



Charles County Public Schools

CCPS



Office of School
Safety & Security

**COVID-19
STANDARD
OPERATING
PROCEDURES**

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301-392-5550



www.ccboe.com

5980 Radio Station Road
La Plata, MD 20646

CHARLES COUNTY PUBLIC SCHOOLS COVID-19 STANDARD OPERATING PROCEDURES

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SAFEGUARDS AND EXPECTATIONS

The COVID-19 pandemic has challenged our daily lives. Operating a school system will likely not return to the way we knew it prior to March 13, 2020, for some time. As we work through the pandemic, our processes continue to evolve based on guidance from the Centers for Disease Control and Prevention (CDC), Maryland Department of Health (MDH), Maryland State Department of Education (MSDE) and the Charles County Department of Health. The goal of these processes and policies is to reduce the risk of exposure to our staff, students and community. As guidance is updated, this document will be edited and redistributed.

UNIVERSAL PRECAUTIONS

COVID-19 is a respiratory disease spread through respiratory droplets. Following the universal precautions below has proven to reduce the transmission of COVID-19 drastically:

- Strongly suggest those who are eligible obtain the COVID-19 vaccination.
- Take care of your personal protective equipment (PPE): keep it clean and disinfected along with discarding it when it becomes unserviceable or reaches the end of its life cycle.
- Where possible maintain a safe distance when having conversations and meetings.
- When possible, meet in larger spaces such as lobbies, classrooms, auditoriums and large conference rooms with a limited number of people.
- Practice good hand washing and hygiene.

HEALTH QUESTIONNAIRE AND PRE-SCREENING

Parents/guardians must pre-screen their child each morning before their arrival to school. Failure to accurately complete the pre-screening may temporarily result in a student's removal from school if the student is ill. The most up-to-date health-screening questionnaire is posted on the CCPS website (<https://www.ccboe.com/index.php/road-to-reopening>). By sending the student to school, the parent/guardian is acknowledging the health-screening questionnaire was completed and their child is not ill.

DISINFECTING AND SANITIZING CLASSROOMS

Each classroom will have disinfectant spray and hand sanitizer. At the minimum, students must clean their hands routinely, between activities or movements. Each room will have a bottle of disinfectant, which is to be used to clean hard surfaces at the teacher's discretion. Recent CDC guidance suggests COVID-19 is eliminated by wiping high touch surfaces with soap and water.

Teachers are responsible for disinfecting and sanitizing shared class materials as needed.

When the hand sanitizer or disinfectant is running low, the teacher should contact the designated school personnel who will order additional supplies from central office.

PHYSICAL DISTANCING AND CLASSROOM SET UP

Desks and work areas must be organized to maximize space and allow separation between students (more if possible). Where possible, desks should be facing in the same direction. Personally installed, or owned (staff or student) barriers such as Plexiglas or shower curtains are not allowed.

Current CDC guideline indicate when indoors students to student physical distancing should be three-feet or greater when possible, as long as masks are properly worn. When eating there must be at least three-foot of distance between students.

Staff to student and staff to staff physical distancing: the recommendation remains six- feet while indoors, especially for staff who are unvaccinated. Maintain a six-foot distance between staff and students will not be possible in many circumstances when instruction is being provided, especially in small group work, hand over hand instruction, and guided reading groups. These proven and successful learning strategies must not be excluded; however, care should be taken. Teachers should be mindful to maximize space when possible. Teachers should ensure proper mask usage (by everyone), notes that include who participated in the small group, for how long, and on what date (can be destroyed after 1 week). Maintaining the same students in these groups should be considered when possible.

SEATING CHART

In order to assist in contact tracing, teachers and bus drivers should assign students seats and create seating charts for each class/bus. Teachers and bus drivers will maintain the charts and provide them to administration when requested. To assist with contact tracing, seating charts should be created for the cafeteria.

STUDENT AND VISITOR MASKS

Use of cloth face coverings in school are required in all school buildings, with the exception of students with a documented medical exemption or if a school-based assessment team determines that a student is unable to wear a mask due to a documented disability. Students may remove their masks when eating, drinking, participating in strenuous activities, or exercising, or napping. **When possible, Strenuous activities and exercising should be done outside.**

- All students, or other adults, and bus drivers must wear a cloth face covering while on a school bus or school-provided transport.
- Face shields may be worn by students, and visitors but only in conjunction with a cloth mask not as a replacement.
- Other adults must wear cloth face coverings when they enter the school building.
- Students must wear cloth face coverings in the school building.
- Cloth face coverings should not be worn by children younger than 2 years and anyone who has trouble breathing or is unconscious, incapacitated or otherwise unable to remove a face covering without assistance.
- Students who are authorized to not wear a mask due to a documented, approved and confirmed medical condition will appear on the classroom health conditions list provided by the school nurse.

- A cloth face covering should:
 - Be worn to cover the nose and mouth.
 - Never be worn around the neck or over the head.
 - Never be shared with other children.
 - Be removed and replaced if it becomes wet or soiled, and
 - Be removed (and not replaced) if the child experiences difficulty breathing.
- Home and Hospital, Infants and Toddlers (ITP) and other employees who deliver services to clients inside their homes must wear a mask while providing services. The client must also be masked, unless they are medically unable to wear a mask.

MEDICAL EXEMPTION FOR THE WEARING OF A MASK

Unvaccinated students who are unable to wear a mask must provide a medical contraindication from a licensed provider stating the need for the accommodation to the school nurse prior to returning to in-person instruction. Students needing this accommodation who are not already covered by an educational/health plan will be referred to the 504 Team. Students with an existing educational/health plan after a meeting may have the accommodation added to their health care plan. Additionally, the 504 Team will make consideration for special transportation.

VISITING THE NURSE

Outside of life threatening emergencies, teachers must consult with the nurse via telephone or video call prior to sending a student to the nurse.

Athletics and COVID-19

All high school students participating in interscholastic athletes will be required to either:

- Provide proof of having been fully COVID-19 vaccinated (completion of the vaccination series, plus 14 days) OR
- Submit to CCPS's COVID-19 screening testing program.¹

Students who are fully vaccinated may voluntarily participate in the screening testing program.

Athletes who fail to provide proof of being fully vaccinated or fail to screen in accordance with CCPS's COVID-19 screening testing program will not be allowed to participate with the team at practices or games until they comply.

Athletes who test positive for COVID-19 must isolate for at least 10 days from symptom on-set. Athletes who are not fully vaccinated and are exposed to a known COVID-19 positive person must quarantine for at least seven days (7) and test negative for COVID-

¹ CCPS may, due to extenuating circumstances, allow a student to obtain a "PCR" COVID-19 test from an outside vendor if the athlete is not able to be tested at the school during the scheduled testing time. These situations must be reported to the Office of School Safety and Security, who will work with the parent to ensure compliance and the appropriate documents are provided to limit the amount of time the athlete misses. Parents should contact 301-392-5597 or 301-392-5550.

19 (on the seventh day after the exposure) in order to return to the team for practices or games.

Any positive COVID-19 screening results will be investigated and contact tracing completed by the Office of School Safety and Security in conjunction with the athletic director and coaches.

Proof of COVID-19 vaccination must include the students name, date of birth, vaccine manufacturer, vaccine lot number, date of each vaccination and health care professional or clinic site. The preferred vaccination card is the Centers for Disease Control “COVID-19 Vaccination Record Card.” If any other type of vaccination proof is provided, at minimum it must include the above information plus contact information (including a phone number) for the health care provider who provided the vaccination.

CCPS does not need to maintain a copy of the vaccination card. The card needs to be presented to the Athletic Director at the student’s school. Parents may elect to “upload” proof of COVID-19 vaccination during the athletic clearance process.

COVID-19 screening testing will be provided by CCPS free of charge. Parents must register with the contractor and provide permission for their athlete to be screened. The screening testing program will be overseen by a certified medical contractor. Results will be shared with the parent, Director of School Safety, and the high school athletic director.

The amount of weekly screenings will be based on recommendations from public health officials and/or other guidance.

MEALS

Lunchrooms should be set up to maintain at least 3 feet of distance between students. Alternative locations (including classrooms) can be used if needed. Distancing between students should be maintained while in line to get meals. Breakfast may be eaten in classrooms. Students should have the opportunity to sanitize their hands before and after eating. Students should remove their mask to eat. Once done eating, students must put their masks back on before leaving their eating area. Desks may be used in lieu of cafeteria tables to maximize space and encourage strict physical distancing.

RECESS

Children must wear masks when transitioning to and from recess. Masks may be removed once outside. Students should not be required to wear a mask during recess unless they choose to or parents have specified they must. In order to assist in contact tracing teachers monitoring recess should maintain knowledge of groups of students who routinely play and congregate together. After recess, masks must put back on properly to transition back into the building. Children must be provided an opportunity to wash/disinfect their hands after recess.

Volunteers

In general, volunteers are not allowed in CCPS buildings for the start of the 2021-2022 school year. In some cases, volunteers are needed to ensure operational capacity of special events. In these cases, and when there is a reasonable belief, the volunteer could be unsupervised or alone with students schools may elect to have a limited number of

volunteers screened through the CCPS background process. A link will be provided to a private page where the volunteer can register and complete the CCPS volunteer training and background process.

Field trips

For the start of 2021-2022 school year, CCPS will limit educational field trips to “in county” venues. When planning field trips, staff should make all efforts to meet chaperone requirements with CCPS staff members. If volunteers are needed, see the information listed above titled Volunteers. While participating in field trips, CCPS masking and distancing rules must be followed when indoors.

WATER FOUNTAINS

Water fountains will remain accessible and may be used to fill bottles, but no one should drink directly from them.



MAIN OFFICE PROCEDURES

STAFF SIGN IN

In order to enhance the ability to contact trace, staff are expected to individually swipe their CCPS-issued identification card at the door card reader.

SICK STUDENT AND ISOLATION

Isolation Room: Each school must identify a room for the isolation of sick students, preferably near the front office. This room cannot be in the nurses’ work area. An empty office or conference room should be used. The student must be supervised while in the isolation room. Supervision can take place from outside the room. An administrator or their designee is to monitor the students. The school nurse should not be the monitor for the isolation room. Students must wear a mask in the isolation room. Multiple ill students can wait together in the isolation room. Physical distance between them should be maximized. Any staff member entering the isolation room when students are waiting must wear a mask.

Sick student: See COVID-19 Staff-Student becomes ill SOP (Pages 15-22).

DISINFECTING THE MAIN OFFICE AND SCHOLARCHIP MACHINE

Disinfecting and sanitization of high touch areas is a team effort. Spray disinfectant and wipes should be available in the main office. Staff should routinely wipe down counter space and other areas that are touched throughout the day. Spray disinfectant or wipes should be placed next to the ScholarChip machine and users are encouraged to clean the keyboard and/or screen before and after each use. Disinfectant SHOULD NOT be sprayed directly on the machine, the screen or keyboard. Spray should be applied to a paper towel then used to wipe the machine, keyboard and/or screen.

STUDENT BECOMES SICK AT SCHOOL

The below guidelines are established to provide guidance in CCPS cases where a student becomes sick while at school.

Students who feel sick SHOULD NOT come to school.

STUDENT WHO FEELS SICK

- Contact the school nurse via the phone to perform virtual pre-screening.
- At the school nurse's request, send the child to the school nurse's office (mask is required).
- School nurse will conduct a COVID-19 pre-screen (using the latest CDC/CCPS screening tool).
- If COVID symptoms are present, the student will immediately be placed in the predetermined isolation room.
 - Masks must be worn in the isolation room.
 - The student must be supervised in the isolation room.
 - Multiple students can be placed in the same room. Maximum physical distancing must be used.
 - Parents/guardian should be contacted immediately upon a symptomatic student being placed into isolation. The parent should be provided information both on the pick-up procedures (see below) and on CCPS's testing capability.
 - Once the parent/guardian/caretaker who is picking up the student in the isolation room arrives, they are not allowed inside of the school. An administrator and the nurse must walk the child to the vehicle.
 - Since the child has pre-screened with ANY COVID-19 symptoms, a **PCR test** for the child should be offered to the parent/guardian (see asthma section if applicable). A signed consent and FERPA waiver must be obtained. Parents of high school students who drive may provide verbal consent for testing over the phone. The consent must be witnessed by the nurse and an administrator. The nurse and administrator will both sign and date the forms. In cases where a person other than parent/guardian picks up the student, the parent may give verbal consent for testing over the phone. The consent must be witnessed by the nurse and an administrator. This must be documented on both forms. If possible, the parent should also send an email to the school nurse indicating they consent to having their child tested for COVID-19 by CCPS.
 - If consent is agreed upon and waivers signed for testing, the tests will be given outside in the parent/guardians/students vehicle. The parent/guardian should witness the test. For high school students who do not have a parent/guardian on site, an administrator should witness the test.
 - Tests will be given in the manner prescribed by the manufacturer.
 - Tests should not be given to noncompliant students.
 - Tests can only be administrated by a school nurse.

- The student may not return to school until the results of the test are known.

Upon receipt of a positive test result:

- The principal should be notified and should gather potential contact tracing information from Synergy, the classroom(s) seating chart and ScholarChip (if needed).
 - Administration should interview the student (See Administration Contact Tracing SOP (<https://www.ccboe.com/index.php/road-to-reopening>)). Questions should be framed to determine individuals who have met the exposure threshold defined by the CDC during the positive person's contagious period while at school. Interviewers should remember to ask about siblings, playmates who are CCPS students, students who play together at recess, and students who ride in the same vehicle.
 - Information should be reported to the Office of School Safety and Security 301-392-5597 and covid@ccboe.com when possible.
 - After a positive COVID-19 test:
 - Students may not return to school until all the following have been satisfied:
 - 10 days since onset of symptoms, AND
 - 24 hours since last fever, AND
 - Symptoms have improved.
 - Students who test positive on a rapid test but negative on a PCR test may return to school immediately following a negative PCR test if:
 - The student has no COVID-19-like symptoms, AND
 - The student has no known exposures to a COVID-19 positive person.
 - Parents who wish to have their children return to school after their child has tested positive for COVID-19 must maintain continuous communication with their school's nurse via the telephone between the test results and the child's return to school. Telephonic check-in should be no less than every two school days. Nurses will add a note to Synergy documenting the contact and status of the student.
 - The parent's failure to remain in contact with the school will result in a delay of the student returning to in-person instruction.
- **Contact tracing for a known positive COVID-19 exposure:**

- The Office of School Safety and Security will assist in determining who meets the exposure threshold. These exposed individuals and/or their parents/guardians will be notified as soon as practical. Any exposed non-fully vaccinated student will be removed from the school setting and placed into a quarantine status for:
 - Starting from the last day of known exposure (if the student is living with a known positive person the timeline begins when the student stops having contact that meets the exposure threshold with the positive person or after 10 days from the positive person's symptom onset)
 - No less than seven days if the individual,

- Has not become ill; and
 - Receive a negative COVID-19 test result (test must be administered on the seventh day or after); or
 - After 10 days from exposure
 - The student has not become ill during the 10 days post exposure; or
 - No less than 14 days if the student has become ill during the quarantine period, unless a negative laboratory COVID-19 test is obtained after symptom onset.
 - **School nurses will not conduct tests to return students to school from quarantine. Parents are responsible for having the test completed at an outside vendor on day seven or after if they wish to return their student early.**
- When a person meets these criteria and quarantine is ended early, the following must be implemented:
 - Daily symptom monitoring continues through Day 14; AND
 - The exposed person must strictly adhere to all recommended mitigation strategies including correct and consistent face covering use, social distancing, and self-monitoring for symptoms of COVID-19 through Day 14; AND
 - The exposed person must report any symptom development to the school, further, they should immediately self-isolate and contact their health care provider to determine if they need to be tested and work with the school to determine how long they should be excluded.
 - Exposed students should NOT be referred to the school nurse for immediate testing.
- **Rapid tests may be given at the nurse discretion. They are not CCPS primary test and only for individuals who displaying severe COVID symptoms.**
 - **Positive rapid tests with symptoms will be treated as positive results (see above)**
 - **Negative rapid test with COVID symptoms will be offered a PCR test. The person must remain out of school until results are received.**
 - **Negative rapid test with COVID symptoms without a follow up PCR will be presumed COVID positive and excluded for no less than 10 days.**
- **If testing is not completed on a student who pre-screens as potentially COVID positive:**
 - The parent/guardian/caretaker/student should be interviewed about possible exposure to known positive COVID-19 persons.
 - If there are no known exposures to a positive COVID-19 person(s):

- The student will be sent home. **The student will be presumed positive and excluded from school for at least 10 days from that day.**
 - Once the student is picked up, the parent/guardian should be instructed to follow up with the child's medical provider.
- If testing was performed, the parent will be provided a copy of the waiver and consent with the test results circled.
- When vacated, the isolation room should be cleaned and sanitized.
- Mitigation strategies that CCPS is prepared to implement when appropriate:
 - Cleaning, disinfection, and/or sanitizing hard surfaces where a person who tested positive or becomes ill at school sat or reasonably would have touched during the same school day the person tested positive or became ill.
 - When a person tests positive while at school, trash cans in the room (s) where the positive person occupied must be emptied and sprayed with disinfectant.
 - Fogging (as needed).
 - Closure of the facility if directed by the health department.
- Students who pre-screen as potentially being positive for COVID-19 while at school shall not be placed on the bus to be transported home.
- Walkers who pre-screen as potentially being positive for COVID-19 while at school should not be allowed to walk home.

ASTHMATIC STUDENTS

Students who have a physician diagnosis of asthma, have medication at school and who experience an asthma attack or begin to suffer symptoms may be given their prescribed medication. If treatment reduces symptoms, the student may return to class as long as they do not have any other COVID-19 related symptoms. If asthma symptoms AND other COVID-19 related symptoms are present, testing for COVID-19 should be offered and processes outlined above followed.

STUDENTS WITH OTHER CHRONIC HEALTH CONDITIONS

Students, who have a physician diagnosed chronic condition can be treated with "as needed" medication to alleviate symptoms identified by the provider that are considered baseline for the student. The physician's guidance must identify which COVID-19-like symptoms may present and should be expected with the chronic condition. If there is a prescribed medication that may alleviate the symptom, it should administered prior to the exclusion of the student using to COVID protocols.

PARENT/GUARDIAN NOTIFICATION PROCESS

The removal of sick students from school must occur as quickly as possible. Having a child sit in medical isolation can be traumatic for children and with the limited medical resources CCPS has on site, we must make every effort to have ill students taken home

as rapidly as possible. If a parent or guardian refuses to cooperate with CCPS to have a child removed in the most expeditious manner, the Office of School Safety and Security should be contacted as soon as it becomes evident cooperation is lacking. Multiple phone numbers have been provided to school administration to contact members of the Office of School Safety and Security. The activation of the 911 system may only begin after consultation with the Office of School Safety and Security or if a life-threatening emergency is occurring.

Contact with parents and guardians should begin with the school nurse. However, school administrators must be active in the process. Front office personnel should also be used to assist in contact emergency contacts.

- Note the time. Arrangements should be made to have the student picked up as soon as possible with a goal of within 60 minutes of first notification but reasonableness must be applied in every situation.
 - Parent/guardian should be informed their child is ill, displaying potential symptoms of COVID-19, and must be picked up.
 - Remind parent/guardian they have 60 minutes to pick up their child.
 - Request an estimated time of arrival, note the conversation and time.
 - Inform them that when they arrive they should call the school and the child will be escorted to their vehicle.
 - If parent/guardian says they will not be able to pick up their child within 60 minutes inform them CCPS will begin calling those listed on the child's emergency card. Parent/guardian should also be attempting to find someone to pick up their child.
- Thirty minutes after first notification unless there is an agreed upon time within the 60-minute window:
 - Contact the parent a second time.
 - Inform the parents they have 30 minutes to pick up or have someone pick up their child.
 - Request estimated time of arrival. Note the conversation and time.
- 45 minutes after first notification (if there is no new information):
 - Contact parent/guardian a third time.
 - Inform them they have 15 minutes to pick up or have someone pick up their child.
 - Request estimated time of arrival; note the conversation and time.
- 60 minutes after first notification without resolution or reasonable estimated time of arrival:
 - The Office of School Safety and Security: Ext: 5550 or 5551 should already be aware of the situation and working with the school to rectify the situation.
- If the isolation room is empty, contact building service to have the room cleaned and sanitized.

SICK STUDENTS WHO DO NOT PRE-SCREEN WITH COVID-19 SYMPTOMS

In order to return to in-person instruction after any non-COVID related illness, the student should be symptom free without symptom treating medication for at least 24 hours.

MEDICAL WASTE DISPOSAL

COVID-19 test kits, swabs and gloves used during testing or handling of a contaminated test kit should be placed into a sealable plastic bag, sprayed with an approved school disinfectant and disposed of in a “sharps container” in the nurses office. PPE (other than washable gowns) should be disposed of in waste containers. Washable gowns should be washed when soiled.

STUDENT DRIVERS

Student drivers who become ill at school may drive home if the school nurse determines them to be medically able to drive and the parent/guardian provides permission to a school administrator.

NOTIFICATION OF A POSITIVE COVID-19 STUDENT

Due to accuracy issue and inconsistency related to “take home” Rapid COVID-19 tests, CCPS will not accept them as confirmatory tests. Follow up tested through a medical vendor must be provided.

The guidance below was established to guide CCPS in cases where a student notifies the system that they have a potential/positive test result from an external source and have been in a CCPS facility.

- Parents/Guardians of students are expected to notify their child’s principal of positive COVID-19 test results as soon as possible.

When a CCPS administrator is notified of a positive COVID-19 test result from a student who has attended school or athletics, the administrator will ask the following:

- When was their test completed?
- When were the test results received?
- When were symptoms first noticed?
- When was the last time the student was at school?
- Are there any siblings or is the parent a staff member we need to be concerned with?
- Does the child play with any other CCPS students outside of school?
- Is the student a bus rider? If so, which bus?
- Where was the COVID-19 test completed?
- When was the last time the student was in the building?
 - Pull and archive potential contact tracing information:
 - Synergy.
 - ScholarChip.

An email notification with the answers to the above questions should be sent to Covid@ccboe.com to ensure members of the team who are not located at the school are informed. Include the phone number of the student’s parents.

Notification of contacts who must quarantine:

- Working with the health department, CCPS will provide written notification to all identified contacts. The Office of Communications will provide a template including:
 - When to seek medical care.
 - How to monitor for symptoms.
 - Who to contact and how to contact them if they develop symptoms of COVID-19 while under quarantine.
 - The projected length of quarantine if a person remains asymptomatic.
 - Plan for maintaining remote learning for those who remain well enough to engage in learning while under quarantine.
 - Information about local COVID-19 testing sites.

- CCPS will work with the Charles County Department of Health to conduct supplemental and additional contact tracing.
- CCPS will work with the health department to identify persons who may have met the COVID-19 exposure threshold defined by the CDC.
- CCPS will contact those who have been identified as meeting the exposure threshold at school.

Mitigation strategies that CCPS is prepared to implement when appropriate:

- Cleaning, disinfection and sanitizing.
- Fogging (as needed).
- Closure of the facility if directed by the health department.

After a positive COVID-19 diagnosis:

- Students should not return to school until all the following have been satisfied:
 - 10 days since onset of symptoms, AND
 - 24 hours since last fever AND
 - Symptoms have improved.

Parents who wish to have their children return to school after their child has tested positive for COVID-19 must maintain communication with their school's nurse via the telephone between the test results and the child's return to school. Telephonic check-in should be no less than every two school days.

The parent's failure to remain in contact with the school will result in a delay of the student returning to in-person instruction.

When CCPS is able to confirm a person who is positive with COVID-19, and has been inside a CCPS facility, the Office of Communications will prepare a letter to the corresponding school community notifying them of the event. All notifications will be made in accordance with all applicable laws.

STUDENTS WHO ARE TESTED DUE TO OUTSIDE-OF-SCHOOL EXPOSURE, PLACED IN QUARANTINE DUE TO A KNOWN EXPOSURE, OR TRAVEL

- Administrators should review and use the Contact Tracing SOP to assist in these situations.
- Students who are tested for COVID-19 due to a known exposure, possible exposure, being ill or “peace of mind” testing, they are not allowed in CCPS facilities or buildings until they receive their results and the results are negative.
- Students who participate in CCPS’s COVID-19 screening testing are allowed to remain at school while awaiting testing results.
- Non-fully vaccinated students who have been exposed to a known positive COVID-19 person must remain in quarantine for:
 - Starting from the last day of known exposure (if the student is living with a known positive person the timeline begins when the student stops having contact that meets the exposure threshold with the positive person or after 10 days from the positive person’s symptom onset),
 - No less than 7 days if the individual,
 - Has not become ill; and
 - Receive a negative COVID-19 test result (test must be administered on seventh day or after); or
 - After 10 days from exposure
 - The student has not become ill during the 10 days post exposure; or
 - No less than 14 days if the student has become ill during the quarantine period, unless a negative laboratory COVID-19 test is obtained after symptom onset.
- When a person meets the criteria and quarantine is ended early (seven or 10 days), the following must be implemented:
 - Daily symptom monitoring continues through Day 14; AND
 - The exposed person must strictly adhere to all recommended mitigation strategies including correct and consistent face covering use, social distancing and self-monitoring for symptoms of COVID-19 through Day 14; AND
 - The exposed person must report any symptom development to the school, further, they should immediately self-isolate and contact their health care provider to determine if they need to be tested and work with the school to determine how long they should be excluded.
- Students who have been exposed to a person who is ill and the person is awaiting COVID-19 test results may not return to school until the test results of the person they have been exposed to are known. If the person’s test results are negative, the student may return immediately. If the person is positive, the student must quarantine using the guidelines described above.

- Students who travel must follow the latest State of Maryland law, order, or advisory. CCPS may require documentation of compliance with current law, order or advisory prior to the student return to school.

VACCINATED STUDENTS

According to the CDC, vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet all of the following criteria:

- Are fully vaccinated (i.e., greater than two weeks following receipt of the second dose in a two-dose series, or greater than two weeks following receipt of one dose of a single-dose vaccine) .
- Self-monitor for symptoms for seven days. If symptoms appear, seek testing.
- Consider being tested three-to-five days after the exposure.

For additional information click on the following link:

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

(Updated 4-2-2021)

CCPS TESTING OF STAFF/STUDENT OUTSIDE OF THEIR HOME SCHOOL

SYMPTOMATIC STAFF/STUDENTS

To further encourage parents and staff not to report to the school ill, CCPS will conduct free COVID-19 testing for symptomatic students receiving face-to-face instruction and staff, on an appointment basis only in the parking lot of the Jesse L. Starkey Administration Building. The supervising school nurse **may** set up appointments and make themselves available as needed. Staff/parents must call **301-932-6615** to be screened by the school nursing management team and receive an appointment. Clear instructions will be given as to where to park, that masks must be worn by everyone in the vehicle, and the person tested will not enter the building. Nurses at schools may conduct testing of symptomatic if times allows.

STAFF WHO HAVE TRAVELED OUT OF STATE ON OFFICIAL BUSINESS AND MUST BE TESTED BECAUSE OF A LAW, ORDER, OR ADVISORY

- When a law, order or advisory is in place that requires COVID-19 testing after out of state, travel is in place, staff who are on official CCPS business may be tested at the Jesse L. Starkey Administration Building by the school nurse management team. Staff must call 301-934-7346 to schedule an appointment.

COVID-19 STAFF PROCEDURES

The guidance below was established to assist CCPS with cases where a staff member is awaiting COVID-19 test results, has tested positive for COVID-19, met the CDC threshold for exposure to a known COVID-19 person, is suffering from a “COVID like illness,” or other situation where protective mitigation strategies have been determined by CCPS as appropriate to protect the employee or other staff.

STAFF MASK USE

School staff must wear cloth face coverings while in the school building; unless alone in a classroom or workspace; those with a cubical workspace who are using standing workstations need to wear a mask while standing.

Staff must wear a mask while riding a school bus.

Face shields may be worn by staff, but only in conjunction with a cloth mask.

Staff may wear a clear plastic mask while teaching phonics or for other instructional purposes. The clear plastic mask should be replaced with a cloth mask as soon as possible.

- A cloth face covering must:

- Professional in appearance.
- Be worn to cover the nose and mouth.
- Never be worn around the neck or over the head.
- Never be shared.
- Be removed and replaced if it becomes wet or soiled.

FEELING ILL

Staff who are ill or not feeling well should **NOT** report to work.

Staff who report to work or remain at work knowingly suffering from ANY COVID-19 symptoms are subject to disciplinary actions.

If a staff member is suffering from ANY COVID-19 symptoms (listed below), they must notify the Office of Human Resources/Office of School Safety and Security (covid@ccboe.com) and their supervisor. Staff should include their phone number in the email. They should also seek COVID-19 testing as soon as possible.

Current list of COVID-19 priority symptoms:

- New, uncontrollable cough.
- Fever (over 100.4) or higher.
- New onset of severe headache, especially with a fever.
- Sore throat.
- Difficulty breathing.
- Nausea or vomiting.
- Diarrhea.
- New loss or change in your ability to taste or smell.

For staff with chronic conditions such as asthma or allergies, the symptoms should represent a change in their baseline health.

VACCINATED STAFF

According to the CDC, vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet all of the following criteria:

- Are fully vaccinated (i.e., greater than two weeks following receipt of the second dose in a two-dose series, or greater than two weeks following receipt of one dose of a single-dose vaccine).
- Self-monitor for symptoms for seven days. If symptoms appear, seek testing.
- Consider being tested three-to-five days after the exposure.

For additional information click on the following link:

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

(Updated 4-2-2021)

CCPS may request proof of vaccinations or may confirm the receipt of the COVID-19 vaccinations through the Maryland Department of Health.

STAFF WHO BECOME COVID POSITIVE/EXPOSED A KNOWN POSITIVE PERSON OR ARE AWAITING TEST RESULTS

- All staff members who test positive for COVID-19 must self-report test result to the Office of Human Resources (covid@ccboe.com) within 24 hours of receiving notification. Staff should include a phone number in the email.
- Staff members who have not been vaccinated for COVID-19 or are within two weeks of receiving their final COVID-19 vaccination who are exposed to a known or suspected COVID-19 person must report the event to covid@ccboe.com within 24 hours of being notified. Staff should include a phone number in the email.
- Staff who have a question about a possible exposure should email covid@ccboe.com and include a phone number in the email.
- Staff members who are placed into quarantine or isolation as a result of an exposure, potential exposure, or testing positive must use their leave during the required quarantine or isolation time.
- Staff members who are tested to comply with a State of Maryland order (such as travel order) must report the testing to covid@ccboe.com and their supervisor.
- Staff who are awaiting COVID-19 test results (except exemptions listed below) are not allowed in CCPS facilities or buildings until they receive a negative test result.
 - Staff who are tested for the purposes of visiting assisted living homes or nursing homes due to a state regulation, law or order are NOT required to notify CCPS of precautionary testing unless the result is positive for COVID-19.
 - Staff who work secondary jobs that require routine COVID-19 testing (healthcare facilities, assisted living homes, nursing homes) are not required to notify CCPS of precautionary testing unless the result is positive for COVID-19.
 - Staff who participate in CCPS's COVID-19 screening testing are allowed to remain at school while awaiting testing results.
- Staff members who test positive or are placed on quarantine/ isolation for COVID-19 must follow the guidance from the Office of Human Resources and/or Office of School Safety and Security.
- Staff who seek COVID-19 testing due to: “peace of mind,” (the belief they were exposed but not contacted by contact tracers from the State of Maryland or CCPS), are ill with other than COVID-19 symptoms, seek testing without a known COVID-19 exposure or fully vaccinated staff who seek COVID-19 testing after an exposure or potential exposure must use their leave while awaiting test results.

STAFF ISOLATION, QUARANTINE, AND CHILD CARE

Employee tests positive for COVID-19:

- Employees must self-report to covid@ccboe.com.
- Individuals with a confirmed positive diagnosis must remain in isolation for no less than 10 days. Staff should not return to school until all the following have been satisfied:
 - 10 days since onset of symptoms, AND
 - 24 hours since last fever, AND
 - Symptoms have improved.
- Any time missed from work must be taken as leave.

Exposure (unvaccinated or not considered fully vaccinated):

- Employees must self-report to covid@ccboe.com.
- Individuals with a confirmed exposure (defined by the CDC) must remain in quarantine for:
 - Starting from the last day of known exposure (if the employee is living with a known positive person, the timeline begins when the employee stops having contact that meets the exposure threshold with the positive person or after 10 days from the positive person's symptom onset)
 - No less than 7 days if the employee
 - Has not become ill; and
 - Receive a negative COVID-19 test result (test must be administered on the seventh day or after); or
 - After 10 days from exposure
 - The employee has not become ill during the 10 days post exposure; or
 - No less than 14 days if the employee has become ill during the quarantine period, unless a negative laboratory COVID test is obtained after symptom onset.
 - When a person meets the criteria and quarantine is ended early (seven or 10 days), the following must be implemented:
 - Daily symptom monitoring continues through Day 14; AND
 - The exposed person must strictly adhere to all recommended mitigation strategies including correct and consistent face covering use, social distancing, and self-monitoring for symptoms of COVID-19 through Day 14; AND
 - The exposed person must report any symptom development to the school, further, they should immediately self-isolate and contact their health care provider to determine if they need to be tested and work with the school to determine how long they should be excluded.
- The exposure date is established during the contact-tracing interview. Exposure dates can change depending on behaviors.
- After being placed in quarantine:
 - Staff may return to work after the quarantine time frame has passed; and
 - They are not suffering from multiple COVID symptoms and;
 - No one in their house is ill
- Any time missed from work must be taken as leave.

TESTING OF SYMPTOMATIC/ASYMPTOMATIC STAFF WHO HAVE BEEN EXPOSED TO A KNOWN POSITIVE COVID-19 PERSON OUTSIDE OF WORK:

Staff members who wish to be tested after a known exposure to a COVID-19 positive person outside of school must do so at an outside vendor. School nurses are not available for this type of testing. Vaccinated staff should wait at least 3-5 days from the known exposure to be tested. Unvaccinated staff should be quarantining for at least seven days after the exposure. Staff may return on day seven with a negative test result on the seventh day. This testing must be done outside of school as well. School nurses are not available for this type of testing.

STAFF PLACED INTO QUARANTINE AS A RESULT OF AN EXPOSURE AT SCHOOL

Staff placed into quarantine as a result of an exposure to a known positive COVID-19 person at a CCPS facility can receive free COVID-19 testing at the Jesse L. Starkey Administration Building. In order to be tested the staff or student must:

- Wait at least seven days from the last exposure. AND
- Contact the school nurse management team at 301-932-6615 to schedule an appointment on the prescribed day.
- Come to the Jesse L. Starkey Administration Building at the appointment time and park in the assigned area of the parking lot.
- Wait for a member of the school nurse management team in their car, wearing a mask.

CHILD CARE

Employees who must miss work because of child-care closures must use their own leave during their absence.

CONTACT TRACING

CCPS, with the authorization of the Charles County Department of Health, is leading the contact tracing effort for staff cases. All CCPS employees must have a current and working phone number on file with the Office of Human Resources. The Office of Human Resources or the Office of School Safety and Security will conduct contact tracing interviews with all staff members who are positive for COVID-19, met the CDC definition of exposure to known positive COVID-19 persons, or others who may need to be placed into quarantine. Staff must be open and honest during the interviews. All interviews are confidential and private. Staff members who are placed on quarantine or isolation by CCPS are expected to stay away from CCPS facilities, implement suggested protective measures at home, and abide by all recommendations provided by the CDC for those in isolation or quarantine.

STAFF MEMBERS WHO ELECT TO TRAVEL

According to the latest Maryland's Governor executive order dated March 12, 2021, COVID-19 testing after out of state travel is no longer required. Testing is merely "recommended" if staff travels. If staff elects to obtain a COVID-19 test after returning from travel they must quarantine while they await the results and use their own leave. There is no testing requirement for travel outside of the United States.

CCPS may require proof of compliance with any advisory, rule, law or order.

STAFF WHO ARE SICK WHILE AT SCHOOL

- Must contact the school nurse.
- Must report to the school nurse's office for screening (mask is required).
- Participate in the school nurse's COVID-19 pre-screening (using the latest CDC/CCPS screening tool).
 - If symptoms of COVID-19 are present, the school nurse will offer the staff member COVID-19 testing (**PCR**) (see above for policy on the testing process and instruction on actions upon receiving the results). The school nurse will determine how the staff member will depart the school (their own vehicle, picked up, ambulance).
 - **Staff who are COVID tested must remain out of school until the results are known.**
 - **Staff who refused to be tested after pre-screening a potentially positive for COVID will be treated as a positive case and excluded for no less than 10 days from that day.**
 - **Staff who are sick, but DO NOT pre-screen as potentially positive for COVID-19 should be sent home, and may return once symptoms improve.**
- Human Resources must be contacted at 301-934-7255.
- Encourage staff members to seek medical attention and a COVID-19 test as soon as possible; results must be shared with Human Resources.
- Potential contact tracing information may include:
 - Synergy.
 - ScholarChip.
 - Door swipe records (email crye@ccboe.com).
- Mitigation strategies that CCPS is prepared to implement when appropriate:
 - Cleaning, disinfection, and/or sanitizing hard surfaces where a person who tested positive or becomes ill at school sat or reasonably would have touched during the same school day the person tested positive or became ill.
 - When a person tests positive while at school, trash cans in the room (s) were the positive person occupied must be emptied and sprayed with disinfectant.
 - Fogging (as needed).
 - Closure of the facility if directed by the health department.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

The Families First Coronavirus Response Act (FFCRA) expired on Dec. 31, 2020. CCPS voluntarily extended the coverage. Entitlements such as telework, and leave reimbursement ended on April 14, 2021.

VACCINATION APPOINTMENTS DURING WORK HOURS

Staff who obtain a COVID-19 vaccine appointment during work hours will be granted up to two (2) hours of administrative leave. When an appointment is confirmed, the staff member must inform their supervisor of the appointment. Staff should return to work as soon as possible once the vaccination is complete. If additional time is needed because of extended monitoring time due to a history of anaphylaxis, travel time or traffic issues, supervisors will be reasonable in granting additional administrative leave. Upon returning to work, staff must show their supervisor or designee, their completed COVID-19 vaccine

card to be granted administrative leave. Staff who provide instruction to students must supply students an asynchronous lesson that covers the entire length of time they are not available. Up to two (2) hours of administrative leave is available for each vaccine and is not dependent on where the vaccination is received.

COMMUNITY NOTIFICATION

When CCPS confirms a current staff member is positive with COVID-19, the Office of Communications will prepare a letter to the corresponding school community notifying them of the event. All notifications will be made in accordance with applicable laws.

MANDATORY COMPLIANCE

Failure to abide by these Standard Operating Procedures and other CCPS policies, rules, and procedures can result in discipline measures up to and including termination.