DeKalb County
School District

READINESS RESPONSE GUIDE 2021

DEKALB COUNTY SCHOOLS
PLANNING FOR A SAFE RETURN

January 10, 2022

Note: Revised to align with the Centers for DeKease Control and Prevention's guidance published on January 9, 2022

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1. Introduction

A pandemic may involve any new virus that presents itself into the human population. History records several pandemic incidents and threats, beginning with an influenza pandemic in 1510. The current threat involves a novel coronavirus named SARS-CoV-2 (COVID-19). The DeKalb County School District **Readiness Response Guide** has been developed to assist staff in the planning and preparation for a safe return. The **Readiness Response Guide** includes an overview of the DeKalb County School District's (DCSD's) Communication Protocol. Decisions will be made in collaboration with the Centers for Disease Control and Prevention (CDC), Georgia Department of Public Health (GA DPH), DeKalb County Board of Health (DBOH) and the COVID-19 Response Team.

1.1 Purpose

This planning guide contains information for schools and departments to help them plan for possible scenarios, to protect staff, students, and education services. It provides detail for the implementation of the plan and draws on the best information currently available. As health information changes over time, this guide will be updated as necessary.

2. Context: Viral Pandemic

2.1. Definition

The Coronavirus disease (COVID-19) is a highly infectious respiratory disease caused by a new virus called SARS-CoV-2 that was discovered in 2019. A pandemic occurs when a new virus appears against the human population which has no immunity, resulting in several, and simultaneous epidemics worldwide with enormous numbers of death and illness. A pandemic is determined by the spread of disease and not by its severity.

"Viral Pandemics." Viral pandemics are characterized by the spread of a novel type of virus to many parts of the world, causing unusually high morbidity (illness) and mortality for two to three years. Most people do not have immunity to the virus and therefore are susceptible to the viral infection. It can overwhelm the resources of a society due to the exceptional number of those affected. A viral pandemic may occur because of the emergence of a new viral subtype with the capacity to spread efficiently from human to human.

"Variants." Viruses are constantly changing, and this includes SARS-CoV-2, the virus that causes COVID-19. These genetic variations occur over time and can lead to the emergence of new variants that may have different characteristics. For example, some variant viruses are of particular concern because they spread more easily, cause more severe disease, or may escape the body's immune response.

Viral mutations and variants in the United States are routinely monitored through sequence-based surveillance, laboratory studies, and epidemiological investigations.

2.2. Why Focus on Preparing Schools/Facilities

As the largest employer in DeKalb County with approximately 16,000 employees and 100,000+ students, what the school district does will have a major impact on the community. Because a

key response to a viral pandemic will be to minimize social gatherings, schools need to be prepared for enforced and sustained local, regional or national closures by health authorities.

At this stage, education providers play a key role in contributing to cultural change around good personal hygiene practices (cough and sneeze etiquette, proper handwashing), and prevention of transmission of illness. Education agencies and providers will be central to social recovery after the passage of a pandemic.

2.3   How is the DeKalb County School District (DCSD) Planning for a Viral Pandemic?

DCSD has been planning for a viral pandemic since December 2005. DCSD is working with the DeKalb County Board of Health (DBOH), DeKalb Emergency Management Agency (DEMA), DeKalb County Government, health sectors, fire, ambulance and law enforcement departments, and several other community agencies to ensure DCSD is as prepared as possible for a potential viral pandemic. The school district already has in place disease prevention and mitigation programs and protocols. These programs/protocols include instruction for school-based staff and studentsin proper handwashing and sneeze and cough etiquette aimed at reducing the transmission of airborne and surface contaminants.

The DCSD's Plan for Health-Related Issues aims to ensure that school personnel, students, and parents:

- are knowledgeable about preventing the spread of germs and employ infection control precautions

- contribute to preventing or minimizing the effects of the pandemic virus through general health education and infection prevention measures

- are knowledgeable about the signs and symptoms of novel virus infections and take the proper precautions when observed

- are prepared for disruption to services resulting from staff shortages or enforced closures

- are employing suitable cleaning and disinfecting methods for prevention and clean up

- have access to crisis recovery measures that address mental/physical health issues, reopening preparation and readiness, assurance of facility cleanliness/disinfection, etc.

2.3.1   Prevention and Education

- Educate and train staff, students, and parents in creating a cultural change relating to infection prevention practices

- Provide information on hand washing practices, use of alcohol-based hand sanitizers (60%+ alcohol) and cough and sneeze etiquette

- Place posters on hand washing and infection control prevention in strategic areas, e.g., bathrooms, cafeterias, front office, classrooms, health clinics and employee lounges

- Provide updated information to staff, students and parents on seasonal influenza, signs and symptoms and precautionary measures

- Ensure custodial staff members have the appropriate training on proper cleaning and disinfecting work areas

2.3.2 Communication (Internal/ External)

School-based and central office leaders will:

- Ensure that an effective communication process is in place with pandemic plans and infection control prevention resources for staff, students, and parents in various languages

- Keep abreast of the district's updates via the email, **NewsFlash**, social media, web, news articles, broadcasts, and memos

- Establish an "internal communication tree" and **update contact information (telephone numbers and email addresses) regularly for staff members and students**

- Test their communication process to ensure efficiency

- Provide information to staff and parents on planning tips at home

- Establish a mechanism to facilitate cultural education at home in the event of school closure or illness

- Develop plans for operating with staff workforce reduction with a backup plan for managing essential operations in their school/ department

3. Mitigation Strategies

3.1 How can we protect staff, students, and visitors from getting sick?

Staff, students, and visitors should be advised to not come to the school or report to work when they are feeling ill. Information flyers will be distributed to schools and placed in strategic areas in schools/departments. Staff and students who are not feeling well should be advised to see a health care provider and to stay at home until their symptoms resolve.

The school district is implementing the key CDC recommended prevention strategies that are essential to the safe delivery of in-person instruction and to help prevent COVID-19 transmission in schools:

- Universal and correct use of masks.
- Physical distancing to the greatest extent possible.
- Handwashing and respiratory etiquette.
- Cleaning and maintaining healthy facilities.
- Contact tracing in combination with isolation and quarantine.
- Watching out for symptoms (fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste and smell, sore throat, congestion or runny nose, nausea or vomiting and diarrhea), especially if you have been around someone who is sick.
  - o If you have symptoms of COVID-19, you will quarantine yourself at home except in case of emergency, contact your local public health authority or healthcare

provider to be tested for COVID-19. If it is possible, stay away from people you live with, especially people who are at higher risk for getting very sick from COVID-19.

o If you have symptoms, immediately self-isolate. You should get tested, stay home, and away from others.

- Getting vaccinated.

3.2   Mask Wearing Protocols

DeKalb County School District will implement the following:

- **All students must wear masks when riding school buses**. This requirement is consistent with the CDC recommendations that all persons should wear masks when utilizing public transportation.
- **Masks are required** for elementary age students due to no availability of vaccines for this age group, as well as for all staff. Schools will utilize best practices for cafeterias and other areas where it would be difficult for students to wear masks.
- Masks are **required** for middle and high school students as well as for all staff. Although masks for fully vaccinated staff and students (12 and over) are optional per CDC guidance, out of an abundance of caution, masks will be required in all buildings. The district will review effective methods to identify students and staff who are vaccinated and will re-evaluate optional mask wearing. **Parents are strongly encouraged to consult with their health care provider for the best vaccine options for their family.**
- Staff or students that present with symptoms of COVID-19 should stay home away from others and seek care from their healthcare provider.
- Wearing masks is **required f**or the After School Extended Day Programs (ASEDP) for activities occurring indoors. Masks are **optional** for activities held outside.
- Masks are **optional** for athletic sports activities. Masks are **required** in lockers rooms, and weight rooms. Athletic teams are required to follow all protocols established by the Georgia High School Association for safety at sporting events.
- Masks are **required** for all clubs that meet indoors. Masks are **optional** for activities held outside.
- Mask breaks are encouraged throughout the school day for students and staff.
- Staff will continue to utilize the COVID-19 District Protocol when reporting exposure/ positive COVID-19 cases.

Schools and district buildings will continue to exercise all mitigating strategies. The DeKalb County School District will continue to monitor cases within DeKalb County and the school district while reserving the right to update its practices, including the requirement for all staff and students to wear masks.

4.   Facilities Management

4.1   Staff training on proper cleaning/disinfection

Health officials stress that a primary method to abate the spread of viruses is through proper cleaning/disinfection procedures and protocols. To ensure cleaning/disinfecting is not only safe, but effective, staff must receive training. This training must include identification of approved products and their preparation, indications/contraindications, proper use of and appropriate personal protective equipment (PPE).

4.2   Facility Cleaning – Methods and products to use - schools, offices, buses, etc.

During a pandemic, facility and bus cleaning/disinfection is important to minimize the spread of the virus, particularly on hard surfaces (e.g., sinks, handles, railings, objects, and counters). Surfaces that are frequently touched with hands by students and staff should be cleaned and disinfected often, preferably daily.

4.3   Ordering of Cleaning Supplies

During a viral pandemic, cleaning, disinfecting, personal hygiene, and other supplies are used more frequently.

- Ensure that supplies related to cleaning, disinfecting or hygiene are approved by health officials (recommendation list).
- Monitor supply levels and order replacement items if additional supplies are needed.

4.4   Precautions

- Staff and students should be reminded **not** to share cups, dishes, and cutlery and ensure these items are thoroughly washed with soap and hot water after use.
- Remove all magazines/papers from waiting rooms and communal areas (such as break rooms, kitchens).
- When a person with a suspected viral infection is identified and has left the workplace, it is important that their work area/office, along with any other known places they have been are isolated, thoroughly cleaned, and disinfected.
- Basic hygiene practices (including hand hygiene), protocols for the use of personal protection equipment, and methods for waste disposal by the cleaners must be adhered to with fidelity.

4.5   Ventilation and Air Quality Assessments

To reduce the potential spread of the COVID-19 virus, DCSD will increase outdoor air flow rates to dilute contaminates. Indoor temperature and humidity design criteria for all systems will be maintained. The increased fresh air was introduced in accordance with CDC and industry recommendations to the extent possible. The school district has implemented quarterly preventative maintenance schedules for all HVAC systems which includes system cleaning, filter changes, mechanical inspection, and service. Higher level of MERV rated filters targeting MERV11 and MERV-13 are in use if the filter level does not adversely impact system operation.

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Indoor Air Quality testing is being conducted when there is a suspected issue in a building. Whenever testing is performed and issues are identified, remediation of the problem occurs and then the area is retested.

5.   Managing Medical Concerns

5.1   Are temperature checks required?

According to the Centers for Disease Control and Prevention, a temperature screening is an optional strategy because asymptomatic individuals or individuals with mild, non-specific symptoms may pass through the screening. Temperature screening and health checks are not a replacement for other protective measures such as wearing masks and utilizing layered mitigation strategies.

Non-contact, infrared thermometers have been provided to all schools and centers to take the temperature of an employee or student who presents or exhibits symptoms. Mass temperature screenings/checks are not a practice in the DeKalb County School District at this time.

Screening K-12 Students for Symptoms of COVID-19
The Centers for Disease Control and Prevention's current guidance does not recommend that schools conduct symptom screening for all students in grades K-12 on a routine basis. Parents/guardians are encouraged to monitor their children for symptoms of infectious illness through home-based symptom screening.

5.2   When should an employee or student stay home based on symptoms?

Each day, before coming to work or any on-site school or facility, employees, or students (parents for students) should self-assess or screen with these questions:

1. **Do you have any of the following symptoms?**

    - Fever/temperature at or above 100.4 or chills or sense of having a fever
    - Cough that you cannot attribute to another health condition
    - Shortness of breath or difficulty breathing
    - Ongoing fatigue that cannot be attributed to another health condition
    - Muscle or body aches that cannot be attributed to another health condition or specific activity, such as physical exercise
    - Headache that cannot be attributed to another health condition
    - New loss of taste or smell
    - Sore throat that cannot be attributed to another health condition
    - Congestion or runny nose that cannot be attributed to another health condition
    - Nausea or vomiting that cannot be attributed to another health condition

2. **How does CDC define "close contact"?**
    <u>**Close Contact through Proximity and Duration of Exposure:**</u>

According to the CDC, close contact is defined as someone who was within 6 feet of an infected person (laboratory-confirmed positive or a clinically compatible illness) for a cumulativetotal of 15 minutes or more over a 24-hour period. An example would include *threeindividual 5-minute exposures for a total of 15 minutes.*

An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for discontinuing home isolation.

*   **Exception:** In the **K–12 indoor classroom** setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time.
*   K-12 students continue to follow **Proximity and Duration of Exposure**

This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.

Teachers and staff must follow the **Close Contact through Proximity and Duration of Exposure.** Someone who was within 6 feet of an infected person (laboratory-confirmed positive or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period. An example would include *three individual 5-minute exposures for a total of 15 minutes.*

3. **How does CDC define "quarantine"?**
    [Quarantine](#) is a strategy used to prevent transmission of COVID-19 by keeping people who have been in [close contact](#) with someone with COVID-19 apart from others.

<u>**Who should quarantine?**</u>
Students, teachers, and staff who came into [close contact](#) with someone with COVID-19 should [quarantine](#) for at least 5 days (day 0 through day 5) after their last close contact with a person who has COVID-19 (date of exposure is day 0) if they are in one of the following groups:

*   You are ages 18 or older and completed the [primary series](#) of recommended vaccine, but have not received a [recommended](#) booster shot when eligible.
*   You received the single-dose Johnson & Johnson vaccine (completing the primary series) over 2 months ago and have not received a [recommended](#) booster shot.
*   You are not vaccinated or have not completed a [primary vaccine series](#).

After you quarantine:
- Watch for symptoms until 10 days after your last close contact with someone with COVID-19.
- If you have symptoms, isolate immediately and get tested.

Who does not need to quarantine?
If you came into close contact with someone with COVID-19 and you are in one of the following groups, you do not need to quarantine:
- You are ages 18 or older and have received all recommended vaccine doses, including boosters and additional primary shots for some immunocompromised people.
- You are ages 5-17 years and completed the primary series of COVID-19 vaccines.
- You had confirmed COVID-19 within the last 90 days (you tested positive using a viral test).

4. **How does CDC define "isolation"?**

   Isolation is used to separate people infected with COVID-19 from those who are not infected.

   People who are in isolation should stay home until it is safe for them to be around others. At home, anyone sick or infected should separate from others, stay in a specific "sick room" or area, and use a separate bathroom (if available).

   Ending isolation for people who had COVID-19 and had symptoms
   If you had COVID-19 and had symptoms, isolate for at least 5 days. To calculate your 5-day isolation period, day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed. You can leave isolation after 5 full days.

   - You can end isolation after 5 full days if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).
   - You should continue to wear a well-fitting mask around others at home and in public for 5 additional days (day 6 through day 10) after the end of your 5-day isolation period. If you are unable to wear a mask when around others, you should continue to isolate for a full 10 days. Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.
   - If you continue to have fever or your other symptoms have not improved after 5 days of isolation, you should wait to end your isolation until you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved. Continue to wear a well-fitting mask. Contact your healthcare provider if you have questions.
   - Do not travel during your 5-day isolation period. After you end isolation, avoid travel until a full 10 days after your first day of symptoms. If you must travel on days 6-10, wear a well-fitting mask when you are around others for the entire duration of travel. If you are unable to wear a mask, you should not travel during the 10 days.
   - Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until a full 10 days after your first day of symptoms.

Ending isolation for people who tested positive for COVID-19 but had no symptoms
If you test positive for COVID-19 and never develop symptoms, isolate for at least 5 days. Day 0 is the day of your positive viral test (based on the date you were tested) and day 1 is the first full day after the specimen was collected for your positive test. You can leave isolation after 5 full days.

- If you continue to have no symptoms, you can end isolation after at least 5 days.
- You should continue to wear a well-fitting mask around others at home and in public until day 10 (day 6 through day 10). If you are unable to wear a mask when around others, you should continue to isolate for 10 days. Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.
- If you develop symptoms after testing positive, your 5-day isolation period should start over. Day 0 is your first day of symptoms. Follow the recommendations above for ending isolation for people who had COVID-19 and had symptoms.
- Do not travel during your 5-day isolation period. After you end isolation, avoid travel until 10 days after the day of your positive test. If you must travel on days 6-10, wear a well-fitting mask when you are around others for the entire duration of travel. If you are unable to wear a mask, you should not travel during the 10 days after your positive test.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until 10 days after the day of your positive test.

Calculating Your 10-day Isolation Period
If you have symptoms,
- Day 0 is your first day of symptoms.
- Day 1 is the first full day after your symptoms developed.

If you test positive and never develop symptoms,
- Day 0 is the day of your positive test (based on the date you were tested).
- Day 1 is the first full day after your positive test.

If you develop symptoms after testing positive,
- Your 10-day isolation period must start over.
- Day 0 is your first day of symptoms.

5. **Have you been in close contact with someone who is confirmed or suspected to have COVID-19 and/or have you been directed to quarantine? Have you tested positive for COVID-19?**

If the employee or student answers "YES" to ANY of the above questions, the individual should STAY HOME AND DO NOT REPORT to ANY DCSD Building. The individual should contact their healthcare provider for further guidance. Employees should also contact their supervisor immediately.

6. **Have you been in close contact with someone who is confirmed or suspected to have COVID-19 and/or have you been directed to quarantine? Have you tested positive for COVID-19?**

   If the employee or student answers "YES" to ANY of the above questions, the individual should STAY HOME AND DO NOT REPORT to ANY DCSD Building. The individual should contact their healthcare provider for further guidance. Employees should also contact their supervisor immediately.

5.3 **_What to do if a student becomes sick on the school bus, at school, or reports a COVID-19 diagnosis?_**

- Student displays signs of infectious illness consistent with COVID-19
- If a student becomes sick on the bus, then bus driver notifies COVID-19 designated Point of Contact (POC). *The POC is the designated staff member that is responsible for responding to COVID-19 concerns, such as Principal, Assistant Principal or School Nurse and notifies their direct Supervisor.*
- If a student becomes sick at school, then teacher or staff excuses the student from classroom, cohort/pod or area within the school and notifies COVID-19 designated Point of Contact (POC). *The POC is the designated staff member that is responsible for responding to COVID-19 concerns, such as Principal, Assistant Principal or School Nurse.*
- COVID-19 POC takes the student to the designated isolation room/area until parent transportation can be arranged to send student home or to seek emergency medical attention. If a student becomes sick on the bus, then driver isolates the student in the first seat, and notifies the POC upon arrival at the school. **Note:** If multiple ill students must be placed in the same isolation room/area, ensure that each person is wearing a face covering and that they maintain at least 6 feet of distance between them.
- Principal or COVID-19 POC notifies the Regional Superintendent and ensures appropriate letters are distributed that day. If the incident occurs on the bus, then the Transportation Manager should be notified.
- COVID-19 POC notifies parent(s), guardians, or caregiver(s) of ill student(s)

- Parent(s), guardian(s), or caregiver(s) pick up student(s). The student(s) should consult with their healthcare provider for evaluation and determination if testing is recommended.
- If the student has a **NEGATIVE** COVID-19 test result, **then** the student returns to school following existing school illness management policies (for example- no fever for 24 hours without fever-reducing medication).
- If the student has a **POSITIVE** COVID-19 test result, then the COVID-19 POC initiates a list of close contacts of the ill student and communicates the possible exposure to teacher(s), staff and parent(s), guardian(s) or caregiver(s) of the student in the school. The POC notifies the COVID 19 Task Force.
- The exposed area is closed off for up to 24 hours; cleaning and disinfecting of the area is performed by appropriate staff.
- **COVID-19 POC and COVID-19 Task Force** work with local health officials to assess transmission levels and support contact tracing efforts.
- Close contacts are notified and will be provided quarantine guidance. Close contacts are advised to consult with their healthcare provider and determine if testing is recommended.
- The COVID-19 POC communicates with teacher(s), staff (including transportation), and parent(s), guardian(s), or caregiver(s), the importance of COVID-19 mitigation strategies (i.e., staying home when sick, washing hands, wearing masks, social distancing).
- Members of the student's household are requested to follow quarantine guidance.
- Student returns to school after meeting criteria for ending home isolation, following return to school guidance.

5.4   *What to do if an EMPLOYEE reports a POSITIVE COVID-19 diagnosis?*
- Staff member is notified of positive test for COVID-19. Staff member contacts the immediate supervisor.
- If the staff member receives positive test results while at work, the staff member alerts the immediate supervisor of the positive test via phone.
- The immediate supervisor notifies local administration to provide alternate coverage if needed.
- The immediate supervisor directs the isolation of the individual. The individual should leave the premises or report to the isolation room.
- If an employee is too ill to go home, call 911 and contact the employee's family.
- The immediate supervisor notifies Regional Superintendent, Department Head, or Division Chief/Deputy via phone to make the initial report.
- The immediate supervisor completes the reporting document through the portal. The immediate supervisor should consult the staff member, if possible, to ensure accuracy of information being reported.

- COVID-19 Health Team provides specific guidance from the DeKalb Board of Health and the Georgia Department of Public Health (GA DPH) regarding isolation or quarantine guidelines. Close contacts are notified and advised to stay home, follow the quarantine guidance, and consult with their healthcare provider for evaluation. If you are COVID positive and symptom free or improvement of symptoms after the isolation period, CDC and GA DPH do not recommend a negative test to return to work.
- The immediate supervisor, Regional Superintendent, Department Head, or Division Chief/Deputy shares the guidance received from the COVID-19 Health Team with the identified employee(s).
- The immediate supervisor, Regional Superintendent, Department Head, or Division Chief/Deputy must personalize the appropriate community letter and send it to the COVID-19 Health Team and Chief of Staff for <u>approval prior to mass distribution</u>.
- Chief of Staff notifies the Superintendent, Board of Education, and Cabinet.
- Upon receipt of approval, the immediate supervisor, Regional Superintendent, Department Head, or Division Chief/Deputy will send the email/phone/text initial notification to the appropriate audience.
- Upon receipt of approval, Cabinet members will take appropriate action(s) to address facilities, food service, transportation, athletics/extracurricular activities, media inquiries, technical support, and essential services.
- Distribute the community letter via School Messenger or Office 365 to staff, students, and families, as applicable, before the close of business.
- The immediate supervisor notifies the cleaning team – exposed area(s) closed off for up to 24 hours for cleaning and disinfecting of the area. If the facility is closed for an extended period due to COVID-19, additional cleaning and disinfecting measures will take place.

5.5   What if a FAMILY MEMBER tests POSITIVE for COVID-19?

- If a student reports that a family member has tested positive for COVID-19, the staff member notifies the immediate supervisor.
- The immediate supervisor will escort the student to the nurse for assessment. While the student is being assessed by the nurse, the immediate supervisor will contact the parent/guardian to gather more information.
- If the information is accurate, the immediate supervisor will remind the parent/guardian to adhere to the guidance provided by the DeKalb Board of Health and the Georgia Department of Public health. If the child lives in the home with a family member who is positive, the student must go home and adhere to the quarantine guidance that will be provided by the COVID-19 Health Team.
- If the student has COVID-19 related symptoms, the student will be escorted to the isolation room until the parent/guardian picks-up the student.

- If the information is inaccurate and the student is not exhibiting COVID-19 symptoms, the student will return to the classroom.

5.6 Is the District performing contact tracing?

DSCD assists the DeKalb Board of Health with contact tracing by providing the names and contact information of individuals who test positive for COVID-19 and the names of contacts identified by the person with confirmed COVID-19. Isolation Guidance or Quarantine Guidance is provided to the individual by our Health Services Department based on their reported case.

DCSD collaborates with the Georgia Department of Public Health and the DeKalb Board of Health who promptly identify individuals who have had recent close contact with a COVID-19 positive individual(s) to prevent further spread. The school district follows guidance from the Centers for Disease Control and Prevention (CDC), as well as the state and local health departments for best practicesand procedures to protect everyone's health.

Please see the steps below for contact tracing conducted by the DeKalb County Board of Health:
- If an individual has tested positive for COVID-19, the individual may be contacted by the DeKalb Board of Health.
- All information collected is provided voluntarily and will be kept confidential according to HIPAA standards.

6. Human Resources

6.1 Are there COVID-19 leave options for employees?

The Division of Human Resources has supported employees with several types of leave during the pandemic and school district closure. Family Medical Leave Act (FMLA) andCOVID-19-related leave options have been extended to all eligible employees during this school year. The leave requests have been processed based on the requirements of the law.

On December 31, 2020, the Families First Coronavirus Response Act (FFCRA) expired. The FFCRA leave offered paid leave for the following options: having COVID-19 symptoms, quarantining due to COVID-19, caring for an individual due to COVID-19, and having childcare issues due to school or day care closure. **The legal provision and funding for those leave options are no longer available.** However, due to the pandemic and given the concern for our employees, the District will offer the following options in accordancewith Board policy GANA and guidance from CDC and DPH:

- An employee who contracts the COVID-19 virus is expected to:
  - Isolate based on school district's guidance. **Do NOT report to any district facility**.
  - Notify your immediate supervisor to determine the employee's ability to work

- If the employee is unable to work due to illness, then a *Statement of Leave* form should be submitted. Appropriate leave should be keyed by the school/department.
- If an employee can perform job responsibilities or training, then the employee may request to work remotely to minimize the risk. The immediate supervisor should review documentation, assess if the employee can successfully complete tasks remotely, and give approval for an appropriate work assignment.

- An employee who experiences COVID-19-like symptoms or has a possible COVID-19 exposureis expected to:
    - Follow the school district's guidance for quarantine or isolation.
    - Notify your immediate supervisor at the first sign of symptoms
        - If the employee is unable to work due to illness, then a *Statement of Leave* form should be submitted. Appropriate leave should be keyed by the school/department.
        - If an employee can perform job responsibilities or training, then the employee may request to work remotely to minimize the risk. The immediate supervisor should review documentation, assess if the employee can successfully complete tasks remotely, and give approval for an appropriate work assignment.

- An employee who has received **district-related** quarantine guidance OR has been notified of a school/district closure is expected to:
    - Follow the school district's guidance for quarantine or isolation.
    - Notify your immediate supervisor to determine the employee's ability to work
        - If the employee is unable to work due to illness, then a *Statement of Leave* form should be submitted. Appropriate leave should be keyed by the school/department.
        - If an employee can perform job responsibilities or training, then the employee may request to work remotely to minimize the risk. The immediate supervisor should assess if the employee can successfully complete tasks remotely and give approval for an appropriate work assignment.

7.   After School Extended Day Programs

After careful consideration, the school district is excited to announce the re-opening of our After School Programs for 2021-22. Schools should be able to re-open safely by following the established mitigating strategies announced by the CDC and DCSD recommendations to safely return to school.

The following prevention strategies recommended by CDC to reduce the transmission of COVID-19 in schools include:

1. Universal and correct use of masks.
2. Physical distancing (maximized to the greatest extent possible).
3. Handwashing and respiratory etiquette.
4. Cleaning and maintaining healthy facilities.
5. Contact tracing in combination with isolation and quarantine.
6. Getting vaccinated.

Masks are required for staff and students for activities occurring indoors. Masks are optional for outdoor activities.

7.1 What procedures must I have in place to provide ASEDP?

To operate a program, the following key considerations **must** be in place:

- **Program Recertification:** Contact the ASEDP Coordinator for the program status.
- **Background Checks**: Ensure that all staff members who are working with the after-school extended day program have background checks on file. Background checks are completed through Bright from the Start - Georgia Department of Early Care and Learning.
- **Ratio of Staff to Students:** Ensure the 1:15 ratio is the standard, and students can safely socially distance based on the CDC's recommendations.
- **Mitigation Strategies:** Staff should adhere to the recommended mitigation strategies to reduce the spread of COVID-19. Mitigation strategies include **wearing face masks/coverings**, **social distancing, isolation from others if students or staff present symptoms**, **and handwashing. Note:** Staff must follow all guidelines outlined in the Handbook on how to handle positive COVID-19 reported cases
- **Use of Vendors:** External vendors should follow all mitigation strategies including the wearing of face masks.
- **Pick-up of Students:** ASEDP staff should escort students to the pick-up area. Parents and visitors should not enter the building. ASEDP staff must verify the identity of individuals and use a variety of sanitized pens for parent sign-out.