

Health & Wellness Re-Opening Guidelines for Schools

The content contained in this document represents the views and opinions of experts from St. Luke's University Health Network and is based on information and guidelines available as of September 4th, 2020. This content is being made available for informational and educational purposes only and is not intended to provide medical or legal advice. The content is not meant to be complete or exhaustive. The content should serve as one of many resources used by School Districts in developing, refining and updating school resocialization plans and protocols.

Additionally, resocialization plans and protocols should be reviewed and updated on a regular basis by each School District as additional recommendations are issued by the CDC, and local and state government officials, and information regarding the ongoing status of COVID-19 emerges. School District Administrators should seek the advice of their Medical Director and Solicitor in developing plans before seeking final approval.

St. Luke's hereby disclaims any and all liability to any party for any direct, indirect, implied, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this content, which is provided as is, and without warranties. St. Luke's assumes no duty to correct or update this content nor to resolve or clarify any inconsistent information.

Cleaning, Sanitizing, Disinfecting and Ventilation

- Clean/disinfect all high-touch surfaces at least twice a day (water fountains, door handles, light switches, etc.) following posted EPA/CDC/manufacture guidelines.

- Clean desks on a frequent basis following posted EPA/CDC/manufacture guidelines, as feasible.
- Clean all lab equipment after use every time.
- Clean/disinfect bathrooms once during the day and again after working hours. Bathrooms should be stocked with hand soap, paper towels and no-touch trash cans.
- Staff will clean their own personal contact areas and their own electronics.
- Labeled EPA disinfectant spray bottles will be supplied to each classroom as well as paper towels for tables/desks after each use.
- Scheduled hand sanitizing is required when entering/ leaving a classroom, entering/ leaving the school building and entering/ leaving a school bus.
- Recommend all individuals sanitize/wash hands on a frequent basis in addition to the scheduled hand sanitizing. Make hand sanitizer available in common areas, hallways, and/or in classrooms where sinks for handwashing are not available.
- Consider adding handwashing stations with soap and paper towels.
- Limit use of communal drinking fountains. Permit single-use water bottles and allow students and staff to use water bottles from home.
- Clean/disinfect all high-touch surfaces on buses after each bus run. Spray buses with disinfectant at the end of each day.
- Ventilate all classrooms and common areas when available/possible using windows. Also prop classroom doors open when possible to increase circulation of air. Recommend air circulation patterns that push inside air towards open windows.
- Close off areas used by a sick person and do not use before cleaning and disinfecting.

Social Distancing and Other Safety Protocols

- Space seating/desks at least 6 feet apart when feasible.

- Limit the number of individuals in a standard classroom space to no more than 25.
- Arrange rows to ensure that all students are facing the same direction for seating configurations of desks and work areas, when feasible. If not feasible, consider staggered or diagonal seating at shared tables to avoid “across the table” seating.
- Provide assigned seating in classroom and cohort students throughout the day, every day if possible.
- Post signage, in English and Spanish, and place at the entrance to the school's main office to communicate how to stop the spread of the disease, clear instructions on how to enter the buildings, as well as CDC signage in English and Spanish to communicate preventative measures (including staying home when sick), good hygiene, and social distancing for each building. (See appendices for printouts).
- Provide physical guides, such as tape on floors or sidewalks and signs on walls to ensure that staff and students remain at least 6 feet apart in lines and at other times.
- Students should be socially distanced and avoid face-to-face seating in the cafeteria. All individuals should sanitize/wash hands before and after eating.
- Staff will practice established social distancing protocols to the greatest extent practicable during lunch and breaks. Ensuring that staff have alternative areas for eating and breaks.
- Limit non-essential visitors and volunteers.
- Limit the sharing of materials among students.
- Require all essential visitors to comply with all school district screening and monitoring processes.
- Continue with recess and physical education activities as long as those activities limit physical contact and touching. Follow guidelines set forth for athletics.
- Limit high-traffic, high-volume hallway use to increase social distancing. Create one-way traffic patterns in hallways with clear markings and directions for students to follow.

- Stagger arrival and dismissal times or locations (school drop off entrance and bus entrance) for students.
- Limit students on school buses and vans to two (2) students to a seat and mandate masks be worn while on the bus/van. Students from the same household should sit together when practical.
- Limit field trips, inter-group activities and extracurricular activities.
- Encourage school drop off, walking and biking to school.
- Main offices that entertain visitors /staff will have plexi-glass dividers installed to prevent the spread of infection to staff.

Meals/ Food

- Students should follow social distancing protocols when sitting down to eat, with seats facing in the same direction or staggered.
- Meals brought from home should be labeled in Ziploc bags and in disposable containers.
- The use of communal microwaves should not be permitted.
- Water bottles are allowed; they must be labeled with student/staff name.
- Dining Services will offer meals in individualized disposable servings to avoid distribution of food by staff to children.
- Food should not be served buffet style and salad bars should not be used.
- A supply of food gloves will be made available daily to assist students during lunch.
- All staff, dining services and students will be masked during lunch times, unless they are eating.

Monitoring Student and Staff Health

- Conduct surveillance on absenteeism.
- Educate all stakeholders (students, staff, parents/guardians) on the signs and symptoms of COVID-19 at home before sending children to school and/or reporting to work.
- Conduct symptom screening by all parents/guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school (please use checklist in appendix 1).
- All district staff shall perform a symptom screen on themselves prior to leaving for work and will stay home if ill (please use checklist in appendix 1).
- If a student or staff starts exhibiting symptoms of COVID-19, they will immediately mask and go to the nurse. The individual should be isolated until he/she is dismissed from school.
- An area in the health room should be designated as the isolation area. This area will be separated from other areas with a screen or heavy curtain as per recommendations.
- Schools must maintain adequate personal protective equipment for use when individuals become ill.
- Other supplies to provide to support healthy hygiene habits include: sanitizer, tissues, soap and disposable towels.
- Ensure that areas used by a sick person can be closed off. Do not use closed off area before cleaning and disinfecting once used by a sick person.

Isolation & Quarantine

- Schools can work in conjunction with health bureaus where applicable, health departments and hospitals to ensure the health and safety of staff and students and maintain quarantine processes.

School Closures

- School districts can consult with the medical directors and healthcare professionals on decisions related to the closure of classrooms, schools or the district.
- Should classroom exposure occur, the entire classroom may be dismissed, based on current guidelines and medical recommendations.

Masking

- All students and staff at primary and secondary levels (medical excuse is the exception) should wear masks. This includes arrival/dismissal, when in the halls, traveling anywhere in the building and on the bus. Masks will be worn at all times in all classrooms. Built in mask break of 5-10 minutes are permitted when unmasked students and staff are able to stand at least 6 feet apart from others. Mask breaks outside in fresh air are best.
- One mask will be provided to staff personnel by the school district. Staff members who choose to wear their own personal mask may do so as long as it is not offensive and follows CDC guidelines.
- CDC guidelines: face coverings must fully cover the mouth and nose, be secured under your chin and fit snugly against the sides of the face.

- Face shields cannot be worn in place of masks. Masks must be worn at all times when wearing a face shield.
- Masks with vents (usually on the sides) do not offer adequate protection and should not be worn.
- Custodial staff must wear masks while in the building and cleaning/disinfecting.
- Bus drivers must wear face masks whenever others are on the bus.
- Food service staff must wear masks while in the building, including while serving food.

Vulnerable Populations

- Human Resources should be a point-of-contact and will develop a reasonable accommodation for vulnerable staff. https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html?deliveryName=USCDC_2067-DM31413
- Create a process for students/families to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements.

Communications

- Develop a communication platform to ensure all parents/guardians are enrolled to receive Covid-19 related information.
- Communications upon commencing the school term should include:
 - Initial communication
 - Ongoing communication
 - Communication when there is a positive case

Staff Training

- Staff will be educated on handwashing, proper use of PPE, bloodborne pathogens, social distancing, and COVID- 19 Information, pre-screening for symptoms of COVID.

Student Education

- Students will be educated on handwashing, proper use of PPE, social distancing, and COVID- 19 Information, re-screening for symptoms of COVID-19.

Parent Education

- Parents will receive a letter explaining the guidelines for safely returning to school.
- Parents will receive information of handwashing, proper use of PPE, Social distancing, and COVID- 19 Information, pre-screening for symptoms of COVID-19.

Additional Resources

Coronavirus Chronicles: Kids Health - <https://vimeo.com/427820203/64efbc6e6d>

CDC Free Public Service Announcements (PSA):

<https://www.cdc.gov/coronavirus/2019-ncov/communication/public-service-announcements.html>

PA Department of Health - Recommendations for Pre-K-12 schools following identification of a confirmed case of Covid-19:

<https://www.youtube.com/watch?v=nWAqSsJMBI4&feature=youtu.be>

Appendix 1: COVID-19 Symptom Checklist

Please complete this checklist on a daily basis with your child to monitor for symptoms of COVID-19.

Column A <i>If you checked 1 or more symptoms, student should stay home from school</i>	Column B <i>If you checked 2 or more symptoms, student should stay home from school</i>
<input type="checkbox"/> Fever (100.0°F or higher) <input type="checkbox"/> Cough <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Difficulty breathing <input type="checkbox"/> Nausea or vomiting <input type="checkbox"/> Diarrhea <input type="checkbox"/> Lack of smell or taste (without congestion)	<input type="checkbox"/> Sore throat <input type="checkbox"/> Chills <input type="checkbox"/> Muscle pain <input type="checkbox"/> Headache <input type="checkbox"/> Congestion or runny nose <input type="checkbox"/> Fatigue

1. For a current list of symptoms see CDC's website: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
2. The temperature considered a fever during screening differs based on how temperature is taken. Any fever reported by an employee, even if no thermometer was used, should be considered as symptomatic

Appendix 2: Exclusion from and Return to School Requirements

Scenario	Exclude from School	Return to School After...
#1 No Symptoms	No	Not applicable
#2 COVID-19 symptoms as per appendix 1	Yes	<ul style="list-style-type: none"> ✓ Individual should be tested for COVID-19 ✓ If test is negative, return to school 24 hours after symptoms are no longer present. ✓ If test is positive, follow return to school guidance for scenario #3 ✓ If child is not tested, return to school when fever free (without medication) and symptom free for 24 hours.
#3 Positive COVID-19 PCR test with symptoms as per appendix 1	Yes	<ul style="list-style-type: none"> ✓ 24 hours with no fever and no fever reducing medications and ✓ Improvement in symptoms and ✓ 10 days since symptoms first appeared
#4 Positive COVID-19 PCR test without symptoms as per appendix 1	Yes	<ul style="list-style-type: none"> ✓ 10 days after PCR was collected ✓ If symptoms develop during 10 days, follow return to school guidance for scenario #3
#5 Close contact of COVID-19 with symptoms as per appendix 1	Yes	<ul style="list-style-type: none"> ✓ Individual should be tested for COVID-19 ✓ If test result is negative, return to school 14 days after last exposure to the person with COVID and symptoms have resolved. ✓ If test result is positive, follow return to school guidance for scenario #3.
#6 Close contact of COVID-19 without symptoms as per appendix 1	Yes	<ul style="list-style-type: none"> ✓ 14 days after last exposure to the person with COVID-19 ✓ If symptoms develop during 14 days, follow return to school guidance for scenario #5.

Appendix 3: Signage for Schools

- I. Stop the Spread of Germs
 - a. English
 - b. Spanish

- II. Germs are all Around You (Middle School Handwashing)
 - a. English
 - b. Spanish

- III. Wash Your Hands (Elementary School Handwashing)
 - a. English
 - b. Spanish

- IV. Wash Your Hands – Multi-Lingual (High School)

- V. Hotline Poster

- VI. Hotline Palm Card (English & Spanish)

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet (about 2 arms' length) from other people.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.



When in public, wear a cloth face covering over your nose and mouth.



Do not touch your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



cdc.gov/coronavirus

Detenga la propagación de gérmenes

Ayude a prevenir la transmisión de enfermedades respiratorias como el COVID-19.

6 pies

Mantenga al menos 6 pies (aproximadamente la longitud de 2 brazos) de distancia de otras personas.

Cúbrase con un pañuelo desechable la nariz y la boca al toser o estornudar, luego bótelos en la basura y lávese las manos.

Cuando esté en un lugar público, use una cubierta de tela para la cara sobre su nariz y boca.

Evite tocarse los ojos, la nariz y la boca.

Limpie y desinfecte los objetos y superficies que se tocan con frecuencia.

Quétese en casa cuando esté enfermo, excepto para recibir atención médica.

Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.



cdc.gov/coronavirus-es

3/18/2020 May 27, 2020 2:15 PM

GERMS

are all around you.



Stay healthy.
Wash your hands.

Los **MICROBIOS** están por todos lados.



Mantente sano.
Lávate las manos.

1 Wet

2 Get Soap

3 Scrub

4 Rinse

5 Dry

Hands that look clean can still have icky germs!

Wash YOUR HANDS!

St Luke's
UNIVERSITY HEALTH NETWORK

U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

This material was developed by CDC. The Life is Better with Clean Hands campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

NA8108-20

¡LÁVATE LAS MANOS!

1 **Moja**

2 **Enjabona**

3 **Restriega**

4 **Enjuaga**

5 **Seca**

¡Aunque las manos se vean limpias pueden tener microbios asquerosos!

St Luke's
UNIVERSITY HEALTH NETWORK

U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

Este material fue elaborado por los CDC. La campaña "La Vida es Mejor con las Manos Limpas" es posible gracias a una asociación entre la Fundación de los CDC, GAO Industries y Stages. Los CDC y el HHS no respaldan productos, servicios ni empresas comerciales.

Nov16-20

**Be a Germ-Buster...
WASH YOUR HANDS!**



**Elimine los Gérmenes...
LAVESE LAS MANOS**





Hotline for Coronavirus COVID 19 Inquiries

St. Luke's University Health Network has launched a coronavirus telephone and email hotline to respond to inquiries from patients and the public.

***1-866-STLUKES (785-8537),
option 7
or
coronavirus@sluhn.org***

The 24/7 hotline is led by St. Luke's nursing staff who can provide information and guidance based on the latest recommendations from the Centers for Disease Control and Prevention (CDC) and the Pennsylvania Department of Health. The hotline is not a substitute for the advice of a physician or, when necessary, medical attention.

Hotline for Coronavirus (COVID-19) Inquiries

St. Luke's University Health Network has launched a Coronavirus (COVID-19) telephone and email hotline to respond to inquiries from patients and the public:

1-866-STLUKES (785-8537), option 7
or coronavirus@sluhn.org

The 24/7 hotline is led by St. Luke's nursing staff who can provide information and guidance based on the latest recommendations from the Centers for Disease Control and Prevention (CDC) and the Pennsylvania Department of Health. The hotline is not a substitute for the advice of a physician or, when necessary, medical attention.

N9670/3-20



Línea directa para consultas sobre Coronavirus (COVID-19)

St. Luke's University Health Network puso a disposición una línea directa telefónica y de correo electrónico para consultas sobre el Coronavirus (COVID-19) para responder a las preguntas de los pacientes y del público:

1-866-STLUKES (785-8537), opción 7
o coronavirus@sluhn.org

La línea directa está disponible las 24 horas, los siete días de la semana, y está dirigida por el personal de enfermería de St. Luke's, que puede proporcionar información y orientación en función de las últimas recomendaciones de los Centros para el Control y la Prevención de Enfermedades (Centers for Disease Control and Prevention, CDC) y del Departamento de Salud de Pennsylvania (Pennsylvania Department of Health). La línea de atención telefónica no sustituye el consejo de un médico o, cuando es necesaria, la atención médica.

