family members that attend/work at OCPD facility (if applicable)
  - Name, Grade, School, etc.
- Date employee was last on campus/worksite
- Was the employee using Personal Protective Equipment (PPE)?
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, **OCPS will use investigative case support.**

- **Individual Showing Symptoms**
  1. Individual is moved to isolation room and monitored/ screened
  2. If needed, individual is asked to seek medical assistance
  3. If individual leaves the worksite/school, notify school administrator or supervisor

- **School/Worksite Response**

  **If individual is suspected/confirmed positive:**

  **Initiate ICS and Identify:**
  • Students and staff with direct contact
  • Areas of building individuals have traveled
  • Whether individual resides with students/staff at another worksite

  **District collaborates with FDOH on Investigation**

  **Worksite Administrator follows FDOH guidance for worksite/community notification (in event of positive case)**
Investigative Case Support for Students

Student Confirmed Positive for Communicable Disease/COVID-19

Our Investigative Case Support identifies all students connected with the educational programs, activities, and/or services that the student participates in with other students and connections to staff.

Principal's Tasks

PRE-INVESTIGATIVE CASE SUPPORT
- Crisis Response Team has been formed
  - Roles for all members have been identified
- Contacts for all notification steps are stored and easily accessible

CASE BACKGROUND INFORMATION
- Date case was reported
- Affected person(s) name(s)
- Name of person or agency that reported the case/exposure
- Case type: Has COVID-19 (Confirmed Positive) or Close Contact to infected person (Secondary Exposure) or is showing symptoms (Suspected Positive)

LOCATION INFORMATION
- School name/address/phone number
- Student schedule
- Classroom room numbers
- Teacher names
- Seating charts/Student names
  - Parent contact information per identified student
- Before/Afterschool activities (if applicable)
  - Names of students and staff
- Mode of transportation
  - If bus: Bus number, names of students riding bus, seating chart

STUDENT SPECIFIC INFORMATION
- Student name(s)
- Birthdate
- Grade
- Student number
- Parent's names and contact information
- Siblings or family members that attend/work at OCPS facility (if applicable)
  - Name, Grade, School, etc...
- Date student was last on campus
- Was the student using Personal Protective Equipment (PPE)?
Closure Considerations

The **district/school** will work with the **local health department** 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 building closure.

- Florida Department of Health recommends basing school closure decisions on several factors to include:
  - The importance of in-person education to the social, emotional, and academic growth and well-being of students.
  - The level of community transmission.
  - Make decisions about school dismissal.
  - Whether cases have been identified among students and staff.
  - Other indicators that local public health officials are using to assess the status of COVID-19 in their area.

- **Decision Making**
  - School administrators will coordinate with district personnel and county health officials to initiate response procedures.
    - Communicate with staff, parents, and students.
    - Clean and disinfect thoroughly.
    - Make decisions about school dismissal.
    - Establish investigative case report.

**COVID-19 Case Management**

![Area Closed]
Crisis Response Team

- Utilize the district response framework (i.e., Executive Policy Group and District Incident Management Team) to support schools experiencing a COVID-19 case.
- District will coordinate with local health departments and medical experts for guidance and support.
- School crisis response team will assist the principal in managing COVID-19 cases and support health and safety practices within the school.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Executive Policy Group (EPG)</td>
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<tr>
<td>District Incident Management Team (DIMT)</td>
<td>Health Assistant/Nurse</td>
</tr>
<tr>
<td>Executive Area Directors</td>
<td>Guidance Counselor</td>
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<td>Custodial Services Area Manager</td>
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<td>Food Service Manager</td>
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<td>School Resource Officer</td>
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<td>Transportation Area Manager</td>
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<td>Registrar</td>
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Section 5: Additional Resources
The OCPS Mental Health Services team has various resources for students, teachers and parents.

- In support of the OCPS 2025 Strategic Plan, OCPS is utilizing a structure for district-wide professional learning that links leadership to social and emotional learning.
  - This professional learning structure is Social and Emotional Learning & Leadership, also known as SELL.

- A virtual SELL overview was developed for teachers and administrators to view before schools open, in order to establish our district-wide social and emotional learning focus.
  - This includes resources to conduct wellness check-ins with students during the first 10 days of school.
Additional Resources

The OCPS Mental Health Services team has various resources for students, teachers and parents.

- **OCPS Supports** is a resource that was created to assist families in gaining assistance from the various social and mental health services provided by the district. Parents/guardians complete a short survey and an OCPS staff member makes a connection with the family within one to two business days.

- Students in grades 6-12 will receive five hours of Mental and Emotional Health Curriculum, provided in one hour lessons each month.

- Mental health resources are available online through Canvas to assist teachers and provide information on mindfulness, self-care, trauma informed practices, and virtual calm rooms.

- Mental health resources are available online through Canvas to assist parents/guardians with community resources, virtual parent training sessions, mental health tips, as well as activities and strategies parents/guardians can use with kids.

- The Employee Assistance Program is available to support employee needs.
## Additional Resources

### Temperature Screening Checklist for Administrative Sites

- **Employees and visitors are to go through the temperature screening process.**
- **Have screening staff maintain social distancing from the individual being screened while waiting for temperature to register.**
- **One individual can be screened at a time.**
- **Place the front of the thermometer one inch (1”) from the center of the individual’s forehead; hold the button down until the device makes a sound.**
  - If the individual has bangs or is wearing a hat, he/she will have to uncover his/her forehead.
- **Look at the temperature reading on the display and determine if the temperature is above or below 100.4°F**
  - Never announce the temperature to the individual, only show the temperature if asked.
- **If the temperature is below 100.4°F, allow the individual to enter.**
- **If the temperature is 100.4°F or higher, test the individual a second time.**
- **If the individual is an employee and the temperature is still 100.4°F or higher after second screening, provide the individual the OCPS guidance letter titled “Employee Dealing with Sickness” and explain that the individual cannot enter the premises to report to work.**
- **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.**
- **If an individual refuses to leave or refuses to participate, have the individual wait in the lobby or designated area.**
  - If the individual is an employee, advise the employee to contact his/her supervisor to review the health screening procedures.
  - If the individual is a visitor, as a last resort, contact District Police to assist with the situation.

### Setup Screening

- **Screening table(s)**
- **Signs (Health Self-Check Poster, Screening Station)**
- **No-touch thermometer**
- **Extra AA or AAA batteries**
- **Guidance letters for those employees who have a temperature of 100.4°F or higher or cannot affirm good health status**
- **PPE for Screeners**
  - Mask on (covering mouth and nose)
  - District approved hand sanitizer
  - Gloves
Staff will be sent home due to high temperature checks that registered over 100.4°F, or because it’s determined that the individual may be sick after reading the self-assessment questions.

Dear OCPES Employee,

You are being sent home today due to high temperature checks that registered over 100.4° degrees, or because you determined that you may be sick after reading the self-assessment questions and answering yes to one or both.

Questions include:
- Do you have chills, a sore throat, cough or shortness of breath?
- Do you currently feel sick?

Today you will be paid by OCPES so that you can rest or seek medical treatment. After today, you will be expected to utilize your own personal or sick leave time.

Please contact your healthcare provider to report your elevated temperature and ask for further guidance. Also, contact your supervisor immediately to report your absence for today.

Frequently Asked Questions:
1. Do I have COVID-19? Not necessarily, there are many different reasons why a person exhibits a fever or may be feeling sick. This screening practice is precautionary, as we follow the recommendations from the Centers for Disease Control and Prevention (CDC).
2. Do I need to be tested for COVID-19? You should follow the direction of your medical provider regarding testing.
3. When can I come back? You are able to return to work after being cleared by your medical provider, or when you have been fever free for 24 hours without taking medication. If you want immediate medical guidance, consider utilizing Cigna Telehealth Connection and request a consultation from Amwell (855.667.9722) or MDLIVE (888.726.3171).
4. I do not have enough sick leave, what do I do? You will be paid for today’s absence. Any days past today will be deducted from your available personal/sick leave balance. If you do not have sick leave, you will be granted personal leave without pay until you can return.
5. After today, can I work from home instead of using sick leave? Maybe, if your job can be performed at home and your doctor has cleared you to return to work. Your supervisor must review this request.
6. Do I need a doctor’s note? No, but if you are cleared by your medical provider documentation would be helpful. You must be fever free for 24 hours without medications and pass temperature and health screening daily at your work location.
7. Do I need to contact my supervisor? Yes, let your supervisor know that during the health and temperature screening process, you exhibited either an elevated temperature or that you were not feeling well.

Supervisors have been informed that any employee, who is not cleared to report to work, is being sent home for precautionary measures. You may seek medical advice, but this screening in no way means that you have COVID-19. Go to the SAP work portal and request for Temporary Duty (TDY) for the day you were sent home only, so that you will be paid for this leave. Other days missed will be deducted from your sick/personal leave account.
Students will be sent home if they exhibit two or more COVID-19 symptoms or any one of the following symptoms:

- Temperature over 100.4°F
- Difficulty breathing
- Coughing

To the parent of ________________________ Date: ______

Your child is being sent home today because of two or more COVID symptoms, or because your child had the following individual COVID symptom: temperature over 100.4 degrees, or difficulty breathing, or coughing. In accordance with OCPS policy the following options are available to your child:

Your child may return if:
- If no COVID test taken, your child may return after 10 days have passed since onset of symptoms or 10 days have passed since last positive test whichever comes first. Your child must also be fever free for 24 hours with no fever reducing medication.
- If your child took a COVID test and the test was negative, your child can return as soon as he/she feels better and submit results to the school clinic or send results by email to: person@ocps.net and fever free for 24 hours with no fever reducing medication.
- If your child took a COVID test and the test is positive, your child may return after 10 days have passed since onset of symptoms or 10 days have passed since last positive test whichever comes first. Your child must also be fever free for 24 hours with no fever reducing medication.

Please reach out to your child’s teacher for any make-up work and/or missed assignments.

Your child can return to face to face instruction on ________________________.

Frequently Asked Questions:
1. If my child is exhibiting symptoms of COVID-19, does my child have COVID-19? Not necessarily, there are many different reasons why a person exhibits a fever or may be feeling sick. This is precautionary as we follow CDC guidelines.
2. If my child is sent home for exhibiting symptoms of COVID-19 do I need to have my child tested for COVID-19? You should follow the direction of your medical provider regarding testing.
3. When can my child go back to school? The 3 options for returning to school are listed above.
4. Does my child need a doctor’s note? No, but if you are cleared by your medical provider documentation would be helpful. Your child must be fever free for 24 hours without medications.
Additional Resources

Setup Screening

- Screening table(s)
- Signs (Health Self-Check Poster, Screening Station)
- No-touch thermometer
- Extra AA or AAA batteries
- Guidance letters for those employees who have a temperature of 100.4°F or higher or cannot affirm good health status
- PPE for Screeners
  - Mask on (covering mouth and nose)
  - District approved hand sanitizer
  - Gloves

- Students, employees and visitors are to go through the temperature screening process.
- Have screening staff maintain social distancing from the individual being screened while waiting for temperature to register.
- One individual can be screened at a time.
- Place the front of the thermometer one inch (1”) from the center of the individual’s forehead; hold the button down until the device makes a sound.
  - If the individual has bangs or is wearing a hat, he/she will have to uncover his/her forehead.
- Look at the temperature reading on the display and determine if the temperature is above or below 100.4°F.
  - Never announce the temperature to the individual, only show the temperature if asked.
  - If the temperature is below 100.4°F, allow the individual to enter.
  - If the temperature is 100.4°F or higher, test the individual a second time.

- If the individual is an employee and the temperature is still 100.4°F or higher after second screening, provide the individual the OCPS guidance letter titled “Employee Dealing with Sickness” and explain that the individual cannot enter the premises to report to work.
- 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.
- 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 an individual refuses to leave or refuses to participate, have the individual wait in the lobby or designated area.
  - If the individual is an employee, advise the employee to contact his/her supervisor to review the health screening procedures.
  - If the individual is a visitor, as a last resort, contact District Police to assist with the situation.
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 on school buses and 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.

What about students who forget, soil or damage their mask during the day?
- The district will provide face masks to individuals who forget to bring one to school or on the bus.

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.
Additional Resources

Frequently Asked Questions (FAQs) can be found on the Orange County Public Schools Website. This page is being updated periodically; however, some answers are conditional and subject to change.

Reference School Board Policy EBBA Disease Prevention; Face Coverings for additional information regarding masks/face coverings.

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 of face coverings in advance of starting school.

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.
- Frequently Asked Questions are updated on a regular basis. You may view the most up to date questions and answers here.
Schools should utilize these questions to **assess their readiness** by clarifying roles and responsibilities. Through this exercise schools will be **better prepared** to manage the impact of COVID-19.

- How will you manage students coming off the bus to ensure social distancing and the use of required masks?
- How will you manage student walkers, bikers, and car riders to ensure social distancing and the use of required masks?
- What is your plan for managing before and after school lingering of students in common areas?
- What safety measures do you have in place for Administrative/Front Offices? Include items such as barriers, hand hygiene stations, and signage.
- How will students and teachers transition between classes and buildings? Include concepts such as staggered bell times, limiting student movement tactics, and directional hallway/stairwells.
- How will classrooms be organized to maximize physical distancing?
- What is your procedure for lunch? Include items such as line management, areas used for eating, social distancing, supervision, and other necessary items.
- What safety protocols are in place at the media center? Include items such as directional paths, furniture rearranging, usage shared technology equipment, and signage.
- Provide protocols used for elevators and bathrooms? Include occupancy and signage.
- What health and safety procedures are in place for recess?
- What is your plan to communicate and train staff and students in drill procedures following social distancing and required mask use?
- What are COVID considerations for your specials and electives?
- How are you addressing after school activities/clubs?
- If large events take place what COVID precautions will be put in place to ensure social distancing and required mask usage?
- Who will be on your active COVID Crisis Response Team? (Identify position, example: Assistant Principal, Guidance Counselor, etc.)
Additional Resources

Principals should encourage parents to conduct daily home screenings of students as recommended by the Florida Department of Health.

Daily Home Screening for Students*

- **No flags**: Proceed to school
  - Exposure**, no symptoms
    - Cannot go to school
    - Home quarantine 14 days since exposure
  - Diagnosis, no symptoms
    - Cannot go to school
    - Home isolation 10 days since specimen collection

- **At least 1 symptom**: Cannot go to school
  - Lab confirmed or not tested
    - Exclude for 10 days from onset
    - >24 hours fever free
    - Other symptoms improving
  - Confirmed other illness, not COVID
    - e.g. GI illness, ear infection
    - Follow normal school policy

*Note: these are not necessarily all the most common symptoms of COVID, but are adequate reasons to stay home.

Some states using in-school screening use: fever, or chills, or shortness of breath, or new cough, or new loss taste/smell.

** Exposure = close contact within 6 feet for 15 minutes of confirmed case; classroom cohorts may be classified as exposed.

8/12/2020
FDOH follows CDC guidelines for contact tracing. The process is outlined on this graphic.
The following includes a **sampling of resources** used to develop the procedures within this manual.

- **American Academy of Pediatrics**
  - Guidance Related to Childcare During COVID-19
  - COVID-19 Planning Considerations Guidance for School Re-Entry

- **Centers for Disease Control**
  - CDC – Coronavirus 2019 (COVID-19) Considerations for Schools
  - Considerations for k-12 Schools: Readiness and Planning Tool
  - Coronavirus Disease 2019 (COVID-19) Schools and Childcare Programs
  - The Importance of Reopening America’s Schools this Fall

- **Florida Department of Education**
  - Florida Department of Education – Reopening Florida’s Schools and the CARES Act

- **Florida Department of Health**
  - COVID-19 Resource Toolkit

- **Harvard University**
  - Schools for Health: Risk Reduction Strategies for Reopening Schools

- **Orange County Public Schools**
  - School Board Policy EBBA Disease Prevention; Face Coverings
Additional Resources

For any additional guidance and resources, please contact the appropriate district office. If you are unsure who to contact, call the district's main telephone line or email questions@ocps.net.

- District Main Line: 407.317.3200
- Employee Hotline: 407.250.6269
- General Inquiries: questions@ocps.net
- District Website: www.ocps.net