SCSD families will have the option to enroll their student(s) in either **in-person** or **virtual learning options**. This choice will apply for the entire semester. Families will have the ability to reassess/change options for the second semester based upon their needs. If a family elects to enroll their student in in-person learning option, the District has 3 stages of in-person learning that could/will be utilized based upon information/recommendations from local health and government agencies:

- **District Primary Plan:** A traditional school schedule with full time in-person learning and appropriate considerations according to risk/spread levels of COVID-19. A full-time virtual option is also available for families.
- **District Alternate Plan A:** A hybrid schedule that provides students with 2 days per week of in-person instruction and 3 days per week virtual instruction. A full-time virtual option is also available for families.
- **District Alternate Plan B:** A full virtual schedule. This option would be utilized if SCSD was advised by local health agencies that in-person instruction was untenable. In this instance, all SCSD students will be full virtual.

### INFECTION CONTROL & DISEASE PREVENTION

#### Daily Symptoms Checks/Assessments/Screenings

Staff, faculty and students will be assessed daily for symptoms associated with COVID-19. There are two times/ways that screening can/will take place prior to and at the beginning of the school day:

- **Self Check/Assessment:** from home prior to leaving for or entering the bus/school building. If one or more COVID-19 symptoms are present, the person MUST NOT attempt to enter the bus/school building until 72 hours after symptoms reside.
- **Guided/self check survey/screening:** during the first period for older students, in person screening by staff for younger students (in the classroom). If one or more COVID-19 symptoms are present, the person will be sent to the school clinic for immediate in person symptoms screening. The school nurse will contact parents and determine the appropriate next steps. If the person is sent home, they must NOT attempt to enter the bus/school building until 72 hours after symptoms reside.

### MANAGING SYMPTOMATIC STAFF/STUDENTS DURING SCHOOL HOURS

Staff and students (and their parents), will be educated on symptoms of COVID-19 and the importance of not coming to school if symptomatic. In situations where someone becomes ill while at school, steps should be taken to minimize exposure to others.

- As soon as the symptoms are identified, the person will be separated from others (isolated in school clinic). The school nurse will work with the individual person and conduct an in person screening.
- If it’s determined that the person should leave, they will do so as soon as possible. If they cannot leave immediately, they should stay in an “isolation” room/space (as designated by the school). This room/space should only be used for symptomatic individuals who are awaiting transportation home. The room/space should remain enclosed at all times and only designated nursing staff should be allowed to enter when wearing appropriate PPE. The room/space should be thoroughly sanitized after each use and should be well ventilated (see Nursing Considerations).
- Contact tracing will begin as soon as possible in the event a person is sent home due to COVID-19 symptoms. A line-list, including the name, address, and phone number of anyone who was a close contact (anyone within 6 feet from individual for at least 15 minutes) to the case, will be made of all possible exposures to the potentially symptomatic case as soon as school personnel become aware of this situation. This line list will be used to investigate/communicate possible exposures if the individual tests positive for COVID-19.
- Ensure that the individual has a follow up plan for testing either through a PCP, urgent care, or SCCDPH.
- Contact SCCDPH to inform them of the possible case and to prepare for follow-up.

**FOR FULL SCSD RE-ENTRY PLAN, GO TO WWW.STCHARLESSD.ORG/REENTRY**
SANITATION, HYGIENE & PREVENTION

Education and practice of appropriate hand hygiene and sanitation is imperative to prevent the spread of disease in the school building. The following measures will be implemented:

- Teach and reinforce good hand hygiene as often as possible. Teach and reinforce good cough etiquette and benefits of face coverings and social distancing. Teach and reinforce proper wearing of face coverings and face covering hygiene.
- Allow for various breaks within the school day for students and staff to perform hand hygiene and to sanitize their work and learning environments appropriately. Desks will be sanitized throughout the day.
- Clean/disinfect frequently touched surfaces at least daily and shared objects.
- Allow students and staff to bring hand sanitizer and face masks/coverings to use from home.
- Staff will be given a reusable mask and an 8 oz bottle hand sanitizer. Students will be given one reusable face covering.
- Ensure buildings have an appropriate amount of hand washing stations, soap, hand sanitizer and surface sanitizing wipes.
- Post signs throughout the school with information on good hygiene and sanitation.

MASKS/FACE COVERINGS

SCSD will educate/direct staff and students (as well as volunteers/visitors if/when safe) on wearing face coverings (masks). The District will dictate when masks should be used and the following terms will be used as directives for face coverings:

- **Expected:** Mandated to be worn by staff and/or students.
- **Advised:** Strongly recommended to be worn by staff and/or students
- **Encouraged:** Suggested to be worn by staff and/or students

These directives will be put in place (in general and specific instances) based upon the risk/spread level as determined by the collaboration between St. Charles County Department of Public Health and SCSD. **As of now, all students and staff are expected to wear masks.**

SOCIAL DISTANCING/FOOD SERVICE/TRANSPORTATION

Social distancing (6 feet apart) will be implemented to the extent possible in all school activities. Ensuring that appropriate social distancing is in place will help prevent large disruptions in the school year due to illness or outbreaks of COVID-19.

**Food Service**

- Provide hand sanitizer and/or hand washing period before and after meal service.
- Food service staff will wear face masks/coverings while preparing and serving food.
- Clean and sanitize cafeterias and high-touch surfaces before/after each lunch period.
- Mark spaced lines to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths; stagger use.
- Each school will set up the lunchroom area to minimize group size and contact.

**Transportation**

- Students will have assigned seats on all buses. This will ensure easier contact tracing in the event of a positive COVID-19 case.
- Student spacing on all buses will be based upon risk/spread level.
- Drivers/monitors expected/advised/encouraged to wear masks at all times when driving a bus based upon risk/spread level.
- Buses will be sanitized between AM and PM routes.
- Air out buses as much as possible (windows open).

WHAT SCSD WILL DO IF POSITIVE CASE OCCURS

SCSD will work in conjunction with the St. Charles County Department of Public Health to determine the extent of exposure and develop a plan to prevent and stop infection in the school. Below are some steps that will be taken to ensure an easier investigation process:

- Implement assigned seating in school as often as possible. This will facilitate the investigation process surrounding a positive case as it tells us exactly who was around that case. This will help prevent any “guessing” on close contacts and decrease the amount of students/staff who might need to be quarantined.
- Report the case to SCCDPH as soon as possible. Positive (and negative) COVID-19 results are required to be reported to the local health department.
- Develop a line list of all possible exposures to the positive case (within 6 feet for 15 minutes or more, starting two days prior to symptom onset). The people on this list who had prolonged contact will have to be quarantined at home for 14 days after their last exposure. School personnel will work with SCCDPH to reach out to the affected families and provide quarantine information.
- Implement disinfecting/cleaning procedures. Conduct deep cleaning of school prior to student/staff returning.

FOR FULL SCSD RE-ENTRY PLAN, GO TO WWW.STCHARLESSD.ORG/REENTRY
SCSD families,

Over the past several months, the District has continued working and collaborating with the St. Charles County Department of Public Health and the St. Charles County School District Superintendents. We also assembled a Reentry Task Force (composed of Board of Education/District Administration/Directors/Principals/Teacher-Classified-Transportation Association leadership/Nurses/Staff/Parents) to create the plans we will follow during the 2020-2021 school year.

Please see the full SCSD Reentry Plan and the SCSD Reentry Plan Highlights page for further details. Also, please keep in mind that the reentry plan is a roadmap for the way we will proceed together throughout the upcoming school year. We have written the plans to give the Board of Education the ability to make decisions that best suit the ever changing status of the COVID-19 pandemic.

The District is also committed to offering a virtual program for students. If virtual instruction is chosen, students will participate in full-time virtual programming from home. This option will look significantly different than the emergency virtual program that was implemented at the end of the 2019-2020 school year. The time expected for a student to participate in this option will be similar to a typical, in-person school day. Students should expect instructional engagement for approximately 6 hours per day through a combination of live and pre-recorded lessons, virtual activities, and independent practice (i.e. traditional homework, reading, and assignments). Younger students will need support at home to participate. The District is finalizing the details of this instructional plan which will be shared with interested families during the next couple of weeks. In order for students to be eligible, families will need to notify the District of their intent to enroll their child(ren) in this virtual option prior to the start of the school year. Virtual and in-person options will be selected for the duration of the semester, and switching mid-semester will not be allowed. Families will be allowed to change their selections at semester (January 2021) if they so choose.

To help us prepare for the 2020-21 school year, the District is asking parents to take a brief survey regarding their preference for in-person/ full- time virtual instruction and District bus transportation, if eligible. This survey will be sent to your email shortly and will be open until 10 pm on Thursday, July 23rd. It’s important that you complete the survey for each of your children enrolled in the school district. Your responses are needed to allow the District to appropriately plan and allocate resources for a smooth start to the school year.

Our number one priority is to keep our students and staff safe while providing the best educational process possible. We encourage families to do everything they can to keep yourselves and our community safe. Staff and students are expected (mandated) to wear masks (specifics on age/grade level will be determined closer to the start of the school year). A huge
thank you goes out to our Care to Learn support organization for purchasing a reusable/washable face covering (gaiter) for EVERY SCSD student. Every staff member will also receive a reusable/washable mask thanks to the generous donation from our SCSD Foundation.

I want to stress that the pandemic situation and the District’s plans are fluid. We all need to understand that things can change quickly (as they did last Spring) and be prepared to adjust as needed. Rest assured, we will continue to communicate with you clearly and consistently as we move forward. The District will be sending out further updates on any necessary changes that need to be announced as things progress towards the start of the school year.

Have a wonderful, safe rest of your summer.

United Together,
Dr. Jason Sefrit
Superintendent of Schools
REENTRY PLAN

2020-21 SCSD PLAN

HOW THE CITY OF ST. CHARLES SCHOOL DISTRICT WILL HANDLE STUDENT/STAFF REENTRY DURING THE COVID-19 PANDEMIC
LETTER FROM DR. SEFRIT

SCSD families and community,

During the past several months, all five St. Charles County school district superintendents have been working together and collaborating on a regular basis, along with the Director of the St. Charles County Department of Public Health. The Health Department has been extremely helpful, and their recommendations/considerations have guided our plan for the 2020-2021 school year. We also assembled an SCSD Renenty Task Force to provide input and different viewpoints when creating this plan. It is our hope and desire that, starting August 24, 2020, in-person instruction can be conducted in our schools with many considerations and protocols being taken into account in order to keep our students, staff and community safe.

The District has put plans in place to afford our students and families options to best serve their needs including a full time, in-person schedule and a virtual instruction program for those students whose parents believe they should not return to school due to the COVID-19 threat.

Though our desire is for full time in-person instruction, it might be necessary to adjust to alternative plans of instructional programming that could include a hybrid schedule or even full virtual instruction for all students. This will happen if/when we get direction from health officials depending on the level of COVID-19 risk/spread.

Moving forward, we ask that all parents, students and staff do everything in their power to stay safe and help reduce the risk of COVID-19 infections in the community. This includes adhering to our mandated mask policy that is currently in place when inside a District building. By everyone in the community doing their part, it will help us to provide a safe, secure and comfortable learning environment for our students.

SCSD is prepared, to the best of our ability, for any situation and we will ensure quality instruction to all our students no matter the format. We appreciate your continued patience and support during this plan’s development and we will do everything in our power to ensure the safety of our students and staff while fulfilling our duties as an educational institution in the St. Charles community.

IN THIS TOGETHER,                     
DR. JASON SEFRIT                     
SUPERINTENDENT OF SCHOOLS
COVID-19: BACKGROUND INFORMATION/TRANSMISSION

(INFORMATION TAKEN FROM THE ST. CHARLES COUNTY DEPARTMENT OF PUBLIC HEALTH WEBSITE/RESOURCES)

Public health departments and medical professionals across the globe have been closely monitoring and responding to an expanding global outbreak of (COVID-19). The illness was caused by a novel (new) coronavirus, named SARS-CoV-2, that was first identified in Wuhan, Hubei Province, China in December 2019. Since that initial reporting, illnesses related to this virus have been detected on every continent except Antarctica. Coronaviruses are a large family of viruses that are common in people and in different animal species. In humans, these viruses are associated with respiratory tract infections like the common cold.

As COVID-19 is a newly discovered disease, further investigation by the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO) and other organizations is underway to confirm all possible transmission pathways. However, medical experts note that human coronaviruses are most commonly spread through:

- Coughing and sneezing
- Close personal contact with infected persons
- Touching an object or surface containing the virus and then touching your mouth, nose or eyes before washing hands

People are thought to be most contagious when they display symptoms, but further investigation is showing that there is the ability to spread the virus without showing symptoms. Those who are at elevated risk for exposure to the virus include:

- Healthcare workers
- Those who are close contacts of infected persons
- Travelers returning from affected geographic areas

Common Symptoms

The causative agent for COVID-19 is a coronavirus, and symptoms reported are similar to cold and flu sufferers, including:

- Cough
- Fever
- Shortness of breath
- Fatigue
- Additional symptoms as reported by the CDC on May 13, 2020

While investigation of COVID-19 continues, symptoms are typically found 2-14 days following exposure based on previous human coronavirus illnesses.
Concerns

Illness reports from COVID-19 patients range from infected individuals with little or no symptoms, to those who are severely ill, and those who have died. Older adults and people with underlying health conditions like heart disease, diabetes, high blood pressure, lung disease and other respiratory ailments appear to be at a greater risk for developing severe illness.

If you have symptoms/have testing questions, per the St. Charles County Department of Public Health (SCCDPH):

- Monitor your symptoms for change or severity.
- Call your doctor’s office or local clinic, undergo an online virtual screening through medical providers or call the St. Charles County COVID-19 Information Hotline at 636-949-1899 for guidance.
- Your doctor may recommend self-quarantine or isolation. Be prepared in advance should these be necessary.
- Do NOT go to the emergency room or urgent care unless your symptoms are severe. If your symptoms are severe enough to go to the emergency room, call ahead or call 911. Going without notifying them could take valuable resources away from those with the most critical needs and put their health at risk with a secondary infection.
- If you require testing, you must call ahead to receive further direction; do not show up at a testing site without calling first. A list of mobile testing sites to contact is available online through the Missouri Department of Health and Senior Services.

Prevention and Treatment Tips

Currently, there is no vaccine to prevent COVID-19 infection, nor is there a specific recommended treatment. Supportive care to relieve symptoms and maintain hydration is suggested. Individuals who believe they may be exposed to COVID-19 should contact their healthcare provider and call ahead prior to attending the medical appointment. Diagnostic testing is available for those who meet specific criteria.

The best way to prevent this illness is to avoid being exposed to the virus. The CDC recommends everyday preventive actions for this and other respiratory illnesses, including:

- Regularly washing hands with soap and water for at least 20 seconds and drying hands thoroughly.
- Using a 60% or greater alcohol-based hand sanitizer, if soap and water are not available.
- Cleaning and disinfecting frequently touched objects and surfaces with household sanitizer.
- Avoiding touching eyes, nose and mouth with unwashed hands.
- Staying home when sick, except to seek medical attention.
- Avoiding close contact with people who are sick.
- Prepare for possible isolation requirements by collecting personal and family emergency supplies.
- Know employer, school and childcare attendance/sick-leave policies.
- Wear a cloth face covering to help stop the spread.
  - Information from the CDC on using, creating cloth face coverings
- Those who have respiratory symptoms (coughing, sneezing or difficulty breathing) and who have suspected COVID-19 infection should wear a medical mask around others.
Practice Social Distancing

The term “social distancing” is being used often when talking about COVID-19 and it is highly recommended to limit the spread of this disease. The term means keeping your distance from other people in order to keep from catching or spreading the virus. The SCCDPH recommends keeping a distance of 6 feet from others whenever possible. Avoid handshakes, fist-bumps, hugs, and kisses, as well as touching your own mouth, nose or eyes. Wash your hands or use hand sanitizer frequently.

Assumptions

Based on available information from the CDC and the SCCDPH, the St. Charles School District has created contingency reentry plans to guide resumption of educational services based on the following assumptions.

1. The virus that causes COVID-19 will remain in circulation until a vaccine is developed and widely used.
   a. A vaccine is not likely to be in widespread use during the next 6-12 months.
   b. During this time, improvements in understanding of the virus and in increasing access to reliable testing will allow public health officials to act with greater precision when taking steps to slow the transmission of COVID-19.
   c. Public health authorities expect a second wave of infections, which could coincide with flu season in the fall or winter of 2020-21. This wave could result in building, District, regional, or statewide school closures.
   d. Until a vaccine is widely available and used, short-term closures of single or multiple schools will remain a possibility.
   e. Students and staff with significant health conditions will continue to be especially vulnerable during this time.
   f. Teaching and reinforcing prevention behaviors (handwashing and cough/sneeze etiquette) and promoting flu vaccinations will continue to be essential strategies in slowing the spread of this and other infectious diseases.
   g. Frequent cleaning and disinfection of high-touch surfaces will be critical throughout this period.

2. The economic impact of the pandemic will have a significant and lasting impact on schools.
   a. State and local tax revenues will fall well below those of previous years with reductions in school funding likely.
   b. Job layoffs and business closures will result in higher levels of unemployment in our community, and possibly increased displacement of families.
   c. More students will need school nutrition programs, which will become a more significant portion of their access to food. Accommodations to provide continued access to meals for children who are ill or required to self-isolate may be necessary.
   d. The number of children and families experiencing homelessness and eligible for the support and protection needed under the McKinney-Vento Act is likely to increase.
Assumptions (cont.)

3. School district enrollment could fluctuate in ways different than previously projected.
   a. Parent demand for enrollment in distance learning programs will increase as many will perceive them as a safer and more stable alternative to classroom-based instruction while COVID-19 is in circulation.
      i. Some students with severe chronic health conditions will seek homebound instruction as a safer option during the pandemic.
      ii. Distance learning programs may see increased enrollment.
      iii. Demand for enrollment in district distance learning options will also increase each time health officials impose social controls in response to upticks and hotspots.
   b. Former private school students may enroll at higher rates due to an economic downturn.

4. Student and employee attendance rates will decline in the 2020-21 school year.
   a. Students and staff with COVID-19 and those who are directly exposed may miss two or more weeks of school. Children in larger households may be required to miss school for an extended period if the disease affects other members of their family.
   b. School staff will become more concerned about COVID-19 symptoms and encourage students and staff with symptoms to stay home. Fear and rumors will also negatively impact student and employee attendance rates.
   c. Temporary employees/substitutes who may be in more demand as employee absences rise may also have lower rates of ability to work due to illness, quarantine, or health concerns for themselves or their family members.

5. Student learning outcomes going into the 2020-21 year will be uneven and vary broadly.
   a. Many students will begin the next year with learning deficits.
   b. The most advantaged and able are likely to be better off.
   c. The most disadvantaged are likely to suffer learning regression
CONSIDERATIONS & RECOMMENDATIONS FOR SCHOOL REOPENING

This section contains considerations and recommendations that the City of St. Charles School District will utilize as we prepare to start a new school year during the continuing COVID-19 pandemic. SCSD is prioritizing the safety and well-being of students and staff while keeping in mind the complexity and unique needs of the education system. It is important to understand that the current COVID-19 pandemic is a continuously evolving situation and schools should prepare for various degrees of function depending on the local severity of the disease. These recommendations are aligned with the advice provided by federal, state, and local health officials.

Assessing Severity of Disease in the Area

SCSD will work with the SCCDPH to determine the level of risk and spread in the community (as described by the SCCDPH below) throughout the school year. Different considerations will be in place depending on the severity of the disease in the area (as determined by SCCDPH and government health agencies). These considerations and terms below will guide District procedures as we move forward.

**Substantial Risk/Spread:** Large scale community transmission, healthcare staffing significantly impacted, multiple cases within communal settings like healthcare facilities, schools, mass gatherings, etc. (SCCDPH, 2020)

During substantial community spread, SCSD will follow strict procedures to ensure the well-being of staff and students, including but not limited to: • Strict social distancing guidelines (6 feet apart) • Strict guidelines for wearing face coverings • Strict cleaning and disinfection procedures • Symptoms screening and education • Reduction in non-essential school activities • If necessary, alternate modes of educations such as distance/remote learning

**Moderate Risk/Spread:** Widespread and/or sustained transmission with high likelihood or confirmed exposure within communal settings with potential for rapid increase in suspected cases (SCCDPH, 2020).

During moderate community spread, SCSD will focus on strict infection control procedures including, but not limited to: • Social Distancing guidelines (6 feet apart) • Face covering guidelines • Strict cleaning and disinfection procedures • Symptom screening and education • Hand hygiene and education

**Minimal Risk/Spread:** Evidence of isolated cases or limited community transmission, case investigations underway, no evidence of exposure in large communal settings, e.g., healthcare facility, school, mass gathering (SCCDPH, 2020).

During minimal community spread, SCSD will focus on illness prevention and education including, but not limited to: • Hand hygiene education and practice • Encouraging social distancing and/or face coverings • Symptoms screening and education • Cleaning and disinfection procedures
Learning Options for the 2020-21 School Year

SCSD families will have the option to enroll their student(s) in either in-person or virtual learning options. This choice will apply for the entire semester. Families will have the ability to reassess/change options for the second semester based upon their needs. If a family elects to enroll their student in in-person learning option, the District has 3 stages of in-person learning that could/will be utilized based upon information/recommendations from local health and government agencies:

**District Primary Plan:** A traditional school schedule with full time in-person learning and appropriate considerations according to risk/spread levels of COVID-19. A full-time virtual option is also available for families.

**District Alternate Plan A:** A hybrid schedule that provides students with 2 days per week of in-person instruction and 3 days per week virtual instruction. A full-time virtual option is also available for families.

**District Alternate Plan B:** A full virtual schedule. This option would be utilized if SCSD was advised by local health agencies that in-person instruction was untenable. In this instance, all SCSD students will be full virtual.

Infection Control and Disease Prevention

SCSD will enforce a protocol for the prevention and identification of illness in all District facilities. These practices should be maintained throughout the school year and staff/students should receive continuous education on these procedures.

**Daily Symptoms Checks/Assessments/Screenings**

Staff, faculty, students, and volunteers/visitors (if/when deemed safe) will be assessed daily for symptoms associated with COVID-19. There are two times/ways that screening can/will take place prior to and at the beginning of the school day:

- **Self Check/Assessment** from home prior to leaving for or entering the bus/school building.
  - Do you feel ill?
  - Do you have a fever (100.4 or higher)?
  - Do you have a cough?
  - Do you have shortness of breath or difficulty breathing?
  - Do you have chills?
  - Do you have a sore throat?*Do you have muscle aches/pains?
  - Do you have a new loss of smell or taste?
  - Have you or a close contact been diagnosed or presumably diagnosed with COVID-19 in the past 14 days?

If one or more of the following symptoms is present, the person MUST NOT attempt to enter the bus/school building until 72 hours after symptoms subside. They are encouraged to seek medical attention and testing either through a personal care provider (PCP), urgent care or SCCDPH.
Infection Control and Disease Prevention (cont.)

- **Guided/self check survey/screening** during the first period for older students, in person screening by staff for younger students (in the classroom).
  - Do you feel ill?
  - Do you have a fever (100.4 or higher)?
  - Do you have a cough?
  - Do you have shortness of breath or difficulty breathing?
  - Do you have chills?
  - Do you have a sore throat?
  - Do you have muscle aches/pains?
  - Do you have a new loss of smell or taste?
  - Have you or a close contact been diagnosed or presumably diagnosed with COVID-19 in the past 14 days?

If one or more of the following symptoms is present, the person will be sent to the school clinic for immediate in-person symptoms screening. The school nurse will assess the following:

- Temperature check (should be below 100.4 F)
- Subjective Fever
- Chills
- Cough
- Shortness of Breath/Difficulty Breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste and/or smell
- Sore Throat
- Congestion or runny nose
- Nausea and/or vomiting, Diarrhea

The school nurse will contact parents and determine the appropriate next steps. If the person is sent home, they must NOT attempt to enter the bus/school building until 72 hours after symptoms subside. They will be encouraged to seek testing either through a PCP, urgent care or SCCDPH.

*Symptoms checks (including temperature checks) are expected/mandated prior to high risk activities such as band, choir or sports activities. (see SCSD Sports/Activities Guidelines).*
Managing Symptomatic Staff/Students During School Hours

Staff and students (and their parents), will be educated on symptoms of COVID-19 and the importance of not coming to school if symptomatic. In situations where someone becomes ill while at school, steps should be taken to minimize exposure to others.

- As soon as the symptoms are identified, the person will be separated from others (isolated in school clinic). The school nurse will work with the individual person and conduct an in person screening.
- If it’s determined that the person should leave, they will do so as soon as possible. If they cannot leave immediately, they should stay in an “isolation” room/space (as designated by the school). This room/space should only be used for symptomatic individuals who are awaiting transportation home. The room/space should remain enclosed at all times and only designated nursing staff should be allowed to enter when wearing appropriate PPE. The room/space should be thoroughly sanitized after each use and should be well ventilated (see Nursing Considerations).
- Contact tracing will begin as soon as possible in the event a person is sent home due to COVID-19 symptoms. A line-list, including the name, address, and phone number of anyone who was a close contact (anyone within 6 feet from individual for at least 15 minutes) to the case, will be made of all possible exposures to the potentially symptomatic case as soon as school personnel become aware of this situation. This line list will be used to investigate/communicate possible exposures if the individual tests positive for COVID-19.
- Ensure that the individual has a follow up plan for testing either through a PCP, urgent care, or SCCDPH.
- Contact SCCDPH to inform them of the possible case and to prepare for follow-up.
Sanitation, Hygiene and Prevention

Education and practice of appropriate hand hygiene and sanitation is imperative to prevent the spread of disease in the school building. The following measures will be implemented:

- Teach and reinforce good hand hygiene as often as possible. Teach and reinforce good cough etiquette and benefits of face coverings and social distancing. Teach and reinforce proper wearing of face coverings and face covering hygiene.
- Allow for various breaks within the school day for students and staff to perform hand hygiene and to sanitize their work and learning environments appropriately. Desks will be sanitized throughout the day.
- Clean/disinfect frequently touched surfaces at least daily and shared objects.
- Allow students and staff to bring hand sanitizer and face masks/coverings to use from home.
  - Staff will be given a reusable mask and an 8 oz bottle hand sanitizer. Students will be given one reusable face covering.
- Ensure buildings have an appropriate amount of hand washing stations, soap, hand sanitizer and surface sanitizing wipes.
- Post signs throughout the school with information on good hygiene and sanitation.
- Educate/direct staff and students (as well as volunteers/visitors if/when safe) on wearing face coverings (masks). The following terms will be used as directives for face coverings:
  - **Expected:** Mandated to be worn by staff and/or students.
  - **Advised:** Strongly recommended to be worn by staff and/or students
  - **Encouraged:** Suggested to be worn by staff and/or students.

These directives will be put in place (in general and specific instances) based upon the risk/spread level as determined by the collaboration between SCCDPH and SCSD. **As of now, all students and staff are expected to wear masks.**
Social Distancing Within the School Building and During School Activities

Social distancing (6 feet apart) should be implemented to the extent possible in all school activities. Ensuring that appropriate social distancing is in place will help prevent large disruptions in the school year due to illness or outbreaks of COVID-19.

- Close off and/or minimize any areas that can be used to congregate such as couches in classrooms and break rooms for staff.
- Limit/discourage unnecessary congregations of students and staff.
- Discourage unnecessary physical contact between individuals such as handshakes, high-fives, and hugs.
- Expect/advise/encourage the use of masks or face coverings in any situation where social distancing is not possible.
- Social distancing to the extent possible should be implemented in activities such as choir, band and sports games.
- Limit mixing of students with other classes to the extent possible.
- Designate alternate paths, strategize traffic flow, and/or implement other measures for preventing the congregation and intermingling of staff and students during class transitioning periods to minimize risk of exposure.
- Social distancing and/or group clustering will be practiced during lunchtime.
- Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing for larger, more active classes (ie. PE/choir/band/etc).
- Utilize signage and announcements to remind staff and students about social distancing.

Considerations for the School Nurse

School Nurses have an important role in the successful reopening of schools. It is important that they have the appropriate resources and information to maintain a healthy environment throughout the coming school year.

**PPE for School Nurses:** At a minimum, school nurses should have access to gloves, disposable gowns and N95 masks.

**Standard Precautions:** All nursing and medical care includes the use of gloves, a face covering or regular mask, proper hand hygiene and thorough cleaning/disinfection of environmental surfaces after use.

**Contact and Airborne Precautions:** When caring for a person suspected of having COVID-19 or performing a high-risk procedure, nurses will use gloves, disposable gowns and N-95 masks. High risk procedures include: - airway suctioning - nebulizer administration - high flow oxygen delivery - tracheostomy suctioning - nasal suctioning with bulb syringe - metered dose inhalers.
Considerations for the School Nurse (cont.)

Necessary Spaces: Three different spaces will be established for school nurses to care for the student population depending on the need at hand:

1. A “well” area for staff/students not experiencing symptoms of COVID-19 who are in need of nursing care such as with medication administration, blood sugar testing, etc. Nursing staff will wear face coverings/masks and gloves when working with students/staff. Thorough disinfecting will take place.
2. A room/space designated for high risk procedures such as nebulizer treatments, trach suctioning etc. Only designated nursing staff should enter this room/space with appropriate PPE. Thorough disinfecting should happen between uses.
3. A room/space designated for staff or students experiencing symptoms of COVID-19 who are awaiting transportation. Only designated nursing staff should enter this room with appropriate PPE. Thorough disinfecting should happen between uses.

Staff/Student Education: School nurses will make it a priority to educate staff and students on appropriate hand hygiene and sanitation practices. A plan of education will be implemented throughout the year.

Considerations for Transportation

School transportation is a necessary and important part of the school system for many students. There are certain steps that can be taken to help ensure the health and safety of staff and students who use school transportation.

Infection Prevention on School Transportation
- Encourage social distancing at bus stops to the extent possible.
- If possible, develop additional stops along a route to prevent large crowding of students.
- Educate parents to avoid sending children to the bus stop if they are experiencing any symptoms of COVID-19.

Protocols for Drivers/Monitors
- Drivers/monitors will be expected/advised/encouraged to wear face coverings at all times when driving/monitoring a bus with students based upon risk/spread level.
- Buses will be sanitized between AM and PM routes.
- Air out buses as much as possible (windows open).

Protocols for Students
- Have assigned seating on all buses. This will ensure easier contact tracing in the event of a positive COVID-19 case.
- Student spacing on all buses will be based upon risk/spread level.
- Have hand sanitizer readily available when arriving at school.
- Expected/advised/encouraged to wear face coverings at all times when riding driving a bus based upon risk/spread level.
- Educate students on proper cough etiquette.
- If possible, practice social distancing.
Meals

- Provide hand sanitizer and/or hand washing period before and after meal service.
- Food service staff will wear face masks/coverings while preparing and serving food.
- Clean and sanitize cafeterias and high-touch surfaces before/after each lunch period.
- Mark spaced lines to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths; stagger use.
- Each school will set up the lunchroom area to minimize group size and contact.

Facilities Preparations

- Ductwork “fogged” with Chlorine Dioxide to inhibit bacteria and improve indoor air quality.
- Switched to 60% alcohol-based sanitizer or higher
- Added hand sanitizing pump stations in the entire bus fleet
- Moved district wax to a new brand (Clarion 25) containing Microban to inhibit the growth of bacteria.
- Adding signage promoting handwashing
- High touch points (Doorknobs, water fountains, faucets, switches, etc.) sanitized several times daily.
- Continued routine cleaning and disinfecting
- Continued use of EPA approved disinfectants.
- Continued education in proper cleaning practices with industry professionals.

**Routine Cleaning:** Should be taking place daily and includes frequent disinfecting of public areas and high touch surfaces.

**Deep Cleaning:** Should be done at any time that someone becomes sick in a district facility. It includes cleaning, disinfecting and vacuuming all areas used by the person who is sick. It is important to remember that each case is unique and might require different or additional actions on the part of the school. SCCDPH will work with SCSD to determine appropriate follow up needed for each particular case.

*It is important to remember that each case is unique and might require different or additional actions on the part of the school. SCCDPH will work with SCSD to determine appropriate follow up needed for each particular case.*
WHAT WE'LL DO IF THERE IS A POSITIVE CASE OF COVID-19 IN OUR DISTRICT

SCSD will work in conjunction with the SCCDPH to determine the extent of exposure and develop a plan to prevent and stop infection in the school. Below are some steps that will be taken to ensure an easier investigation process.

1. Implement assigned seating in school as often as possible. This will facilitate the investigation process surrounding a positive case as it tells us exactly who was around that case. This will help prevent any “guessing” on close contacts and decrease the amount of students/staff who might need to be quarantined.

2. Report the case to SCCDPH as soon as possible. Positive (and negative) COVID-19 results are required to be reported to the local health department.

3. Develop a line list of all possible exposures to the positive case (within 6 feet for 15 minutes or more, starting two days prior to symptom onset). The people on this list who had prolonged contact will have to be quarantined at home for 14 days after their last exposure. School personnel will work with SCCDPH to reach out to the affected families and provide quarantine information.

4. Implement disinfecting/cleaning procedures. Conduct deep cleaning of school prior to student/staff returning.

SCSD Reentry Task Force

The City of St. Charles School District would like to thank the members of the SCSD Reentry Task Force for their time and effort in helping us put this plan together. Because of their help and input, we feel confident that this reentry plan prepares the District for a successful reentry process.

The SCSD Reentry Task Force members are: Dr. Jason Sefrit, Kelley Pendleton, Chris Bennett, Kevin Richmiller, Josh Schaffer, Judy Brink, Brendan Kearns, Mary King, Dr. Darryl Diggs, Dr. Rodney Lewis, Dr. Kate Kimsey, Jason Trout, Julie McClard, Josh Kean, Jeff Walker, Cindy Priest, Runi Hertz, Dr. Danielle Tormala, Dr. Carrie Holt, Shirley Derby, Kim Stahlschmidt, Mary Hanne, Kathy Kostos, Chris Hallam, Lauren Coomer,
RETURN TO SCHOOL GUIDELINES DURING THE COVID-19 PANDEMIC PERIOD AND SUBSEQUENT ACTIVE COVID-19 INFECTIONS PERIODS

The following return to school guidelines will be used for a student/staff member sent home by the school nurse:

1. Return to school guidelines if an individual was sent home with COVID-19 like symptoms: the student/staff member...
   a. Must be symptom free and fever free for a minimum of 72 hours without fever-reducing medication
   b. OR bring Medical Clearance to return to school signed by their licensed health care provider (MD/DO/NP).
2. Return to school guidelines if a student or staff member subsequently has a positive COVID-19 test or is diagnosed as presumptive COVID-19 by their provider. SCSD will follow the SCCDPH guidelines for return to school, which includes...
   a. Must be fever free a minimum of 72 hours without fever-reducing medication
   b. AND have an improvement in symptoms (cough/shortness of breath)
   c. AND bring Medical Clearance to return to school from their licensed health care provider (MD/DO/NP)
   d. Require the parent or staff member infected with COVID-19 household contacts of the infected person should self-quarantine at home for 14 days after the last day of exposure to the person who had been previously diagnosed with COVID-19 (presumptive or by a positive test)
   e. The school nurse or school administrator will consult with the Director of Health Services if they learn of any positive COVID-19 diagnoses in a staff member, student, or household contact. The Director will serve as a liaison with the SCCDPH and advise schools about contact tracing and notification and school communication strategies. The Health Department will determine if any mitigation strategies are warranted, such as school closure.