

# MASKS AND FACE COVERINGS

All students age 5 years and older, staff, volunteers and guests must wear cloth face coverings. If a staff member or student does not have a face covering, one will be provided. Students and staff can choose to wear a clear face shield with drape as an alternative to a cloth face mask. If used, face shields with drapes should extend below the chin, to the ears, and have no gap at the forehead or under the chin. No exemption form is needed for face shields.

Staff and students must continue practicing physical distancing while wearing face coverings.

Requests to be exempt from the face covering requirement must:

- Include specific diagnosis by a licensed medical or behavioral health provider to justify exclusion
- Recommend alternative droplet retention method, or if none, recommend exclusion from school
- Be approved by Health Officer or their designee

If you believe your child qualifies for an exemption or if you have a question about allowable face coverings, please contact your school/building COVID-19 site coordinator.

If a student purposely or blatantly refuses to wear a face covering, it will be treated as a safety violation. Parents will be contacted to pick the student up from school. Repeated failure to comply with the face covering requirement will result in a transfer to Concrete Virtual Academy only in a distance learning model.

If a student repeatedly forgets their face mask, they will be counseled, a plan will be developed and their parents will be contacted. Solutions may include a daily check-in with school staff who provide the student with a cloth mask that is kept in a secure location.

If a staff member is found to not be following required face covering protocols, appropriate personnel action will be taken by the school/building administration/supervisor.

## Recess and Meal Time

Students are not required to use masks or face coverings when they are outside at recess or sitting to eat meals, as long as they maintain the 6-foot distance requirement. Schools will develop and implement distancing protocols for meal times and recess.

## Making a Report

If you want to report a staff member or student for not wearing a mask or approved face covering in a public area, wearing a mask properly, adhering to 6-foot distancing requirements, or following other health expectations and protocols, you may make an anonymous report and it will be followed up on by a supervisor or a school administrator.

## Tips for Preparing Your Child for Wearing a Mask

- Have multiple masks, so you can wash them daily and have back-ups ready.
- Choose a mask that completely cover the nose and mouth, fits snugly but comfortably against the side of the face, secures with ties or ear loops, includes multiple layers of fabric, and allows for breathing without restriction
- Make sure the mask can be washed and machine dried without damage or change to shape

- Label your child’s masks clearly in a permanent marker so that they are not confused with those of other children
- Practice with your child putting on and taking off masks without touching the cloth
- Explain the importance of wearing a mask and how it protects other people from getting sick
- Consider talking to your child about other people who may not be able to wear masks for medical reasons (e.g., asthma)
- As a family, model wearing masks, especially when you are in situations where physical distancing is difficult to maintain or impossible
- If you have a young child, help build their comfort wearing a mask and become comfortable seeing others in masks
  - Praise your child for wearing a mask correctly
  - Put a mask on stuffed animals
  - Draw a mask on a favorite book character
  - Show images of other children wearing masks
  - Allow your child to choose their mask that meets the school dress requirements
- Consider providing your child with a container (e.g., labeled re-sealable bag) to bring to school to store their masks when not wearing it (e.g., when eating)

Prior to returning to school, prepare and educate your child about the importance of wearing masks and washing hands with these video resources:

Masked Heroes | Cincinnati Children’s Hospital: <https://www.youtube.com>

Wear a Mask to Protect You and Your Friends | CDC: <https://www.youtube.com>

Know How to Wear Your Face Mask Correctly | CDC: <https://www.youtube.com>

Wearing a Mask – Coronavirus Social Story | Diverse Learning Hub: <https://www.youtube.com>

## HANDWASHING AND HYGIENE

Teachers will communicate, educate and reinforce appropriate hygiene, frequent handwashing and social distancing practices in ways that are developmentally appropriate for students. Hand sanitizer will be available if hand washing is not possible.

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## PHYSICAL DISTANCING

Each school will implement protocols to maintain a minimum separation between students and staff of 6 feet when students are inside, and also when they are outside at recess or physical education classes. Building-specific strategies to increase physical distancing may include:

- Rearranging desks/tables to maximize the space between students

- Keeping students in cohorts/clusters to the maximum extent possible
- Reducing the number of students in hallways/restrooms and locker rooms at any time
- Limiting access to only essential visitors or volunteers
- Reducing congestion in office areas
- Limiting building use outside of school hours to approved district activities

## SCHOOL CLEANING, SANITIZING AND VENTILATION

### Daily Protocols

Custodians will perform daily cleaning/sanitizing of bathrooms, fixtures, office counters, and entryway touch surfaces following the typical morning visitor traffic. Throughout the day, custodians will sanitize other identified/prioritized common touch surfaces such as door push plates, door handles, sinks, water fountains, hand railings, etc.

### Wednesday Cleanings Between Student Cohort Groups

Sanitizing of desks and chairs between A and B cohort groups will occur on Wednesdays as part of the regular custodian routine.

### Cleaning When There Is A Report of Illness

If a staff member or student leaves due to feeling ill, their workspace will be sanitized. An isolation room is provided for students while they wait to be picked up by a parent/guardian. Once empty, the isolation room will be fogged/sanitized. Staff members will leave the campus if they are feeling ill.

### Confirmed Case of COVID-19 Cleaning Protocols

Cleaning and disinfection protocols for a probable case of COVID-19 will comply with Centers for Disease Control and Prevention (CDC) recommendations. Access to areas visited by a probable case of COVID-19 will be restricted until cleaning and disinfection is completed.

### Classroom Tools and Materials

Schools will develop protocols for limiting shared teaching materials to those that can be easily cleaned and disinfected.

## PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLEANING SUPPLIES

Every building in the district is being equipped with ample PPE and cleaning supplies for staff and students to return to hybrid learning. The district has a plan in place to restock supplies when necessary.

Available school PPE includes:

- Plexi-glass shields for all public-facing /walk-up secretary service windows

- Disposable masks at building entry points for individuals in need of face coverings
- Hand sanitizer station close to the walk-up service window(s)
- Hand sanitizer and disinfectant wipes in the office area, health room and isolation room
- Hand sanitizer stations placed at multiple locations throughout the school buildings, including dry portable classrooms.
- Every classroom is equipped with hand sanitizer and disinfectant wipes

## Restocking Classroom Supplies

If a classroom teacher needs to replenish their classroom supplies, the teacher will contact the designated building secretary or administrator. Each building has a stock of gloves, disinfectant wipes, sanitizer and spray to replenish classrooms. When a building needs to replenish their building stock, the building secretary will contact the district purchasing manager. The district maintains a stock of items in the warehouse and continues to order stock as needed.

## COVID-19

Note: COVID-19 information is subject to change as new guidance is provided.

COVID-19 Signs/Symptoms (not related to another condition)

- Fever (100.4 F or higher) or chills
- Cough
- Shortness of breath/difficulty breathing
- Unusual fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea