

COVID-19 PREPAREDNESS MANUAL 2021-22



Oak Park Schools

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INTRODUCTION

Oak Park School District (“OPSD”) or (the “District”) has developed this COVID-19 Preparedness and Response Plan & Policy based on the guidance from the following agencies:

- Centers for Disease Control and Prevention (CDC)
- Michigan Department of Health and Human Services (MDHHS)
- Michigan Occupational Safety and Health Administration (MIOSHA)
- Oakland County Health Division (OCHD)
- The American Academy of Pediatrics

The purpose of this plan is to inform the Oak Park School District’s employees, students, contractors, vendors, visitors, parents, and community members of the protocols implemented within the District, to optimize the health and safety of the entire school community during a global pandemic. This document also outlines the specific expectations and measures for any individual entering District property in order to maximize mitigation strategies and minimize risks associated with the spread of the COVID-19 virus.

SUPPORTING DOCUMENTS

- *CDC K-12 School Guidance: Strategies to reduce the spread of COVID-19 and maintain safe operations*
- *MDHHS Recommendations for Safer School Operations during COVID-19*
- *AAP COVID-19 Guidance for Safe Schools*

DEFINITIONS

For the purpose of this COVID-19 Preparedness and Return to School Roadmap, the following definitions apply and will assist in the understanding of terms that are relevant and unique to the current global pandemic.

- **Cleaning:** the removal of germs, dirt, and impurities from surfaces or objects.
- **Close Contacts:** someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset (or for exposure to asymptomatic individuals, two days prior to a positive test result). **Note:** In a classroom setting or on a bus, where all mitigation measures are in place, a close contact is defined as a student within 3 feet of an infected person. Unmasked students within 3-6 feet of an infected person in a classroom or on a bus may also be considered a close contact.
- **COVID-19:** an illness caused by a coronavirus called SARS-CoV-2. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from the COVID-19 illness.
- **Disinfecting:** the killing of germs on surfaces or objects by use of chemicals.
- **Global Pandemic:** epidemic that has spread over several countries or continents, usually affecting a large number of people.
- **Isolation:** the separation of sick people with a contagious disease from people who are not sick. This includes people with or without symptoms of COVID-19, diagnosed with COVID-19, or who are awaiting test results for COVID-19 (isolation is a period of 10 days from symptom onset or a positive test result).
- **Mitigation:** strategies to reduce or prevent COVID-19 transmission.
- **Quarantine:** the separation and restriction of movement for people who have been exposed to a contagious disease to see if they become sick. Quarantine may be required for any unvaccinated individual identified as a “close contact” to a person infected with COVID-19 (quarantine in OPSD is 14 days).
- **School Health Room:** the designated room for students with ailments unrelated to COVID-19 who require medical attention.
- **Supervised Isolation Center (SIC Room):** the designated quarantine room for students presenting with COVID-19 symptoms that require attention, immediate action, and isolation from others.
- **Social Distancing:** putting space between yourself and other people who are not from your household.

IDENTIFYING COVID-19

Symptoms of COVID-19 as defined by the CDC and OCHD include:

- Fever (of 100.4^o F or higher or feeling feverish)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Extreme fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting (2x in a 24-hour period)
- Diarrhea (2x in a 24-hour period)

SUPPORTING DOCUMENTS

- *CDC Symptoms of COVID-19*

DAILY SCREENING PROTOCOL

EMPLOYEES

1. If the OPSD is **fully virtual**, the following protocols will be used at each District Building to enter the work place.

A. PRINCIPALS AND BUILDING LEADERS PREPARE BUILDING ENTRIES:

- Identify one (1) door (clearly identify the door #) that will be used for employees and visitors to enter and exit the building.
- Set up a 6-foot table at the entrance of the designated door. Prepare the table with the following items:
 - Two cup holders for pens labeled “clean” and “used”
 - Pens
 - Hand sanitizer
 - Masks
 - Copies of the Oakland County Michigan Heath Division *Employee, Student, Visitor & Vendor Screening Checklist for Schools and/or the QR code for the “Clear to Go” screening*
 - Copy of the *Sign in and Sign out Spreadsheet* labeled with the current date
- Notify the staff of the designated door (door #) to use when entering and exiting the building.
- Label other main entrance doors as needed, to redirect all staff and visitors to the designated door to enter.
- Identify and train staff responsible for checking people in and out each day.
- Set up a filing system, in house, to secure the sign in and sign out spreadsheet with individual screening checklists for each day.
- Each day prepare a new sign in and sign out spreadsheet with the current date.

B. MIOSHA

OPSD will adhere to COVID-19 guidelines and protocols set forth by MIOSHA

C. APPROVAL TO ENTER A BUILDING

- When an individual enters a building, they must complete the “Clear to Go” screener or the screening checklist and have it verified by the School Official in the building.

- If the individual passes the “Clear to Go” screening or the checklist is satisfactory, the School Official directs the individual to sign in using the spreadsheet.
 - It is recommended practice to sanitize the table on a regular basis, throughout the day depending on traffic.
 - If the individual fails the “Clear to Go” screening or the screening checklist, the School Official will direct them to return home and recommend testing.
 - Each individual must sign in and sign out each time they enter and exit the building to keep track of cumulative time in the building.
 - At the end of the work day, staple the sign in and sign out sheet to the screening checklists and file in chronological order.
 - The next work day, start a new sign in-sign/sign-out spreadsheet.
2. If the District is providing **in-person learning** the following protocol is to be used to enter the work place.
- All employees must self-screen for COVID-19 signs and symptoms daily by:
 - Submitting a signed copy of the *COVID-19 School Health Screening Agreement (Employee)*.
 - The self-screening should be done using the “Clear to Go” screening application or by completing the *Employee, Student, Visitor & Vendor Checklist for Schools* as a guide.
 - Employees exhibiting symptoms of COVID-19 as outlined in the *Employee, Student, Visitor & Vendor Checklist for Schools* must stay home and should get tested for COVID-19 with a polymerase chain reaction (PCR) test.
 - Employees who become ill with a fever or symptoms of COVID-19 while on campus during the work day should:
 - notify their Direct Supervisor;
 - obtain and apply a surgical mask; and
 - leave the premises immediately if stable enough to self-transport or an ambulance will be called.
 - Employees, or those with household members who are awaiting a COVID-19 test result or have tested positive for COVID-19, are prohibited from entering the work place until completion of the appropriate quarantine or isolation period.
- Note:** You do not have to quarantine after exposure to a positive COVID-19 case if you remain asymptomatic (no symptoms) and you meet one of the following criteria:
- You are fully vaccinated (14 days from your last dose in the COVID-19 vaccine series) or
 - You had a confirmed positive PCR COVID-19 test within 90 days (and completed your required isolation)

STUDENTS

- All students with parent/guardian guidance, must self-screen daily for COVID-19 signs and symptoms by:
 - Submitting a copy of the *COVID-19 School Health Screening Agreement*, signed by a parent/guardian (required one time before returning to in-person learning).
 - Using the “Clear to Go” screening application or by completing the *Employee, Student, Visitor & Vendor Checklist for Schools* as a guide.
- Students who become ill with a fever or symptoms of COVID-19 while on campus during the school day should:
 - notify their teacher or trusted adult;
 - obtain and apply a surgical mask over current mask;
 - be escorted to the SIC;
 - be sent home immediately by parent/guardian pick-up.
- Students and all siblings of those who are awaiting a COVID-19 test result or have tested positive for COVID-19 are prohibited from entering the District. **Note:** You do not have to quarantine after exposure to a positive COVID-19 case if you remain asymptomatic (no symptoms) **and** you meet one of the following criteria:
 - You are fully vaccinated (14 days from your last dose in the COVID-19 vaccine series) or
 - You had a confirmed positive PCR COVID-19 test within 90 days (and completed your required isolation)

VISITORS (PARENTS, CONTRACTORS, AND VENDORS)

- When a non-employee or non-student enters a building, they must receive administrator authorization and complete the “Clear to Go” Screener or the *Employee, Student, Visitor & Vendor Checklist for Schools*.
- The screener or checklist is verified by the School Official in the building.
- If they pass the screener or the checklist is satisfactory, the School Official directs the individual to sign-in using the spreadsheet.
- It is good practice to sanitize the table on a regular basis, throughout the day depending on traffic.
- If the individual who completes the screening fails the screener or the checklist, the school official will direct them to return home and recommend PCR testing.
- Each individual must sign-in and sign-out each time they enter and exit the building to keep track of cumulative time in the building.
- A visitor who refuses to comply with one of the requirements listed above, after being asked to do so by a District employee, will be asked to leave. If the visitor refuses to comply with this request, subsequent District action may include calling

local police to request their assistance in removing the visitor, charges under state law or local ordinance for trespassing, and/or banning the visitor from District property.

SUPPORTING DOCUMENTS

- *Oakland County Michigan Heath Division - Employee, Student, Visitor & Vendor Screening Checklist for Schools*
- *Sign in and Sign out Spreadsheet*
- *COVID-19 School Health Screening Agreement (Employee)*
- *COVID-19 School Health Screening Agreement (Student)*
- *Oakland County Michigan Heath Division – Staff and Student At-Home Screening Checklist for Schools*
- *OCHD COVID-19 Flow-diagram (see second page) Should I Report to School?*

SOCIAL DISTANCING AND MITIGATING MEASURES

The following mitigation measures, as recommended by the CDC, MDHHS, and OCHD, have been implemented and will be followed by all employees, students and visitors to reduce the risk of transmission of COVID-19 within the OPSD learning community. All eligible individuals in the OPSD community are encouraged to receive their COVID-19 vaccine, when supported by their physician, as an important layer of defense against COVID-19.

With the support of the District, the building principal is designated as the **worksite supervisor** for his or her District building. As the worksite supervisor, the building principal is responsible for implementing and monitoring this plan.

1. FACE COVERINGS

- Anyone entering a District building will be required to wear a face mask covering their mouth and nose at all times.
- Employees, students, and bus drivers are required to wear a mask while on the bus.
- Employees, students, and visitors are required to wear masks in hallways, common areas, and playgrounds.
- Face shields will be available for teachers, paraprofessionals and other employees to wear in addition to a mask, if desired.
- Disposable masks will be kept in the office and classrooms for anyone who enters a District building without a face mask.

2. HYGIENE

- Signage for proper handwashing technique will be posted near all handwashing locations.
- Hand sanitizer with at least 60% alcohol and disinfecting wipes will be available in every classroom.
- Soap will be provided in all schools near water sources.
- Handwashing times for students will be scheduled every two to three hours.
- Students will be taught proper hygiene techniques such as handwashing, coughing and sneezing into their elbows, covering with a tissue, discarding tissue properly, etc.
- Students will hand sanitize or wash hands after playing on the playground.
- The District will limit the sharing of students' personal items and supplies.
- Students' personal items will be kept separate using lockers, cubbies, etc.
- Custodial staff will check and refill all hand hygiene supplies, such as hand sanitizer, soap dispensers, and paper towel in regular intervals throughout the day.

3. SOCIAL DISTANCING (SPACING, MOVEMENT AND ACCESSING)

- Desks will be spaced at least 3 feet apart and facing forward when feasible.
- Teachers/students will adhere to seating charts in all classrooms.
- Students at tables will be spaced apart and tables may be equipped with table plexiglass dividers when feasible.
- Teachers should maintain 3 feet of spacing from students when possible.
- Classroom windows may be opened to add additional air flow.
- When possible, Specials' teachers will travel to classrooms, especially at the elementary level.
- Visitors will not be allowed in the building, except under extenuating circumstances or with administrator approval.
 - Strict visitor records will be kept.
 - Visitors who enter the building, will be screened following OPSD and Oakland County Health Division protocols, must wear a facial mask, and must sanitize hands upon entering.
- Signs, floor tape, and markings will be used in common areas to encourage and outline social distancing in 6-foot intervals.

4. FOOD SERVICE

- Cafeteria and food service staff will wear protective equipment including gloves, a surgical mask, and face shield, while preparing and serving meals.
- All staff and students will wash hands before and after meals.
- Lunch times and outdoor recesses will be staggered to maintain social distancing when feasible.
- Classrooms and/or outdoor areas may also be used for lunch.
- School-supplied meals may use disposable plates and utensils.
- Staff will follow social distancing guidelines while eating lunch in designated staff areas when feasible.
- Plexiglass shields may be used to serve food.

5. BUSING AND STUDENT TRANSPORTATION

- The Oak Park School District will work with its transportation provider, First Student, to implement busing protocols.
- All adults and students must wear masks on buses and use hand sanitizer before entering the bus.
- Students will be strategically seated to allow for social distancing when feasible.
- Students will enter the bus, sitting back to front and exit the bus front to back.
- Transportation vehicles will be cleaned and disinfected regularly between students and at the end of the day, paying close attention to cleaning and disinfecting frequently touched surfaces.

- Any equipment (such as wheelchairs, etc.) must be cleaned when being transported to schools.
- If a student is sick, they may not use District transportation. Schools will follow protocols for sick students.
- If a driver becomes sick, protocols for sick employees will be followed.
- Windows on buses should be opened, weather permitting, for ventilation during cleaning, between trips, and while in motion if appropriate and safe.

6. COMPLIANCE TO MITIGATION MEASURES

- Homemade and cloth masks must be washed daily.
- Disposable masks must be disposed of daily.
- Students who are not wearing a mask and refuse to do so in an area where a mask is required, will be issued a mask by a staff member and asked to put on the mask (consequences for insubordination may be followed as stated in the Student Code of Conduct).
- Students showing patterns of non-compliance may be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol.
- Employees or students who become incapacitated or who are unable to remove facial coverings without assistance must not wear a mask.

SUPPORTING DOCUMENTS

- *Oakland County Michigan Heath Division Reduce Your Risk: Protect yourself from getting/spreading COVID-19: Make low-risk choice*
- *MDHHS Layers of Defense Against COVID-19 in School*

CLEANING AND DISINFECTING

District cleaning and disinfecting is a team effort and requires a heightened awareness of your immediate surrounding, initiative, communication and a plan. The following measures have been taken to minimize the spread of COVID-19 at the District and building levels.

THE DISTRICT WILL:

- Make cleaning supplies available to employees at their buildings.
- Increase District cleaning and disinfecting to limit exposure to COVID-19, particularly on high-touch surfaces and shared equipment and products.
- Maintain the cleanliness of the office spaces, classrooms, hallways and common areas by:
 - Posting signs about the importance of personal hygiene;
 - Disinfecting high-touch services at least every 3-4 hours and as needed (computer keyboards, sinks and sink fixtures, telephones, door knobs, and light switches); and
 - Minimize the shared use of items (phones, desks, offices, etc.) when possible.
- Clean the bathrooms with an EPA approved disinfectant or diluted bleach solution at least every four hours. Custodial staff will note the time, date and initials on a cleaning log that is kept daily.
- Provide disinfecting wipes, hand sanitizer, latex-free gloves, and masks in all designated areas and classrooms.
- Disinfect the students' desks and tables at the end of each day.
- Clean and disinfect nightly with an EPA approved disinfectant or diluted bleach solution.
- Clean playground equipment using normal cleaning protocols.

THE EMPLOYEES AND STUDENTS WILL:

- Wash hands frequently and the elementary levels will implement a handwashing schedule.
- Develop cleaning protocols to clean shared materials after every class period including pencil sharpeners, computers, keyboards, art materials, and books.
- Wipe down student desks and tables at the end of every period at the secondary level with an EPA approved disinfectant or diluted bleach solution.
- The District will ensure safe and correct use and storage of cleaning and disinfection products.

- Staff will be provided training on how to clean using the cleaning and disinfecting protocols recommended by the CDC.
- Custodial staff will wear gloves, a surgical mask, and face shield while performing cleaning and disinfecting activities.
- Teachers will direct students at the end of each day to clear their desks for after school disinfecting.

SUPPORTING DOCUMENTS

- *Six Steps for Properly Cleaning and Disinfecting Your School*
- *Cleaning and Disinfecting in School Classrooms*

RESPONSE PLAN FOR COVID-19 SYMPTOMS AND DIAGNOSIS

The Oakland County Health Division protocols will be followed when a student or employee exhibit COVID-19 symptoms in school or report a COVID-19 diagnosis.

WHEN COVID-19 SYMPTOMS ARE EXHIBITED

- Follow the guide *What Do Schools Do When COVID-19 Symptoms Occur at School?*
 - Student
 - Staff
- Students who present COVID-19 symptoms while in a classroom or school area will be sent to the designated Supervised Isolation Center (SIC) immediately. The teacher or supporting adult will notify the office by phone with the student's name, symptoms and request a student escort if needed.
- The Principal or office personnel will guide the student to the SIC and follow the *Oakland County Health Division Generic Isolation Room Guidelines*.
- The Principal or designated office personnel will complete documentation for the students in the SIC who are exhibiting symptoms of COVID-19 using the *Symptomatic Student Documentation Log*.
- The Principal or office personnel will contact a parent or guardian for immediate pick up and prepare the *Symptomatic Student Parent Letter*. This is to be provided to the parent/guardian upon arrival.
- The Principal or office personnel will use an internal tracking system to monitor students or employees return to school dates, based on one of the three recommendations:
 - Provide proof of a negative Polymerase Chain Reaction (PCR) COVID-19 test after being fever free for 24 hours without use of fever-reducing medication and symptoms have improved.
 - If a student or employee does not get tested for COVID-19, they will be excluded from school until 10 days have passed since symptom onset and at least 24 hours without fever reducing medication and symptoms have improved.
 - If a student or employee tests positive for COVID-19, they are to isolate at home for 10 days. They can return after being fever free for 24 hours without use of fever reducing medication and symptoms have improved. A negative test is not required to return to school once all criteria is met.
 - Note: A doctor's note does negate the three recommendations to return to school for anyone exhibiting COVID-19 symptoms.

- The Principal or office personnel will notify the Operations Manager of any classrooms or areas that require enhanced cleaning or disinfecting via the Clorox 360 machine where COVID-19 symptoms were exhibited.

REPORTING OF A COVID-19 DIAGNOSIS

- Schools will follow protocols established by the Oakland County Health Division for responding to a positive case.
- All positive cases will be reported to the Oakland County Health Division.
- Families will be notified of any **confirmed or presumed** positive cases in the classroom and/or school, maintaining confidentiality according to ADA and privacy laws.
- Per CDC/OCHD guidelines, any unvaccinated close-contacts (defined as someone who was within 6 feet of an infected person for a total of 15 cumulative minutes over the course of a 24-hour period, starting two days before the onset of illness) of any students or employees who test positive will be required to quarantine at home for 14 days and monitor symptoms. **Note:** In a classroom setting or on a bus, where all mitigation measures are in place, a close contact is defined as a student within 3 feet from an infected person. Unmasked students within 3-6 feet of an infected person in a classroom or on a bus may also be considered a close contact.
- All unvaccinated household contacts of a positive or presumed person must quarantine for 14 days from last exposure to the positive household member during their isolation period (24 days for those who are unable to completely isolate).
- It is not required for students or employees identified as close contacts to be tested, but is recommended 3-5 days after exposure.
- For close contacts who develop symptoms, it is recommended to take a COVID-19 PCR test and isolation is required.
- The district nurse will assist with implementation of protocols to respond to positive cases.

SUPPORTING DOCUMENTS

- *OCHD COVID-19 Flow-diagram: What Do Schools Do When COVID-19 Symptoms Occur at School?*
- *OCHD Generic Isolation Room Guidelines*
- *Symptomatic Student Documentation Log*
- *Symptomatic Student Parent Letter*

SELF-REPORTING, PRECLUSION FROM DISTRICT PROPERTY, AND RETURNING TO SCHOOL

Employees and students (with assistance of a parent/guardian) are required to conduct daily screenings for COVID-19 symptoms. In the event an unvaccinated employee or student comes in **close contact** with someone who has COVID-19 or is diagnosed with COVID-19, they are prohibited from District property and must self-report to the appropriate District personnel. In either case, the employee or student will self-monitor using the *Oakland County Health Division Self-Monitoring Guidance* while in quarantine or isolation.

QUARANTINE

Quarantine is for people without symptoms who recently had close contact with someone with COVID-19. Follow the OCHD School Quarantine Guidance for classroom/bus exposure.

Recommendations for quarantine and return timeline:

- Stay home 24/7 for 14 days, watch for COVID-19 symptoms and maintain physical distance of at least 6 feet from others at all times.
- Continue symptom monitoring for symptoms for 14 days.
- Check and record your temperature 2x a day for 14 days using the *Symptom and Temperature Log*.
- Continue mask wearing and physical distancing around family and roommates for 14 days.
- Call your physician or local Health Department if symptoms develop and get tested.
- Employees or students in quarantine, who do not test positive, may return back after the completion of 14-day quarantining from the last exposure to a confirmed or presumed COVID-19 positive individual.
- Employees or students who are in quarantine but asymptomatic should continue to work and participate in school remotely.
- **Note:** You do not have to quarantine after exposure to a positive COVID-19 case if you remain asymptomatic (no symptoms) **and** you meet one of the following criteria:
 - You are fully vaccinated (14 days from your last dose in the COVID-19 vaccine series) or
 - You had a confirmed positive PCR COVID-19 test within 90 days (and completed your required isolation)

ISOLATION

Isolation is for people with or without symptoms of COVID-19, diagnosed with COVID-19, presumed positive for COVID-19, or who are awaiting test results for COVID-19.

Recommendations for isolation and return timeline:

- Stay home when in isolation.
- The isolation period begins the first day of symptoms.
- Stay in a separate room from other household members.
- Use separate bathroom if possible. If sharing a bathroom, keep toothbrushes separate and disinfect all surfaces after each use.
- Avoid sharing personal items.
- Household member should practice self-quarantine and monitoring.
- Wear a mask if you're around others and pets.
- Isolation ends when the following conditions are met and individuals may return back to the District when:
 - People with symptoms: At least 10 days after symptoms began AND 24 hours fever-free without fever reducing medications with improving symptoms.
 - People without symptoms: 10 days after first positive diagnostic/viral test if no symptoms develop. If symptoms develop after testing positive, follow the guidance in the bullet above.

DISTRICT REPORTING

The following protocol will be used for all employee or student positive COVID-19 cases reported to the District.

STEP 1: INTAKE OF INFORMATION

- Employee or student reports positive COVID-19 to the home building School Official. School Official learns of a positive COVID-19 case and initiates the report.
- School Official accesses the Oakland County Health Department Form titled *Reporting Positive COVID-19 Cases and Identifying Close Contacts in School Spreadsheet*, and completes the form following the instructions **except for step 5; DO NOT email the form to OCHD.**
- **Important Note:** Each new case must be saved using a “unique file name” of the individual’s name.

- School Official is careful to record all “close contact” employees and students on the spreadsheet (colleagues, classmates, teammates, employees, vendors, etc.)
- Maintain confidentiality by limiting the sharing of the positive employee or student’s identity to only those who need information to complete their roles/responsibilities.
- School Official calls and emails a copy of the completed OCHD spreadsheet to the District Nurse who will review the case and notify the Assistant Superintendent of Human Resources and Superintendent.

STEP 2: COMMUNICATION

- The District Nurse will follow up with the school administrator/designee who completed the reporting form, who will then contact the positive COVID-19 employee or student (parents) and confirm the isolation or quarantine date for a return back to school.
- The Assistant Superintendent of Human Resources will email the employee and confirm the reported case and the return date and cc their direct supervisor.
- The principal or designee will communicate with the parent of the student(s) and follow up with a form letter, email, or phone call.
- The Assistant Superintendent of Human Resources will notify third party partner(s).
- School Official who took the initial report will notify the Operations Manager who will work with DM Burr to sanitize the contaminated area(s).

STEP 3: REPORT

- The District Nurse will forward the OCHD form to the health department.
- The District Nurse will update the Internal District Spreadsheet of COVID-19 positive cases and return dates by buildings.

STEP 4: PUBLIC NOTICE

- The District Nurse will update the school website within 24 hours of a reported case.
- The Superintendent or the Assistant Superintendent of Human Resources and District Nurse will prepare the Public Notice to be communicated by the Communication Coordinator.

STEP 5: USE YOUR RESOURCES

- Access OPSD Internal Protocols through the HR-AC Resources folder.
- Use the most current resources found on Oakland County Health Department K-12 Resources Tool Kit at
<https://www.oakgov.com/covid/resources/education/Pages/k-12.aspx>

- Vanessa Long, District Nurse: Vanessa.long@opsk12.org or 248-342-9944
- Carol Diglio, Assistant Superintendent of Human Resources: Carol.diglio@opsk12.org or 734-812-2501

VERIFICATION

An employee may be required to provide verification acceptable to the District of

1. The employee's need to self-quarantine; and/or
2. The employee's eligibility to return to work, given the current availability of tests and other relevant factors, and in accordance with current federal, state, and local laws and guidance.

Any application or documentation requirements for an employee to be eligible for paid or unpaid leave under the law, District policy, or an applicable employment contract (i.e., the Family Medical Leave Act, Michigan Paid Leave Act, or paid sick leave under an individual contract or collective bargaining agreement) remain in effect.

An employee required to self-quarantine but capable of performing work may be required to work remotely.

SUPPORTING DOCUMENTS

- [OCHD School Quarantine Guidance](#)
- [OCHD Resources for Quarantine & Isolation/Self-Monitoring/Caring for Others/Symptom Log](#)
- [Reporting Positive COVID-19 Cases and Identifying Close Contacts in School Spreadsheet](#)

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

ATHLETICS

The Oak Park School District will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and guidelines set by *the CDC, AAP, MDHHS, and OCHD*.

- Whether school is held in-person or online, athletes may participate in sports following MHSAA-most current guidelines.
- Coaches, students, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.
- Every participant should complete self-screening and confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected before and after use.
- If school transportation is provided, buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
- Each participant must use a clearly marked water bottle for individual use.
- There should be limited sharing of equipment.
- Handshakes, fist bumps, and other unnecessary contact should not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment, should be limited when feasible and enhanced cleaning/disinfecting measures should be utilized.
- Outdoor physical conditioning activities are allowed with social distancing encouraged.
- Limit spectator events to four visitors per student.

EXTRA-CURRICULAR ACTIVITIES AND GATHERINGS

Employees, students, and visitors will abide by district policies and procedures along with the guidelines set by the CDC, AAP, MDHHS, and the OCHD for gatherings within OPSD:

- Assemblies that bring together students from more than one classroom should be discouraged.
- Large scale outdoor assemblies or gatherings should be limited and masks should be encouraged in larger groups outdoors.
- Indoor concerts and building events should be limited.
- Off-site field trips that require bus transportation to an indoor location should be limited.
- Select small group extracurricular activities may continue with the use of masks.

SUPPORTING DOCUMENTS

- *MDHHS Guidance for Band, Choir and Orchestra Programs at Educational Institutions During COVID-19*
- *CDC Considerations for Youth Sports*

EMPLOYEE RIGHTS

An employee shall not be discharged, disciplined, or otherwise retaliated against for staying at home because he or she has COVID-19, has symptoms of COVID-19, or has had close contact with an individual with COVID-19.

An employee who is allowed to return after the periods described above in the section titled *Self-Reporting, Preclusion from District Property, and Returning to School*, but declines to do so may be subject to discipline, up to and including discharge.

RECORD-KEEPING AND CONFIDENTIALITY

The District shall train building principals and district leaders as it relates to record-keeping and confidentiality as outlined in the COVID-19 PREPAREDNESS MANUAL.

RECORD-KEEPING

- The District will provide professional development and maintain records of training, including the topics covered, a list of participants, copies of any materials used, the identity of the trainer, and any other information deemed relevant.
- Direct building principals and leaders to maintain copies, whether digitally or in hard copy, of the self-screening questionnaires completed daily by employees and visitors. These questionnaires shall be maintained in a confidential paper and/or digital file, with access restricted.
- Maintaining a copy of the notices provided to the Oakland County Department of Health of District employees, students or visitors working who have been identified with a confirmed case of COVID-19. Notice to the Oakland County Health Division shall be maintained in a separate, confidential file with access restricted.

CONFIDENTIALITY

The District will take reasonable precautions to protect health information pursuant to all applicable laws and statutes, including, but not limited to, the Americans with Disabilities Act (“ADA”), the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and the Family Education Rights and Privacy Act of 1974 (“FERPA”).

SUPPORTING DOCUMENTS

- *CDC: HIPPA-FERPA Infographic*

RESOURCES

Centers for Disease Control and Prevention (CDC)

- Center for Disease Control and Prevention webpage:
<https://www.cdc.gov>
- CDC COVID-19 webpage:
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- CDC Guidance for COVID-19 Prevention in Schools:
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>
- CDC Interim Public Health Recommendations for Fully Vaccinated People:
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>

Michigan Department of Health and Human Services (MDHHS)

- Michigan Department of Health and Human Services webpage:
<https://www.michigan.gov/mdhhs/>
- MDHHS Recommendations for Safer School Operations During COVID-19:
https://www.michigan.gov/documents/coronavirus/COVID-19_Guidance_for_Operating_Schools_Safely_728838_7.pdf
- MDHHS Mental Health Resource Webpage:
<https://www.michigan.gov/staywell>

Michigan Occupational Safety and Health Administration (MIOSHA)

- The Department of Labor and Economic Opportunity, State of MI Occupational Safety & Health Administration Webpage:
https://www.michigan.gov/leo/0,5863,7-336-94422_11407---,00.html

Oakland County Health Division (OCHD)

- Oakland County Health Division COVID-19 webpage:
<https://www.oakgov.com/COVID-19>

The American Academy of Pediatrics (AAP)

- The AAP COVID-19 Guidance for Safe Schools:
<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>