

EASTERN GREENE SCHOOLS



2020-2021

REOPENING PLAN

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Quick Reference Guide

This guide has been developed to give community members a quick look at the most pertinent information regarding reopening of our schools. It was the goal of the Eastern Greene Schools Reopening committee to create school days that are as normal as possible, while following recommendations from the CDC, Greene County Health Department and Indiana's IN-CLASS COVID-19 Health and Safety Re-Entry Guidance.

- First day of the 2020-2021 school year is Wednesday, August 5.
- On campus learning will be our instruction model. This could change through mandates from the Greene County Health Department, State Department of Health, or Governor's office. **(Page 2)**
- Students will be on campus five days a week for normal school hours.
- Students and staff are expected to self-screen and stay at home if they are sick, in order to prevent the spread of the virus. **(Pages 4 & 5)**
- Wearing of masks will be **required** when social distancing is not possible. We do not envision students wearing masks all day. We will do our best to arrange classrooms and other social areas so that social distancing is as close to CDC recommendations as possible. The health and safety of our students and staff is our number one priority. We want to keep our schools open. We would very much appreciate the cooperation of students to wear masks when social distancing is not possible, or at teacher discretion. Students should carry a mask with them to wear during recommended times. Masks will also be available at school in limited quantities. **(Pages 5 & 6)**
- Masks will be **required** for bus transportation. Students will have assigned seats and siblings/family members will sit together. Students will not be able to use bus transportation to ride home with friends. We suggest that parents transport students to and from school if you have the means. **(Page 9)**
- Enhanced cleaning protocols will be in place in classrooms, buildings, playgrounds, and buses.
- A medical area to separate ill students from those receiving medication or treatment will be in place in each building. **(Page 6)**
- Visitors to school buildings will be limited.
- An online educational opportunity will be available for those families who are uncomfortable sending students back to the school buildings. **(Page 2)**

This plan was created through input from parents and staff members. Surveys were sent out to families and staff members to gather information concerning expectations and concerns with reopening our buildings. A committee representing all our buildings was formed to put a plan together. This committee reviewed the survey results and devised a plan that would best meet the needs of families and staff. Once the final draft was completed, the plan was sent to the Greene County Health Department for review.

The plan that follows addresses our plan in categories. We have also provided a quick reference guide that highlights the plan. It is important to understand that the COVID-19 pandemic is a fluid situation. You should expect revisions and updates as we progress through the school year. We will track changes throughout the year and document these changes on the corporation website.

Learning Plan

The following insights, concerning education, drove the decisions made by the reopening team:

1. We are required to provide 180 days of instruction for the 2020-2021 school year.
2. Remote learning should not be the first choice for schools or families.
3. School operations are vital to the local economy and necessary to ensure state and local revenue is continued to support our schools.
4. It is important for students to return to school, both for their education and social and emotional development.
5. Social and emotional development must still be a focus.
6. Education regarding healthy hygiene practice must become routine.

Eastern Greene Schools will return to on-campus learning for all students on August 5, 2020. We understand that the COVID pandemic can change at any time and on-campus learning may not be the best scenario for our students and staff. In order to be prepared, we have planned for a variety of learning options for the changing times. These models may, or may not, be used depending on the situation and the capabilities of the corporation, teachers, and families. They are defined as follows:

On-Campus Learning - Instruction is provided in-person in classrooms.

Remote Learning - Instruction is provided through Google Meets on a regular school schedule (for school closings or when students/teachers must be excluded from school due to health issues).

Virtual Learning - Instruction is provided through our preferred vendor. (for K-12 students enrolled at Eastern Greene whose parents do not feel comfortable sending students into buildings). **Parents choosing this option will need to meet with the building principal. Students enrolled in this option will not be eligible for extracurricular activities. Students will be permitted to switch back to in-person attendance at nine weeks breaks at the elementary and middle school level, and at semester breaks at the high school level. This platform will concentrate on core courses (math, language arts, reading, social studies, science) with limited availability for electives.**

Hybrid - Instruction is provided both on-campus and remotely in an alternative Red/Black schedule (in the event we are required to reduce class sizes).

eLearning - Assignments posted online through Google Classroom with teachers available for support, or meetings via Google Meets during the school day (for school closings due to inclement weather or COVID closure).

The graphics below depicts when the different methods of instruction may be implemented.

LEVEL OF COMMUNITY SPREAD <i>(as determined by state and local health officials)</i>	LOW/NO COMMUNITY SPREAD	MINIMAL/MODERATE COMMUNITY SPREAD			SUBSTANTIAL COMMUNITY SPREAD
INSTRUCTIONAL MODEL <i>(as determined by local school district)</i>	Traditional On-Campus Learning	On-Campus	Hybrid	Remote or Make-Up Days	Remote Learning Or Make-Up Days
RESPONSE <i>(as determined by local school district in partnership with local health officials)</i>	School Buildings Open Implement preventative practices and additional proactive processes/protocols	School Buildings Open <i>(implement more intensive strategies, enhanced social distancing, use targeted closures)</i>	Limit/Staggered Use of School Buildings <i>(implement alternating schedule for students, target remote learning)</i>	Minimal Use Of School Buildings <i>(remote learning or make-up days)</i>	Targeted Closing Isolate and disinfect affected areas Short-Term Closure Close for facility-wide deep cleaning Extended Closure Close buildings for at least 14 days

STUDENT and STAFF HEALTH PROTOCOLS

As a public school corporation we have a high level of responsibility to prevent the spread of the COVID virus and to provide a safe learning environment for all students and staff. Procedures and protocols have been put into place for this purpose. It is essential that our school stakeholders; students, staff, parents and visitors work within the procedure and protocols to keep our schools open and available to provide a quality education program.

State statute gives public schools authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9). In addition, the Greene County Health Department has the authority to exclude students from school and may order students or staff to isolate or quarantine (IC 16-41-9-1.6).

Symptoms Impacting Consideration for Exclusion from School

Parents will be the first line of defense in keeping our schools healthy. Parents are asked to monitor their student's health on a **daily** basis. Students and staff should not attend school, and will be excluded from school, if they test positive for COVID-19, or exhibit one or more of the symptoms of COVID-19, **not otherwise explained**, based on CDC guidelines. Currently, these symptoms are:

- Fever of 100.4 or greater
- Cough
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat; and/or
- New loss of taste or smell

Return to School After Exclusion

Once a student or staff member is excluded from the school environment, they may return if they satisfy the recommendation of the Greene County Health Department, which is following the CDC guidelines. Currently those guidelines are:

Excluded and Untested

Persons (student or staff) who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 *calendar days* have passed since your symptoms first appeared.

Excluded and Tested Positive-Symptomatic

Persons (student or staff) who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 *calendar days* have passed since your symptoms first appeared.
- The individual has received two negative tests at least 24 hours apart.

Excluded and Tested Positive- Asymptomatic

Persons (student and staff) who have not had symptoms but test positive for COVID-19 may return when they have ten calendar days without symptoms and have been released by a healthcare provider. Students and staff may also return if they are approved to do so in writing by the student's healthcare provider.

Instruction During Exclusion

Students who have been excluded, and are able, may continue to participate in instruction through the Remote Learning model. Students will login into Google Meets with their teacher and classroom during instructional periods to learn and work along with their classmates. If students are experiencing sickness which prohibits them from participating through Google Meets then they will have the opportunity to make-up missed work when they return. School attendance policies are referenced at a later point in this document.

Teachers who have been excluded and are able, may continue to teach through the Remote Learning model. A substitute will be assigned to the teacher's classroom to monitor students while the teacher logs in to Google Meets to offer instruction. If the teacher is experiencing sickness which prohibits them from teaching through Google Meets then a substitute teacher will be assigned to their classroom until they are able to return. Leave for absences due to COVID-19 and exclusions is referenced at a later point in this document.

Daily Self-Screening

All parents are required to daily screen their child(ren) **before sending them to school**. All staff are required to self-screen **before coming to school**. Students and staff exhibiting symptoms of COVID-19 (see *Symptoms Impacting Consideration for Exclusion from School* listed above) **without being otherwise explained**, are prohibited from coming to school, and if they do come to school, will be sent home immediately.

Eastern Greene will provide professional development to our staff and provide checklists for parents regarding the recognition of COVID-19 symptoms and screening to improve observational reporting.

Medical Inquiries

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic more leeway has been given to district/school in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed. When notifying the school that your child is sick you will be asked if your child is experiencing COVID related symptoms.

- If a parent reports that a student is ill, we will ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If a staff member calls in sick or appears ill, we will inquire as to whether the staff member is experiencing any COVID-19 symptoms.
- If a person (student, staff member or visitor) is obviously ill, Eastern Greene will make additional inquiries and may exclude the person from school property.

Even without symptoms, if a student or staff member has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for covid-19 , or has recently traveled from somewhere considered to be a "hot spot" by the CDC, Eastern Greene may exclude them student of staff member form the school building and recommend that the students or staff member quarantine for 14 calendar days.

Personal Protective Equipment (PPE)

PPE for Students

Classrooms have been arranged so that students will not have to wear masks more than periodically during instruction and work times. Students are expected to carry a mask with them and it is **required** they wear it when social distancing is not possible such as during passing periods, labs, small group study sessions, etc...

There may be times when it is required by teachers or administrators that students put on their masks due to a situation where students must be in large groups. We ask that students cooperate with teachers when asked to put on masks.

It is **required** that students wear masks when using bus transportation. Buses will have limited supplies of masks in the event a child does not have one of their own.

PPE for Staff Members

It is **required** that all staff members model the recommendation to wear PPE in any circumstances where social distancing is not an option. In addition, specific employee groups are required to wear a mask when performing specific tasks as determined by Eastern Greene. These include:

- Food Service when preparing and serving food
- Custodians when cleaning areas with children and/or other adults present
- Bus Drivers when transporting students

PPE for Visitors

All visitors to Eastern Greene Schools will be required to wear a mask. Masks will be available at all reception desks, if visitors do not arrive with one.

School Health Clinic

It is common for students or staff to display non-COVID related symptoms throughout the school day. This includes injuries, chronic health conditions, specialized daily medical treatments and/or plans. These individuals will continue to be seen and treated in the nurse's clinic.

Eastern Greene will create a room separate from the nurse's clinic where students or staff, who are exhibiting COVID-19 symptoms, are evaluated or wait for pick-up. All waiting students and staff will be directed to wear cloth face covering. Only Eastern Greene staff assigned to the room may enter except for emergency situations.

Each school building will maintain a record of all persons who entered the room and the room will be disinfected following each use. Strict social distancing will be maintained and Eastern Greene staff must wear appropriate PPE. Students who are ill will be walked out of the building to their parent(s) or guardian.

Confirmed Cases of COVID-19 on School Property

When there is a confirmation that a person infected with COVID-19 was on school property, Eastern Greene will contact the Greene County Health Department immediately and notify the Indiana Department of Education. Unless extenuating circumstances exist, Eastern Greene will work with the Greene County Health Department to assess factors such as the likelihood of exposure to students and non-students in the building, the number of cases in the community, and other factors that will determine quarantine protocols and/or building closure .

It is the responsibility of the Greene County Health Department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the Greene County Health Department.

If a closure is determined necessary, Eastern Greene will consult with the Greene County Health Department to determine the status of school activities including extracurricular activities, co-curricular activities, and access to buildings by staff.

As soon as Eastern Greene becomes aware of a student or non-student who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building and bus areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student and nonstudent presence, the custodial staff will wait 6-24 hours prior to disinfecting.

Parents will be notified of a positive case and the learning model to be implemented as soon as practical considering decisions which must be made.

Immunizations

Immunization requirements will remain unchanged. Building nursing staff will continue to coordinate with local and state health officials, as needed.

Preventative Measures

The priority for preventing the spread of disease in the school setting is to insist that sick students and staff stay home. Additionally, students and staff should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19.

Handwashing and avoiding touching your face, eyes, nose, or mouth are important steps a person can take to avoid becoming sick or spreading germs to others. Eastern Greene will continually reinforce the importance of students and staff to wash their hands often, using soap and water. In situations where soap and water are not readily available, Eastern Greene has provided the use of hand sanitizer that contains at least 60 percent alcohol.

Each school building will reinforce healthy habits regarding handwashing, especially in key situations that include:

- Start of the school day;
- Before eating;
- After using the restroom;
- Before and after visiting the playground;
- After blowing nose, coughing, or sneezing; and
- After using shared equipment.

Water fountains will not be utilized in schools until further notice, except those which include bottle fillers. Students may bring clear water bottles with them to school and take them home each evening to sanitize or discard.

Exchange of Resources to and From School

Eastern Greene will continue to make efforts to reduce the amount of materials, supplies, and personal belongings going to and from school. In addition, Eastern will modify situations, when applicable, to reduce students and non-student exposure to high-touch, shared resources at school.

MITIGATION STRATEGIES

Eastern Greene continues to work closely with the Greene County Health Department to help prevent the spread of COVID-19 among students, staff and teachers. School officials maintain direct lines of communication with the Greene County Health Department to ensure consultation and expertise is readily available.

Eastern Greene continues to prepare to respond to COVID-19 cases in the event they occur in our school buildings. A mandatory reporting system for all teachers, administrators, staff and students (parents/guardians) to report any documented positive cases of COVID-19 in their school is in place as part of the district's Health Protocol.

Any student, teacher, administrator or staff who is symptomatic for infection should stay home and consult their primary care provider or seek testing. The state website www.coronavirus.in.gov has a list of over 200 testing facilities, their location and hours of operation. This list is updated frequently.

If an individual in one's home has COVID-19 or is isolated because of COVID-19, those in the household should also stay home for a minimum of two weeks. This could be longer if the student or staff members become symptomatic.

In the event of a documented positive case, the Greene County Health Department or the Indiana State Department of Health will engage with Eastern Greene administration to assess school closings and recommend further testing, clearing, etc.

Recommendations about prolonged closure will depend on the level of cohorting the school has been adhering to, the community level of disease, and the current burden of infection impacting our hospital system.

STUDENT ATTENDANCE

An Eastern Greene student absent from school due to COVID-19 related symptoms will be recorded as a student illness/medical absence. If a student is not ill but circumstances require the students to be excluded and/or quarantined, the student's attendance will be recorded as "quarantine absence". An absence due to quarantining or being excluded will be considered an "excused" absence from school. If the student is able to participate in remote learning while excluded, the student's attendance will be recorded as "remote attendance".

In order to discourage students or staff from coming to school when sick, all attendance incentives will be discontinued at this time.

STUDENT EXPECTATIONS

Eastern Greene students are expected to adhere to all existing student handbook policies and procedures. However, corporation-wide policies for the health and well-being of students and staff have been put in place during the COVID-19 pandemic. These special policies will supersede those in the approved school handbooks during the crisis period. In addition, students are to follow social distancing guidelines whenever possible.

In the event of an exclusion or school closure, Eastern Greene students are expected to continue the educational process through the combined support of teachers and technology. Eastern Greene will utilize Remote Learning, if possible, during any exclusion or school closure. Remote learning is a change from the traditional eLearning practices as students will be expected to participate in the educational environment in real-time.

Eastern Greene defines remote learning as consisting of timely, active participation in the learning process via technology and video conferences. Students will be expected to attend the remote classroom using Google

Meets during the same time structure of a traditional day of school. For example, a middle or senior high school student will be expected to remotely connect to each period class to participate in real-time, live instruction provided by teachers. An elementary student will attend remotely during periods of instruction with breaks for using the restroom, physical activity and lunch. Individual situations that may prevent a student from attending remote learning sessions will be addressed on a case-by-case basis by building administration.

TRANSPORTATION

For many Eastern Greene students, the school bus is a student's first contact with the school in the morning and the last point of contact in the afternoon. Thus, Eastern Greene understands the importance of establishing protocols regarding student transportation to minimize the spread of COVID-19 and protect both students and staff.

Preparation and Cleaning

In order to provide safe transportation for students, Eastern Greene will:

- Inspect all buses and transport vehicles for cleanliness and safety;
- Eastern Greene bus drivers and aides will wear personal protective masks when loading and unloading;
- Thoroughly clean and disinfect all buses and transportation vehicles at the conclusion of each bus route; and
- Whenever possible, wait 6-24 hours before cleaning and disinfecting a bus/transportation vehicle that transported a passenger or had a driver who tests positive for COVID-19 or exhibited symptoms of COVID-19.

Modifications

Eastern Greene will provide traditional school bus transportation with key modifications to the transportation system to improve student and non-student safety as well as assist with the Greene County Health Department with any contact tracing needs in the event of a positive COVID-19 test.

General Transportation Services

- It is **required** that passengers riding on the school bus wear a mask;
- At the time of registration, parents will notify Eastern Greene of their intention to use school bus transportation to and/or from school;
 - Each student is limited to two bus routes for pickup/drop off;
- Students will be assigned a single school bus number, bus stop, and seat;
- Students will be required to remain in their assigned seats for the duration of the school bus trip. Failure to comply with seating requirements may result in the loss of school bus privileges for a student;
- Bus seat assignments will be designated on a "bus stop basis" meaning students at one bus stop will be grouped together in bus seats;
- Students will not be permitted to change bus arrangements sporadically;
 - If a parent/guardian needs to change a child's transportation method on a given day, he/she will only be allowed to change to a car rider. Students are not permitted to switch to a different bus as all seats are assigned ahead of time in an effort to limit student contact as well as enhance contact tracing, if necessary.
- Students may not eat or drink on the bus unless medically necessary, as documented in an Individual Student Health Plan.

Other Modifications

- **Required** that students wear masks when social distancing is not possible on extra/co-curricular bus trips
- Transport equipment on school vehicle other than bus to clear space for students to social distance
- Grade level study trips requiring bus transportation suspended until further notice.

CLASSROOM ENVIRONMENTS

Wherever possible, Eastern Greene will:

- Remove excess furniture from classrooms in order to increase space between students desks;
- Face desks in the same direction;
- Use assigned seating arrangement;
- Encourage educational activities that keep students seated in the classroom;
- Limit activity that combine classes or grade levels to digital methods;
- Limit, whenever possible, student transitions from room to room;
- Limit sharing of high touch materials (art supplies, school supplies, equipment, etc)
- Avoid sharing electronic devices;
- Increase opportunities for student hygiene activity;
- Encourage the use of outdoor spaces for instruction;
- Encourage the use of larger classroom spaces (gym, cafeteria, etc); and
- Extend passing periods;
- Schedule restroom breaks to avoid overcrowding;
- Touchable surfaces disinfected throughout the day and during the nightly cleaning.

CAFETERIAS, COMMON AREAS, OFFICES, AND HALLWAYS

Cafeteria and Food Service

- Eliminate self-serve food items;
- Eliminate communal access to napkins and silverware;
- Provide alternative seating arrangements outside of cafeteria;
- Schedules changed to allow for more lunch periods;
- Rotate students eating in classroom to limit overcrowding in cafeteria;
- Discourage food sharing;
- Ensure personnel handling pay stations do not also handle food;
- Schedule hand-washing for students and non-students prior to food service times;
- Provide access to hand sanitizer;
- Use floor markings and various signage to indicate appropriate social distancing for student lines;
- Require food service personnel to wear personal protective equipment including masks while preparing and serving food; and
- Install engineering controls such as sneeze guards in cafeteria serving lines.

Common Areas, Offices, and Hallways

- Use direction signage to indicate walk patterns;
- Mark up and down staircases;
- Schedule restroom breaks for avoid overcrowding;

- Rearrange furniture to avoid clustering of students;
- Limit number of students/non-students in office at one time;
- Use floor markings to indicate appropriate social distancing for student lines;
- Limit number of non-student vendors and volunteers in the buildings;
- Limit the number of building utilization rentals;
- Charge COVID disinfecting/cleaning fee to all approved building rental contracts;
- Require parties renting building spaces for an activity to comply with all Eastern Greene health protocols;
- Post lowered, revised maximum occupancy numbers;
- Install engineering controls such as sneeze guards and directional signage; and
- Promote social distancing through ongoing verbal and visual messaging;
- Assign entrances and exits;
- Staggered drop off and pick up.

ATHLETICS

Eastern Greene will follow the guidance provided by the IHSAA. The restart of high school athletics will be completed through a three-stage process. Each phase will span a designated period of time and subsequent phases provide less restrictive activities as the plan progresses. Middle school athletics will begin once school opens on August 5th.

VISITORS AND VOLUNTEERS

Visitors to Eastern Greene will be health screened at the reception area of the school building and if pre--scheduled allowed access to the approved area of visitation. Scheduled volunteers will be health screened at the reception area and limited to only individuals providing substantial educational benefits to the students and school. The building principal will maintain a listing of all pre-approved visitors and volunteers. Visitors and volunteers are expected to wear personal protective equipment when in the school setting.

PROFESSIONAL DEVELOPMENT

All Eastern Greene staff members and coaches will receive complete professional development training regarding COVID-19 symptoms and screening, prevention techniques, and healthy hygiene protocols prior to working with students in the school building.

In addition, all custodial and maintenance personnel will complete all necessary, ongoing professional development training regarding chemical management and cleaning supplies. Including the above mentioned training, all Food Service personnel will complete all necessary, ongoing professional development training regarding meal preparation and serving.

PERSONNEL LEAVE IN REGARDS TO COVID-19

Eastern Greene will comply with all local, state, and federal legislation in regards to COVID-19 related personnel leave. Specifically, Eastern Greene will comply with regulations stipulated in the Family First Coronavirus Response Act (FFCRA) and the Americans with Disabilities Act (ADA). The following information aims to clarify personnel leave situations related to COVID-19:

Quarantine Leave

Eastern Greene personnel are not entitled to self-quarantine merely because they are in a high risk category, or live with someone in a high risk category, and are thus more fearful that he or she may contract COVID-19.

However, if an employee is disabled under the ADA, an employer may need to discuss and possibly offer the employee reasonable accommodation.

By way of background, the FFCRA establishes, among other things, paid sick leave (under a new law known as the Paid Sick Leave Act “PSLA”) and temporarily expands the existing federal Family and Medical Leave Act of 1993 (the “FMLA”). Under the PSLA, employers must provide paid sick time to the extent that an employee is unable to work (or telework) because the employee:

1. Is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. Has been advised by a health care provider to self-quarantine due to COVID-19 concerns.
3. Is experiencing symptoms of COVID-19 and seeking medical diagnosis.
4. Is caring for an individual subject to quarantine or isolation order, or who has been advised to self-quarantine.
5. Is caring for a child whose school or place of care has been closed, or the child care provider is unavailable due to COVID-19 precautions.
6. Is experiencing any other substantially similar condition specified by Health and Human Services (“HHS”) in consultation with the Department of Treasury and Department of Labor.

The applicable DOL and IRS regulations require employees to provide particular information to support their leave request. Specifically, Eastern Greene personnel must provide:

- the name of your employee requesting leave;
- The date(s) for which leave is requested;
- The reason for the leave; and
- A statement from the employee that he or she is unable to work or telework because of this reason.

Also according to the Department of Labor, in order to self-quarantine, or to care for an individual subject to a quarantine, the employee must also provide the name of the healthcare provider who recommended the quarantine. Without a medical recommendation from a healthcare provider, the employee is not entitled to leave under the PSLA.

Leave Request Process

Eastern Greene will utilize specific forms for personnel leave requests under the PSLA and the Emergency FMLA.

Eastern Greene will continue to engage in an interactive process to determine if there are reasonable accommodations that might help a disabled employee to continue working. However, specifically in regards to COVID-19, the EEOC also recently stated:

There may be reasonable accommodations that could offer protection to an individual whose disability puts him at greater risk from COVID-19 and who therefore requests such actions to eliminate possible exposure. Even with the constraints imposed by a pandemic, some accommodation may meet an employee’s needs on a temporary basis without causing undue hardship on the employer.

Low-cost solutions achieved with materials already on hand or easily obtained may be effective. If not already, implemented for all employees, accommodations for those who request reduced contact with others due to a disability may include changes to the work environment such as designating one-way aisles; using plexiglass, tables, or other barriers to ensure minimum distances between customers and

coworkers whenever feasible per CDC guidance or other accommodations that reduce chances of exposure.

Flexibility by employers and employees is important in determining if some accommodation is possible in the circumstances. Temporary job restructuring of marginal job duties, temporary transfers to a different position, or modifying a work schedule or shift assignment may also permit an individual with a disability to perform safely the essential functions of the job while reducing exposure to others in the workplace or while commuting.

According to the EECO, an employer and employee can discuss:

- What is the employee's disability;
- What about the employee's disability necessitates an accommodation;
- How the employee's requested accommodation will effectively address his limitation;
- Whether another form of accommodation could effectively address the issue;
- How a proposed accommodation will enable the employee to continue performing the "essential functions" of the job (that is, the fundamental job duties).

COVID-19: When a student, faculty or staff member can return to school



Individual	Symptomatic	No Symptoms
Not Tested with Alternate Explanation (strep, influenza, etc. as determined by a provider)	May return to school after 24 hours resolution of fever AND note (including email and fax) from provider stating the individual has an alternate diagnosis and the provider believes it's appropriate for the patient to return to school.	N/A
Not Tested Without Alternate Explanation	Must remain home for at least 10 days from the first day symptoms appeared AND 72 hours fever-free without fever-reducing medicine and with improvement of respiratory symptoms.	N/A
Tested and Negative	If no alternative explanation, <i>isolate</i> for at least 10 days from the first day symptoms appeared AND 72 hours fever-free without fever-reducing medications and with improvement of respiratory symptoms. The test may have been a false negative. The individual can return to school if tested negative AND with a note from the provider stating they believe the patient to have an alternate diagnosis and it's appropriate for the patient to return to school..	May proceed with attending school. EXCEPTION: A known close contact (within 6 feet of a confirmed case for more than 15 minutes) must complete a 14-day <i>quarantine</i> , even if test results are negative for COVID-19.
Tested and Positive	Must remain home in <i>isolation</i> for at least 10 days from the date symptoms began AND 72 hours fever-free without fever-reducing medications and improvement of respiratory symptoms	<i>Isolate</i> at home for 10 days from the day the test was taken. <i>*If the individual develops symptoms, then isolation time starts on day 1 of symptoms (see symptomatic tests positive.)</i>
Close Contact (within 6 feet for more than 15 minutes of someone with confirmed COVID-19)	N/A If an individual becomes symptomatic, refer to the symptomatic scenarios. The individual must <i>quarantine</i> for 14 days after contact with the COVID-19 Positive person even if the student has an alternate diagnosis for symptoms.	<i>Quarantine</i> for 14 days before returning to school. Must remain symptom-free. If individual develops symptoms, then refer to the symptomatic scenarios.

Note: **QUARANTINE** keeps someone who was in close contact with someone who has COVID-19 away from others.
ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.

Updated 6/26/20





• Student gets tested for COVID-19 at a testing event put on by a community organization. The student was symptom-free when he got the test. The test comes back positive. The student must *isolate* and stay symptom-free for 10 days after the date he took the test.



• Student gets tested for COVID-19 at a testing event put on by a community organization. The student was symptom-free when she got the test. The test comes back positive. The student starts *isolating* for 10 days after the date she took the test. Four days into her *isolation*, she develops a fever and cough. She must now *isolate* at home for at least 10 days and 72 hours fever-free without fever-reducing medicine and with improvement in respiratory symptoms. The student ends up *isolating* at home for 14 days.



• Student tests positive and has three siblings in the home or as close contacts who attend other schools. If the siblings have symptoms, they should be tested and report to that school if results are positive. Otherwise, siblings should *quarantine* for 14 days before returning to school. Contacts of the siblings are not considered a close contact unless the siblings test positive themselves.



• Student has a fever, cough, headache and loss of taste and smell. The student goes to get tested and the test is negative. There is at least a 30% chance of having a false negative test. Therefore, it would still be required that this student *isolate* at home for at least 10 days and 72 hours fever-free without medication and with reduction in respiratory symptoms.



• Student has a fever and sore throat and history of getting strep throat. Student sees her provider, who does a strep test and exam and believes the patient has strep throat and does not have COVID-19. The student may return to school after 24 hours fever-free with a note from her provider stating she may return to school.



• Student has fever, cough, shortness or breath, and loss of taste and smell. His parents do not want to get him tested for COVID-19. Highly recommend that the student get tested so that the proper contact tracing can be done. The student will need to *isolate* at home for at least 10 days and go 72 hours fever-free without use of medication and have a reduction in respiratory symptoms. Additionally, if the school is suspicious that the student has COVID-19, the school could do contact tracing and monitoring for others with symptoms..

CONFIRMED POSITIVE COVID-19 CONTACT TRACING

Person A is diagnosed with laboratory-confirmed COVID-19. If **Person B** had close contact with **Person A**, **Person B** would be subject to mandatory quarantine (if close contact).

Any individual (**Person C**) who is a contact of **Person B** (i.e., spouse, children, co-workers, etc.) is considered a “contact of a contact”. **Person C** is not at risk for infection and would not be subject to quarantine unless **Person B** had or developed symptoms or tested positive for the virus causing COVID-19.

PERSON A	PERSON B	PERSON C
CONFIRMED CASE Required to be in isolation	CONTACT OF CONFIRMED CASE Required to be in mandatory quarantine (if direct contact)	CONTACT OF A CONTACT Unless Person B has or develops symptoms of COVID-19, or tests positive for COVID-19, Person C is not subject to quarantine.

Close contact is defined as “being within 6-feet of a person displaying symptoms of COVID-19 or someone who has tested positive of COVID-19 for longer than 15 minutes”

Mandatory quarantine is required for a person who “has been in close contact (6-feet) for longer than 15 minutes with someone who is positive, but is not displaying symptoms for COVID-19; or person has traveled to China, Iran, Japan, South Korea or Italy and is displaying symptoms of COVID-19”