

Eloy Elementary Pandemic Response Plan COVID-19 District Expectations

EESD Statement:

As the District works to develop a Pandemic Response Plan as a result of COVID-19, many questions have been raised regarding the necessary steps for employees who are confirmed cases of COVID-19, or for those who have been in contact with a person who is a confirmed case. The purpose of this memo is to provide EESD District expectations in these specific instances.

These expectations have been developed based on CDC guidelines and will be **implemented immediately**. The expectations will also be outlined in the Pandemic Response Plan; however, given that the District has begun the process of re-opening, this information is being provided prior to the release of the re-opening contingency plan. Please note that these guidelines will be monitored and adjusted as recommendations from the CDC and other local and state officials are developed and changed.

This memo will specifically cover expectations for:

1. Staff with a confirmed positive test for COVID-19.
2. Staff who may have come in contact with an individual who has tested positive for COVID-19.
3. Facility procedures for a confirmed case of COVID-19 in District buildings.

GUIDELINES FOR CONFIRMED CASE OF COVID-19:

The following CDC guidelines will be utilized by the EESD School District when a staff member **has a confirmed case of COVID-19**. These guidelines also provide specific steps that must be completed prior to returning to work following a positive test for COVID-19. **All staff with a confirmed case of COVID-19 must stay home for 14 days after the date the positive test is taken.** Upon confirmation of a positive test, staff must inform District RN of the test results immediately. Staff may return to work upon meeting the following criteria:

- At least 14 calendar days have passed since the date of their first positive test, **AND**
- Staff has no fever for at least 72 hours prior to returning (that is three full days of no fever without the use of medicine that reduces fevers), **AND**
- Other symptoms have improved (for example, when cough or shortness of breath have improved), or symptoms were never present.

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**In all cases, staff are expected to follow the guidance of their doctor and local health department. The decision to return to work should be made in consultation with healthcare providers and state and local health departments. Some people, for example those with [weakened immune systems](#), may continue to shed virus even after they recover, hence additional guidance may be necessary*

GUIDELINES FOR CLOSE CONTACT WITH CONFIRMED COVID-19 CASE:

The following CDC guidelines will be utilized by the EESD School District when a close contact has been identified. Per the CDC guidelines, a close contact is an individual who has been within 6 feet, for 15 minutes or more, of a person who has tested positive for COVID-19. The timeframe for having contact with the confirmed individual includes the period of time 48 hours before the individual becomes symptomatic.

To the extent possible, staff will be notified if they meet the criteria of a close contact of a confirmed case. This notification may come from the county health department or the school district. If a staff member feels they may meet the requirement for close contact, but they have not been notified of a close contact situation they may voluntarily choose to follow the guidelines presented below.

Staff who have had an exposure as a close contact but remain asymptomatic will adhere to the following practices while at work:

- **Self-Screen:** Staff should take their temperature and assess symptoms prior to coming to work. Upon arrival to work, they will need to [complete a form](#) with their supervisor that indicates they have completed a self-check at home.
- **Regular Monitoring:** As long as the staff member doesn't have a temperature or symptoms, they should self-monitor for fever, cough, and loss of taste and shortness of breath.
- **Wear a Mask:** Staff who meet close contact criteria must wear a mask at all times while at work for 14 days after last exposure. If staff do not have access to a mask, one will be provided. Those staff who are not wearing a mask will be sent home.
- **Social Distancing:** Staff should maintain a distance of 6 feet and practice social distancing to the fullest extent possible in the work setting.
- **Disinfect and Clean Work Spaces:** Staff should clean and disinfect their work spaces routinely. The District will implement their cleaning processes for all facilities, and staff are encouraged to also maintain cleanliness throughout the day.
- **Testing:** If staff choose to take a test for COVID-19, they should provide their supervisor with the results of a negative test. If they receive a positive test, they must adhere to the District protocols outlined in "**Guidelines for Confirmed Cases of COVID-19**".

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FACILITY PROCEDURES FOR CONFIRMED CASES OF COVID-19

If there is a confirmed case of COVID-19 in the District, a short-term closure of some or all facilities may be implemented. A confirmed case is identified as **an infected person being in a school/district building**. In such cases, the District will implement the following procedures.

Coordinate with Local Health Officials

Once the District learns of a confirmed COVID-19 case of someone who has been in a District building, the District will immediately notify local health officials. Health officials will help District Administrators determine an appropriate course of action based on the case and potential exposure.

Temporary Closure of Facilities

The District may send staff home at an affected school site or facility depending on the situation. An initial short-term closure will allow time for the local health officials and District administrators to assess the situation and determine appropriate next steps, including making the determination if an extended closure is necessary to stop or slow further spread of COVID-19. During the assessment period of a temporary closure, local health officials and District administrators will:

- Establish recommendations for the scope (e.g., a single school, multiple schools, the full district) and duration of closures.
- Decide if extracurricular group activities, school-based afterschool programs, and large events may need to be canceled. The decision will be based on a case-by-case basis.
- Recommend that staff and their families of the impacted site or building be discouraged from gathering or socializing elsewhere.

Communication:

The District will work closely with local health officials to disseminate accurate and timely communication regarding confirmed COVID-19 cases and any school or facility closures.

Cleanliness during Temporary Closure:

The District will implement the following procedures for the impacted school or District building:

- Areas used by the individual(s) with COVID-19 will be secured and a staff will wait a minimum of 24 hours before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Outside doors and windows will be opened to increase air circulation in the area.
- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.

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- For disinfection, the District will use the most common EPA-registered household disinfectants. The District staff will follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

Extending a Closure:

The decision to temporarily close a school site or facility is not taken lightly, and the extension of a closure may take place if deemed necessary to stop or slow the further spread of COVID-19.

- Depending on exposure and health and safety factors, some facilities may be allowed to open for limited uses during a temporary or extended closure.
 - Teachers may be allowed to develop and deliver lessons and materials remotely from their classrooms, thus maintaining continuity of teaching and learning.
 - Other staff members may be allowed to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed on site should be made in collaboration with local health officials.
- District administrators will work in close collaboration and coordination with local health officials to make closure and cancellation decisions. The District will not be expected to make decisions about closures or cancellations on its own. The nature of these actions (e.g., geographic scope, duration) may change as the public health situation evolves.
- District officials will seek guidance from local health officials to determine when staff should return to schools and work, and what additional steps are needed to ensure the safety of the school community.

Note: This plan is subject to change. These guidelines have been reviewed and approved by legal counsel. EESD students will be included once legal counsel has addressed specific questions and concerns.

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