



SAFELY REOPENING OKALOOSA SCHOOLS

A **SAFE** Approach

*Student-centered, **A**cademic, and **F**ocused on **E**veryone*

2020-2021

Acknowledgements

- Reopening plans for the Okaloosa County School District are a process. Our goal is to collaborate with parents, community and staff as to “what school will look like” in the fall.
- The health and safety of students, staff and community is a priority as we develop the most appropriate models to support academic success and address achievement gaps exacerbated by the COVID-19 pandemic.
- No one solution will meet everyone’s needs. For that reason, families should have options available to them during these unique times.
- Plans are fluid and the District must be ready pivot as circumstances arise. Information and exhibits will be added throughout July and into the beginning of the school year.
- The Florida High School Activities Association has released guidance and potential options for sports. Band and Other Extracurricular activities have unique needs as well. Leaders of these programs are meeting to determine the best course of action to begin the year.

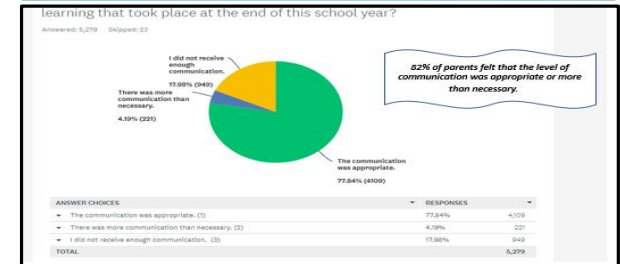
Development Process

- Parent and staff surveys
- Staff work group meetings conducted during June
 - Teacher and Education Support Professional
 - Principals
 - District Staff
- Ongoing consultation with the Okaloosa Department of Health
- Principal group meetings
- Principal and School Advisory Council Chair virtual meeting to seek input and address questions
- Community member virtual meeting to seek input and address questions
- Scheduled teacher group meetings

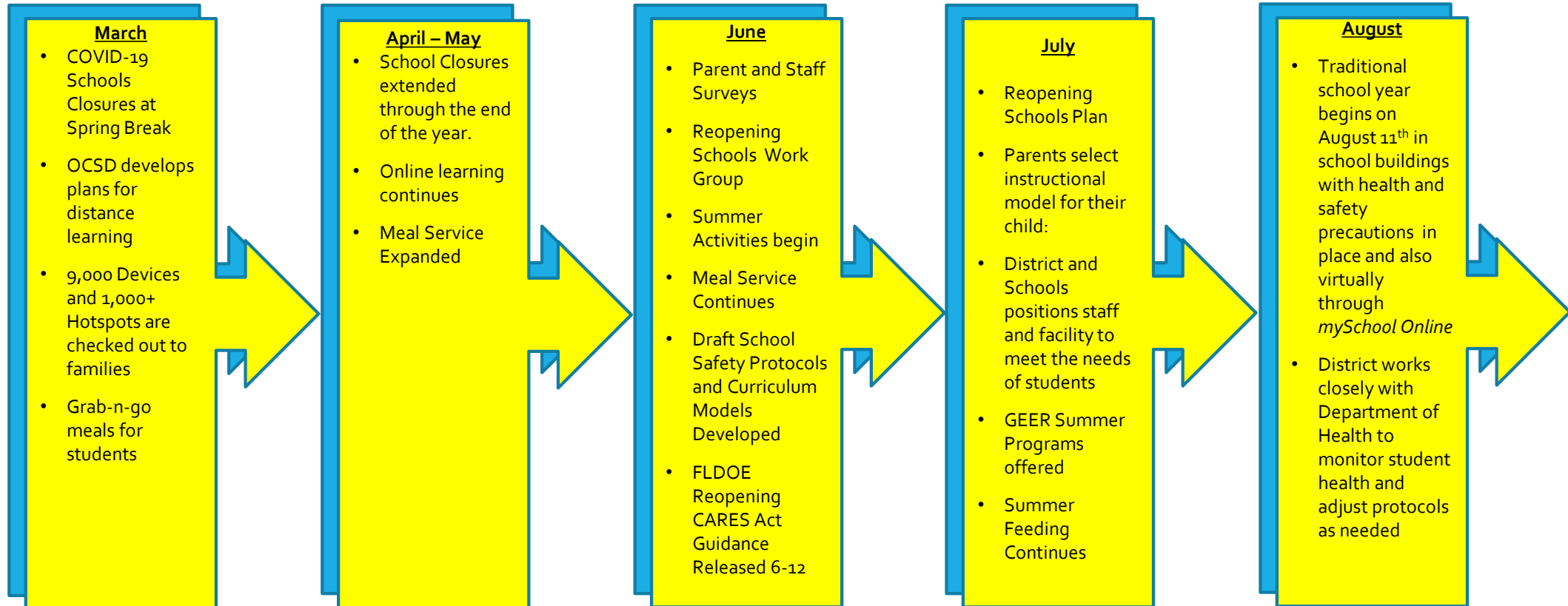
Primary Guidance

- Governor DeSantis and the Florida Department of Education
 - [FLDOE Reopening Florida CARES Act](#) – released June 12, 2020
- Centers for Disease Control and Prevention (CDC)
 - [Considerations for Schools](#)
 - [Childcare, Schools and Youth Programs](#)
 - [Cleaning and Disinfecting](#)
 - [How to Protect Yourself & Others](#)
 - [How COVID-19 Spreads](#)
- Florida Department of Health (Okaloosa)
 - [COVID-19 Response](#)
 - [Resource Toolkit](#)
- Parent Surveys/Employee Surveys
- Internal Work Groups
 - Principals, Teachers, Ed Support and Staff
- School Advisory Council Chairs
- Community Partners
- Review of other School Districts

Commissioner of Education
Emergency Order 2020-EO-06
issued July 6



COVID 19 – Timeline



Approximately 20% of Parents and 20% of Teachers surveyed prefer to begin the year fully online



Okaloosa's Theory of Action

1. Department of Education Emergency Order No. 20-52 mandates all schools governing boards must open brick and mortar schools five days per week for all students (July 6).
2. Presumes the reopening of school campuses, safely.
3. Believes student learning is optimized through in-person instruction
4. Open schools with a moral purpose, closing achievement gaps.
5. Understands its primary purpose of educating students but also its role in promoting economic stability when schools are open.
6. Taking a step-by-step approach to ensure safety.

Okaloosa Schools' Indicators of Success

1. Keep Okaloosa's entire education family safe and healthy.
2. Instill confidence in our families to return to campuses safely and ready to succeed
3. Focus on student-centered outcomes, both academic and social/emotional
4. Elevate educators and equip them for success: (Professional Development, Employee Assistance Programs)
5. Enable parents of school-aged children to return to the workforce.
6. In all situations, show compassion and grace in decision-making.

Florida Department of Education Guidance

July 6

- Requires Districts to submit a Reopening Plan that satisfies the requirements of FDOE Commissioner Emergency Order 2020 EO-06
 - In order to receive reporting flexibility that is designed to provide financial continuity for the 2020 fall semester
 - FEFP funding, Full-time Equivalent (FTE) credit, October survey and instructional hours

Factors considered by FDOE in approving Reopening Plans

- The percentage of students who are projected to learn through live synchronous or asynchronous instruction
- The quality of proposed progress monitoring data
- Efforts to close the achievement gaps

Summary of the Commissioner of Education's Public K-12 Framework for *Innovative Learning Environments*

Format

- Live synchronous or asynchronous education
- Ability to interact with teachers and peers

Content

- Same curriculum and instructional hours whether in-person or at home
- Must address equity for all types of learners: low-income, ESE, ELL and struggling students
- Must have a focus on narrowing achievement gaps.

Progress

- Must maintain automated attendance records by day and hours of instruction
- Must have a system for monitoring daily engagements in every class
- Conduct progress monitoring
- Provide these results to FDOE

FTE Credit for Innovative Learning Environments

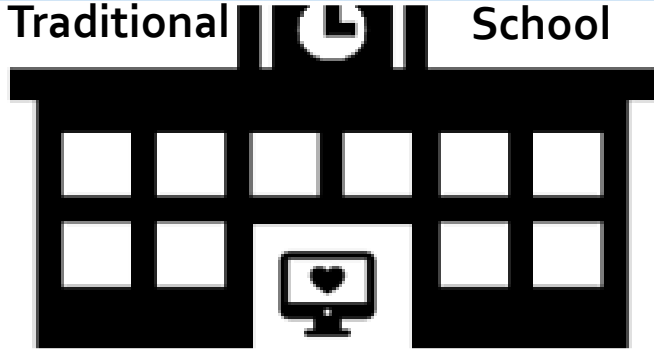
School Boards and charter school governing boards with an approved reopening plan are authorized to report approved innovative learning students for full FTE credit.

Return to School Options for SY 2020-2021

Option 1

Option 2

Traditional School



Return to traditional school with students interacting with teachers and classmates. Health and wellness precautions will be in place.



Student stays enrolled at their school and is taught online by teachers from that school, where feasible. Regular communication, help sessions and lesson presentation from the teacher.

mySchool Online

- Curriculum
 - K-5 [Accelerate](#)
 - Demo Student - Grades K - 5
Username: elemdemo462
Password: DemoStudent
 - 6-12 [Edgenuity](#) (Information provided through link)
- Expectations for teachers and students developed by Work Group
 - More rigorous expectations compared to the end of last year for coursework and assessment
 - Regular attendance and communication requirements
 - One-semester enrollment recommended but students may transition after nine-weeks
 - Device and Internet access may be required (F/R lunch qualifying can receive device and access to Internet)

Changing Expectations for *mySchool* Online

Online Learning that occurred during the 4 th quarter last year	<i>mySchool</i> Online 2020-2021
Compassion and Grace in all facets of the process	Continued compassion and grace but with higher expectations and accountability for students
Students were not required to complete work other than quizzes and tests	Students will be required to complete all assignments, quizzes and tests.
Students were allowed to take quizzes and tests up to 10 times each	Opportunities to earn mastery will be available to all students
Expectations for student pacing were not formalized	More formalized daily expectations for student work
Very flexible expectations for contact with teacher	Daily attendance will be kept. Regularly scheduled times for contact with teacher
Students were able to finish the year in their enrolled courses	Some electives may not be available. Students may be able to take certain courses at school.
The program lasted for nine weeks	Recommended for students to remain enrolled through a semester but may transition back to the school building at nine-weeks

Traditional School

Governor's approach to K-12 campus reopening calls for schools to
"open up campuses at full capacity for traditional start of the
academic year."

Department of Education Emergency Order No. 20-06 mandates all schools governing boards must open brick and mortar schools five days per week for all students (July 6).

Public Health and Safety Measures

1 SUMMARY OF ACTION

- Maximize social distancing in all environments
- Increased protocols on buses due to inability to distance (masks)
- No visitors 1st nine weeks; limited volunteers to non-student contact areas with PPE
- Limit sharing and clean after use if shared
- No indoor pep rallies/assemblies, field trips 1st nine weeks
- Increase devices in K-5 to a 1-to-1 environment
- Strategies to reduce large group settings in cafeterias
- Address specific needs of special student populations individually

Public Health and Safety Measures

1.1 Encourage social distancing

- Set up classrooms to allow for maximum distance possible between student seating
 - Remove unneeded furniture and rearrange desks.
 - Limit small group instruction that does not use masks, face shields or other barriers.
- Develop and monitor class change patterns in the hallways for students in order to limit contact
- As feasible, convert cafeterias, libraries, gymnasiums, auditoriums, outdoor areas into classroom space.
- Allow students to eat meals in available areas outside of the cafeteria to create spacing.

Public Health and Safety Measures

1.2 Maintain safety precautions on buses

- Present hand sanitizer to students when they board a bus
- Assigned seating to keep cohorts of students together
- Masks will be required to ride the bus and will be provided for students and staff
- Buses will be cleaned and disinfected according to CDC guidelines after the a.m. and p.m. routes

Public Health and Safety Measures

1.3 Limit Contact During the School Day

- VISITORS – For the health and wellness of students and staff, visitors will not be permitted during the 1st nine weeks. This will be re-evaluated.
- VOLUNTEERS – Volunteers who regularly “work at the school” may be permitted on campus with appropriate health screening in areas with no direct student contact (copy room, office area, etc.) Daily temperature check and mask required
- PARENT MEETINGS on campus can occur, but videoconferencing, phone or email should be used when at all possible to limit entries to campus
- BLOCK Scheduling at middle and high school level reduces contact
 - Reduces number of cohort groups during the day
 - Reduces class changes during the day

Public Health and Safety Measures

1.4 Limit sharing

- Keep each child's belongings separated
- Minimize sharing of high touch materials – electronics, books, games, learning aids (manipulatives)
- When items do have to be shared, clean after each use
- Encourage students to bring their own device at secondary level
- Eliminate sharing of devices at elementary level by providing one-to-one devices to students in K-5
 - K-2 iPads
 - 3-5 Chromebooks
- Wipe down desks and devices between uses
- Students are to wash/sanitize hands after using shared materials

Public Health and Safety Measures

1.5 Limit Large Group Settings

- Limit the use of communal areas as much as possible
- Limit large group settings in cafeteria, gym, auditorium
 - Hold whole school or grade level assemblies via Zoom or TEAMS in classrooms
- Limit large group outdoor activities
 - PE and recess set up in cohort groups to limit the number of students interacting with each other. Use stations but do not rotate or only rotate after cleaning equipment
- Suspend dressing out at the beginning of the year to remove concerns about locker room crowding
- Indoor pep rallies and assemblies will not occur the first nine weeks

Public Health and Safety Measures

1.5 Limit Large Group Settings

- In the cafeteria:
 - Space children apart as much as possible and/or deliver food to alternate locations if feasible while ensuring supervision
 - If possible, spread out the schedule to allow classes to have buffer tables between them
 - Provide additional supervision as needed (additional substitutes hired where available)
 - Follow cleaning protocols after each seating in cafeteria
 - Eliminate self-serving
 - Provide limited choices (pre-packaged or box lunch options)
 - Provide for supervision during lunch in non-traditional locations
 - Use only disposable items (biodegradable, if available, to decrease waste)
 - Cafeteria workers will wear masks during lunch

Public Health and Safety Measures

1.6 Field Trips

- Suspend field trips for the 1st nine weeks and re-evaluate after school begins

Public Health and Safety Measures

1.7 Specialized Student Populations

- Review all current health care plans, IEPs and 504 plans and determine what additional health and safety measures need to be added due to COVID-19
 - Academic
 - Physical
 - Social-Emotional
 - Safety
- Services provided to students will be individualized in accordance with their plan

Personal Preventative and Screening Protocols

2 SUMMARY OF ACTION

- Train staff and students on personal preventative measures
- Signage and instructional videos
- Monitor entry points and health screen all upon arrival
- Hand sanitizer and wipes supplied to all classrooms
- Masks secured for all students and staff
- Use of barriers/face shields in identified areas
- Isolate individuals who are ill
- Rapid Response Team for disinfection

Personal Preventative and Screening Protocols

2.1 Preventative Screening

- All staff trained and knowledgeable of symptoms of COVID-19 through information distributed in July and during pre-planning in August
- Control/Monitor entry points at schools
- Daily temperature checks and health screening for entry of staff and students (maintain confidentiality) as soon as possible but within the first fifteen minutes of the day
- Isolate individuals who exhibit COVID-19 symptoms and follow protocol developed with the Department of Health (Exhibit A)
- Onsite staff Health Tech at each school building works with admin to guide and oversee screenings

Personal Preventative and Screening Protocols

2.2 Personal Protective Measures

- Educate all stakeholders
 - Priority is handwashing for 20 seconds as often as possible, keeping hands away from face, and social distancing when possible
 - Stay home when sick: temperature will be unreliable if students/staff have taken fever-reducing medication; temperatures will be taken for any child/staff who exhibit signs of illness
- Provide preventative supplies in ***each classroom***, educational space and common area within a school building, including:
 - Masks, hand sanitizer, cleaning wipes
 - Permit children and staff to bring their own hand sanitizers and use them when needed
 - Request headphones, water bottles, etc. on supply lists for children to bring to school at the beginning of the year

Personal Preventative and Screening Protocols

2.2 Personal Protective Measures – cont.

MASKS

- In order to ensure the safest environment for our employees, final decisions on the mandatory wearing of masks in the school building will be made closer to the beginning of the year.
- To be prepared for all outcomes, the District has secured masks for every student and staff member. At this time, masks are strongly recommended everywhere in the building social distancing cannot be maintained in accordance with CDC guidelines.
- Students will be required to wear a mask while riding the school bus due to the inability to social distance.

Personal Preventative and Screening Protocols

2.2 Personal Protective Measures – cont.

- Plexiglass/plastic barriers for small group instruction and individual situations as needed, particularly for special needs students
- Plastic face shields for teachers of hearing impaired and speech/language therapists, and other ESE staff as needed
- **School wide signage** on how to stop the spread, everyday protective measures, including properly wearing a mask, proper handwashing and social distancing reminders
- Create instructional videos that detail school procedures/expectations for staff and students

Personal Preventative and Screening Protocols

2.3 Systemic Disinfecting and Cleaning Protocols

- Established standards for disinfection and cleaning of areas and surfaces throughout the day
- Share the schedule with all stakeholders for increased, routine cleaning and disinfection
- Disinfect all frequently touched surfaces in schools, on buses, and for all shared objects
- Adjust custodial shifts where feasible to better accommodate needs during day
- We all play a role in keeping the school clean

Personal Preventative and Screening Protocols

2.3 Systemic Disinfecting and Cleaning Protocols

- Establish **Rapid Response Team** of custodial staff to ensure coverage when permanent staff are out and to address COVID-related disinfections
- Include expectation for daily cleaning protocols
 - Clean in between small group or one-on-one session and after shared materials
 - Wipe down keyboards in computer labs and classrooms between shared use
 - Educate staff and children on keeping work areas clean
 - Implement cleaning protocols before and after use
 - Implement nightly cleaning protocols completed by custodial team

Monitoring Plan for Systemic and Building Level Practices

3 SUMMARY OF ACTION

- Oversight of reopening plan by appropriate District and School personnel
- Flexibility to adjust components of plan as needed and to ensure health and safety of students and staff
- Monitoring of educational component to ensure that Innovative Learning Environment assurances are met in order to receive reporting flexibility designed to provide financial continuity for the 2020 fall semester.

Monitoring Plan for Systemic and Building Level Practices

3.1 Areas to monitor and the staff member responsible

- District Assistant Superintendent - Operations (Steve Horton), is responsible for responding to all COVID-19 concerns and leading the District COVID Team
- Each school develops a School Response Team district absenteeism of staff monitored by Assistant Superintendent - HR (Lee Hale)
 - Prevent substitute shortages by increasing the pool prior to the start of the year if possible
 - Each school/cost center assigns a monitor
- District absenteeism of students monitored by Information Systems Program Director (Duscha Ross)
 - Each school assigns a monitor
- Monitor Innovative Learning Environment to meet assurances that will allow the district to receive FTE reporting flexibility – Assistant Superintendent for Curriculum (Sheila Lightbourne and Assistant Superintendent- Operations (Steve Horton)

Monitoring Plan for Systemic and Building Level Practices

3.1 Areas to monitor and the staff member responsible

- Health Room/clinic traffic monitored by Student Services Program Director (Teri Schroeder)
- Classroom sanitation protocols monitored by each school's administration
- Additional monitoring in each school
 - Compliance on prescribed safety measures: monitored by each school's administration
 - Provide training to all administrators
 - Student achievement data: monitored by each school's administration and Curriculum Dept.
- District Offices compliance monitored by Assistant Superintendent - Operations (Steve Horton)
- Food Service compliance monitored by each school's administration with support from Food Services Program Director (Steve Anderson)
- Custodial compliance monitored by each school's administration with support from Facilities Planning and Custodial Program Director (Bill Smith)
- Transportation compliance monitored by Transportation Director (Jay Mcinnis)

District Communication Plan

4 SUMMARY OF ACTION

- Multiple forms of communication in English and Spanish (callouts made in multiple home languages)
- Ongoing communication from both school and district
- Established means of collecting information from stakeholders (surveys, question and comment email)
- Publish and revise FAQ document regularly
- Signage

District Communication Plan

Ensure regularly scheduled communication with all stakeholders to build confidence that families, students and educators feel ready for face-to-face teaching (e.g., staff, families and community)

- School and District-based, website, callout, social media, community agencies, military liaison, etc.)
- Provide an informational COVID-19 letter to families prior to the beginning of the year
 - Explain the new expectations and procedures that will be implemented to keep everyone safe
 - Ask for parents cooperation in the following:
 - I will keep my child home if ill
 - Letter will include what to do if parent notices symptoms
 - Letter will include what to do if their child is quarantined due to exposure to COVID- 19
 - I will update contact information and have plans to pick up children immediately if ill

District Communication Plan

- Share the keys to staying healthy (washing hands for 20 seconds hourly, proper use of face masks (and proper cleaning of masks), avoid touching face, avoid contact with ill people, cover coughs with tissues that are disposed of, etc.
- Share District plan for self-reporting symptoms and notification of exposure
- Prepare a communication plan if someone becomes ill and if school closures are needed
- Provide necessary posters, infographics, etc. that may be needed in classroom, school, and office spaces (Print Shop)
- Update Okaloosa and school websites with the most current information
- Establish a frequently asked questions section on the District website and on social media to address questions
- District email for questions related to COVID-19 (**Reopening@Okaloosaschools.com**)
- Refer health-related questions to Teri Schroeder, Student Services Program Director.

Rapid Response to COVID-19 within a school

5 SUMMARY OF ACTION

- Coordinate with County health officials to establish contact tracing
- Communicate with staff, parents and students
- Clean and disinfect impacted areas
- Make decisions about school closing in consultation with health officials and FDOE
- Maintain instructional continuity for all involved

Rapid Response to COVID-19 within a school

5.1 Communication System

- School Response Team and District COVID Team coordinate communication response
- In all instances, the District will be in communication with the Department of Health
- District and site-based communications systems with clearly defined roles for “what to do if” scenarios. Department of Health has worked with OCSD Student Services to develop documents outlining specific steps to take
- Communication plan for notifying all staff and students affected by exposure (Department of Health)

Rapid Response to COVID-19 within a school

5.2 Facility

- Identify a secondary clinic or area to separate anyone with COVID-19 symptoms
- Close area until it can be cleaned and disinfected, wait 24 hours prior for cleaning/disinfecting
- Relocate classroom(s) until cleaning/disinfecting has been completed

Rapid Response to COVID-19 within a school

5.3 Procedures – Guidelines provided by DOH

- Notify health officials, staff, and families of a possible case while maintaining confidentiality as required by HIPPA
- Notify custodial staff to disinfect the room
- Advise sick individual not to return until they met CDC criteria to discontinue home isolation
- Provide options for continued learning for students who need to be quarantined due to exposure
- Provide remote learning option for teachers who need to be quarantined due to exposure
- Work with Department of Health to support contact tracing

Rapid Response to COVID-19 within a school

5.4 Cleaning Protocols

- Deploy **Rapid Response Team** to site for deep cleaning/disinfection as needed
- Ensure supply of spraying, fogging and/or other products to sanitize infected area as needed following CDC guidelines
- Notify School Response Team when area is ready for use

Rapid Response to COVID-19 within a school

5.5 Curriculum

- Attendance – students who are COVID-19 positive and those students directed by the Department of Health and the school to self-quarantine will not be penalized for missing school and will be given the time needed to make up any missed work.
- Schools will work with the family to provide curriculum activities for any child who has been asked to self-quarantine due to exposure to someone with COVID-19 or if they are positive for COVID-19 and they are well enough to participate (including paper-based learning packets)
 - For quarantined students, continued participation in brick and mortar curriculum for two weeks is recommended with work being sent home
 - As an alternative, the parent may choose to switch the student to *mySchool Online* for the remainder of the semester.

Rapid Response to COVID-19 within a school

5.6 Decisions about school dismissal

- **A confirmed case does not automatically result in a school dismissal. That is a District decision made in consultation with the Department of Health and the Florida Department of Education.**
- During dismissals (after cleaning and disinfection), schools and programs may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts.
- Decisions on which, if any, staff should be allowed in the school should be made in collaboration with local health officials. **OCSD Administrators will work in close collaboration and coordination with local health officials to make dismissal and large event cancellation decisions.**
- OCSD will seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.
- OCSD will communicate with FDOE prior to any decision regarding school closure.

School Decision Tree

All Schools Regardless of Community Spread

Confirmed person with COVID-19 in building?

Assess Risk

Short (potential 2-5 Day) Building Dismissal to Clean/Disinfect/Contact Trace in consultation with local health officials

No Community Spread

- Prepare
- Teach and reinforce healthy hygiene
- Develop information sharing systems
- Intensify cleaning and disinfection
- Monitor for absenteeism
- Assess group gatherings and events – consider postponing non-critical gatherings and events
- Require sick students and staff stay home
- Establish procedures for someone becoming sick at school

Monitor changes in community spread

Minimal to Moderate OR Substantial Community Spread

M/M

Is community spread Minimal to Moderate or Substantial?

S

- Coordinate with local health officials.
- Implement multiple social distancing strategies for gatherings, classrooms, and movement through the building.
- Consider ways to accommodate needs of children and families at high risk.

- Coordinate with local health officials.
- Implement multiple social distancing strategies for gatherings, classrooms, and movement through the building WITH EXTENDED SCHOOL DISMISSALS.
- Consider ways to accommodate needs of children and families at high risk.



Guidelines

A single event would very likely not result in a school closing. Classroom space may be closed for a short period for cleaning and disinfecting.

Regardless of Community Spread

- Identified staff and students transitioned to remote learning

Low or No Community Spread

- Well students/staff return to school
- Ill students/staff remain in remote learning environment

Moderate OR Substantial Community Spread

- Work with Dept of Health to determine **possible** extent of school closure

In all cases, consult with FDOE and Dept of Health regarding possible school closure

Employee COVID-19 Guidance



EMPLOYEE Reports Positive COVID-19 Test **Ask the following:**

"Where was the test done?"

- ✓ If Okaloosa County Department of Health (OCHD)- **STOP**- student is out of school/off campus until cleared from OCHD by presenting a release from isolation notification.
- ✓ If not OCHD:
 - Get the name of MD/Clinic where testing was done.
 - Get the phone number of MD/Clinic where testing was done.

"What type of test was done?"

- ✓ Nasal or Throat Swab?
- ✓ Finger stick or blood drawn from a vein?
- ✓ Rapid test?

Do the following:

Notify Courtney Huffstutler in Human Resources (833-5802) of the above information.

- ✓ Employee cannot be at worksite until information is verified and further instructions are given.
- ✓ Ms. Huffstutler will notify Teri Schroeder.

EMPLOYEE is Identified by the OCHD as a "Close Contact" to a COVID Case

Close contact quarantines for 14 days from the last day of contact with positive case, even if they are tested and test comes back negative

Question to ask if the employee has not been identified as a "close contact" through the OCHD but reports being with the COVID case:

"Have you been or were you within 6 feet or less of the positive case for 15 minutes or longer?"

- ✓ If the answer is yes, this employee may be a "close contact."
 - Get the name of the positive case to assist with OCHD contact tracing and notify Teri Schroeder (833-3108 or 407-908-6540).
 - Contact Courtney Huffstutler in HR (833-5802). HR will determine if the employee should be placed on Paid Emergency Sick Leave.
- ✓ If the answer is no, the person is not identified as a "close contact" and quarantine is not necessary. **Employee may be at work.**

EMPLOYEE Reports being in Contact with Someone who was in Direct Contact with a Positive COVID Case

Contacts of contacts are not required to quarantine. These individuals are advised to continue practicing social distancing and recommended to wear a face mask when in any public places. These persons are allowed to be at work. If this person develops symptoms consistent with COVID-19, they should seek medical evaluation for symptoms and testing.

Options for medical evaluation and/or testing can be found at:

http://okaloosa.floridahealth.gov/programs-and-services/infectious-disease-services/_documents/COVID-19TestingLocations.pdf.

**Definition of "close contact": Anyone who has been within 6 feet or less of a positive COVID case for 15 minutes or longer (usually identified through contact tracing from OCHD). Persons who are close contacts must self-quarantine for 14 days from last contact with the case as determined by the OCHD. Persons living in the same household as a positive COVID case are always "close contact," unless OCHD has provided an exemption due to essential work activities. Household close contacts will need to self-quarantine while the case is ill. However, the close contact will have to continue to self-quarantine for 14 days after the case is cleared by OCHD or considered recovered.*

EMPLOYEE FAQ's

What should I do if an employee comes to work with COVID-19 symptoms? (see <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> for a list of symptoms)

- Determine if employee has pre-existing condition to explain symptoms.
- Review the Wellness Checklist and determine if the employee had affirmative responses or a fever above 100.4. If the employee meets any of the criteria and has no pre-existing condition, the employee should be sent home and the supervisor should contact HR. HR will determine if the employee should be placed on Paid Emergency Sick Leave.
- Employees who have symptoms when they arrive at work or become sick during the day should immediately be separated from others and sent home. Employees who develop symptoms outside of work should notify their supervisor and stay home and follow normal sick leave protocols. Employees may return to work when symptoms have subsided or have been released by a health care provider.
- Employee will not return to work until:
 - 10 days since symptoms first appeared AND
 - Respiratory symptoms have improved AND
 - 3 days with no fever or other COVID-like symptoms WITHOUT the use of medications.
 - If employee is tested for COVID-19 and has negative test, then they may return to work after 3 days with no fever or symptoms WITHOUT the use of medications, if the employee is NOT identified as a close contact to a positive Covid-19 case and placed under 14-day self-quarantine by the Dept. of Health in Okaloosa County.

What happens if an employee is confirmed to have COVID-19?

- Follow the process described in Step 1 above. The employee should be sent home. Notify Teri Schroeder and Courtney Huffstutler in HR.
- The employee will be placed on Paid Emergency Sick Leave. HR will determine dates and timelines with the employee and will coordinate if telework is an option. HR will also notify the School / Department when the employee will return.
- HR will notify fellow employees as appropriate and as directed by OCHD if an employee with whom they have "close contact" has been infected with COVID-19.

When should an employee who has tested positive for COVID-19 return to work?

- Employees should not return to work until they meet the criteria to discontinue home isolation and been designated as recovered by the OCHD. OCHD will provide a "return to work" note to the employee upon request. This note may be obtained via email, picked up in person at the OCHD Fort Walton Beach location, or by regular postal mail. Once the employee has received the note from OCHD, the employee should provide a copy to their principal or department head. The principal or department head will then notify Courtney Huffstutler in HR.

**Definition of "close contact": Anyone who has been within 6 feet or less of a positive COVID case for 15 minutes or longer (usually identified through contact tracing from OCHD). Persons who are close contacts must self-quarantine for 14 days from last contact with the case as determined by the OCHD. Persons living in the same household as a positive COVID case are always "close contact," unless OCHD has provided an exemption due to essential work activities. Household close contacts will need to self-quarantine while the case is ill. However, the close contact will have to continue to self-quarantine for 14 days after the case is cleared by OCHD or considered recovered.*

Student COVID-19 Guidance



STUDENT is Identified by the OCHD as a "Close Contact" to a COVID Case

Close contact quarantines for 14 days from the last day of contact with positive case, even if they are tested and test comes back negative

Question to ask if the student has not been identified as a "close contact" through the OCHD but reports being with the COVID case:
"Have you been or were you within 6 feet or less of the positive case for 15 minutes or longer?"

- √ If the answer is yes, get the name of the positive case and notify Teri Schroeder
- √ If the answer is no, the person is not identified as a "close contact" and quarantine is not necessary. **Student may be on campus.**

STUDENT Reports being in Contact with Someone Who was in Direct Contact with a Positive COVID Case

Contacts of contacts are not required to quarantine. These individuals are advised to continue practicing social distancing and recommended to wear a face mask when in any public places. These persons are allowed to be on campus and participate in activities. If this person develops symptoms consistent with COVID-19, they should seek medical evaluation for symptoms and testing.

Options for medical evaluation and/or testing can be found at:
http://okaloosa.floridahealth.gov/programs-and-services/infectious-disease-services/_documents/COVID-19TestingLocations.pdf.

STUDENT Reports Positive COVID-19 Test

Ask the following:

"Where was the test done?"

- √ If Okaloosa County Department of Health (OCHD)- **STOP**- student is out of school/off campus until cleared from OCHD by presenting a release from isolation notification.
- √ If not OCHD:
 - Get the name of MD/Clinic where testing was done.
 - Get the phone number of MD/Clinic where testing was done.

"What type of test was done?"

- √ Nasal or Throat Swab?
- √ Finger stick or blood drawn from a vein?
- √ Rapid test?

Do the following:

Notify Teri Schroeder 833-3108 or 407-908-6540 of above information.

- √ Student cannot be on campus until information is verified and further instructions are given.

**Definition of "close contact": Anyone who has been within 6 feet or less of a positive COVID case for 15 minutes or longer (usually identified through contact tracing from OCHD). Persons who are close contacts must self-quarantine for 14 days from last contact with the case as determined by the OCHD. Persons living in the same household as a positive COVID case are always "close contact," unless OCHD has provided an exemption due to essential work activities. Household close contacts will need to self-quarantine while the case is ill. However, the close contact will have to continue to self-quarantine for 14 days after the case is cleared by OCHD or considered recovered.*

STUDENT Presents with COVID-19 Like Symptoms

Temperature check before entering clinic

If above 100.4 F:

- √ Mask student
- √ Isolate in designated area of school or clinic
- √ Notify parent/guardian to pick up student immediately
- √ Student will not return to school until:
 - 10 days since symptoms first appeared **AND**
 - Respiratory symptoms have improved **AND**
 - 3 days with no fever or other COVID-like symptoms **WITHOUT** the use of medications.
 - If student is tested for COVID-19 and has negative test, then they may return to school after 3 days with no fever or symptoms **WITHOUT** the use of medications.

If presenting with other possible COVID-19 symptoms as identified by CDC (fever, chills, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea).

- √ Determine if student has pre-existing condition to explain symptoms (review emergency card, student's individual health care plan (IHP), etc.)
- √ If no pre-existing condition exists, mask and isolate student
- √ Notify parent to pick up student immediately
- √ Student will not return to school until:
 - 10 days since symptoms first appeared **AND**
 - Respiratory symptoms have improved **AND**
 - 3 days with no fever or other COVID-like symptoms **WITHOUT** the use of medications.
 - If student is tested for COVID-19 and has negative test, then they may return to school after 3 days with no fever or symptoms **WITHOUT** the use of medications.

Other Tips to Consider

- Students with other illnesses (e.g., ill students without COVID-19 or under evaluation for COVID-19) may not return to school until they are symptom free for 24 hours **without the use of medications**
- **Testing-** *Testing options can be found at:*
http://okaloosa.floridahealth.gov/programs-and-services/infectious-disease-services/_documents/COVID-19TestingLocations.pdf

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