



**COVID-19**

# **HEALTH AND SAFETY**

# **PROCEDURES MANUAL**

2021-2022 School Year



**Orange County  
Public Schools**

August 2, 2021

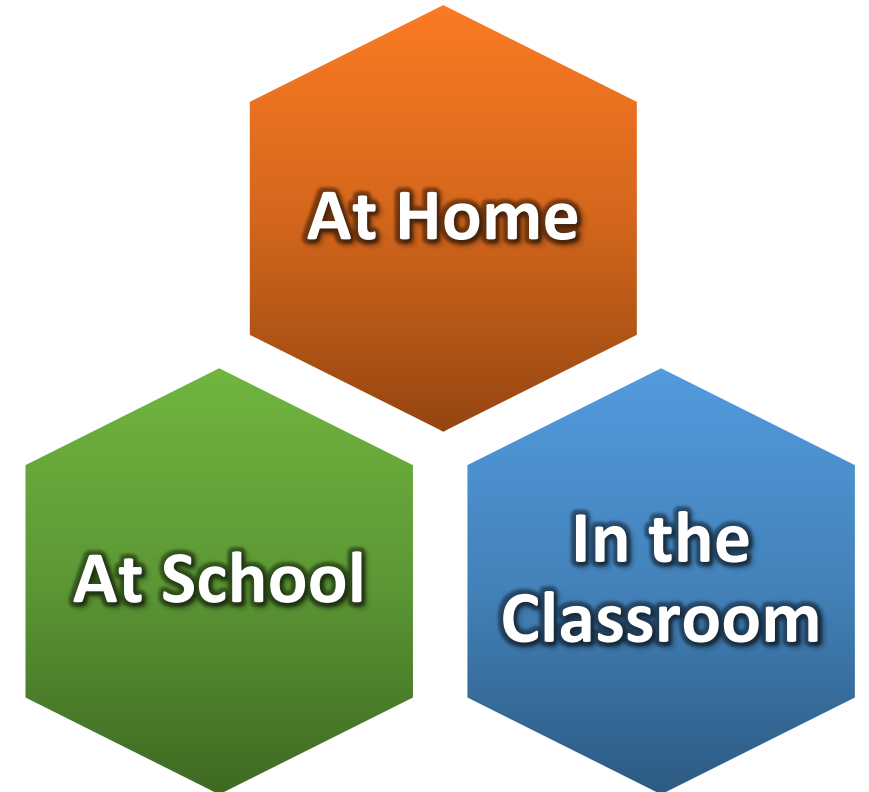
# Disclaimer

This manual contains general guidance to assist school and administrative sites in navigating health and safety considerations during the COVID-19 pandemic. It is intended for the use of district staff, rather than the public at-large. This manual is a supplement to the Injury/Illness section of the Emergency Procedures Manual for Schools and the Medical Emergencies section of the Emergency Procedures Manual for Administrative Sites.



**Promoting risk reduction through a great culture of teaching.**

**Promoting a Healthy and Safe Learning Environment**



To minimize the risk of exposure to COVID-19 for students, staff, and families across the school district, Orange County Public Schools (OCPS) encourages following appropriate health guidance.

# 2021-2022 Guidance Overview



- This manual contains standard COVID-19 safety-related procedures and protocols.
- Additional procedures and protocols may be in place based on programs and facility layouts.
- Staff are expected to follow best practices to reduce the spread of COVID-19 in their work areas.
- District administration will continue to monitor federal, state and local public health communication about COVID-19, coordinate with local health officials, and modify guidance as needed.

# Record of Changes



Changes from Version 14.0	Date	Page
Content revisions throughout manual to reflect updated guidance.	8/2/21	Multiple

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# **Section 1: General Preventative Measures**

# Personal Protective Equipment (PPE)

*Help Protect Yourself  
and Others*

Reference [School Board Policy EBBA Disease Prevention; Face Coverings](#) for additional information regarding masks/face coverings.



- Per [Board Policy EBBA](#), each student, employee, visitor, vendor, or other person may voluntarily wear a face covering at their discretion.
- Individuals may choose to wear the following face coverings:
  - Commercially produced and disposable masks
  - Cloth face coverings
  - Clear face coverings
  - Face shields
- The use of face coverings is strongly encouraged; face coverings will be made available at schools for optional use.
- Individuals opting to wear reusable cloth face coverings should ensure they are cleaned regularly.
- Face coverings may be required if the CDC or other governmental entity updates guidance which mandates more restrictive face covering requirements.
- Disposable gloves are not required and should be replaced with handwashing or hand sanitizer unless required to perform job duties.



# Hygiene Protocols

## Hand Hygiene

Handwashing is one of the best ways to protect yourself and your family from getting sick.

After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, counter tops, chairs, sinks, shared pens, elevator buttons, and microphones, sanitize your hands before touching your eyes, nose, or mouth because that's how germs enter our bodies.



- You can help yourself and others stay safe, especially during these key times when you are likely to get and spread germs:
  - After entering a building or school
  - Before, during, and after eating food
  - Before and after handling papers that are not your own
  - Before and after treating a cut or wound
  - Before taking medication
  - After using the restroom
  - After blowing your nose, coughing, or sneezing
  - After handling your cellphone that has been placed on a table or other area that is not your own
  - After touching a recycling or garbage receptacle
- Steps to Wash Your Hands the Right Way:
  1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
  2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
  3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
  4. **Rinse** your hands well under clean, running water.
- If soap and water are not readily available, district approved hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Contact your Custodial Services Area Manager to acquire additional handwashing supplies.



# Health Monitoring

*Recognizing the Signs and Symptoms*

Health monitoring and recognizing the signs and symptoms are crucial to help reduce the risk of spreading COVID-19.



- Encourage staff, students, volunteers and visitors planning to enter the school or facility to self-screen for symptoms of COVID-19 prior to coming onsite.
- Refrain from entering the school or facility if any of the following are present:
  - Symptoms of COVID-19
  - A temperature of 100.4° F or higher
  - Under evaluation for COVID-19 (for example, waiting for the results of a viral test to confirm infection)
  - Diagnosed with COVID-19 and not yet cleared to discontinue isolation

# Absenteeism and Academic Continuity

*Monitor and Plan  
for Absenteeism*

**Monitor absenteeism of students and employees, cross-train staff, and create a roster of trained back-up staff to use in case of excessive employee absences due to illness.**



- Review the usual absenteeism patterns at your school among both students and staff.
- School administrators should alert Professional Standards and local health officials about large increases in student and staff absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the flu, which have symptoms similar to COVID-19).
- Review attendance and sick leave policies. Encourage students and staff to stay home when sick, even without documentation from a doctor.
- Identify critical job functions and positions, and plan for alternative coverage by cross-training staff within job description or classification.
- The district will provide further direction in the event a school or classroom needs to pivot to digital learning in order to support academic continuity.
- For individual students who may need to isolate or quarantine, schools will follow normal procedures for sick students.



# **Section 2: Operational Guidance**

# Operational Guidance - Schools

*Promote Safety and Preventative Measures*

**Continue encouraging measures to reduce the transmission of infectious diseases.**



## ▪ Buses

- Buses will be cleaned or disinfected as needed.
- Bus windows should be lowered to improve air circulation.
- If a student becomes ill during the day, he/she must not use group transportation to return home.
- Contact your Transportation Area Manager for additional transportation guidance or resources.

## ▪ Classrooms

- Classrooms will be cleaned or disinfected as needed.
- Hand sanitizer is available as individuals enter the classroom.
- Shared object use is discouraged without proper hand hygiene.

## ▪ Common Areas

- Common areas will be cleaned or disinfected as needed.
- Ensure bathrooms are stocked with proper handwashing products.
- Existing plexiglass may remain in place.

## ▪ Visitors and Volunteers

- Visitors and volunteers are allowed on campus; encourage visitors to self-screen for COVID-19 symptoms prior to coming onsite.

## ▪ Meetings

- Virtual meetings are permitted when requested by parents or guardians.
- In-person meetings require documentation indicating attendance and seating locations (seating charts).

# Operational Guidance - Schools

*Promote Safety and Preventative Measures*

Continue encouraging measures to reduce the transmission of infectious diseases.



- School Clinics
  - Staff and students with COVID-19 symptoms will immediately be taken to the Sick Room.
  - Encourage staff and students planning to enter the school environment to self-screen prior to coming onsite. Do not attempt to enter the school if any of the following are present:
    - Symptoms of COVID-19
    - A temperature of 100.4° F or higher
    - Under evaluation for COVID-19 (for example, waiting for the results of a viral test to confirm infection)
    - Diagnosed with COVID-19 and not yet cleared to discontinue isolation

# Operational Guidance – Administrative Sites

*Promote Safety and  
Preventative Measures*

Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.



- **Offices**
  - Reinforce guidance that sick employees stay home.
  - Maintain a clean and sanitary workspace.
  - Practice good hand hygiene throughout the workday.
- **Vehicles**
  - Regularly clean and disinfect high touch surfaces in the vehicle.
- **Shared Equipment**
  - Equipment (copiers, microwaves, phones tools, etc.) should be cleaned and disinfected regularly.
- **Common Areas**
  - Common areas will be cleaned or disinfected as needed.
  - Bathrooms should be stocked with proper handwashing products.
  - Provide hand sanitizer in strategic locations.
  - Existing plexiglass may remain in place.
- **Visitors and Volunteers**
  - Visitors are allowed at facilities; encourage visitors to self-screen for COVID-19 symptoms prior to coming onsite.
- **Meetings**
  - Virtual meetings are allowed when possible.
  - In-person meetings require documentation indicating attendance and seating locations (seating charts).



# **Section 3: COVID-19 Case Management**



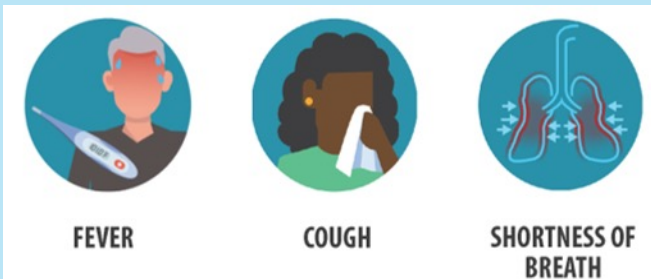
# Return Recommendations

*Reviewed and Revised  
in Accordance with FDOH-Orange*

Case Type	Response
<b>Confirmed Positive</b> <ul style="list-style-type: none"><li>Received a test stating that the individual has tested positive</li></ul>	<ul style="list-style-type: none"><li>The individual will self-isolate for 10 days from start of symptoms or after receiving a positive test (whichever comes first).</li><li>After the isolation period is over the individual must be symptom and fever free for 24 hours without the aid of medication prior to returning.</li><li>Test-based strategies for returning are not implemented because individuals can test positive for the virus for up to 6 months after infection while the individual is not infectious.</li></ul>
<b>Symptomatic (with no known exposure)</b> <ul style="list-style-type: none"><li>The individual is experiencing COVID-19 like symptoms and has not been known to be exposed to someone who has COVID-19</li></ul>	<ul style="list-style-type: none"><li>If the individual takes a COVID test and the test is negative, the individual can return as soon as they feel better.</li><li>If the individual does not take a COVID test, or the individual takes a COVID test and it is positive, they must self-isolate for 10 days from the start of symptoms. After the 10-day self-isolation period is over, the individual must be symptom and fever-free for 24 hours without the aid of medication prior to returning.</li><li>The return recommendations for symptomatic individuals (with no known exposure) will be followed even if the individual is fully vaccinated (2 weeks after last dose).</li></ul>
<b>Exposed Close Contact (secondary exposure)</b> <ul style="list-style-type: none"><li>Must be within 6 feet for 15 minutes (cumulative within a 24-hour period, with or without a mask) and deemed potentially exposed by the Florida Department of Health (FDOH)</li></ul>	<ul style="list-style-type: none"><li>If the individual is considered exposed by FDOH-Orange they can return after a 10-day quarantine and being symptom and fever free for 24 hours without the aid of medication.</li><li>If the individual was diagnosed with COVID-19 within the previous 90 days of exposure they do not need to quarantine.</li><li>If symptoms develop during quarantine, the individual must wait 10 days after the onset of symptoms and be symptom and fever free for 24 hours without the aid of medication prior to returning.</li><li>FDOH-Orange recommends that the individual get a test, but an individual who is an exposed close contact cannot test out of a 10-day quarantine.</li><li>If a vaccinated individual is an Exposed Close Contact then the current guidance produced by public health officials will be followed.</li></ul>

# Reporting COVID-19 Cases

*Developed and Reviewed in Accordance with FDOH-Orange*



- If a student/visitor tests positive for COVID-19 or an employee tests positive, shows symptoms, or has been in close contact with COVID-19 (even if they are vaccinated) the following shall be completed:
  - The supervisor/administrator will complete the COVID-19 Case Management Intake Form.
  - The OCPS COVID-19 Task force will coordinate with FDOH-Orange to ensure the proper actions are taken.
- If any individual tests positive, or comes in close contact, or shows symptoms of COVID-19 the supervisor/administrator should coordinate with Custodial Services to disinfect areas in need.

# Information to Support FDOH Contact Tracing

## What is Investigative Case Support?

FDOH uses contact tracing to track COVID-19 exposures. Contact tracing is a highly scientific process, requiring specialized training. To assist FDOH contact tracing, OCPS will use investigative case support.



- Professional Standards and/or Health Services may request certain documents and information to support the FDOH contact tracing investigations.
- Information required to confirm a positive case:
  - Individual's Name
  - Date of Birth
  - Hard or electronic copy of COVID-19 testing results, if possible, or name and address of agency that conducted the testing
- Information to assist in tracing close contacts:
  - Classroom/lunchroom seating charts or workspace details
  - Individual class or work schedules
  - List of individuals who were within 6-feet for 15-minutes or more of the affected individual (consider cafeteria, after care, activities, sports, meetings, etc.)
  - Bus information

# COVID-19 Vaccine and Testing

*Information for Students and Staff*

For current information on vaccines and testing, please visit:

[www.floridahealth.gov](http://www.floridahealth.gov)

[www.ocfl.net/vaccine](http://www.ocfl.net/vaccine)

[www.ocps.net](http://www.ocps.net)

- COVID-19 testing and vaccines are readily available to the public.
- Eligibility for the vaccine continues to be updated regularly by the CDC and other public health organizations.
- OCPS, in conjunction with FDOH-Orange, is opening up campuses to host vaccine events.
- Individuals who receive the COVID-19 vaccine **may** have a different quarantine length if they have come in close contact with COVID-19.
  - Individuals should contact FDOH to determine their level of exposure and vaccination which will dictate the need to quarantine.





# **Section 4: Additional Resources**

# Additional Resources

*References*

The following includes resources where additional information on COVID-19 can be referenced.



- [Orange County Public Schools COVID-19 Vaccine Information](#)
- [Florida Department of Education-Emergency Response](#)
- [Florida Department of Health in Orange County](#)
- [Centers for Disease Control](#)

# Additional Resources

## *District Contact Information*

For any additional guidance and resources, please contact the appropriate district office. If you are unsure who to contact, call the district's main telephone line at 407-317-3200 or email [questions@ocps.net](mailto:questions@ocps.net).



- District Main Line: 407.317.3200
- Employee Hotline: 407.250.6269
- General Inquiries: [questions@ocps.net](mailto:questions@ocps.net)
- District Website: [www.ocps.net](http://www.ocps.net)