Buckeye Career Center
Re-Start Plan

Board Approved on July 21, 2020
Education Plan
We will revise our calendar to accommodate the changes we have made for our Re-Start. Our normal Student Orientation Day was scheduled for August 17, 2020. Academic staff will come in that day to verify student rosters. August 18-22 will be used for staff training related to safety procedures, on-line instruction, and schedule changes.

Student Orientation will be August 24-28. Students will be divided to maintain low numbers. Our plan has approximately 200 students per day. August 31 will begin Orange Blended Instruction. We will continue with this Orange model through September 25, 2020. The only change could be a move to Purple in the Public Health Advisory System. We felt it was important to Re-Start education with a consistent model. Seniors and Juniors will alternate days and times of attendance. Each student will have four and one-half days of in-person Career Tech instruction in a two-week period. That is only one-half day less than normal. Academics will be offered on-line with in-person instruction every other Wednesday. We hope to move into our Yellow every student every day schedule at the end of September. We will use the Ohio Health Advisory System to guide our transitions from one instruction model to another. We want to avoid a weekly change based on the previous week’s testing.

Adult Education Full-Time, EMT/Fire, and Apprenticeship classes will align to our High School model of Blended Learning. Part-Time classes are postponed until November 1, 2020.

Operations Plan
Our Operations plan is meant to guide us in making our environment safer for students and staff. This addresses the need for all school staff to wear masks at all levels. Students will be required to wear masks at the Level 3-Red and beyond. This also addresses our cleaning procedures at each level. Shields and Sanitizing Stations have already been added to our Facility. We have also purchased additional infra-red thermometers for use in each lab. Additional devices are ordered to distribute to each class room. Students and staff will perform on-site checks at Level 3-Red.

Service Plan
We will discontinue most outside Customer Service with a re-evaluation on November 1, 2020. Meat Cutting and Floriculture will have limited opportunities for outside Customer Service. Pre-School will be postponed until at least November 1, 2020. Students will continue to work on the Buckeye Career Center House Project. Outdoor work will be limited to the Buckeye Career Center property. Satellite Instructors will follow the schedule of our Partner School location.
# Buckeye Career Center Re-Start Plan

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Dear Buckeye Career Center Family,

The purpose of this plan is to provide a safe responsible return for all Buckeye Career Center students, staff, and stakeholders. Our students and staff reacted wonderfully during the Spring of 2020. We have not seen a pandemic or disruption to our day to day lives of this magnitude in over 100 years. Unfortunately, the threat of COVID-19 is still with us as we enter the Fall of 2020. We all reacted quickly to flatten the curve and promote safety throughout our communities. It is my hope that this document will help us be better prepared for the scenarios that we may face during the 2020-2021 school year. This document has been prepared with the following principles in mind:

• Student, Staff, and Stakeholder Safety
• Develop the hands-on skills that make students employable
• Meet academic needs of all students
• Meet Social/Emotional needs of all students
• Meet educational needs of our special students
• Work to align with Partner Schools for Services (Transportation, Food Service, Student Recruitment)

This is a “What we will do” document. The specific “How we will do it will be developed over the next several weeks. Collaboration among all stakeholders will be vital. It is with these guiding principles, aligned with the ODE Planning Guide and ODH Risk Level Guidelines, and in consultation with local health officials, that we will make our daily, weekly, and monthly decisions. Certainly every decision will face scrutiny. We know that the decisions we make affect each stakeholder differently. We will make every attempt to meet all of our principles with each decision that is made. We do not take this responsibility lightly. The decisions that we make for your child or loved one are the same ones we would make for our own children and loved ones.

Sincerely,

Bob Alsept, Superintendent
State of Ohio Guidance

Guideline for ReStart

The Ohio Department of Health COVID-19 Health and Prevention Guidance for Ohio K-12 Schools will serve as a guide in determining the safe return for students and staff to school buildings. The guidance lists the following four expectations and one requirement:

1) **Assess symptoms:** daily at-home temperature/health checks by all students and staff; anyone with symptoms or a temperature above 100°F should stay home; schools prepared to assess symptoms at school as well

2) **Wash & sanitize hands:** practice good hygiene at all times; frequent handwashing for at least 20 seconds; hand sanitizer provided and expected to be used at all entrances, in each classroom, and on school buses

3) **Sanitize facilities:** clean/sanitize surfaces frequently, paying close attention to high touch areas and shared materials

4) **Social distance and limit capacity:** establish maximum capacity in all school environments based on 6’ physical distancing; where social distancing is difficult, face coverings are even more essential; avoid using shared materials or shared spaces (lockers, cubbies, etc.)

5) **Face masks/coverings (REQUIREMENT):** all school employees must wear face coverings unless it is unsafe to do so or where doing so would significantly interfere with the learning process; children 3rd grade and above strongly recommended to wear face coverings
Ohio Public Health Advisory System

Ohio COVID-19 Risk Level Guidelines for the Public

<table>
<thead>
<tr>
<th>LEVEL 1</th>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Emergency</td>
<td>Public Emergency</td>
<td>Public Emergency</td>
<td>Public Emergency</td>
</tr>
</tbody>
</table>

Data as of 6/30/2020
Compliance Expectations

<table>
<thead>
<tr>
<th>LEVEL 1</th>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct a daily health/symptom self-evaluation and stay at home if symptomatic.**&lt;br&gt;• Maintain social distancing of at least 6 feet from non-household members.&lt;br&gt;• Wear face coverings in public, especially when social distancing is difficult to maintain.&lt;br&gt;• Increase caution when interacting with others not practicing social distancing or wearing face covers.&lt;br&gt;• Avoid traveling to high-risk areas.&lt;br&gt;• Follow good hygiene standards, including:&lt;br&gt;  o Wash hands frequently with soap and water for at least 20 seconds.&lt;br&gt;  o Use hand sanitizer frequently.&lt;br&gt;  o Avoid touching your face.&lt;br&gt;  o Cover coughs or sneezes (e.g., into a tissue, or elbow).&lt;br&gt;  o Symptom self-evaluation monitoring.</td>
<td>Same guidelines as in Level 1.&lt;br&gt;• Avoid contact with anyone who is considered high-risk.&lt;br&gt;• High-risk individuals* should take extra care to follow precautions.&lt;br&gt;• Decrease in-person interactions with others.&lt;br&gt;• Seek medical care as needed, but limit or avoid unnecessary visits to hospitals, nursing homes, and residential care facilities to see others as much as possible.</td>
<td>Same guidelines as in Levels 1-2.&lt;br&gt;• Decrease in-person interactions with others.&lt;br&gt;• Consider necessary travel only.&lt;br&gt;• Limit attending gatherings of any number.</td>
<td>Same guidelines as in Levels 1-3.&lt;br&gt;• Stay at home/ necessary travel only.</td>
</tr>
</tbody>
</table>

Households should assume that if one person is sick every person living there is as well and should take appropriate measures to control the spread, which should include self-quarantining and contacting a doctor.
Educational Considerations

Schools were forced to transform teaching and learning when school buildings were ordered to be closed. Indeed, some of Ohio’s most forward-thinking school leaders are signaling “they can’t go back and don’t want to go back” to what was normal. At the same time, others want to return, as much as possible, to the status quo pre-pandemic. Opinions vary greatly on the relative success or effectiveness of remote learning. Yet, more than ever, the education community has a better understanding that students learn in different ways and can prosper when learning is personalized to meet their preferences and needs. The reopening of school presents a unique opportunity: where it makes sense to do so, educators should rethink models for delivering the most effective instruction to students based on their individual needs and preferences and in ways that foster student engagement, interest and choice. It also is worth repeating that if schools cannot meet the guidelines for reopening (see Ohio Department of Health guidelines), they should continue remote learning until they can meet the guidelines.

Expectations for Achievement: As schools consider plans to return for the 2020-2021 school year, educational considerations should be made to ensure each student is challenged, prepared and empowered for his or her future by way of an excellent prekindergarten through grade 12 education. This means the commitment to Ohio’s Learning Standards and the four learning domains (see Figure 1) described in Ohio’s strategic plan for education, Each Child, Our Future, must continue to be strong. These domains include foundational knowledge and skills, well-rounded content, leadership and reasoning skills and social-emotional learning. These expectations have not changed because of the pandemic; rather, schools should renew their commitments to upholding the four equal learning domains even though the learning environment may look different.
Buckeye Career Center
Academic Re-Start

Buckeye Career Center will begin the 2020-2021 school year at a Level 2- Orange response. Based on our current level and ability to maintain the four expectations, we feel this is our best plan. We will also make the following changes to our calendar:

1) Staff Training and collaboration will be vital to meet the rapid changes that may occur. We will front load our In-Service time to August 18-21. Staff will have four days to be trained regarding safety procedures, on-line instruction, recording lessons, aggressive intervention strategies, and operational safeguards.

2) Student Orientation will be increased to five days. Students will report August 24-28. These days will be divided by Partner District. We will have approximately 200 students per day. This will give us additional time to orient students to Buckeye Career Center and the requirements for on-line instruction.

3) Blended Learning will begin on August 31, 2020. 1:1 devices will be distributed this week.

4) Career Technical students must attend Buckeye Career Center to receive their skills training. The only exception will be Level 2 students enrolled in School to Work, Internships, or Approved Work Programs.

5) Students who fall behind in academic classes will be pulled out of labs to receive tutoring and/or interventions. Intervention Specialists, Guidance Counselors, and building administrators will develop and maintain a list of students in need of this service. Collaborative communication between academic and career tech teachers will be vital.

6) Academic Progress for students with IEP’s will be monitored by Intervention Specialists, Guidance Counselors, and building administrators. Collaborative communication between academic and career tech teachers will be vital.
## Buckeye Career Center
### Educational Plan

| Level 1- Yellow | All students and staff will report each day. Full in-person instruction in Career Tech and Academic classes. All guidelines will be encouraged and followed. Students and staff will follow all hygiene standards. **We will remain in the Blended Schedule through 9/25/2020** |
| Level 2- Orange | Blended Schedule. Instruction will be in-person and on-line. Seniors will attend each Monday, Tuesday, and every other Wednesday. Juniors will attend every other Wednesday, and each Thursday, and Friday. Double Lab students will attend each day. Hospitality and other units may attend each day based on IEP and parent/guardian permission. Seniors will be in labs all day Monday and Tuesday. Juniors will be in labs all day Thursday and Friday. Each Wednesday, groups will be split into A/B groups. Half of Day will be spent in lab. Other half of day will be spent in Academic Classes. All Staff will report each day. All transitions will be limited |
| Level 3- Red | Repeat Blended Schedule. Three consecutive weeks in Red could result in a transition to Purple. All Staff will report each day |
| Level 4- Purple | All Instruction will be delivered through use of on-line methods. Staff will work from home as able. Teaching staff will maintain hours consistent with regular schedule. Some Certified will report as needed. Essential Staff will report each day. |
# Buckeye Career Center Educational Plan

<table>
<thead>
<tr>
<th>Group (Blended)</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors (Week 1) 8/31-9/4 9/14-9/18</td>
<td>Lab</td>
<td>Lab</td>
<td>A/B Groups AM A Lab AM B In-Person Academic PM A In-Person Academic PM B Lab</td>
<td>On-Line Academic Instruction</td>
<td>On-Line Academic Instruction</td>
</tr>
<tr>
<td>Seniors (Week 2) 9/7-9/11 9/21-9/25</td>
<td>Lab</td>
<td>Lab</td>
<td>On-Line Academic Instruction</td>
<td>On-Line Academic Instruction</td>
<td>On-Line Academic Instruction</td>
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</thead>
<tbody>
<tr>
<td>Juniors (Week 1) 8/31-9/4 9/14-9/18</td>
<td>On-Line Academic Instruction</td>
<td>On-Line Academic Instruction</td>
<td>On-Line Academic Instruction</td>
<td>Lab</td>
<td>Lab</td>
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<tr>
<td>Juniors (Week 2) 9/7-9/11 9/21-9/25</td>
<td>On-Line Academic Instruction</td>
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<td>A/B Groups AM A Lab AM B In-Person Academic PM A In-Person Academic PM B Lab</td>
<td>Lab</td>
<td>Lab</td>
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<tr>
<td>Date</td>
<td>Monday</td>
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</tr>
<tr>
<td>August 24-28</td>
<td>New Philadelphia</td>
<td>Dover Garaway</td>
<td>Claymont Strasburg</td>
<td>Indian Valley</td>
<td>Carrollton Tusky Valley</td>
</tr>
<tr>
<td>(Orientation)</td>
<td>Conotton Valley</td>
<td>Hiland</td>
<td>TCC Open Enrolled</td>
<td>Newcomerstown</td>
<td>All Home School All Virtual</td>
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<tr>
<td>August 31-September 4</td>
<td>Senior Labs</td>
<td>Senior Labs</td>
<td>Senior Academics/Lab</td>
<td>Senior On-Line</td>
<td>Senior On-Line</td>
</tr>
<tr>
<td>Sept. 7-Sept 11</td>
<td>No School</td>
<td>Senior Labs</td>
<td>Senior On-Line</td>
<td>Senior On-Line</td>
<td>Senior On-Line</td>
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<tr>
<td></td>
<td></td>
<td>Junior On-Line</td>
<td>Junior Academics/Lab</td>
<td>Junior Labs</td>
<td>Junior Labs</td>
</tr>
<tr>
<td>Sept. 14-Sept 18</td>
<td>Senior Labs</td>
<td>Senior Labs</td>
<td>Senior Academics/Lab</td>
<td>Senior On-Line</td>
<td>Senior On-Line</td>
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<tr>
<td>Sept 21-Sept 25</td>
<td>Senior Labs</td>
<td>Senior Labs</td>
<td>Senior On-Line</td>
<td>Senior On-Line</td>
<td>Senior On-Line</td>
</tr>
<tr>
<td></td>
<td>Junior On-Line</td>
<td>Junior On-Line</td>
<td>Junior Academics/Lab</td>
<td>Junior Labs</td>
<td>Junior Labs</td>
</tr>
</tbody>
</table>
## Buckeye Career Center Stakeholders

| Level 1- Yellow | All High School and Adult Education Classes will be in session.*  
|                | - All Part-Time Adult Education Classes are postponed until 11/1/2020  
|                | Only visitors will be Parents/Guardians, Adult Education Enrollment or Testing, and Vendors. Sign In Required  
|                | * Visitor policy will be reviewed 11/1/2020 |

| Level 2- Orange | All High School Students will attend using Blended Schedule.  
|                | All Hospitality Students may report each day. Must follow IEP and Parental Permission required.  
|                | Full-Time Adult, EMT/Fire, and Apprenticeship Students will use Blended Schedule specified by individual course. Courses will begin 9/14/20  
|                | Part-Time Adult Education Course will be postponed until 11/1/2020  
|                | Aspire Students will follow Blended Schedule  
|                | Only visitors will be Parents/Guardians, Adult Education Enrollment or Testing, and Vendors. Sign with phone number required  
|                | * Visitor policy will be reviewed 11/1/2020 |
Level 3- Red

All High School Students will attend using Blended Schedule.
All Hospitality Students may report each day. Must follow IEP and Parental Permission required.
Full-Time Adult, EMT/Fire, and Apprenticeship Students will use Blended Schedule specified by individual course. Courses will begin 9/14/20
Part-Time Adult Education Course will be postponed until 11/1/2020
Aspire Students will follow Blended Schedule
Parent/Guardian Visitors Only (Mask Required)
*Sign In Required with Phone Number
Adult Education Enrollment, Counseling, Background Checks, Testing By Appointment Only (Mask Required)  *Sign In Required with Phone Number

*Three Consecutive weeks of Level 3-Red may result in decision to move to Level 4-Purple
Buckeye Career Center
Stakeholders Continued

| Level 4- Purple | All High School Instruction will be delivered on-line  
|                | Full-Time Adult, EMT/Fire, and Apprenticeship Students Courses may be delivered on-line.  
|                | All Part-Time Adult Education will be postponed or cancelled.  
|                | All Aspire will be continued on-line |
Our Daily Operations activities will be proactive. We will direct all operations toward one goal of student, staff, and stakeholder safety. Our decisions are based on maintaining Social Distancing of 6 feet whenever possible. Masks will create another layer of safety when distancing may be compromised. We will require all staff to wear shields and/masks during Level 1- Yellow, Level 2- Orange, Level 3- Red, and Level 4-Purple. We will recommend that all students wear masks during these levels. We will make hand sanitizing gels, liquids, and dispensers available in each classroom, lab, restroom, common facility, and hallway.

Our students who utilize transportation from our Partner Schools may be required to wear a mask on the shuttle. Each Partner School will set their own guidelines and requirements for transportation. Students who use a Buckeye Career Center shuttle for travel between Kent State University-Tuscarawas, STAR Alternative School, or any other facility will be required to wear a mask.

All staff members will assist in the sanitization of our facility. Certainly students who are in Career Tech training will assist with maintaining a safe work environment. All administrative decisions will be based on our ability to maintain an environment that is as safe as possible. We will utilize Plexiglas shields, visual aids, and directional signs to minimize the spread of the virus or other germs.
**Buckeye Career Center**

**Daily Operations**

### Level 1 - Yellow

Staff and students should conduct a daily health/symptom self-evaluation prior to arrival*

*Thermometers will also be in each lab/classroom*

*Students showing symptoms will take temperature/report to nurse*

Maintain Social Distancing when possible

Masks **REQUIRED** for staff. **Masks/Shields Provided**

Staff and students follow good hygiene standards  *(Required Hand Sanitizing)*

Meals will be consumed in Cafeteria

Regular cleaning will be done daily.

Fogging and Static Cleaning will be performed nightly

### Level 2 - Orange

Staff and students should conduct a daily health/symptom self-evaluation prior to arrival*

*Thermometers will also be in each lab/classroom*

*Students showing symptoms will take temperature/report to nurse*

Social Distancing will be maintained

Masks **REQUIRED** for staff. **Masks/Shields Provided**

Students **RECOMMENDED** to wear masks  **Masks Available**

Frequent use of Hand Sanitizers

Surfaces will be sanitized at each change *(End of Class)*

Meals will be consumed in Lab/Classrooms

No Outside Food Vendors

Fogging and Static Cleaning will be done throughout the day and evening
<table>
<thead>
<tr>
<th>Level 3- Red</th>
<th>Staff and Students will perform temperature check on-site (Temperatures above 100 Degrees will report to Nurse and/or return home)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Social Distancing will be maintained</td>
</tr>
<tr>
<td></td>
<td>Masks REQUIRED for staff.</td>
</tr>
<tr>
<td></td>
<td>Students REQUIRED to wear masks</td>
</tr>
<tr>
<td></td>
<td>Required, scheduled Hand Sanitizing</td>
</tr>
<tr>
<td></td>
<td>Surfaces will be sanitized at each change (End of Class)</td>
</tr>
<tr>
<td></td>
<td>Fogging and Static Cleaning will be done throughout the day and evening</td>
</tr>
<tr>
<td></td>
<td>Meals will be consumed in Lab/Classrooms</td>
</tr>
<tr>
<td></td>
<td>No outside Food Vendors</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 4- Purple</th>
<th>Essential Personnel will perform and record temperature check on site</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Essential Vendors/Contractors will perform temperature check on-site. No admittance with temperature over 100 degrees.</td>
</tr>
<tr>
<td></td>
<td>Essential Vendors/Contractors displaying symptoms may be denied entrance</td>
</tr>
</tbody>
</table>
Buckeye Career Center utilizes and provides many services that enhance career technical education. These services allow our students to interact with the general public in a controlled manner that promotes growth. Almost all of our programs have a Customer Service component that creates opportunities on or off campus. While these opportunities are vital to growth, they are also very difficult to control.

Another service provided by Buckeye Career Center is Facility use. We have been able to highlight our facilities by allowing outside groups to utilize our unused space for minimal costs. While this is a positive, it also adds an additional burden to our staff to maintain a safe and clean environment.

All decisions made regarding these services will be reviewed periodically according to changes in the Risk Level Guidelines. We will look to duplicate these services with in-house options that provide a safe, controlled learning environment.

During this time all Customer Service will be on-campus only. This will be enforced with few exceptions. The Buckeye Career Center House project will continue. Meat Cutting and Floriculture may provide very controlled services for large orders to outside customers after meeting all protocols for distribution. Some Full-Time Adult Education programs have requirements for externships or off-campus clinical hours.

*Changes in Risk Levels and Guidelines could prompt earlier reviews of Service Plan
## Buckeye Career Center
### Service Plan

<table>
<thead>
<tr>
<th>Level 1 - Yellow</th>
<th>Joe Carlisle Café and Marketplace</th>
<th>In-House only after training has been completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cosmetology</td>
<td>In-House only after training has been completed</td>
</tr>
<tr>
<td></td>
<td>Pre-School</td>
<td>Closed until review on 11/1/2020</td>
</tr>
<tr>
<td></td>
<td>Meat Cutting</td>
<td>Large Orders Only/No Student Contact w/Customer</td>
</tr>
<tr>
<td></td>
<td>Transportation Cluster</td>
<td>In-House only after training has been completed</td>
</tr>
<tr>
<td></td>
<td>Buckeye Career Center House</td>
<td>Will continue with safety guidelines</td>
</tr>
<tr>
<td></td>
<td>Field Trips/Competitions</td>
<td>Cancelled until review on 11/1/2020</td>
</tr>
<tr>
<td></td>
<td>Floriculture</td>
<td>Large Orders Only/No Student Contact w/Customer</td>
</tr>
<tr>
<td></td>
<td>No Outside Facility Usage</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Services Re-Evaluated on 11/1 2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 2 - Orange</th>
<th>Joe Carlisle Café and Marketplace</th>
<th>In-House only after training has been completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>Floriculture</td>
<td>Large Orders Only/No Student Contact w/Customer</td>
</tr>
<tr>
<td></td>
<td>Masks required for Shuttle Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Outside Facility Usage</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>All Services Re-Evaluated on 11/1 2020</td>
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## Buckeye Career Center Service Plan

### Level 3 - Red

<table>
<thead>
<tr>
<th>Service</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Joe Carlisle Café and Marketplace</td>
<td>Closed Instruction Only</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Closed</td>
</tr>
<tr>
<td>Pre-School</td>
<td>Closed until review on 11/1/2020</td>
</tr>
<tr>
<td>Meat Cutting</td>
<td>Closed</td>
</tr>
<tr>
<td>Transportation Cluster</td>
<td>Closed</td>
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<td>Buckeye Career Center House</td>
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<td>No Outside Facility Usage</td>
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<td>All Services Re-Evaluated on 11/1 2020</td>
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</table>

### Level 4 - Purple

<table>
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</thead>
<tbody>
<tr>
<td>Joe Carlisle Café and Marketplace</td>
<td>Closed Instruction Only</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Closed</td>
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<tr>
<td>Pre-School</td>
<td>Closed until review on 11/1/2020</td>
</tr>
<tr>
<td>Meat Cutting</td>
<td>Closed</td>
</tr>
<tr>
<td>Transportation Cluster</td>
<td>Closed</td>
</tr>
<tr>
<td>Buckeye Career Center House</td>
<td>Will continue with safety guidelines</td>
</tr>
<tr>
<td>Field Trips/Competitions</td>
<td>Cancelled until review on 11/1/2020</td>
</tr>
<tr>
<td>Floriculture</td>
<td>Closed</td>
</tr>
<tr>
<td>No Shuttle Service</td>
<td></td>
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<tr>
<td>No Outside Facility Usage</td>
<td></td>
</tr>
<tr>
<td>All Services Re-Evaluated on 11/1 2020</td>
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</table>
**Quarantine** for Individuals Diagnosed or Exposed to COVID-19: Pursuant to Ohio Department of Health guidelines, families, caregivers and staff should notify the school if they have been exposed to COVID-19 or if they, or any members of their households, have been diagnosed with or presumed to have COVID-19. They also should notify the school if they are quarantined. Personnel and students with known exposure to someone with diagnosed or presumed COVID-19 must self-quarantine at home for 14 days. Personnel or students who travel to a location with known community spread may choose to self-quarantine at home for 14 days. Given the likelihood of increased absences due to illness or quarantine, school policies should be adjusted so as not to penalize students and personnel for required quarantine period(s). Remote learning plans should be considered for all students who are absent for a significant time period and able to continue engaging in learning. Even more significant shifting of instructional approaches most likely will be necessary when a significant number of individuals are required to be quarantined (classroom, school-building or district levels). Schools and districts should work with their local health departments on COVID-19 surveillance activities by tracking attendance and notifying their local health departments of significant increases in absenteeism. Personnel and students with confirmed or presumed COVID-19 must meet conditions prescribed by the Ohio Department of Health and their local health departments prior to returning to school. These conditions may change frequently, and schools and districts should maintain frequent communication with their local health departments regarding these guidelines.

**Addressing Potential Flare-Ups** It is expected there will be “flare-ups” of COVID-19 cases as determined by the Ohio Department of Health or local health departments. Flare-ups will need to be addressed by implementing additional measures beyond ongoing precautions. In some cases, entire school buildings may need to close for purposes of cleaning and sanitizing or in recognition of high levels of student or staff illness. In the event of a flare-up, districts should follow additional precautions set forth by the Ohio Department of Health and their local health departments. These precautions may change frequently, and schools and districts should maintain frequent communication with their local health departments regarding these guidelines.

**Isolating Students Showing Symptoms of COVID-19 at School:** The Ohio Department of Health has stated that any student exhibiting symptoms while physically attending school should be placed in a separate room, away from other students, monitored by school personnel maintaining physical distancing and wearing personal protective equipment. Any staff member exhibiting symptoms while working in the school also should continue to wear a face mask and self-isolate in a separate room, away from other staff and students. Students and staff exhibiting symptoms should go home as soon as possible.
Buckeye Career Center
Joint Statement

May 2020

As our nation and the global community have navigated an unprecedented set of challenges related to the COVID-19 pandemic, our state’s public education community has been required to adapt to new ways of meeting the needs of Ohio’s 1.7 million school-age children and adolescents. Collectively, we have worked to keep students engaged in learning while ensuring the health and safety of the students, employees, families and communities we serve. We have devised creative solutions to supporting the fundamental nutrition and security needs of our students, attending to their social and emotional well-being, and providing them with essential supports to continue developing their knowledge and skills under very trying circumstances. Even though a public health crisis has forced the closing of our school buildings, our commitment to student success has never wavered.

Amidst uncertainty over the threat of a tenacious virus and its devastating impact on the economy, planning for the 2020-2021 academic year confronts school board members, administrators, teachers, education support professionals, and the organizations that advocate on their behalf with an extraordinary set of challenges: How do we address fundamental inequities in our education system tied to poverty, uneven access to technology, and varying levels of family support? How do we ensure the health and safety of the most vulnerable members of our school communities—particularly staff and students whose age or medical conditions put them at greatest risk of contracting and dying from the novel coronavirus? How do we meet the needs of students and protect the economic security of those who have committed their lives to serving them amid state and local revenue shortfalls? How do we ensure students are able to thrive in their educational experience in what is likely to be a changing and unpredictable learning environment? We will only be able to answer these questions through a shared commitment to problem-solving that is grounded in collaboration, flexibility, communication, and mutual respect.

As representatives of labor and management, we recognize that school districts across Ohio will be confronted with difficult challenges in trying to balance the wants and needs of the school employees, students, parents and communities we serve. We know there will be times when local unions and employers will have disagreements in advocating for the interests of their respective constituencies. There are tensions in labor-management relationships even under the best circumstances; there is little doubt our limits will be tested in the weeks and months ahead. Through these trials, we are confident that we will get through this together, and that our students and communities will thrive as a result. As education leaders on both sides of the table, we commit to supporting the collective bargaining process as a means of creative problem-solving and collaboration. We will provide our constituencies with the resources and tools they need to bargain for the common good, and we will engage with one another and our partners in the Ohio Department of Education and other state leaders in a manner that models the kind of open communication, honesty, and esteem we hope to inspire at the local level.

Melissa Cropper, President, Ohio Federation of Teachers
Scott DiMauro, President, Ohio Education Association
Kirk Hamilton, Executive Director, Buckeye Association of School Administrators
Rick Lewis, Executive Director, Ohio School Boards Association
Jim Rowan, Executive Director, Ohio Association of School Business Officials
Joe Rugola, Executive Director, Ohio Association of Public School Employees
Facility Preparations

☐ Are there cleaning protocols in place for the general building and grounds, classrooms/offices/large gathering spaces, materials, etc.?
☐ Which entries will be used?
☐ Are there visual directions posted in common areas for transitions or will there be transitions between classrooms and other locations?
☐ How will classrooms be arranged and will there be visual directions?
☐ Does the school building have the necessary personal protective equipment (PPE)?
☐ What will libraries and media centers be used for?
☐ Have you reviewed all spaces, current usage, and the potential need caused by social distancing, specific student needs, and new medical needs?
☐ Do additional handwashing or hand-sanitizing stations need to be installed in the building?
☐ Will they need to be in all classrooms and what is needed to make this happen?
☐ Do additional protocols need to be explicitly part of orientation and practiced and modeled for all students?
☐ When should personal protective equipment be ordered to ensure it is received on time?
☐ Are there spaces in your district or schools that need to be structurally modified to help limit exposure/allow staff to complete tasks?
☐ How do you balance security with the expanded need for many entry points and staff to supervise these while processing entry of students, parents, contractors and students?
Buckeye Career Center
Guiding Questions

Signs of Illness, Nurse's Office and Wellness Activities
☐ When should staff come to school or stay home based on symptoms?
☐ When should students come to school or stay home based on symptoms?
☐ What should staff and students do if they are sick?
☐ What if a student or staff member becomes ill while at school?
☐ How will students who are not sick but need medical attention in another way be treated (for example, medicine distribution, injury, cut, etc.)?
☐ Will medication administration happen at a site other than the clinic?
☐ Will the delegation of health care procedures still be done with staff, and will these still happen in classrooms?
☐ Where will sick students or staff be held until they leave the school?
☐ Will the nurse's office be a last option for students to request?
☐ Will the nurse/aide go to students instead of the students coming to the office?
☐ How will chronic health information be shared with the new staff and substitute staff who will be present in buildings next fall?

Communications
☐ Has a district or school hotline been established?
☐ Does the district website have a webpage to provide information related to these changes?
☐ How will policy changes be shared?
☐ How will students be supported with the new procedures, processes and ways of doing school?
☐ What parent education programs need to be developed?
☐ As more student instruction, work products and assessments are moved online, do you need to review directory information designations to allow for a broader scope of items?
☐ Does your current photo usage release cover the new reality?
☐ Have you prepared and communicated to staff and students the plans for fire, tornado and lockdown drills?
☐ Will you be mailing information to families?
☐ Are you sharing new schedules and transportation plans with other organizations?
Visitor Procedures (including students and staff)
- How will schedule pick-up and student orientations occur in August 2020?
- Who will screen students, parents and staff who attempt to enter the building?
- Will staff who are screening utilize personal protective equipment?
- What procedures will be used in the screening, questioning, temperature taking, assessment of items individuals are bringing into the building?
- Will nontraditional entry points be explained to parents?
- What are the methods by which students will arrive at school?
- What if they are alone and present with symptoms or other health issues?
- Will volunteers be permitted in the building?
- Who will be responsible for screening and educating them on new procedures?
- What issues need to be addressed for the organizations, parent groups and other visitors coming to schools to support students and advance learning?

Classroom Instruction and Learning Activities
- What will class sizes be?
- Will you split classes and staff?
- Will you rotate staff and have students stay in classrooms?
- Are you prepared to eliminate the use of community supplies in classrooms?
- Will blended learning or entire virtual courses take the place of some traditional classes?
- How will you schedule lab classes?
- How will the equipment used in these courses be cleaned and ready for multiple groups of students in the same day?
- Will you allow students to leave their rooms to assist other staff or students?
- Will students be allowed to bring their own devices to school?
- Will you restrict items allowed to be brought to school daily?
- How will you structure school-to-work programs?
- Will progress report revisions be made based on the new assessment practices brought on by the pandemic?
Buckeye Career Center
Guiding Questions

Classroom Instruction Continued
- Will there be more instruction occurring outside of the school building, especially during the warmer months?
- Are there plans for virtual curriculum nights and back-to-school events?
- Will you schedule virtual teacher-parent conferences in the fall?
- Will you have recess and, if you do, what restrictions will be in place?
- How will you ensure inclusion of students with disabilities and meeting their needs (academic and physical)?
- How will you make online instruction similar in content and performance tasks to face-to-face instruction?
- What materials and supplies will be necessary in this environment and how will they be purchased and delivered safely?

Curriculum and Assessment
- What training will be needed for teachers and other staff if working remotely (learning management system, software, videoconferencing virtual platforms, etc.)?
- What assessments will be administered at the beginning of the school year to determine students' current levels and what interventions may be needed?
- Is this something you have in your student information system (SIS) or do you need to acquire something new?
- What will happen to current or scheduled curriculum adoptions and material purchases?
- Are you using universal screening tools?
- Have you reviewed budget needs for online curricula, tools and subscriptions?

Special Education, IEPs, 504s and Gifted
- Are you including students with special needs when planning the schedule and safety procedures?
- How will you complete an assessment of progress monitoring and documentation of services?
- How will you collaborate with parents?
- What platforms will be used for delivery of services?
- Will you provide assistive technology, access and options for support when technology is limited?
- How will you address IEPs and ETRs (referral process, compliance dates and times, development, guidance, testing)?
- How will instruction happen, and will it meet federal and state requirements (FAPE, LRE, AAC, general education and intervention specialist collaboration, staffing to support students who are no longer able to be supported in groups)?
How are you supporting parents? Items to consider:
- Collaboration, partnership
- Increased communication
- Parent training
- Guidelines for home instruction/remote learning
- Establishing a schedule for remote learning
- Parent support/guidelines to engage students in remote learning
- Access to technology
- Flexibility of hours and availability of staff to support parents
- How will you determine if compensatory services are needed for each individual student with a disability?
- How will you consider needs of individual students with “re-entry” (adjusted schedules, mental health supports, etc.)?
- Will there be an option to go to homes for support if families practice social distancing protocols?
- Will gifted middle school students be going to high schools for courses?

English Learners
- Are you planning for efficient screening of new English learners and any potential English learners who enroll in the spring?
- Are you planning to assess current English proficiency levels for all English learners?
- Are you using assessment data to create individual English learner plans with specific goals, especially to mitigate learning loss?
- Is there collaboration between ESL teachers and content area teachers to more effectively support English learners?
- Will there be professional learning for staff on how to support English learners in class and through remote learning?
- Are you rethinking ESL staffing for more impact?
- Are you considering hiring bilingual aides to support students and families?
- Are you considering additional English learning opportunities in person and online, utilizing technology?
- Are you creating a limited English proficiency family communication plan?
- Are you collaborating with community groups to support English learner students and families?
Buckeye Career Center
Guiding Questions

Social and Emotional Learning Supports
□ What informed practices will you use for assisting students/staff in dealing with uncertainty and stress?
□ Will access to social-emotional learning supports need to be expanded?
□ If so, how will you expand them?
□ Will you need additional social workers to support the growing needs of students and staff?
□ How will you support students with “re-entry,” both as a whole and individually?

Student Discipline
□ What happens to students who do not comply with safety procedures?
□ How will everyday disciplinary issues/office referrals be handled?
□ Will students be sent out of class, escorted, etc.?
□ Do you need to amend discipline policies and practices?
□ How will you conduct search and seizure?
□ How will you deal with bus discipline?
□ What implications are there to your current dress code?
□ How do student and staff handbooks need to change before the 2020-2021 school year?
□ Will new code of conduct items need to be added that are tied to the pandemic and the health guidelines?
□ What implications are there for restraint procedures?

Staff
□ What will new teacher onboarding look like in the summer and fall of 2020?
□ How will transition meetings between levels occur over the next several months to prepare for the 2020-2021 school year?
□ Will teacher meetings be face-to-face or virtual?
□ If face-to-face, how will spacing be addressed?
□ What new trainings will need to occur for various staff before school begins in the fall based on new pandemic policies and procedures?
□ How and when will these trainings occur?
□ Who will deliver the trainings?
□ Who will welcome and orient substitute staff?
Staff Continued
□ Will you give them access to the learning management system (LMS) and other district resources?
□ How will they become familiar with these systems?
□ As sports seasons are canceled or modified, how will you direct athletic directors, coaches and volunteers in their actions with student athletes?
□ Will you have to modify when you award supplemental contracts and the expectations for completion of these contracts?
□ What are the collective bargaining agreement implications?
□ How can you better utilize your PTO/PTA as a support during these times?
□ How will you support staff mental health and social-emotional well-being?

Breakfast and Lunch
□ How many tables and seats in the cafeteria and/or other locations will be needed to meet social distancing guidelines?
□ How will tables and desks be arranged?
□ Will there be an alternate lunch rotation schedule?
□ Can classrooms be used as eating spaces?
□ Will you use partitions to provide separation?
□ How will breakfast, lunch, snacks be served?
□ In lunchrooms, in classrooms, full lunch, boxed lunches?
□ Who will supervise?
□ What will be the cleaning procedures for the areas where food is eaten by students and/or staff?
□ Will a complete cleaning occur between sessions?
□ Where will the cleaning supplies be located?
□ Can the school schedule be changed so students can eat lunch at home?
Buckeye Career Center
Guiding Questions

Restroom Procedures
☐ How many students or staff may enter at a time?
☐ How will access be granted?
☐ How will restrooms be monitored?
☐ Will water fountain use be permitted? Budgetary
☐ Are you looking at grant opportunities to support your general fund with the additional expenses?

Main Office Visits Procedures
☐ Are individuals permitted to use office phones?
☐ If yes, how will phones be sanitized?
☐ Will parents and students have access to the main office?
☐ Where will meetings and family conferences be held and how?
☐ Will new students follow your current new student enrollment policies? How will you collect required paperwork needed to begin the school year?
☐ Will all paperwork become electronic?
These Guiding Questions will be used to answer the “How” of our Re-Start Document. The remainder of the time between now and August 24, 2020 will allow us to confirm, create, or adjust the current procedures that we have in place. As we learned in the spring of this year, we may have to make adjustments with very little time for planning. We are infinitely more prepared for the changes that may come our way. Whether it is the preferred method of every student, in-person every day, or a Blended Model, we will be prepared to do the best that we possible can. We will also be ready to improvise, adapt, and overcome as our circumstances change. We will apply the lessons learned as delivered a complete on-line learning model in a moments notice. These guiding questions will help us be more thoroughly prepared for our High School and Adult learners.
Coronavirus Symptoms

Patients with COVID-19 have experienced mild to severe respiratory illness.

- Fever
- Cough
- Shortness of breath

*Symptoms may appear 2-14 days after exposure.

For more information: [www.cdc.gov/COVID19-symptoms](http://www.cdc.gov/COVID19-symptoms)

cdc.gov/COVID19-es

Los pacientes con COVID-19 han presentado enfermedad respiratoria de leve a grave.

- Fiebre
- Tos
- Dificultad para respirar

*Los síntomas pueden aparecer de 2 a 14 días después de la exposición.
Sick Person Flow Chart

Are you sick with COVID-19 symptoms?
Symptoms can include fever, cough, shortness of breath, loss of smell/taste, headache, abdominal pain, etc.

Yes, I am sick

*Isolate

You can stop home isolation when...

No, but someone else in my household is sick

*Quarantine yourself immediately, at home and self-monitor (take your temperature 2x/day, assess for above signs and symptoms).

Continue social distancing practices

You can leave home after these things have happened:

1. You have had no fever for at least 72 hours (this is three full days of no fever without the use of medicine that reduces fever)
2. You have improved (for example, when your cough or shortness of breath have improved)
3. At least 10 days have passed since your symptoms first appeared OR since the date of your positive test.

Isolation/Quarantine tips:
Isolation separates sick people with a contagious disease from people who are not sick. Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

- Keep your distance.
- Stay in your bedroom and use a bathroom separate from the one used by other members of your household, if possible.
- Wear a face mask when around others and try to stay at least 6 feet away.
- Have someone else in the home prepare meals and leave them outside your bedroom door.
- Do not share bedding, towels, dishes, or water bottles with others. If something is shared, wash it with soap and water before use by a separate person.
- Do not leave your home unless necessary for medical care. Ask family, friends, or community groups to help with needs by leaving supplies outside your door. Do not allow visitors to your home.
- Wipe down high-touch areas every day with a disinfectant. This includes door knobs, light switches, phone, remote controls, assistance, sink, toilet, and cabinet handles, countertops, etc.
- Limit contact with pets. If you do interact with pets, wash your hands before and after.

¿Estás enfermo con los síntomas de COVID-19?

Sí, estoy enfermo

*Ponte en aislamiento

¿Fiebre, tos y/o falta de aliento?

No, pero alguien más en mi hogar está

*Ponte en cuarentena de inmediato, en casa 

No, no estoy enfermo, ni hay nadie en mi familia.

Continuar las prácticas de distanciamiento

Cuando puedes detener el aislamiento en el hogar...

Puedes salir de casa después de que hayan pasado tres cosas:
1. No has tenido fiebre durante al menos 72 horas (es decir, tres días completos sin fiebre) y el medicamento que reduce la fiebre también.
2. Otros síntomas se han mejorado (por ejemplo, cuando la tos o la falta de aire han mejorado) también.
3. Has transcurrido al menos 14 días desde que aparecieron tus síntomas o desde la fecha de tu prueba positiva.

Conselos de aislamiento/cuarentena:

- El aislamiento separa a las personas enfermas con una enfermedad contagiosa de las personas que no están enfermas.
- La cuarentena separa y restringe el movimiento de las personas que estuvieron expuestas a una enfermedad contagiosa para ver si se enferman.
- Mantén tu distancia.
- Si es posible, quídate en tu habitación y usa un baño separado del que usan otros miembros de tu hogar.
- Usa una máscara facial cuando estés cerca de otras personas y toma de la distancia al menos a 6 pies de distancia.
- Haz que alguien más en casa prepare las comidas y los deja al frente de tu puerta de tu habitación.
- No compartas ropa de cama, toallas, platos o botellas de agua con otras personas. Si se comparte algo, lavalo con agua y jabón antes de que cada persona lo use.
- No salgas de casa a menos que sea necesario para recibir atención médica. Pídales a tus familiares, amigos o grupos consuladores que lo ayuden con las necesidades dependiendo mismos horarios de tu puerta.
- No permitas visitas a tu hogar.
- Limpia las áreas de alto contacto todos los días con un desinfectante. Esto incluye puertas de los puertos, interruptores de luz, toalleros, controles remotos, electrodomésticos, lavavajillas, inodoros y manijas de habitaciones, escobillas, etc.
- Limita el contacto con mascotas. Si interactúas con las mascotas, líves las manos antes y después.

Updated: 09/27/2020 ID
Managing Your Sickness

10 things you can do to manage your COVID-19 symptoms at home

If you have possible or confirmed COVID-19:

1. Stay home from work and school. Avoid close contact with other people. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.

2. Monitor your symptoms closely. If your symptoms get worse, call your healthcare provider immediately.

3. Get rest and stay hydrated.

4. If you have a medical appointment, call the healthcare provider ahead of time and tell them that you have or may have COVID-19.

5. For medical emergencies, call 911 and notify the dispatch personnel that you have or may have COVID-19.

6. Cover your cough and sneeze.

7. Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

8. As much as possible, stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available, if you need to be around other people in or outside of the home, wear a face mask.

9. Avoid sharing personal items with other people in your household, like dishes, towels, and bedding.

10. Clean all surfaces that are touched often, like countertops, tabletops, and doorknobs. Use household cleaning supplies or wipes according to the label instructions.

[Image: CDC logo with website: cdc.gov/coronavirus]

10 maneras de manejar los síntomas respiratorios en casa

Si tiene fiebre, tos o dificultad para respirar, llame a su proveedor de atención médica. Es posible que le recomienden manejar el cuidado de su salud en casa. Siga estas consejos:

1. Qúete en casa, no salga al trabajo o a la escuela, y evite visitar lugares públicos. Si debe salir, entre en transporte público, vehículos compartidos o taxis.

2. Manténgase en la cama, no salga del cuarto. Si su estado empeora, llame de inmediato a su proveedor de atención médica.

3. Descanse y manténgase hidratado.

4. Si tiene una infección respiratoria, llame al proveedor de atención médica y informe cualquier signo de infección que tenga o que pueda tener COVID-19.

5. Si tiene una emergencia médica, llame al 911 y mentione que tiene o podría tener COVID-19.

6. Lávase las manos frecuentemente con agua y jabón por al menos 20 segundos o con un desinfectante de manos que contenga el menos un 60% de alcohol.

7. Lave las manos frecuentemente con agua y jabón por al menos 20 segundos o con un desinfectante de manos que contenga el menos un 60% de alcohol.

8. En la medida de lo posible, quítese en una habitación separada y aísle a otras personas que viven en su casa. Además, de ser posible, debe utilizar un baño separado. Si debe estar en contacto con otras personas dentro o fuera de su casa, use una mascarilla.

9. Siga las instrucciones de su proveedor de atención médica. Si tiene daño en la nariz y la boca, use un equipo de protección personal.

10. Limpie todas las superficies que se tocan frecuentemente, como las mesas, las sillas y las manijas de las puertas. Utilice limpiadores de uso doméstico, ya sea en mezcla con alcohol, según las instrucciones del producto.

[Image: CDC logo with website: www.cdc.gov/COVID19-es]
Return to Work/School

**If employees do report to workplaces:**
Actively encourage sick employees to stay home until they have recovered.

- As of May 4, guidelines from the Centers for Disease Control and Prevention for people with confirmed or suspected COVID-19 are as follows:

  o **Employees with symptoms who have not been tested** (or are waiting for test results) should stay home until at least three full days (72 hours) have passed since recovery (no fever without use of fever-reducing medications and improvement in respiratory symptoms) AND at least 10 days have passed since the onset of symptoms.

  o **Employees with symptoms who have lab-confirmed COVID-19 should stay home until:**

  - There are negative results (showing no COVID-19) on at least two consecutive lab tests of respiratory specimens collected at least 24 hours apart.
Quarantine for Individuals Diagnosed or Exposed to COVID-19:

Pursuant to Ohio Department of Health guidelines, families, caregivers and staff should notify the school if they have been exposed to COVID-19 or if they, or any members of their households, have been diagnosed with or presumed to have COVID-19. They also should notify the school if they are quarantined. Personnel and students with known exposure to someone with diagnosed or presumed COVID-19 must self-quarantine at home for 14 days. Personnel or students who travel to a location with known community spread may choose to self-quarantine at home for 14 days.

Given the likelihood of increased absences due to illness or quarantine, school policies should be adjusted so as not to penalize students and personnel for required quarantine period(s). Remote learning plans should be considered for all students who are absent for a significant time period and able to continue engaging in learning. Even more significant shifting of instructional approaches most likely will be necessary when a significant number of individuals are required to be quarantined (classroom, school-building or district levels).

Schools and districts should work with their local health departments on COVID-19 surveillance activities by tracking attendance and notifying their local health departments of significant increases in absenteeism.

Personnel and students with confirmed or presumed COVID-19 must meet conditions prescribed by the Ohio Department of Health and their local health departments prior to returning to school. These conditions may change frequently, and schools and districts should maintain frequent communication with their local health departments regarding these guidelines.
Addressing Potential Flare-Ups

It is expected there will be “flare-ups” of COVID-19 cases as determined by the Ohio Department of Health or local health departments. Flare-ups will need to be addressed by implementing additional measures beyond ongoing precautions. In some cases, entire school buildings may need to close for purposes of cleaning and sanitizing or in recognition of high levels of student or staff illness.

In the event of a flare-up, districts should follow additional precautions set forth by the Ohio Department of Health and their local health departments. These precautions may change frequently, and schools and districts should maintain frequent communication with their local health departments regarding these guidelines.
Contacts and Quarantines

Summary of COVID-19 Specific Practices for Contract Tracing, Isolation and Quarantine

Summary:
- Contact tracing will be conducted for close contacts (any individual within 6 feet of an infected person for at least 15 minutes) of laboratory-confirmed or probable COVID-19 patients.
- Testing is recommended for all close contacts of confirmed or probable COVID-19 patients.
- Those contacts who test positive (symptomatic or asymptomatic) should be managed as a confirmed COVID-19 case.
- Asymptomatic contacts testing negative should self-quarantine for 14 days from their last exposure (i.e., close encounter with confirmed or probable COVID-19 case), regardless of negative test results.
- If testing is not available, symptomatic close contacts should self-isolate and be managed as a probable COVID-19 case.
- If testing is not available, asymptomatic close contacts should self-quarantine and be monitored for 14 days after their last exposure, with linkage to clinical care for those who develop symptoms.
- For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.
Contacts and Quarantines

COVID-19 Contact Tracing Workflow

Step 1: Rapid Notification of Exposure
- A close contact to a patient with confirmed or probable COVID-19 will be notified of their exposure as soon as possible (within 24 hours of contact elicitation).
- The identity of the patient or other identifying information will not be revealed, alluded to, or confirmed by the contact tracer, even if explicitly asked by a contact.

Step 2: Contact Interview
- Obtain demographic information from contact
- Determine if the contact is symptomatic

Step 2a: Quarantine/Isolation Instructions and Testing
- Close contacts who were **not diagnosed with COVID-19 within the last 90 days**: Those with no symptoms will be asked to self-quarantine for 14 days from their last potential exposure and may be referred for testing. The last potential exposure would initially be determined by the Health Department.
  - Those with symptoms should immediately self-isolate and be referred for testing and/or medical care if needed.

- Close contacts who were **diagnosed with COVID-19 by a Viral Test in the last 90 days**: Those with no current symptoms of COVID-19 do not have to quarantine, and retesting is not recommended.
Contacts and Quarantines

distance (at least 6 feet) from others at all times, and follow all CDC guidance on self-quarantine. o Self-monitor daily for symptoms • If you have a thermometer, check and record your temperature twice a day. Thermometers should not be shared.
  • Contact the Health Department immediately if you: • Feel feverish or have a temperature of 100.4°F or higher
  • Develop a cough or shortness of breath.
  • Have persistent pain or pressure in your chest.
  • Develop mild symptoms like sore throat, muscle aches, tiredness, or diarrhea.

o Avoid contact with people at higher risk for severe illness (unless they live in the same home and had the same exposure as you).
Contacts and Quarantines

Isolation Procedures for Positive/Probable COVID-19 Cases:

➢ For most persons with COVID-19 illness, isolation and precautions can generally be discontinued o 10 days after symptom onset and
o resolution of fever for at least 24 hours, without the use of fever-reducing medications, and
o with improvement of other symptoms and
o release from the local Health Department

➢ A limited number of persons with severe illness may produce replication-competent virus beyond 10 days that may warrant extending duration of isolation and precautions for up to 20 days after symptom onset; this will be determined by the local Health Department

➢ For persons who never develop symptoms, isolation and other precautions can be discontinued 10 days after the date of their first positive viral test.

➢ For persons who are severely immunocompromised, a test-based strategy could be considered in consultation with the Health Department. o For all others, a test-based strategy is no longer recommended except to discontinue isolation

➢ For persons previously diagnosed with symptomatic COVID-19 who remain asymptomatic after recovery, retesting is not recommended within 3 months after the date of symptom onset for the initial COVID-19 infection. In addition, quarantine is not recommended in the event of close contact with an infected person.
Contacts and Quarantines

- For persons who develop new symptoms consistent with COVID-19 during the 3 months after the date of initial symptom onset, if an alternative etiology cannot be identified by a provider, then the person may warrant retesting.

This information is up to date as of July 30, 2020. As new information becomes available regarding the novel coronavirus (COVID-19) this document will be updated.