

District Safety Protocol with regard to Covid-19

This information has been copied directly from the District reopening plan, pages 21-25

Quarantine Guidelines

- Quarantine due to symptoms (pg. 21)
- Quarantine due to close contacts (pg. 21)
- Each buildings general concepts with regards to quarantine (pgs. 22-23)
- Quarantine due to confirmation of Covid-19 positive case (staff or student) (pgs. 23-24)
- Long term closure/quarantine (pg. 24)

Other corresponding documents sent to all staff that provided information with regard Covid-19 protocols for the district:

FAQ documents: dated- 6/1/20, 8/1/20, 9/14/20, 10/12/20

Covid Flow chart- 9/15/2020

Staff guidelines for phase 1 of returning 8/4/20

PPE distributed to buildings 10/12/20

TMCS safety priority flyer 6/1/2020

Notification Memo from Dr. Cosby

Video for classroom disinfecting(not included in packet)

<https://www.youtube.com/watch?v=uuEmlRTxvFo&feature=youtu.be>

All of the above documents have been provided for your review and can be shared if necessary.

Please note, the general guidance for Covid-19 is housed in the District Reopening plan on pages 21-25. This should always be the first reference for questions anyone may have.

Staff members should work directly with building administration with regard to specific questions and case by case scenarios particular to Covid-19.

No plan will have all the answers but the administration feels very confident that the information shared with staff covers the majority of general practices in the event of exposure to Covid-19.

Quarantine Guidelines

Quarantine Due to Symptoms

- An individual student or staff member who shows multiple symptoms of COVID-19 should inform their teachers and/or principal as soon as symptoms are discovered; preferably outside of the school day.
- Students/staff should immediately stay home until symptom free for 72 hours.
- Anyone showing multiple symptoms will be recommended for testing.
- While under symptom based quarantine, staff/students should continue to participate in school asynchronously as much as possible, so as not to fall behind in school.

Quarantine Due to Close Contact with COVID-19 Case

- Students/staff who have been within six feet of a confirmed COVID-19 case for fifteen cumulative minutes or more in the 48 hours preceding the onset of symptoms (for those cases that are symptomatic) or the 48 hours prior to the test being taken (for asymptomatic cases) and ending at the time the staff/student was isolated.
- The individual with close contact must stay home from school for fourteen calendar days from the time they were last exposed to the infected individual.
 - This would include students seated in classes with the infected student/staff member. It could also include school bus, cafeteria and/or sports/club connections.
 - This would likely not include hallway, or other exposure in schools, due to the time consistently sitting within six feet being less than fifteen cumulative minutes.

- While under COVID-19 quarantine, students should continue to participate in school asynchronously as much as possible, so as not to fall behind in school.
- Unless meeting the above criteria, staff/students do not need to quarantine when a confirmed case occurs in the district.
- Trotwood-Madison will notify Public Health Dayton Montgomery County and the Ohio Department of Health for any positive tests in the district. ODH will then do all contact tracing in conjunction with the school district and the infected individual and family.
- **Trotwood-Madison High School**
 - It is possible that an entire classroom, team, grade level, or school would be required to quarantine from school. Due to high school classes being populated by students across grade levels, common areas and clubs/sports teams all having mixed grade level students, Trotwood-Madison High School could be at a particularly high risk of large scale quarantine.
- **Trotwood-Madison Middle School**
 - It is possible that an entire classroom, team, grade level, or school would be required to quarantine. Most Trotwood-Madison Middle School classes are by grade level. This should allow us to continue school on site with one grade level, if an entire other grade level needed to be quarantined. However, with common areas, clubs/sports teams there is the possibility of spread across grade levels which would cause the entire school to quarantine
- **Westbrooke Elementary School**
 - 4th-5th grade
 - It is possible that an entire classroom, team, or grade level would be required to quarantine from school. Most elementary classes are by grade level. This should allow us to continue school on site with all other grade levels continuing in school.

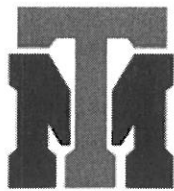
- **ELC/Madison Park**
- Pre-K-3 grade
 - Due to students spending almost all of their time with students in their individual classrooms, we should be able to just quarantine the individual classroom where the student/staff in direct contact with COVID-19 is in attendance.

Quarantine Due to Confirmed COVID-19 (the student/staff personally contracts; COVID-19)

- Students/staff and their families should work with their doctor, the schools and the Montgomery County Health Department to contact trace all individuals the person has been within six feet of, over fifteen cumulative minutes of time, beginning the 48 hours prior to the onset of symptoms (for those cases that are symptomatic) or the 48 hours prior to the test being taken (for asymptomatic cases) and ending at the time the staff/student was isolated.
- Students/staff who are symptomatic must stay home, in the care of a doctor, until all of the following criteria have been met:
 - Three days with no fever (without using fever reducing medication)
 - Other symptoms have improved
 - Ten days since symptoms first appeared
- Students/staff who are asymptomatic must stay home, in the care of a doctor, until ten days have passed since testing positive without any symptoms developing.
- These requirements are subject to change, based on CDC, ODH and PHDMC recommendations.
- While under confirmed COVID-19 quarantine, students should continue to participate in school asynchronously as much as possible, so as not to fall behind in school.

Long Term School Closure/Quarantine

- With the governor's new color coded, tiered COVID-19 warning system, counties will be rated on a weekly basis. Montgomery County is currently on level 3. Depending on our level as a county, there could be strong restrictions placed on us by the county health department or the state government that we must adhere to.
- Should a school or the entire district need to close for an extended period of time, we will move all learning online through the *Google Classroom* platforms.
- This transition should be relatively seamless, given that technological devices will already be assigned to students and the platforms will already be in regular use.
- If permitted, we will plan to work closely with small groups of students needing extra support at school once or twice a week.
- If permitted, athletics and after school activities will continue as scheduled.



FAQ's for staff about returning to work –6/1/2020

We recognize that every employee has a unique and strongly-held thoughts and experiences related to returning to work. The only constant is that everyone feels a certain amount of stress from the shelter in place last several months. Added to that stress is now the stress of uncertainty that the foreseeable future will continue to bring. It is important to remember that a critical part of moving through these difficult times is engaging in activities that were previously our routine, including returning to work on a regular basis. We look forward to helping all of our employees with that process of moving through these difficult times by opening our doors for our employees. But, we are not insensitive to anxiety that doing so causes for many. For this reason, we have compiled a list of anticipated questions that employees may have as they return to work.

I am afraid to come back to work. Can I hold off on returning for a little while longer?

While we respect the concerns that employees may have about returning to the workplace outside of their homes, we put safety protocols in place to do our best to ensure the workplace is as safe as possible. We therefore expect that employees will return to work and comply with the safety protocols that we have communicated. However, if you have a health condition that puts you at a higher risk of medical issues than the general population, please contact HR to discuss your specific situation. Employees who do not return to work without approval will be considered to have voluntarily abandoned their employment. Please make sure, if you have those concerns you share them.

What if I have a family member living with me who has compromised health? I am nervous about coming back to work. What do I do?

Again, the expectation is that all employees return to work, absent special circumstances. If you have genuine concerns about returning to work because of health concerns for others in your household, communicate with HR. There is no guarantee that you will be able to work from home. However, HR will communicate with you about your unique situation.

What if I see a co-worker that refuses to social distance or wear a mask while I'm at work? What do I do?

As employees come back to work, there will be an adjustment period while workers get used to the new requirements that they've never had to be accustomed to before. Employees may forget to put their mask on as they step away from their desk to grab a document off the printer. However, if there are individuals who are consistently or willfully defiant in complying with the safety protocols put in place, you should report that to HR.

How long will this uncomfortableness last? I enjoyed coming to work because I enjoy the company of my co-workers. All of these new requirements make coming to work unpleasant.

Unfortunately, no one can be certain when we will be back to normal operations without masks, social distancing, etc. We know that it will be a while, but that returning to work with these protocols is likely a step in the right direction to getting us back to "normal." While no one will dispute that it is all uncomfortable, we are confident that it will not take long before everyone is at least a little more at ease. We encourage everyone to focus on being

positive for each other. Doing so supports your co-workers who are struggling as much as you are. Having a positive attitude will always make the difficult a little less difficult.

What if someone I work with is diagnosed with COVID-19?

The district is following the Ohio Department of Health's guidance for COVID-19 in the workplace. The following steps will be taken if a positive case is identified:

- ***Immediately report employee or visitor infections to the local health district.***
- ***Work with local health department to identify potentially exposed individuals to help facilitate appropriate communication/contact tracing.***
- ***Shutdown shop/floor/area for deep sanitation if possible.***
- ***Professionally clean and sanitize site/location.***
- ***Reopen in consultation with the local health department.***

What are the safety protocols the district is taking to ensure health for its employees?

The Ohio Department of Health has created five standard guidelines for all businesses to promote health and safety when reopening.

Those guidelines are as follows:

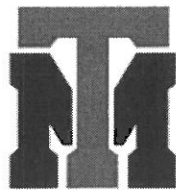
1. ***Require face coverings*** for employees and recommend them for clients/visitors at all times.
2. ***Conduct daily health assessments*** by employers and employees (self-evaluation) to determine if "fit for duty."
3. ***Maintain good hygiene*** at all times – hand washing, sanitizing and social distancing.
4. ***Clean and sanitize*** workplaces throughout workday and at the close of business or between shifts.
5. ***Limit capacity*** to meet ***social distancing*** guidelines.
 - *Establish maximum capacity.*
 - *And, use appointment setting where possible to limit congestion.*

What will school look like in the Fall? Are all staff and students returning to work?

This is yet to be determined. The district is actively working on a few different plans for the re-opening of school in the Fall of 2020. As more guidance comes out, you will be informed of the plans for the upcoming school year.

As we move forward to returning to a working environment during these unprecedented times, more and more questions will come about. Please use these few responses as early guidance for the workplace starting June 1, 2020. Please adhere to the guidelines that have been put in place and make sure if you have any questions, ask them.

These times are difficult for everyone and the district wants to ensure that your concerns are addressed to the best of its ability, in accordance to the guidance being provided by local and state health officials.



FAQ's for staff about returning to work –8/1/2020

We recognize that every employee has a unique and strongly-held thoughts and experiences related to returning to work. The only constant is that everyone feels a certain amount of stress from the ongoing and ever-changing status of the COVID-19 situation in the county, state and the country. Added to that is now the stress of uncertainty that the foreseeable future will continue to bring. It is important to remember that a critical part of moving through these difficult times is engaging in activities that were previously our routine, including returning to work on a regular basis. We look forward to helping all of our employees with that process of moving through these difficult times by opening our doors for our employees. But, we are not insensitive to anxiety that doing so causes for many. For this reason, we have compiled a list of anticipated questions that employees may have as they return to work.

What precautions is the district taking to promote a safe working environment for staff returning into the buildings?

The district is following the guidance from the Public Health Department and the Center for Disease Control (CDC), with regards to the regular disinfecting of the buildings. High touch services and common areas will receive higher levels of attention. They will be addressed several times during the day.

Hand sanitizing stations have been installed throughout the district as well as plexiglass sneeze guards in common office areas. 6ft social distancing signs have been placed in common areas throughout the buildings. These have been installed to remind staff of the social distancing expectation for individuals entering the building.

All staff on site will be required to wear a mask/shield or face covering while in the building. While working in your classroom in your work space, you may remove your mask. Upon getting up from your desk or immediate work space, staff will be required to put the mask back on. Visitors will also be asked to put on a mask upon entry into the building. If they do not have one, a disposable mask will be provided to them.

Buildings should also limit the capacity of meetings and gatherings being held within the building. There should be no large staff meetings and no large parent meetings held until further notice.

There are rumors that the district has had employees test positive for Covid-19. Is this true? If so what is the protocol for informing other employees that may have been in contact with these people?

This is not a rumor. To date, Trotwood-Madison City Schools has had **6 confirmed cases of Covid-19** during the summer months. All of the individuals self-reported their test results to district officials. Upon confirmation of a positive test the process outlined by Public Health Dayton Montgomery County is as follows:

- 1. Isolation of the individual**
- 2. Contact trace close contacts (anyone within 6 ft of the person for at least 15 minutes starting 2 days prior to onset of symptoms (or, for asymptomatic patients, 2 days prior to specimen collection) until the patient is isolated.**
- 3. Deep clean and sanitize the area where the individual may have been for an extended period of time.**

Public Health Dayton Montgomery County will initiate all contact tracing protocol upon confirmation of a positive case of Covid-19. The CDC has established the guidance for the definition of close contact:

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html>

This district will adhere to those guidelines and work specifically with PHDMC to identify only those individuals that fall within those guidelines. The individuals that have reported a positive case have either been mild in nature with mild to moderate symptoms or asymptomatic.

No school district is obligated to report employees that test positive to any media outlets. The district is only obligated to report positive test to the Department of Public Health.

Is the district obligated to report to all staff if there is a positive case of Covid-19?

No. Only those individuals that have been identified of having close contact with the individual are obligated to be informed. But in an effort to be transparent with the staff, the district will establish a protocol for informing of a positive contact.

Please be advised, personal information with regard to whom the individual is will not be disseminated as it is a direct violation of the HIPAA act.

If there is confirmed case in a district building will that building be shut down for 14 days?

No, not exactly. A confirmed case does not automatically mean that the entire building shuts down. Contract tracing will be done in accordance to the Public Health guidelines. They (PHDMC) will help us determine if any areas need to be shut down. Usually unless it is a highly congested work space, i.e., assembly line, warehouse setting, etc., the standard guidance calls for a deep cleaning and sanitizing of the area and the entire building in which the positive individual spent the majority of their time.

If an employee test positive and are feeling well when will they be able to report back to work?

The district will follow the guidelines outlined by the CDC and PHDMC with regard to return to work guidelines. They are as follows:

- At least 10 days since symptoms first appeared **and**
- At least 72 hours with no fever without fever-reducing medication **and**
- Symptoms have improved
- Clearance by treating healthcare provider or Public Health authority

We also ask that any staff member that is ready to return to work they contact the HR Department for further guidance for additional information.

If I or someone I live with test positive for Covid-19 am I forced to use sick leave when I quarantine for 14 days?

No. The Family First Coronavirus Response Act (FFCRA) allows for up to 80 hours of additional leave for designated categories identified by the Federal Government that are related to a COVID-19 diagnosis. If you have any questions related to this, please contact the Human Resources Department for further clarification.

Will things change when students come back? How will we enforce the expectations for keeping both staff and students safe?

Prior to the students coming back into the building the district will provide additional guidance for students entering the building. The staff will be informed of the changes in plenty of time to support the return to the classroom for students and the processes that will be established to maintain a safe and healthy learning environment.

Will staff members be provided with PPE to help maintain a safe environment while we are in the buildings?

We ask that staff wear your own mask. If you do not have one we will provide one to you. Staff will also be provided cleaning and disinfectant materials to manage your own work space during the day and prior to you leaving work. We ask that staff please be conservative with the use of sprays and towels and only use them in your immediate area. The custodial staff will manage high touch areas on a daily basis including your outside door handles. It would be best to wipe your desk, computer, keyboard and the other immediate space in use on a daily basis.

Cleaning products for Restrooms and Office areas will be provided for those locations.

Will the buildings be conducting daily health assessments to check for symptoms of staff members?

Yes. Although these assessments are no guarantee whether or not an employee is infected, we will proceed with taking staff members temperature upon arrival to the buildings. Processes for this will be forwarded to all staff and managed on the building level.

As the guidance has been, all employees that are feeling sick should stay home and touch base with your immediate supervisors with regards to your symptoms and next steps.

If you have other questions with regards to the CDC guidance or what has been supplied by Public Health Dayton Montgomery Count please refer to the following websites:

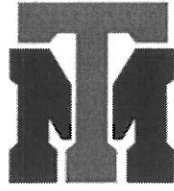
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

<https://www.phdmc.org/coronavirus-updates>

For district related questions please feel free to contact:

The Office of Human Resources office, Dr. Tanya Davis, Director (ext. 1123, 1144)

The Operations Department, Marlon Howard, Director (ext. 1150)



FAQ's for staff about returning to work –9/14/2020

Starting tomorrow local school districts in the state of Ohio, will start reporting confirmed positive COVID-19 cases to district stakeholders and to the local health department under the order issued by Governor Dewine.

Dr. Davis, the HR Director, will be the point of reporting this information. Any staff that is confirmed positive need to make sure they report that information immediately to your building principal or direct supervisor and the HR department. Once this information is reported, the district will generate a formal letter from Dr. Cosby, to stakeholders to inform of the positive case. Public Health Dayton Montgomery County will also be contacted to begin the formal reporting process. PHDMC will proceed to walk the district through the contact tracing procedures and provide additional support if needed.

Individuals that test positive will be asked to self-quarantine for 10-14 days and return to work only when symptoms have subsided for at least 72 hours with medication.

Individuals that fall into the **close contact** category will be addressed individually and asked to self-quarantine for 10-14 days. These individuals can return to work upon a negative test result or completion of the quarantine period and remain symptom free.

Please see the below information from the CDC with regards the definition of **close contact** in the process of contact tracing. This is being sent out again for clarity to ensure everyone understands what the district will be using as our standard point for any contract tracing in the event of a positive Covid-19 test in the district, this is also based on the guidance provided by both the local and state health departments.

Close Contact is defined by the CDC as the following:

Someone 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 specimen collection) until the time the patient is isolated.

Data is limited to precisely define the “prolonged exposure” to determine “close contact”, however 15 minutes of close exposure can be used as an operational definition for contact investigation. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), whether the individual has symptoms (e.g., coughing likely increases exposure risk) and whether either the case patient or contact were wearing an N95 respirator (which can efficiently block respiratory secretions from contaminating others and the environment). At this time, differential determination of close contact for those using fabric face coverings is not recommended.

In healthcare settings, it is reasonable to define a prolonged exposure as any exposure greater than 15 minutes because the contact is someone who is ill. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important.

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

What precautions is the district taking to promote a safe working environment for staff returning into the buildings?

The district is following the guidance from the Public Health Department and the Center for Disease Control (CDC), with regards to the regular disinfecting of the buildings. High touch services and common areas will receive higher levels of attention. They will be addressed several times during the day.

Hand sanitizing stations have been installed throughout the district as well as plexiglass sneeze guards in common office areas. 6ft social distancing signs have been placed in common areas throughout the buildings. These have been installed to remind staff of the social distancing expectation for individuals entering the building.

All staff on site will be required to wear a mask/shield or face covering while in the building. While working in your classroom in your work space, you may remove your mask. Upon getting up from your desk or immediate work space, staff will be required to put the mask back on. Visitors will also be asked to put on a mask upon entry into the building. If they do not have one, a disposable mask will be provided to them.

Buildings should also limit the capacity of meetings and gatherings being held within the building. There should be no large staff meetings and no large parent meetings held until further notice.

(revised 9/14/2020) There are rumors that the district has had employees test positive for Covid-19. Is this true? If so what is the protocol for informing other employees that may have been in contact with these people?

This is not a rumor. To date, Trotwood-Madison City Schools has had **8 confirmed cases of Covid-19**. All of the individuals self-reported their test results to district officials. Upon confirmation of a positive test the process outlined by Public Health Dayton Montgomery County is as follows:

- 1. Isolation of the individual**
- 2. Contact trace close contacts (anyone within 6 ft of the person for at least 15 minutes starting 2 days prior to onset of symptoms (or, for asymptomatic patients, 2 days prior to specimen collection) until the patient is isolated.**
- 3. Deep clean and sanitize the area where the individual may have been for an extended period of time.**

Public Health Dayton Montgomery County will initiate all contract tracing protocol upon confirmation of a positive case of Covid-19. The CDC has established the guidance for the definition of close contact:

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html>

This district will adhere to those guidelines and work specifically with PHDMC to identify only those individuals that fall within those guidelines. The individuals that have reported a positive case have either been mild in nature with mild to moderate symptoms or asymptomatic.

No school district is obligated to report employees that test positive to any media outlets. The district is only obligated to report positive test to the Department of Public Health.

(revised 9/14/2020) Is the district obligated to report to all staff if there is a positive case of Covid-19?

Yes. As of 9/15/2020 the district will inform the school community of a confirmed positive case of Covid-19. This will be a general statement from the Superintendent that identifies the case and the safety protocols that were put in place to limit the spread. Those individuals (staff and eventually students) that have been identified of having **close contact** with the individual that tested positive will be informed through contact tracing process.

Please be advised, personal information with regard to whom the individual is will not be disseminated as it is a direct violation of the HIPAA act.

If there is confirmed case in a district building will that building be shut down for 14 days?

No, not exactly. A confirmed case does not automatically mean that the entire building shuts down. Contract tracing will be done in accordance to the Public Health guidelines. They (PHDMC) will help us determine if any areas need to be shut down. Usually unless it is a highly congested work space, i.e., assembly line, warehouse setting, etc., the standard guidance calls for a deep cleaning and sanitizing of the area and the entire building in which the positive individual spent the majority of their time.

If an employee test positive and are feeling well when will they be able to report back to work?

The district will follow the guidelines outlined by the CDC and PHDMC with regard to return to work guidelines. They are as follows:

- At least 10 days since symptoms first appeared **and**
- At least 72 hours with no fever without fever-reducing medication **and**
- Symptoms have improved
- Clearance by treating healthcare provider or Public Health authority

We also ask that any staff member that is ready to return to work they contact the HR Department for further guidance for additional information.

If I or someone I live with test positive for Covid-19 am I forced to use sick leave when I quarantine for 14 days?

No. The Family First Coronavirus Response Act (FFCRA) allows for up to 80 hours of additional leave for designated categories identified by the Federal Government that are related to a COVID-19 diagnosis. If you have any questions related to this, please contact the Human Resources Department for further clarification.

Will things change when students come back? How will we enforce the expectations for keeping both staff and students safe?

Prior to the students coming back into the building the district will provide additional guidance for students entering the building. The staff will be informed of the changes in plenty of time to support the return to the classroom for students and the processes that will be established to maintain a safe and healthy learning environment.

Will staff members be provided with PPE to help maintain a safe environment while we are in the buildings?

We ask that staff wear your own mask. If you do not have one we will provide one to you. Staff will also be provided cleaning and disinfectant materials to manage your own work space during the day and prior to you leaving work. We ask that staff please be conservative with the use of sprays and towels and only use them in your immediate area. The custodial staff will manage high touch areas on a daily basis including your outside door handles. It would be best to wipe your desk, computer, keyboard and the other immediate space in use on a daily basis.

Cleaning products for Restrooms and Office areas will be provided for those locations.

Will the buildings be conducting daily health assessments to check for symptoms of staff members?

Yes. Although these assessments are no guarantee whether or not an employee is infected, we will proceed with taking staff members temperature upon arrival to the buildings. Processes for this will be forwarded to all staff and managed on the building level.

As the guidance has been, all employees that are feeling sick should stay home and touch base with your immediate supervisors with regards to your symptoms and next steps.

If you have other questions with regards to the CDC guidance or what has been supplied by Public Health Dayton Montgomery County please refer to the following websites:

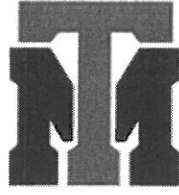
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For district related questions please feel free to contact:

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The Operations Department, Marlon Howard, Director (ext. 1150)



FAQ with regard to safety protocols for students returning to buildings on October 26th, 2020
(10/12/20)

Within the next few weeks the District will be returning students to our buildings for in-person instruction. The blended format will be a 2 day onsite/ 3-day virtual concept for our students. We are continuing to follow the guidelines outlined by PHDMC and the ODH to ensure our young people come back as safe as possible. Here are some possible FAQ's that have been pulled directly from the District's comprehensive plan released by Dr. Cosby that will help both staff and student families understand some of the safety protocols that will be used during this time of transition back into the classroom.

Will students and staff be required to wear masks?

Yes, all staff, students and visitors will be required to wear masks while on campus. This has been the highest recommended preventative measure for the spread of COVID-19. We ask that students wear their own mask that they bring from home. If they do not have one, a disposable mask will be provided.

Will the buildings be taking daily health assessments of students and staff?

Staff will continue to self-monitor symptoms as they come into work each day. This includes a fever scan and personal symptom assessment. As far as students are concerned, students should be assessed at home prior to getting on the school bus or being dropped off to school. Any student showing symptoms, including fever or coughing should stay home from school.

Will sneeze guards or dividers be provided for student desks?

The District will be purchasing guards for the classroom at the K-5 level where individual desks may not be available. The dividers are mobile and can be moved into different set-ups. For our older students, where desks can be separated, they will not be provided dividers.

As stated before, the wearing of masks is the highest recommended preventative measure for preventing the spread of COVID-19.

What about the airflow of the building? Is the circulated air safe?

Yes, along with our standard filtration system and regular changing of the building HVAC filters during our preventative maintenance plans the District has also contracted to upgrade all HVAC

systems with a bipolar-ionization mechanism that filters 99.9% of all airborne pathogens including COVID-19. We are anticipating all of the units will be installed by the end of October.

Click this* link to get a better understanding of how this process works.

<https://www.youtube.com/watch?v=F1bRzIOvUY4&t=123s>

*For the record, Atmos Air Solutions is not a select vendor for our District. This is a video that is simply explaining the same process the District will be installing. We are not marketing them as a for-profit company.

How often will the buildings be cleaned/disinfected during the week?

The buildings will be cleaned periodically during the day. Most specifically high touch surface areas like countertops, door handles and some common areas. On a nightly basis each building will be disinfected using spray misters and mechanized purifiers. These machines work to disinfect all surface areas and airflow. Teachers and staff will also be responsible for daily cleaning of their immediate work space and student work areas. Getting the students involved in this process is essential for safety management of classrooms.

What additional safety precautions will be taken to ensure student and staff safety?

Hand Sanitizing stations have been installed in various areas throughout buildings. Social distancing will be enforced in all common areas and in the classroom as much as possible. In areas where social distancing is not possible, the reinforcement of everyone wearing a mask will be a must as this has been identified as the most effective avenue for the prevention of COVID-19.

In classrooms, capacity has been limited to half of the standard classroom and students will be socially distanced via the classroom configuration. Teachers have been provided sanitizer for their classrooms and students will take some of the responsibility for cleaning their own work area as they leave the classroom for the period or the day.

Will visitors be allowed to come into the building?

Yes. On an appointment-based schedule, or for pre-scheduled meetings. All visitors will be checked for symptoms and fever checks will take place before entering the building. For meetings and appointments, plexiglass dividers will be available if necessary.

How will students eat lunch? Will they all be in the cafeteria?

Lunch will work differently in each building. Our K-5 students will most likely have lunch in varied designated spaces with a few students going to the cafeteria in small groups. Our HS and MS students have a much larger space where they can be spaced out in smaller numbers. That lunch may look a little more traditional with simply less students, spaced out across the entire cafeteria.

How will students enter and exit the building?

Each building staff will develop standard arrival and dismissal procedures that take all safety factors into consideration.

What will the school bus ride look like for my student?

School busses will be at half capacity with social distancing taking place as assigned by the driver. Busses will be disinfected after each grade band route and at the end of each day as they prepare for the next morning.

Students should have a mask on as they leave the house and head to the bus stop. Students will not be permitted to board the bus without a mask. If they do not have on a mask one will be provided to them. Masks must stay on the entire time a student is on the school bus. Windows will be open on the buses for better air circulation as the weather permits.

What if a student or staff member is diagnosed with COVID-19, will the whole building shut down?

No, not exactly. The CDC and Public Health Department have very detailed guidelines for contact tracing. There may be an instance where a classroom or cluster of students are removed but an incident of COVID-19 exposure does not mean the entire building will be quarantined.

Please refer to the District plan as it goes into further detail about what that may look like.

If there is a COVID-19 case in my students building will I be notified?

Yes, as of September 15, by the order of Governor Dewine, all K-12 schools must report confirmed positive cases of COVID-19 to the local health department and in writing to the District stakeholders. This will be done via various platforms; Final Forms, email and social media. No specific information about the confirmed positive individual will be given as privacy rights have to be protected. The information will be general in nature with some relative details included.

Close contacts will be reached out to directly to complete the contact tracing process.

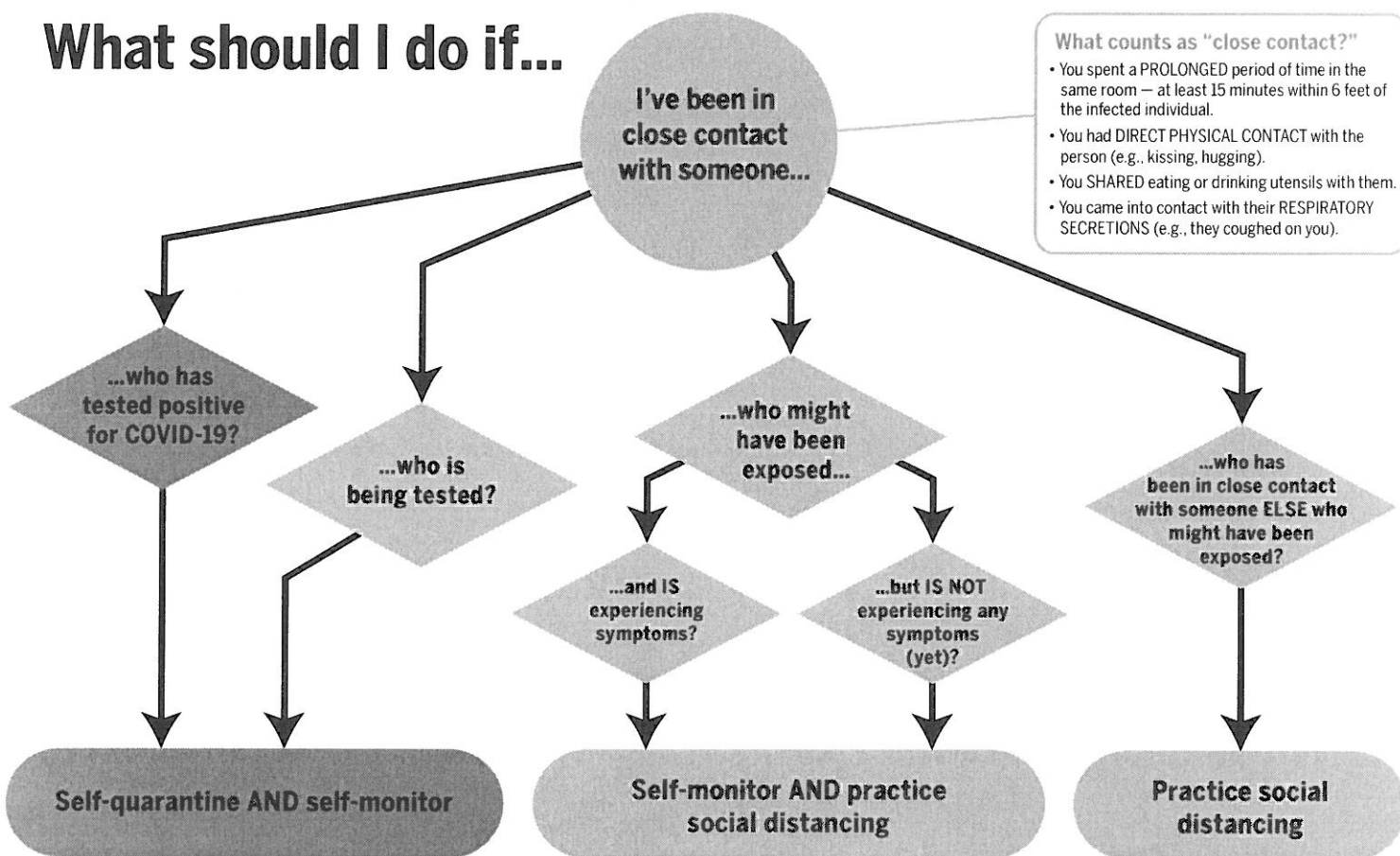
When will things be back to normal, where my student can go to school everyday with a full schedule and classroom of other students?

Unfortunately, we cannot give anyone a time table on this. Living with COVID-19 is going to be our new normal for the time being. The District, as many of you are, will stay current with the protocols that have been developed by Public Health for safely returning to school and will follow them to the best of our ability. When the time comes that all students can return to the District safely our staff will be ready. We know that these are some very difficult times, but if we follow the guidance we will all be able to stay safe together.

If you have any further questions please refer to the District plan released earlier by Dr. Cosby, Superintendent of Schools.

Other questions/concerns can be directed to your building administrator. Thank you.

What should I do if...



How do I...

...self-quarantine?

STAY HOME for 14 days.

AVOID CONTACT with other people.

DON'T SHARE household items.

Learn more at

medical.mit.edu/HowTo#self-quarantine

...self-monitor?

BE ALERT for symptoms of COVID-19, especially a dry cough or shortness of breath.

TAKE YOUR TEMPERATURE every morning and night, and write it down.

CALL your doctor if you have trouble breathing or a fever (temperature of 100.4°F or 38°C).

DON'T seek medical treatment without calling first!

Learn more at

medical.mit.edu/HowTo#self-monitor

...practice social distancing?

STAY HOME as much as possible.

DON'T physically get close to people; try to stay at least 6 feet away.

DON'T hug or shake hands.

AVOID groups of people and frequently touched surfaces.

Learn more at

medical.mit.edu/HowTo#distance

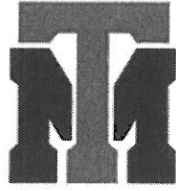
And practice great hygiene!

WASH your hands frequently • **AVOID TOUCHING** your face • **WIPE DOWN** frequently touched surfaces regularly

Learn more at medical.mit.edu/HowTo#hand-hygiene

What if I have symptoms?

If you experience symptoms, such as fever, dry cough, or difficulty breathing, **call MIT Medical's COVID-19 hotline: 617-253-4865.**

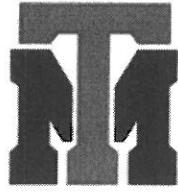


Staff Guidelines for Phase 1- 8/4/20 (9 weeks with no students)

- All Staff on site are required to wear masks or face shields in common areas and during any face to face interaction with other staff members. During time in your classroom independently, working without a mask is allowable. Once you get up from your desk and leave your area it is required that you put on a mask.
- Upon entering the building all staff will be screened for Covid-19 related symptoms including temperature checks.
- Large staff meetings are prohibited. Meetings should be held in smaller group sessions in a large enough space that allows for social distancing.
- During any staff to staff interaction, everyone is required to wear a mask and maintain no less than 6ft of social distance.
- Hand sanitizing and hand washing is expected frequently during the day. Stations will be set-up, throughout the building and staff will be provided bottles for use in their classrooms.
- Upon arriving to work, staff should wipe down their work area and high touch surfaces in your classrooms. Disinfectant wipes or spray bottles with paper towels will be provided to support this process.
- Common spaces, i.e., teacher lounges, office reception areas, time clock areas, water fountains, teacher workrooms and other building spaces that lead to congregating of staff, will be off limits.
- If you need refrigeration for your lunch, please put your item in the refrigerator and exit the lounge after you wipe down the handle. When you return to retrieve your item please wipe down the handle of the refrigerator again and return to your classroom to eat. Eating in the communal spaces is prohibited.
- Buildings will be disinfected nightly by custodial staff. The product used is an aerosol-based solution that will be sprayed in the room and on all surfaces. It is not a cleaning product. We ask that you wipe down your own common space. High touch common areas will be wiped down periodically during the day.

- **Staff restrooms will be open during the day. The custodial staff will do a general disinfecting of the area several times a day but as you enter and exit please use the available products to clean and disinfect high touch areas in the restroom prior to usage.**
- **There will be very limited usage of copy machines. Designated times for staff will be under the discretion of the building administrator.**

If you have any questions with regards to the expectations for staff when you are on site, please touch base with your building administrator initially.



**PPE distributed to the buildings
10/12/2020**

Staff, please see the below information with regards to the PPE that will be distributed to the buildings starting this week. Your building administrator will be responsible for putting a plan in place for distribution of the items to staff members over the next two weeks.

Most of the items below are here at Central Office and are ready to be distributed. There are a few items that we are still waiting to come in off back order. Our suppliers have informed us everything should be in by 10/21, so we should be fine for getting items out to the buildings.

- **2500 disposable masks (remember, our task is that we encourage all students wear their own mask) these will be provided in the event students or staff are without one.**
- **Hand Sanitizer, additional bottles for staff and main offices, all sanitizers are over 60% ethyl or isopropyl alcohol (they do not contain any methanol or methyl alcohol)**
- **Paper towels for each classroom (for classroom disinfecting)**
- **Spray bottles with EPA approved disinfectant (for classroom disinfecting)**
- **2 face shields per staff member, roughly 200 per building. HS and MS will receive more per staff members. Remember, these are not to be worn in replacement of mask they are to worn with mask.**
- **200 face shields to Student Services and Special Education**
- **Mobile Teacher Desk shields for each classroom and open space areas, Library, Office areas, etc. (mobile simply means they are not stationary or bolted/screwed down)**
- **400-500, 3-sided student desk dividers per each building K-5(ELC, MP and WBV) 250 for MS and HS**
- **Hand held thermometers for main offices for visitors screening (should already be in the building).**
- **Installation of temperature scan sensors for time clock areas and other entry points in the building.**

The district has contracted with a vendor to install a Bi-polar Ionization upgrade to all of the district HVAC systems(See FAQ explaining this process). This is a filtration system that has been proven to kill 99.9% of airborne pathogens.

We are on schedule to have this installed late October, early November. This is an additional safety measure on top of the filtration system we currently have that has also been proven highly effective against airborne pathogens.

As our situation continues to evolve we will make sure all buildings have what they need with regard to PPE.

If you have any questions, feel free to reach out to your building administrator first or the Operations Department.

Thank you.

YOUR HEALTH IS OUR #1 PRIORITY

Here are the actions we are taking



- Asking employees and visitors to wear a mask covering their nose and mouth
- Providing personal protective equipment for employees, including gloves and/or asking them to bring their own if available
- Installing shields or barriers in main reception areas and office counters



- Screening workers for fever (over 100.4 degrees), cough, or shortness of breath
- Requiring staff to conduct daily self health assessments prior to coming to work.



- Maintaining the 6-ft physical distancing requirements for employees and visitors
- Refraining from physical contact and limit shared tools or spaces
- Allowing for remote working opportunities for staff when possible
- Avoiding large groups for staff meetings and using technology to continue the connections needed to complete work task
- Operating buildings at reduced occupancy when feasible



- Disinfecting common areas regularly including high-touch surfaces
- Providing disinfectant and sanitation products for workers to clean their workspace and equipment
- Reducing office hours to increase cleaning
- Advising all staff to disinfect and sanitize work spaces often and providing those supplies to do so
- Reducing office hours and staffing to provide opportunities to increase cleaning



- Making hand sanitizer, disinfecting wipes or spaces for hand washing readily available for staff and visitors
- Requiring hand washing and sanitation by employees



- Implementing teleworking, virtual meetings, and staggered shifts where possible
- Requiring workers who exhibit symptoms or illness to stay home or seek medical attention



- Using curbside check-in for appointments when practical
- Using technology solutions where possible to reduce person-to-person interaction

The health and safety of our community members and staff is our #1 priority. If you have any questions with regard to the outlined safety practices, we can be reached at (937)854-3050 ext. 1146. You can also contact Public Health Dayton Montgomery County at (937)225-5700 for additional information with regard to the status of the current public health situation. Thank you and Go Rams!





Trotwood-Madison City Schools
Our Mission is 100% Student Success

To: All

In accordance with Governor DeWine's executive order instructing all K-12 schools to share COVID-19 confirmed positive cases with district stakeholders the information below is relative to Trotwood-Madison City Schools.

Over the weekend the district has received notification of two positive confirmed case of COVID-19. The individuals work in three different buildings and according to the information received, the positive cases are not related. The staff members have expressed having mild symptoms and are currently quarantined in accordance to the guidance provided by the Center for Disease Control (CDC) and Public Health Dayton Montgomery County (PHDMC). Individuals that have been identified as being in close contact with the staff members that tested positive have been contact traced and ask to quarantine and work from home while they monitor/check for symptoms through the designated quarantine period. Quarantined staff will be afforded the opportunity to work from home as they stay in contact with their building administrator.

Our attempt to be transparent in our communication, along with protecting the privacy of individuals is a fine line, but one that must be upheld. The district will continue to reinforce the important concepts of:

- **Social distancing of at least 6 feet**
- **Wearing a mask at all times when in the buildings and around other staff members**
- **Washing your hands with soap and water for at least 20 seconds or using hand sanitizer with at least 60% alcohol**
- **Encouraging Staff Members that are feeling ill to stay home and monitors symptoms.**
- **Frequently cleaning and disinfecting high touch surfaces and nightly disinfecting of all school buildings**

The district will inform the PHDMC of the confirmed cases and this information will then be shared with the Ohio Department of Health (ODH), loaded into the K-12 dashboard for positive COVID-19 cases in districts across the state.

In the future the district will update stakeholders via, Final Forms, Email, our district Website and Social Media Platforms if new cases arise. The district will share the total number of confirmed positives cases of COVID-19 through our website, www.trotwood.k12.oh.us, only as they arise.

Please make sure your stay connected and monitor these platforms to stay up to date on our status during the COVID-19 Pandemic. Also, please make sure you have updated your contact information through Final Forms, as we will also be using that platform for sharing with our families.

In closing, please know that the safety of our staff and students is our priority. Thank you for your patience and understanding during these ever-changing times.

Sincerely,

Dr. Reva Cosby
Superintendent of Schools