

LAST UPDATED 12/11/20

BCSD PARENT & STUDENT COVID-19 GUIDE



LAST UPDATED 12/11/20

Letter to BCSD Learning Community	6
Acknowledgments	7
GOAL: Mitigate Risk Not Eliminate Risk	8
BEXLEY HEALTH PLEDGE	9
COVID-19 Questions?	10
COVID-19 Testing Options	10
ATTENDANCE EXPECTATIONS & REQUIREMENTS	13
DEFINITION OF TRUANCY & EXCESSIVE ABSENCES	13
BCSD Health and Safety Protocols FAQs	14
Should I contact the school if I have one or more of these symptoms?	14
What are the COVID-19 symptoms?	14
Will employees and Students be screened as they enter the building?	14
Will visitors be screened as they enter the building?	15
COVID-19 Symptoms and Diagnosis FAQs	15
Is there a difference between isolation and quarantine?	15
When can I return to school when I think or know I had COVID-19, and I had symptoms? (Not applicable for Athletics)	15
If the student has a positive test result and is experiencing or has experienced symptoms:	16
What should we do if a student tests positive and a subsequent test comes back negative?	16
If the student has symptoms but no diagnosis:	16
If the student does not have symptoms but has tested positive:	16
What will the Bexley City School District do when a student has COVID-19 symptoms?	17
What should I do if I develop these symptoms at school?	17
What should I do if I am ill due to something other than COVID-19 such as allergies?	17
Should students provide proof of a negative COVID-19 test result before returning to school?	17
COVID-19 Close Physical Contact/Exposure FAQs	18
Close Physical Contact	18
Contract Tracing	18
What if I am notified that someone I had close physical contact with is now experiencing COVID-19 like symptoms?	18
What if I am notified that someone I had close physical contact with is suspected by a medical health provider of having COVID-19 and testing is pending?	19

LAST UPDATED 12/11/20

What if I am notified that someone I had close physical contact with was lab-diagnosed with COVID-19?	19
What if I was in the same room/building, but not in close physical contact with someone who tested positive for COVID-19?	19
I had close physical contact with a friend who does not have COVID-19 symptoms but was notified to self-quarantine because my friend had close physical contact with someone who tested positive for COVID-19. Do I need to self-quarantine?	20
What will BCSD do if an employee/student tests positive for COVID-19?	20
What happens if students, teachers, or employees are exposed to COVID-19 more than once?	20
Close contact with someone who has COVID-19—live with the person but can avoid further close contact	21
If a household member is quarantined but does not have symptoms, can the other school-age members of the home report to school?	22
If a household member has COVID symptoms, should the other school-age members of the home report to school?	22
Can I “test out” of a quarantine?	22
COVID-19 Positive Scenario:	22
School Operations/Instructional Model FAQs	24
Will BCSD close all schools if a student/employee tests positive for COVID-19?	24
What criteria will we use to determine whether the school/District should close?	24
What is the BCSD Learning Plan and what criteria will be used to determine which option we select?	24
When will we transition to a different instructional delivery model?	25
Safety Protocols FAQs	26
What restrictions are there on traveling out of state or by plane?	26
Will employees and students be required to wear face masks?	26
What is the proper way to wear a face mask?	26
Are face masks expected to be worn the entire day?	27
Will the District provide face masks? Do we have small sizes for children?	27
Can I wear a face shield rather than a face mask?	27
What are the exceptions that allow a face shield to be worn rather than a face mask?	27
What is the protocol for cleaning face shields at the end of each day?	28
Can I wear both a face mask and a face shield?	28
Can I bring my own face mask/shield?	28
Can I wear a neck gaiter in lieu of a face mask?	28
How will we support proper hand hygiene?	28
Will illness prevention etiquette be required of employees and students?	29
How will our school buildings be secured from outside threats?	29

LAST UPDATED 12/11/20

Can we leave classroom doors open to avoid students touching door handles?	29
How many students and teachers can be in each room?	30
What is our plan to address extensive absenteeism: What percentage do we close to school? How long?	30
Do we eliminate the use of volunteers/outside groups in our building?	30
How will we manage parents/visitors to school?	30
Are meetings permitted to occur in the school?	31
If we are in a Hybrid Learning Plan, will we move to a Distance Learning Plan following an extended school break?	31
Has our HVAC filtering system been addressed to minimize the spread of the virus?	31
What are our cleaning protocols?	32
Do we have enough cleaning supplies and PPE in stock to begin the year?	33
How will our campus and classroom be set up?	33
Will building movement be managed differently?	34
How will we manage arrival and departure?	34
Space and Activities FAQs	35
What are our recess protocols?	35
What are our transportation protocols?	35
What are our clinic protocols?	36
Will we have an isolation room for a student or staff member experiencing COVID-19 like symptoms?	36
What will be our lunch procedures?	36
Will BCSD still host the pre- and after-care Bexley Recreation programs?	37
Co-and Extra-Curricular Activities	38
How will extra-curricular and co-curricular activities be managed?	38
Athletics	38
Weight Room	39
Entertainment Venues/Auditorium	39
Theater program	39
Band and Choir	39
How are music teachers managing singing/distancing?	40
How are PE teachers managing distancing/shared equipment?	41
School clubs	42
Are there other building restrictions?	43
Social-Emotional Learning/Wellness	43
Communications and Training	45

LAST UPDATED 12/11/20

LAST UPDATED 12/11/20

Letter to BCSD Learning Community

Dear Members of the BCSD Learning Community,

We know there is one question on the minds of many of you: What will education at Bexley City Schools look like when students return to our classrooms? We have been working collaboratively for the last several months to answer that, and continue to evaluate plans. Bexley City School District remains committed to our top priority of keeping our staff and students safe. This focus will continue as BCSD prepares for the possible return of our employees and students to our schools. Physical distancing, barrier measures, and attention to hygiene strategies such as handwashing and hand sanitization are central to safe reopening. **It has been strongly recommended that each of us behaves as if every person we encounter has COVID-19.**

Our local, state, and federal governments continue to issue guidelines in regards to our COVID-19 response. While these guidelines will allow for a gradual reopening of our schools, we must be prepared to change our behaviors to ensure the safety and health of our coworkers and students. These changes will require the effort of all members of the BCSD Learning Community.

This document establishes requirements, recommendations, and best practices to guide our safe, stable return to school. We all must understand what is expected. We intend that this BCSD Parent/Student COVID-19 Guide informs our community of the protocols we have put in place to prepare for a possible return to school and answers questions our community may have about our operations. It remains a fluid document. As new scientifically-based information becomes available, we reserve the right to update our requirements, recommendations, and practices accordingly.

This has been a challenging time for everyone, and reestablishing a school where employees and students feel comfortable returning to school safely is a multifaceted task. We hope that this guide will help us all adapt to new ways of operating as we look out for each other's safety and health while continuing to provide a first-class education to our students.

Acknowledgments

We acknowledge the following contributions of the Bexley City School District Leadership Team and the Bexley Return to School Task Force's Safety Subcommittee for sharing their time and wisdom supporting the development of the **BCSD EMPLOYEE COVID-19 OPERATIONS GUIDE**:

Dr. Kim Miller, Superintendent
Mr. Kyle Smith, Treasurer
Ms. Jill Abraham, Chief Academic Officer
Mr. Brad Pettit, Director of Technology
Dr. Harley Williams, Director of Operations
Mr. Tyler Trill, Public Information Officer
Mr. John Eikenberry, Business Manager
Mr. Eli Goldberger, Athletic Director
Ms. Juli Carvi, Director of Food Services
Ms. Kristin Robbins, BHS Principal
Mr. Craig McMillen, BHS Asst. Principal
Mr. Jason Caudill, BMS Principal
Ms. Jeannine Hetzler, Cassingham Principal
Ms. Susan Drake, Maryland Principal
Ms. Melissa Klosterman-Lando, Montrose Principal

Mr. Brett Santantonio, Task Force
Ms. Cindy Tyson, Task Force
Ms. Gail Swisher, Task Force
Mr. Bobby Moore, Task Force
Ms. Kara Whitlatch, Task Force
Ms. Kim Ranft, Task Force
Dr. Mary-Lynn Niland, Task Force
Ms. Victoria Powers, BOE member
Dr. James MacDonald, Task Force
Dr. Alison Norris, Task Force
Dr. Ted Brasky, Task Force
Dr. Suellen Bennett, Task Force
Dr. Jonathan Grischkan, Task Force

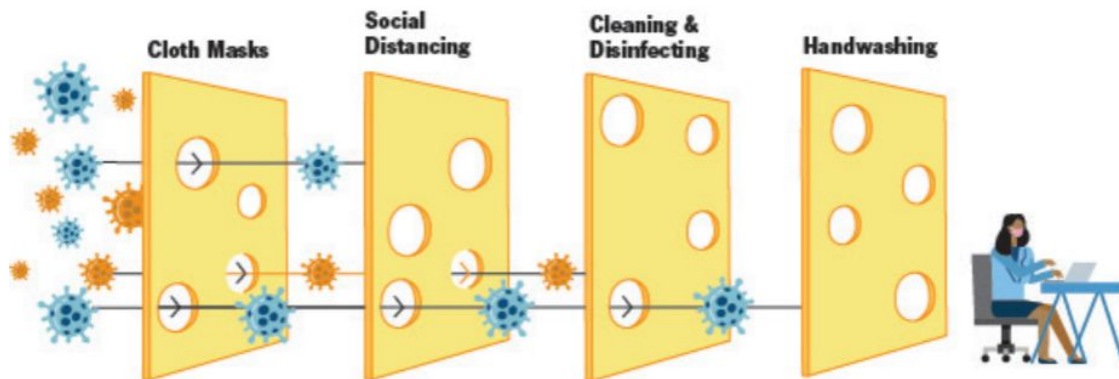
LAST UPDATED 12/11/20

GOAL: Mitigate Risk Not Eliminate Risk

This document presents a series of best practices, dealing with various health, safety, and environmental measures. These measures are designed to enhance the health and well-being of employees and students working in a COVID-19 environment.

They represent our current practices regarding the operation of all BCSDs buildings in an uncertain time. The operations guide will be adapted as needed since public health guidance continues to change. Any modifications will be announced via district email.

While there is debate about the effectiveness of individual preventative steps, it is widely accepted that a layered approach is the most effective. Dr. James Reason dubbed this the “Swiss Cheese Model” where the gaps in effectiveness from one approach is covered by the others.



<https://my.clevelandclinic.org/-/scassets/files/org/employer-solutions/covid-19-workplace-safety-faqs.ashx>

LAST UPDATED 12/11/20

BEXLEY HEALTH PLEDGE

All members of the Bexley City School District Learning Community have an important role to keep themselves and others safe while stopping the spread of COVID-19. Because of this, I pledge to take responsibility for my own health and help stop the spread of the COVID-19 in our schools and community.

It is my Bexley Health Pledge to protect myself, my peers, and the Bexley City School District community by doing the following:

- 1) Within 24 hours report any positive COVID-19 lab-test result or a known or potential exposure to COVID-19 to your school office or athletic department. For evening or weekend reporting needs, please use our confidential reporting system at [BCSD COVID Reporting Link](#). If you are notified that someone you had close physical contact with was diagnosed with COVID-19, whether or not you are experiencing symptoms, please contact your healthcare provider, if possible, request a COVID-19 test as soon as possible, and remain home for up to 10-days from the last date of exposure.

- 2) Personally notify my healthcare provider, the school office, and remain home if I have **ANY** of these COVID-19 related symptoms:
 - Fever greater than 100.4°F
 - New cough or worsened chronic cough
 - New loss of sense of smell or taste
 - New upper respiratory symptom (non-allergy related) --sore throat, congestion, runny nose.

OR

Two or more of the following

- Headache
- Body aches
- Fatigue
- Gastrointestinal symptoms--nausea, vomiting, diarrhea

I will return to school based upon the recommendations of my healthcare provider.

In addition, to keep me and others safe, I pledge to:

- Wear a face mask or the appropriate PPE while in public spaces, on school grounds, and at all school sponsored activities.
- Practice physical distancing as required by the District.
- Frequently wash and/or sanitize my hands.
- Keep my personal space, shared common space, and my belongings clean.
- Practice cough and sneeze etiquette.

LAST UPDATED 12/11/20

COVID-19 Questions?

The Ohio Department of Health (ODH) has opened a call center to answer questions regarding COVID-19. The call center will be opened 7 days a week from 9:00 a.m. to 8:00 p.m. and can be reached at 1-833-427-5634.

COVID-19 Testing Options

<https://covid-19.myfcph.org/testing/>

[ODH-Testing Centers](#)

Local Options:

- 1) [Bexley Urgent Care](#) – 2216 E. Main Street
Hours vary, check [the website](#) to schedule an appointment
- 2) [Wexner Medical Center Testing at KIPP Columbus](#) – 2900 Inspire Drive
Monday & Thursday from 9:00 a.m. - 4:00 p.m.
- 3) [Columbus Public Health](#) – 240 Parsons Avenue
Monday - Friday from 9:00 a.m. - 4:00 p.m.
- 4) [Equitas Health King-Lincoln Medical Center](#) – 750 E. Long Street
Monday - Friday from 11:00 am - 3:00 pm
- 5) If you do not have a primary care, or other Ohio State provider, you can call the Wexner Medical Center's testing triage line (614-293-4000) to schedule an appointment for testing or Telehealth Immediate Care (614-293-3200) if you are experiencing symptoms. After being registered, you may choose to go to East Hospital, Jameson Crane Sports Medicine Institute, or Columbus Public Health for a nasal swab test.

In addition to testing available through healthcare providers, the state has implemented an initiative to provide testing with no out-of-pocket costs to any individuals of any age at pop-up sites in local communities. Updated testing information and availability can be found at the link below. It's a combination of private companies and retail sites, community health centers, and pop-up sites that offer testing. To find the location nearest you, please search by county and zip code below to get a list. Most of these locations require you to complete a screening process before being tested.

When you locate a community health center near you, it's important to call in advance. The community health center may not be offering testing at their location but can direct you to a location close by where you may be tested.

LAST UPDATED 12/11/20

How do parents know if their child should get tested for COVID-19?

Children who are sick at all should not go to school. Parents should check students for symptoms of COVID-19 every day before school. This quick assessment can help parents check for symptoms of COVID-19. It is not meant to replace any advice from a healthcare provider. If at any time a parent has questions about their child's health, they should seek advice from a healthcare provider.

If your child has a health condition that puts him or her at higher risk for severe illness from COVID-19, you should call a doctor or healthcare provider for advice.

Part 1: Symptoms	
1.A: Does your child have any of these symptoms?	
<ul style="list-style-type: none"> ● Fever greater than 100.4°F If you do not have a thermometer, check your child's skin to see if it feels warm or is red or ask if he or she has chills or is sweaty. ● New cough or worsened chronic cough ● New loss of sense of smell or taste ● New upper respiratory symptom (non-allergy related) --sore throat, congestion, runny nose ● Shortness of breath ● Body aches ● Gastrointestinal symptoms--nausea, vomiting, diarrhea 	
1:B Does your child have two or more of these symptoms?	
Yes, my child has met the criteria in 1.A and/or 1.B	No, my child is sick but does not have any of the symptoms listed above.
If you answered YES, move on to part 2.	You answered NO, your child does not have one of the seven eligible symptoms of COVID-19 for testing. Follow your school's sick policy. Most likely this will mean keeping your child at home until he or she has been fever-free (for 24 hours without medicine) and has not had any symptoms of sickness for 24 hours. If your child does not seem to be getting better or is getting worse, your child should see a doctor right away.

LAST UPDATED 12/11/20

Part 2: Has your child been exposed to COVID-19?	
Has your child been in close contact with someone who tested positive for COVID-19, in the last 2 weeks (14 days)? This means he or she was closer than 6 feet (about 2 arm lengths) to the person for 15 cumulative minutes or longer. If your child came into close contact with someone at school who tested positive for COVID-19, the school or health department would have likely notified you and asked that your child remain at home and isolate as much as possible.	
Yes	No
If you answered yes to any questions in both parts 1 and 2, you should call a doctor or healthcare provider right away. Your child may need to get tested for COVID-19. Your child should not go to school until he or she has seen a doctor or healthcare provider because your child was in close contact with someone who tested positive for COVID-19.	Your child has one or more symptoms of COVID-19 but was not in close contact with someone who tested positive. You should call a healthcare provider to find out if your child should be tested for COVID-19.

LAST UPDATED 12/11/20

ATTENDANCE EXPECTATIONS & REQUIREMENTS

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance. By using data to identify and support students who may need extra support and services, districts can target support for students to attend school every day. In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy.

Schools cannot suspend or expel students for missing too much school. Districts will amend or adopt policies that outline their interventions and plans for students who miss too much school. Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering the knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian
- Development and implementation of an absence intervention plan, which may include supportive services for students and families
- Counseling
- Parent education and parenting programs
- Mediation
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable

DEFINITION OF TRUANCY & EXCESSIVE ABSENCES

Definition of 'habitual truant' changed from days to hours. The new definition is:

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one school month without a legitimate excuse;
- Absent 72 or more hours in one school year without a legitimate excuse.

Definition of 'excessive absences':

- Absent 38 or more hours in one school month with or without a legitimate excuse;
- Absent 65 or more hours in one school year with or without a legitimate excuse.

(For complete Policy JEDA, see [BexleySchools.org>Board of Education](https://www.bexleyschools.org/Board-of-Education))

BCSD Health and Safety Protocols FAQs

Should I contact the school if I have one or more of these symptoms?

Call the attendance line and identify if symptoms are COVID-19 like. For evening or weekend reporting needs, please use our confidential reporting system at [BCSD COVID Reporting Link](#). Contact your healthcare provider by phone, and remain home.

[CDC-What to do if you are sick?](#)

What are the COVID-19 symptoms?

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever greater than 100.4°F
- New cough or worsened chronic cough
- New loss of sense of smell or taste
- New upper respiratory symptom (non-allergy related) --sore throat, congestion, runny nose
- Headache
- Body aches
- Gastrointestinal symptoms--nausea, vomiting, diarrhea

Will employees and Students be screened as they enter the building?

No. All employees and students will self-screen at home. All employees and students must review and honor the Bexley Health Pledge stating that he/she will immediately report any known or potential exposures to COVID-19 to their supervisor/office. If an employee has concerns based on a visual check of a child, the employee shall keep the student physically distanced of six feet or more and contact the school nurse who will report to the classroom to retrieve the student.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

LAST UPDATED 12/11/20

Will visitors be screened as they enter the building?

Yes. However, visitors will be very limited. Those who do enter the building will be screened by the building's receptionist using established screening protocols. Screening information will be recorded on the Visitor COVID-19 Screening Form and saved for 30 days.

[BCSD COVID-19 Visitor Screening Form](#)

COVID-19 Symptoms and Diagnosis FAQs

Is there a difference between isolation and quarantine?

Yes. 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.

When can I return to school when I think or know I had COVID-19, and I had symptoms? (Not applicable for Athletics)

You can be around others after:

- 10 days since symptoms first appeared and
- 24 hours with no fever without the use of fever-reducing medications and
- Other symptoms of COVID-19 are improving*

**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

Note that these recommendations do not apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised). These persons should follow the guidance below for "I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?"

[CDC-Discontinuation of Isolation](#)

[CDC-When You Can be Around Others After You Had or Likely Had COVID-19](#)

LAST UPDATED 12/11/20

If the student has a positive test result and is experiencing or has experienced symptoms:

Time-Based Strategy:

- ❑ At least 10 days have passed since the first positive test result **if** the student has not subsequently developed symptoms since their first positive test. If the student has developed symptoms since receiving a positive test result, then the school should follow the symptom-based strategy or test-based strategy below.

Symptom-Based Strategy:

- ❑ At least 24 hours have passed since recovery. Recovery is defined as a resolution of fever without the use of fever-reducing medications AND improvement in symptoms, and
- ❑ At least 10 days have passed since the symptoms first appeared.

Test-Based Strategy (recommended by CDC for people with severe immune compromise only):

- ❑ Resolution of fever without the use of fever-reducing medications, **and**
- ❑ Improvement in respiratory symptoms, **and**
- ❑ 2 negative test results obtained at least 24 hours apart.

What should we do if a student tests positive and a subsequent test comes back negative?

Just as you cannot test out of quarantine, you cannot test out of a positive case. Any positive case will result in quarantine.

If the student has symptoms but no diagnosis:

Test-Based Strategy (recommended by CDC for people with severe immune compromise only):

- ❑ Resolution of fever without the use of fever-reducing medications, **and**
- ❑ Improvement in respiratory symptoms, **and**
- ❑ 2 negative test results obtained at least 24 hours apart.

Symptom-Based Strategy:

- ❑ At least 24 hours have passed since recovery. Recovery is defined as a resolution of fever without the use of fever-reducing medications AND improvement in symptoms.

If the student does not have symptoms but has tested positive:

LAST UPDATED 12/11/20

Time-Based Strategy:

- ❑ At least 10 days have passed since the first positive test result *if* the student has not subsequently developed symptoms since their first positive test. If the student has developed symptoms since receiving a positive test result, then the District should follow the symptom-based strategy or test-based strategy identified above in “student tested positive and is experiencing symptoms.”

Test-Based Strategy (recommended by CDC for people with severe immune compromise only):

- ❑ 2 negative test results obtained at least 24 hours apart

What will the Bexley City School District do when a student has COVID-19 symptoms?

- ❑ School personnel will isolate the student and contact the guardians to take home.
- ❑ School personnel will refer the student displaying symptoms of COVID-19 to an appropriate health care professional or testing sites (See page 9)
- ❑ School nurses will follow established screening protocols and will consult with Franklin County Public Health officials at (614) 525-3160 to determine how best to handle students who display or develop COVID-19 symptoms. [2020 COVID Screening tool](#)

What should I do if I develop these symptoms at school?

Notify your teacher, school nurse, or any staff member. If necessary, isolate yourself in the school until the nurse is able to escort you to the clinic. Contact your healthcare provider by phone when you are home.

What should I do if I am ill due to something other than COVID-19 such as allergies?

Anyone experiencing non-COVID-19 related illness can return to school when released by a physician or when symptom and/or fever-free.

Should students provide proof of a negative COVID-19 test result before returning to school?

This is not required. Studies show people may test positive long after they are infectious (sometimes more than 45 days after). This means a person who at one time was sick with COVID-19 could still test positive, even though he or she can't spread the virus to other people anymore.

LAST UPDATED 12/11/20

COVID-19 Close Physical Contact/Exposure FAQs

Close Physical Contact

[CDC-Community Exposure](#)

Close physical contact is considered being within 6 feet for a cumulative duration of ~15 minutes. Exposure occurs when someone has close physical contact to (1) a person with COVID-19 who has symptoms (in the period of two days prior to symptom onset until the infected person completes their home isolation) or (2) a person who has tested positive for COVID-19 but has not had symptoms (in the two days before test specimen collection until the person with positive test completes their home isolation).

The wearing of a face mask (by a person with active COVID-19, a person with pre-symptomatic or asymptomatic COVID-19, or a person without COVID-19) greatly decreases the risk of spreading or contracting the virus. However, wearing a face mask has no bearing on the determination of close contact or exposure. Close contact is determined solely by distance (<6 feet) and time (>15 minutes cumulatively) and exposure is determined by close contact to a person with COVID-19 symptoms or a positive COVID-19 test.

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

Contact Tracing

Contact tracing will be conducted for close contacts (any individual within 6 feet of an infected person for at least 15 cumulative minutes) of laboratory-confirmed or probable COVID-19 patients. Probable cases will be defined as COVID-19-like symptoms for at least 3 days.

What if I am notified that someone I had close physical contact with is now experiencing COVID-19 like symptoms?

Please contact your school office or the confidential online reporting system located on our website. You should contact your healthcare provider and remain at home. A plan will be developed with the school nurse. The plan will be based upon whether the person who may have exposed the student is receiving a lab test. The CDC recently offered new guidance on quarantining that the FCPH department has approved. [CDC Quarantine Guidelines](#)

If an exposed person **doesn't develop COVID-19 symptoms** during their quarantine, they can now get tested on day five. If the test result is **negative**, they'll be able to end their quarantine

LAST UPDATED 12/11/20

as early as day seven. With a **positive** result, they'll need to continue their quarantine until the 14-day period has passed.

Anyone without symptoms who decides not to get a test after exposure can end their quarantine on day 10.

[CDC-Possible unrecognized COVID-19 exposures](#)

What if I am notified that someone I had close physical contact with is suspected by a medical health provider of having COVID-19 and testing is pending?

Please contact your school office or the confidential online reporting system located on our website. You should contact your healthcare provider, and remain at home. A plan will be developed with a school nurse. The plan will be based upon whether the person who may have exposed the student is receiving a lab test. The CDC recently offered new guidance on quarantining that the FCPH department has approved. [CDC Quarantine Guidelines](#)

If an exposed person **doesn't develop COVID-19 symptoms** during their quarantine, they can now get tested on day five. If the test result is **negative**, they'll be able to end their quarantine as early as day seven. With a **positive** result, they'll need to continue their quarantine until the 14-day period has passed.

Anyone without symptoms who decides not to get a test after exposure can end their quarantine on day 10.

What if I am notified that someone I had close physical contact with was lab-diagnosed with COVID-19?

Please contact your school office or the confidential online reporting system located on our website. Students with known close physical contact with someone with diagnosed COVID-19 must self-quarantine at home for 7- or 10-days from the date of the last contact with the infected person. If the exposed person lives with someone who is COVID-19 positive and cannot avoid continued close contact (e.g. a parent caring for a child with COVID-19, no separate room for isolating the sick household member, or close living quarters with the inability to keep a physical distance of 6 feet from the infected household member), the exposed individual must begin quarantine after the infected person meets criteria to end home isolation (10 days from symptom onset, 24 hours fever free, and symptoms improving).

The CDC recently offered new guidance on quarantining that the FCPH department has approved. [CDC Quarantine Guidelines](#)

LAST UPDATED 12/11/20

If an exposed person **doesn't develop COVID-19 symptoms** during their quarantine, they can now get tested on day five. If the test result is **negative**, they'll be able to end their quarantine as early as day seven. With a **positive** result, they'll need to continue their quarantine until the 14-day period has passed.

Anyone without symptoms who decides not to get a test after exposure can end their quarantine on day 10.

[CDC-Quarantine If You Might Be Sick](#)

Note: Persons who have conditions that might weaken their immune system could have prolonged viral shedding after recovery. Thus, students who get the virus and have weakened immune systems could potentially be contagious for longer than someone who is otherwise healthy without underlying conditions.

What if I was in the same room/building, but not in close physical contact with someone who tested positive for COVID-19?

Unless you have been in close physical contact with someone who has been lab-diagnosed with COVID-19 you do not need to self-quarantine. Continue behaving as normal and continue to follow proper safety protocols.

I had close physical contact with a friend who does not have COVID-19 symptoms but was notified to self-quarantine because my friend had close physical contact with someone who tested positive for COVID-19. Do I need to self-quarantine?

No. Since the person you had close physical contact does not have symptoms nor has been lab-diagnosed with COVID-19, you do not need to quarantine. Continue behaving as normal and continue to follow proper safety protocols.

What will BCSD do if an employee/student tests positive for COVID-19?

We will follow the Ohio Department of Health Director's Order dated September 3, 2020. Written notification will be provided to all parents or guardians of students at the school building notifying them of a positive test result. In addition, we will generally follow these steps:

- We will notify the Franklin County Department of Public Health at (614) 525-3160.
- We will begin cleaning and disinfecting protocols.

LAST UPDATED 12/11/20

- ❑ In conjunction with the Franklin County Public Health Department, the Contact Tracing Team will assist in Contact Tracing all possible exposures.
- ❑ We will notify all employees, parents, and guardians who may have been exposed (Within 6 feet for an accumulative duration of 15 minutes with or without a face mask) to that employee/student for an extended period of time as per CDC guidelines.
- ❑ We will not reveal the employee/student's name.

Local health departments should be contacted in the case of positive or suspected COVID-19 cases in a school building. Local health professionals can help to identify potentially infected or exposed individuals and assist with appropriate notifications. Individuals who potentially have been exposed should follow quarantine and other recommendations from local public health officials and their medical provider.

What happens if students, teachers, or employees are exposed to COVID-19 more than once?

COVID-19 is spreading in many Ohio communities. This means students, teachers, and employees could possibly be exposed to COVID-19 many times during the school year.

If a student, teacher, or employee has previously tested positive for COVID-19 (antigen or PCR test, NOT antibody test) and is exposed to COVID-19 again (a new exposure) **within 90 days of his original positive COVID-19 test, he does NOT need to quarantine and may attend school or work. He should monitor daily for signs of illness. If he develops signs of illness, he should stay home and contact his health care provider.**

If a student, teacher, or employee has previously tested positive for COVID-19 (antigen or PCR test, NOT antibody test) and is exposed to COVID-19 again (a new exposure) **greater than 90 days her original positive COVID-19 test**, she should quarantine for 7- or 10-days, may not attend school or work, and should monitor for symptoms. If she develops symptoms, she should isolate and call her health care provider for a medical evaluation.

If a student, teacher, or employee has previously been exposed to COVID-19, but was never himself diagnosed with COVID-19, and he has a new close contact with someone with COVID-19 (a new exposure), he should be quarantined for 14 days. If he develops symptoms during quarantine, he should be isolated and call his health care provider for a medical evaluation. Even if he tests negative for COVID-19, he must complete the 7- or 10-Day quarantine, Negative testing does not allow early release from quarantine.

If a student, teacher or employee has previously tested negative for COVID-19 (a new exposure), she should be quarantined for 7- or 10-days. If she develops symptoms during quarantine, she should contact her health care provider for a medical evaluation. Even if she

LAST UPDATED 12/11/20

test negative for COVID-19, she must complete the 7- or 10-day quarantine. Negative testing does not allow early release from quarantine.

Close contact with someone who has COVID-19—live with the person but can avoid further close contact

I live with someone who has COVID-19 (e.g., roommate, partner, family member), and that person has isolated by staying in a separate bedroom. I have had no [close contact](#) with the person since they isolated.

Your last day of quarantine is 7- or 10-days days from when the person with COVID-19 began home isolation

If a household member is quarantined but does not have symptoms, can the other school-age members of the home report to school?

Yes. If someone is a quarantined member of the home is without COVID-19 symptoms, the other members of the household can report to school. If the quarantined member of the home develops symptoms, then all students should remain at home.

If a household member has COVID symptoms, should the other school-age members of the home report to school?

No. Once a household member becomes symptomatic and/or tests positive for COVID-19 all household members should avoid close contact with the symptomatic and/or COVID-19 at home if possible and remain home. Please contact the school nurse.

Can I “test out” of a quarantine?

No.

COVID-19 Positive Scenario:

Sam is a 10th-grade student at the high school. He plays on the school football team. Sam tested positive for COVID-19. He should be alone in a room as much as possible . He can't go

LAST UPDATED 12/11/20

to school or play football until his symptoms start to get better and he has been fever-free for 24 hours without medicine AND it has been at least 10 days since he first had symptoms or tested positive.

The school and/or health department called Sam and his parents to find out who he had been in close contact with, about 6 feet (about 2 arm lengths) for 15 minutes or more up to 2 days before he got sick and tested positive. Anyone in close contact with Sam should quarantine. The CDC recently offered new guidance on quarantining that the FCPH department has approved. [CDC Quarantine Guidelines](#)

If an exposed person **doesn't develop COVID-19 symptoms** during their quarantine, they can now get tested on day five. If the test result is **negative**, they'll be able to end their quarantine as early as day seven. With a **positive** result, they'll need to continue their quarantine until the 14-day period has passed.

Anyone without symptoms who decides not to get a test after exposure can end their quarantine on day 10.

Sam's family should quarantine for 7- or 10-days from their time of last contact to Sam. If family members cannot stay 6 feet away from Sam at home, their quarantine may last up to 20 days (10 days for Sam's isolation, followed by 7- or 10-days for their own quarantine. This means they should stay home and away from other people..

The health department will tell his family when they can end quarantine and when to get tested. Even if his family never gets sick, or they test negative for COVID-19, they should finish their quarantine from the time of last close contact to Sam.

Sam was at school and football practice 2 days before he tested positive for COVID-19. The health department notified the school that Sam tested positive for COVID-19. The health department will notify anyone who is at higher risk they were exposed to COVID-19. The school will notify anyone else who was exposed in the school or at football practice.

The students who were exposed at school or football practice should quarantine at home for 7-10-days from the date of exposure. Students who are quarantined should not go to school or football practice during their quarantine. The students' families do not have to quarantine UNLESS the person who was exposed at school or at football practice tests positive for COVID-19.

Any teacher, employee, or volunteer who was exposed at school or football practice should quarantine at home for 7- or 10-days from the date of exposure. The families of the teachers, employees, or volunteers who were exposed do not need to quarantine UNLESS the person they live with who was exposed at school or football practice tests positive for COVID-19.

LAST UPDATED 12/11/20

Anyone who is quarantined should be extra careful. They can still get COVID-19 and expose others to the virus.

School Operations/Instructional Model FAQs

Will BCSD close all schools if a student/employee tests positive for COVID-19?

No. School Closures will generally fall into one of three categories: Targeted, Short-term, or Extended. We will work with Franklin County Public Health Officials to determine the most appropriate category of closure.

- Targeted Closure: Isolate an infected area.
- Short-term Closure: Close one or more buildings for 2-5 days.
- Extended Closure: Close school building for at least 10 days due to widespread outbreak.

What criteria will we use to determine whether the school/District should close?

Decisions to close a school/District will be made after consulting with Franklin County Public Health Officials.

What is the BCSD Learning Plan and what criteria will be used to determine which option we select?

The active learning plans are determined in partnership with Franklin County Public Health and will consider local data including county alert level, case rates, positivity rates, and trend data.

- All-In Plan—In-person with 3 feet of social distancing and the health and safety guidelines outlined in this document.
- Hybrid Plan—2 days of in-person instruction for K-12 students (6 feet of social distancing) attending in A Group and B Group, 3 days of distanced instruction provided during the time learning from home.
- Distance Learning—All remote learning taught by Bexley City Schools teachers. Employees remain on-call.

LAST UPDATED 12/11/20

When will we transition to a different instructional delivery model?

A variety of other health and safety factors could impact a classroom, building, or district capability to operate and may necessitate the need to transition between learning scenarios. Employees should plan for alternative arrangements in case plans change with little notice.

In consultation with Franklin County Public Health, Bexley City Schools will respond immediately to a heightened severity of local conditions that require more distancing or remote learning to contain the spread of COVID-19 in our community. Public health officials recommend at least 4 weeks of downward trending data before making a shift.

Safety Protocols FAQs

What restrictions are there on traveling out of state or by plane?

It depends. Students traveling out of state or utilizing air travel should set up a pre-travel meeting with the school principal. The Governor and CDC guidance will be used to develop a plan if traveling to an identified “hot spot”. A plan for your return to school/work could include a requirement to remain at home for up to 10 days or to return to school with the following requirements:

- You will be personally screened by our nurse each day, and
- Wear a face mask or face mask and shield while on school premises.
- Ensure 6 feet distancing from others in school at all times.

[CDC Travel](#)

[ODH Travel Guidelines](#)

Will employees and students be required to wear face masks?

Yes. Face masks primarily protect **others** from the wearer, which is the primary goal of requiring face coverings. Face masks are the best way to prevent the spread of COVID-19 when people are in contact with others they do not live with. In addition, face masks are a visual reminder that COVID-19 is in our community and will demonstrate our commitment to everyone’s health and safety. Thus, **face masks will be required at all Bexley City School Buildings**. Exceptions will be made for medically documented reasons. The BCSD face covering requirement is in alignment with the Center for Disease Control and Prevention (CDC) recommendation to wear face coverings in public settings where other physical distancing measures are difficult to maintain. A face covering is an additional measure of prevention to physical distancing. See link for more information on the proper method to wear a face mask:

[CDC mask guidance](#)

The primary role of face masks is to reduce the release of infectious particles into the air when an infected person speaks, coughs, or sneezes, including someone who may unknowingly be infected with COVID-19. These face masks are not a substitute for physical distancing, frequent hand washing, staying home when ill, and cleaning.

What is the proper way to wear a face mask?

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily

[CDC-how to wear a face mask](#)

LAST UPDATED 12/11/20

Are face masks expected to be worn the entire day?

Face masks should be worn by an employee/student throughout the entire school building and areas outside where social distancing cannot be achieved. Students do not have to wear a face mask when eating their lunch, but 6 feet of distancing must be maintained. After removal or reapplication of a face mask, hand hygiene should be performed. Staff may allow students to take a “face mask” break as long as the break occurs outside and proper physical distancing can be ensured/monitored. Please refer to the BCSD BOE Policy on Face Masks for further information.

Will the District provide face masks? Do we have small sizes for children?

Yes, the district will provide face masks and we have purchased small sizes for our elementary students. We are encouraging staff and students to bring their own face masks to school and to use district supplies if they are unable to bring their own. We have purchased face masks for employees, students, and approved visitors who do not have a face mask when they arrive at school. These will be kept in building offices and at the main entrance of Cassingham. Additionally, face shields will be supplied to all employees and to individual students based upon need.

Can I wear a face shield rather than a face mask?

Generally no. Exceptions will be made for medically documented reasons. Face shields are generally to protect the wearer. There is also a mechanical benefit as a shield can remind a person not to touch their face. The CDC does not recommend the use of face shields for normal everyday activities or as a substitute for face masks. In approved situations, face shields may be used without a face mask, they should wrap around the sides of the wearer’s face and extend to below the chin. Face shields can be considered as a time-limited alternative where face masks would hinder the learning process. Reusable face shields should be cleaned and disinfected after each use.

What are the exceptions that allow a face shield to be worn rather than a face mask?

Exceptions for employees include:

- Face masks in the school setting are prohibited by law or regulation
- Face masks are in violation of documented industry standards
- Face masks are not advisable for health reasons. Health reasons must be documented by a healthcare provider

LAST UPDATED 12/11/20

- Facial coverings are not required when the staff works alone in an assigned work area
- There is a functional (practical) reason for a student not to wear a facial covering in school.
- If the instruction requires the observance of the student's face and the student uses a face shield and no face mask, the student must maintain 6 feet of distance from others.

What is the protocol for cleaning face shields at the end of each day?

Clean both sides of the face shield with soap or disinfectant wipes and use water or alcohol to remove residue. Fully air dry, or use clean absorbent towels.

Can I wear both a face mask and a face shield?

Yes. Both a face mask and a face shield may be worn simultaneously for added protection.

Can I bring my own face mask/shield?

Yes. Bexley City Schools encourage staff and students to bring their own face mask/shield to school.

Can I wear a neck gaiter in lieu of a face mask?

No. A recent Duke University study found some cotton cloth masks are about as effective as surgical masks, while thin polyester spandex gaiters may be worse than going maskless.

How will we support proper hand hygiene?

- All staff and students will wash/sanitize their hands frequently. When washing hands with soap and water (hot or cold are both effective) it is recommended to do so for 20 seconds or longer. If soap and water are not available, hand sanitizer shall be used. Proper handwashing/sanitizing is the easiest and most effective way of preventing the transmission of germs and viruses. Hand sanitizer will be placed in each room. A practice of sanitizing hands when walking into and out of a room is required.
- Hand sanitizing stations will be available at every school site for mobile use in the high-traffic areas of campus.
- All classrooms will have access to handwashing and 60% alcohol-based hand sanitizer. Students will be instructed to use soap and water, and scrub for 20 seconds, followed by rinsing.

LAST UPDATED 12/11/20

Will illness prevention etiquette be required of employees and students?

Yes. Illness prevention etiquette is required by employees and students. It is a work strategy that will help keep everyone healthy. It aligns with the current public health guidance.

As a part of illness prevention etiquette, employees and students shall practice the following:

- Avoid touching face, mouth, and eyes.
- Clean your workspace (desk surface, keyboard, mouse, etc.) daily with a disinfecting solution or wipes.
- When cleaning computers, shutdown/sleep the computer first. Focus on cleaning areas that are touched when in use or when carried. It is ok to use disinfectant wipes but if they are wet enough to be dripping, wring them out first or begin using the wipe on a non-electronic surface first and remove any excess wetness. Drying with a rag or paper towel afterward can help reduce any visual residue or stickiness.
- If possible avoid touching high contact surfaces such as handrails and doorknobs.
- Cover coughs and sneezes with a tissue, or cough and sneeze into their upper sleeves, even when wearing a face covering.
- If tissues are not available, all employees and students should wash their hands or use hand sanitizer after they cough, sneeze, or blow their nose.

These recommendations should be practiced during this pandemic response, but all times! During the pandemic response, additional measures for illness prevention such as face coverings and physical distancing are also required.

How will our school buildings be secured from outside threats?

All exterior doors will remain locked. Keypads will be set to allow students and staff access at prescribed times. All other visitors will be locked out of the building until the doors are electronically unlocked by the building's receptionist. Any non-BCSD employee who wishes to gain admittance to one of our buildings must have their driver's license with them in order to be vetted by our visitor management system. Montrose and Maryland now have a system identical to the one used at the Cassingham Complex.

Can we leave classroom doors open to avoid students touching door handles?

Until further notice, yes. Anything that we can do to limit the disinfection work of our high contact areas will be encouraged. Interior doors that are **not** restricted access, fire barriers or have other functional requirements, shall be propped open.

LAST UPDATED 12/11/20

How many students and teachers can be in each room?

In any room, we must be able to maintain 6 feet of distancing in the Hybrid Model. Elementary and Secondary school classrooms will achieve 6 feet of distancing by utilizing the hybrid model: only half the typical number of students will be in the classroom at any time (A-group/B-group).

We will identify the maximum capacity for certain areas. An example would be that there can only be one person at a time in a copy/printer area. We will have signs posted in each of these areas reminding employees of these maximum capacities and have hand sanitizer/soap in each area.

What is our plan to address extensive absenteeism: What percentage do we close to school? How long?

Bexley City Schools will adhere to all laws and policies pertaining to attendance and truancy during the pandemic. We will work with Franklin County Public Health officials on COVID-19 surveillance activities by tracking attendance and notifying our local health departments if we observe significant increases in absenteeism. Our conversations with Franklin County Public Health officials will provide us with guidance. Our public health officials will identify whether to close and the length of any decision to close a school/district.

Do we eliminate the use of volunteers/outside groups in our building?

Yes. BCSD will cease the use of volunteers in our schools and will not permit outside groups the ability to reserve space in the buildings. We will permit undergraduate student teachers/observers as long as they follow District and health department guidelines/protocols.

How will we manage parents/visitors to school?

Parents and visitors to our buildings are not permitted during the school day unless approved by a District administrator, Coordinator, or Director. Parents/Visitors granted permission to enter our building must adhere to the following conditions:

- ❑ All parents/visitors must adhere to the established requirements for temperature screenings, face coverings, and illness prevention etiquette.
 - ❑ [COVID Visitor Screening Form](#)
- ❑ Parents/Visitors must be escorted by a school administrator or designee (with the exception of into the restroom) at all times to ensure adherence to all other COVID-19 protocols.

LAST UPDATED 12/11/20

Are meetings permitted to occur in the school?

All meetings should be held virtually when possible. When necessary (and with administrator approval) in-person meetings can be scheduled in-school conference rooms and classrooms.

However, the participants must adhere to the following conditions:

- All participants must be able to maintain physical distancing of 6 feet.
- All participants must wear a face covering.
- The meeting organizer must perform touchpoint cleaning with disinfecting solutions or wipes before and after the use of the meeting space.
- Food should not be shared or served buffet style.

Meetings involving public participation are discouraged but will be at the principal's discretion and determined on a case by case basis. Criteria used will be:

- Is the meeting essential to the operation or mission of the school?
- Does the meeting/task require personal interaction and cannot be conducted virtually or over the phone?

Meeting attendees will be required to wear a face mask, and follow all safety procedures.

If we are in a Hybrid Learning Plan, will we move to a Distance Learning Plan following an extended school break?

Decisions regarding the learning plan following an extended break such as Thanksgiving, Winter, or Spring Break will be determined by local conditions and guidance from public health officials.

Has our HVAC filtering system been addressed to minimize the spread of the virus?

Yes, to the greatest extent possible. In April we had an HVAC consultant to examine our HVAC filtering system. We were instructed to use a MERV-13 rated filter to stop the spread of the virus through our HVAC system. MERV ratings range from 1-16 and the HVAC system must be able to support the filter used. Throughout the Bexley facilities, all filters are MERV-13 or MERV-15 rated. Each building will follow the prescribed filter changing procedures.

Rooms with windows may be opened as well as long as the windows can be opened and remain open safely. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms, etc.) to students and staff using the facility. See your building maintenance personnel to determine the ability and safety of opening and closing room windows. Not all windows have screens.

LAST UPDATED 12/11/20

What are our cleaning protocols?

Cleaning efforts will be a team process-- “all hands on deck”. The BCSD custodial team has established a cleaning protocol based upon CDC guidelines for escalated cleaning to be used during a pandemic threat caused by influenza or coronavirus. New equipment has been purchased to expedite the disinfection process.

Students and staff will clean the classroom (desks, equipment, etc.) spaces with a soap and water mixture throughout the day and prior to leaving the room. Staff members who have been properly trained and have, if applicable, the proper PPE may request disinfectant spray bottles be securely kept in their classroom and only used when students are not in the room.

The Custodial staff will disinfect all work areas, counters, restrooms, doorknobs, water filling stations, and stair railings several times daily. Daily the custodial staff will clean all hallways, common areas, and outside of lockers daily using CDC approved products and to a level of sanitation prescribed by the CDC. [CDC Reopen guidance](#)

During an “All-In” Instructional Model, our custodial team will operate with our routine cleaning and disinfecting schedule.:

During a “Hybrid” Instructional Model, our custodial teams will increase high contact areas throughout the day. Deep clean and disinfection spraying will occur each Wednesday and Weekend.

During a Building Closure, our custodial team will allow potentially infected areas to sit idle for 48 hours. After 48 hours our custodial staff will be dressed in full PPE and will create as much ventilation as possible by opening all applicable doors and windows. On Day 4 a deep clean and disinfection will be performed.

Chemicals used for disinfecting

ZEP - DZ-7. Neutral disinfectant cleaner

Betco - Fight Bac Ready to use(RTU) - Disinfectant cleaner.

Hillyard - Q.T.3 - Hard surface cleaner disinfectant (MT/MD).

Genesan LLC - VIROTABS(for Electrostatic sprayers) Chlorinating tablets used for infection control.

LAST UPDATED 12/11/20

Do we have enough cleaning supplies and PPE in stock to begin the year?

Yes. Bulk purchases of all needed items were made in May and this summer

- We will utilize the typical 16oz bottle of hand sanitizer for classrooms and offices and will refill these bottles via larger gallon pump bottles.
- We have purchased plexiglass and clear vinyl material to create barriers where necessary.
- We have purchased 1250 student desk barriers to prevent the transmission of viruses and germs carried by respiratory droplets.
- We have 10K 3-ply face masks in child and adult sizes.
- We have 2,600 face shields in child and adult sizes.
- Wipes will be placed in each classroom and office.
- Plexiglass shields for each office counter have been received.
- Four Disinfectant fogger machines have been purchased to allow for quick disinfecting as needed.
- Each classroom will be equipped with spray bottles filled with a soap solution and paper towels to clean desks and high contact areas in the classroom.

How will our campus and classroom be set up?

No lockers will be used by our students. Desks/tables will face one direction. No students will be seated facing each other without a barrier. We have purchased 1250 transparent student desk dividers, and every student will have a barrier between themselves and an adjacent student when we are in a hybrid instructional model.

Spacing will be 3' for "All-In" Learning; spacing will be 6' for Hybrid Learning. Teachers will have a 6-9' of distance from the students to teach from. Clear 6' x 6' vinyl shower curtains can be requested to be hung from the ceiling to provide additional layers of protection for our staff. Hand sanitizer, disinfecting wipes, soap/water spray bottles, and paper towels will be placed in each room as well.

We are encouraging, when appropriate, instruction to occur outside. When teaching outside, students should carry their own personal items with them and wash/sanitize their hands when exiting and again upon return. We also are encouraging:

- Windows opened whenever possible.
- Limited restroom passes due to capacity and spacing issues.
- Physical distancing should be maintained in open or common areas, such as hallways, stairwells, gyms, and playgrounds.

LAST UPDATED 12/11/20

- ❑ Students will utilize their own school supplies and keep their belongings separate from other students' belongings or in their backpack throughout the day. Lockers will not be utilized.
- ❑ Students are encouraged to bring a bottle to school that can be refilled from one of our water filling stations on campus since drinking fountains will be inactive.

Will building movement be managed differently?

Yes. In elementary school, we will reduce student movement as much as possible and when necessary, strive to have students in a class move as a group under teacher supervision.

In middle and high school, we will strive to limit opportunities for mass gatherings in the hallways. For example, staggered release and bell schedules may occur at the Middle and High School. Principals will communicate strategies they will use and provide more specific information if applicable. One-way foot traffic patterns will be established in areas with high traffic or close proximity such as stairwells. Markings/signage will indicate the flow for each stairway and hallway.

Hand sanitizer will be located in each room and students will be expected to “sanitize in” and “sanitize out” of each room.

Elevators shall be limited to two occupants. Physical markings will be placed on the floor to show where each occupant should stand.

How will we manage arrival and departure?

- ❑ Entrance points shall be supervised to ensure face covering requirements are followed. Staggered arrival and departure times students to limit student congregation is required and times will be determined by each building principal.
- ❑ Students will go straight to their classroom.
- ❑ All front offices are equipped with floor stickers to encourage physical distancing.
- ❑ Students will arrive/depart on campus through staggered entry/exit points and times to limit exposure. Upon entry, staff members will visually scan students for any signs of illness.
- ❑ Hand sanitizer will be available to students as they enter the campus.
- ❑ Parents will wait in the assigned pick-up zone, while students wait under teacher supervision.
- ❑ Elementary parents picking up students will have the student's name printed in a large, easy-to-read format, displayed on the vehicle's dashboard.

Space and Activities FAQs

What are our recess protocols?

Health guidelines are to be followed (physical and social distancing) for recess periods. In addition:

- Students will have access to fields during scheduled recess time. To help keep recess safe, students are not permitted to bring personal equipment to school.
- Students will wear face masks during recess.
- Playground equipment and structures can be used but students must wash/sanitize hands before and after recess.
- Students will wash their hands or use sanitizer before and after recess.
- Grade-level specific equipment will be labeled and stored for use by the same grade-level each day.
- To limit exposure to other students and staff, recess will be separated by classes and grade-level cohorts.
- More information can be found at [CDC-Recess](#)

What are our transportation protocols?

- A non-toxic solution will be used to disinfect and sanitize the buses after each group of students.
- When possible, buses will be rotated to allow time for ventilation after sanitizing as an extra measure as per the guidance from the CDC and ODE.
- Students will be asked to comply with physical distancing guidelines when waiting at the bus stop, during boarding and while exiting the bus.
- If possible, students should wait in a parent's vehicle until the bus arrives at the bus stop.
- The seats next to and behind the driver will remain empty.
- Bus riders will board from the front of the bus and then proceed to the rear of the bus to take a seat. When unloading, students will unload from the front to the back to minimize passing others in the center aisle.
- Students will wash their hands or use sanitizer after getting off the bus.
- Siblings will be encouraged to sit together.
- High touch-point areas, like handrails, door handles, and the driver area will be cleaned in between bus runs and the buses will be thoroughly sanitized each night.

LAST UPDATED 12/11/20

- We will sit two students per seat but strive to have no more than one student per seat and seat family members together when possible. Each wearing a face mask.
- Bus staff and students are required to wear cloth face masks on buses due to the size of space and proximity of individuals to each other. If a bus driver wears glasses, the driver may wear a face shield rather than a face mask.
- Windows may be open for increased air circulation during seasonal times of the year.
- Families are encouraged to transport their children to school to reduce the number of students on a bus.
- Athletic teams may need to develop a travel roster.
- Parents may sign a release of liability that would allow them to transport their own children to athletic contests.
- We will continue to follow the BCSD BOE Policy.

What are our clinic protocols?

[BCS Health Clinic COVID-19 Protocol](#)

Will we have an isolation room for a student or staff member experiencing COVID-19 like symptoms?

Yes. A dedicated location (i.e., conference room or office) in the building shall be identified and used to isolate an individual if an individual becomes sick during the school day. This requirement is expected for all extra-curricular activities as well.

What will be our lunch procedures?

District-Wide

- No breakfast will be served in the morning in any of our buildings.
- We will maintain 6 feet spacing between eaters.
- The cafe will be closed in the AM
- There will be no salad bars.
- During the hybrid schedule, the lunch menu will be the same Mondays and Thursdays as well as on Tuesdays and Fridays.
- All students will have the option to have school meals delivered to their homes. Parents will have to opt-in one time, to have weekly meals delivered and will have the ability to cancel anytime. The cost of meals is \$2.50 per day for breakfast for ages, elementary lunches are \$3.25, and middle school and high school meals are \$3.75 per day. (\$23.75 per week per elementary student and \$26.25 per week for middle and high school students). Students who qualify for free or reduced-priced meals will have the meals

LAST UPDATED 12/11/20

delivered at no cost once parents opt-in. Times for the food delivery have yet to be established. We discussed the possibility of having a 4:30 pick up at the school for families who are not home when the food will be delivered.

- Students are encouraged to bring their own lunches.
- Students will not share food with each other.
- Teachers will not provide food to students.
- Food Services staff members will wear face coverings at all times.

HS/MS Information:

- MS Lunch 11:12-11:59 and HS Lunch 11:54-12:54.
- MS students will be divided into two groups w/ 7th and 8th grade eating the first half followed by the 6th grade. Sixth grade will eat in the north end of the cafeteria so that our custodial team can clean/disinfect the south end tables prior to the HS students arriving at 11:54. If needed, other larger rooms in the building will be used during lunch to ensure each student has 6 feet of distancing.
- The custodial team will clean as students leave their seats.
- Table dividers will be placed on tables to create a barrier between students.
- There must be 6 ft of distancing between students when eating.
- Students and staff are not permitted to order food delivery service to the school.
- Cashiers will type in debit numbers for each student/employee.
- Lunches will be served partially pre-packaged.
- Signs and stanchions will be used to keep distancing.
- Students will form a lunch line down the cafe's south hallway.
- Weather permitting, students will be encouraged to eat outside.

Elementary Information

- Each elementary school will have its own dedicated lunch team so principals will select times.
- Morning lunch counts will either be sent to building secretaries or inputted in PS for the building secretary to retrieve and pass along to the foodservice team.
- Lunches will be served in classrooms and delivered by foodservice staff. Principals will develop protocols on how the food will be distributed.
- There must be 6 ft of distancing between students when eating.
- Food will be served hot and in a reusable clamshell container.
- Weather permitting, students will be encouraged to eat outside.

Will BCSD still host the pre- and after-care Bexley Recreation programs?

If Bexley is in Distance Learning and the teachers are working remotely, elementary buildings may be used during the typical school day to support the Bexley Recreation Daycare Program.

LAST UPDATED 12/11/20

When the District is in a Hybrid Learning Model, the Pre- and After-School Programs will not be housed in one of our school buildings thus preventing different cohorts from inter-mingling.

Co-and Extra-Curricular Activities

Each activity and program will be assessed on an individual and on-going basis on the ability to adhere to state and local health and safety procedures.

How will extra-curricular and co-curricular activities be managed?

The Centers for Disease Control and Prevention (CDC) advocates maintaining six feet from others to prevent the spread of Coronavirus Disease 2019 (COVID-19); however, this is based on expected airborne particles emitted during regular breathing.

Performance artists are more likely to display forced-air breathing (i.e., heavy-breathing due to exertion, singing, playing musical instruments, or cheering), which is more like sneezing and coughing. According to one recent study, the transmission distance of SARS-CoV-2 may be more than 13 feet for forced-air breathing. Co-curricular events are encouraged to occur virtually or outside whenever possible. A request for an exception should be made to the Chief Academic Officer and the Director of Operations.

Athletics

- ❑ The athletic program will seek guidance from the Governor's office, ODH, FCPH, and OHSAA for guidance. Each plan will be developed based upon local conditions and guidance received. Plans will be shared with coaches and student-athletes and will remain fluid documents.
- ❑ [OHSAA Return to Play Guidance](#)
- ❑ Bexley City School District takes guidance from the OHSAA on when it is safe to resume athletic activities.
- ❑ When athletics resume, temperature and screening checks will be taken by coaches for all athletes every day before practices and competition. Students displaying signs of illness or with a fever will be sent home.
- ❑ Locker Room procedures will be established and communicated to all athletes to permit six feet distancing at all times in the locker room.
- ❑ Coaches, managers, and trainers will wear face masks at all times.

LAST UPDATED 12/11/20

- ❑ Any other OHSAA mandates will be implemented as required and communicated to athletes and families.

Weight Room

- ❑ Workouts should be conducted in “pods” of students with the same 5-10 students always working out together. Smaller pods can be utilized for weight training. This ensures more limited exposure if someone develops an infection.
- ❑ There must be a minimum distance of 6 feet between each individual at all times. If this is not possible indoors, then the maximum number of individuals in the room must be decreased until proper social distancing can occur.
- ❑ Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized.
- ❑ Individuals should wash their hands for a minimum of 20 seconds with water and soap before touching any surfaces or participating in workouts.
- ❑ Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
- ❑ Weight equipment should be wiped down thoroughly before and after an individual’s use of equipment.

- ❑ Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.
- ❑ Students must be encouraged to shower and wash their workout clothing immediately upon returning to home.

Entertainment Venues/Auditorium

[ODH Director's Order](#)

Theater program

[Educational Theater Ass. Reopening Guidelines](#)
[Responsible Restart Performing Arts](#)

Band and Choir

[OH Alliance for Arts Education Reopening](#)
[Responsible Restart Performing Arts](#)

The marching band will follow athletic department protocols. Marching Band Directors will wear face masks at all times. Wind instruments produce an aerosol, which varies by the instrument as well as intensity. For example,

- ❑ Woodwinds have aerosol coming from keyholes and bells.
- ❑ Brass have aerosols coming from the bell.

LAST UPDATED 12/11/20

Instrument players must wear face masks with a slit for mouthpiece AND place bell covers over their instrument when appropriate to reduce aerosol emission. Bell covers tested so far were made from pantyhose made of 80 deniers in 2 layers. Flute players can put the headjoint between their mouth and face mask (see <https://www.youtube.com/watch?v=A3T6h1muUic>) and use a “flute sock” attached to the foot (see <https://youtu.be/7if6TMZy5OM>).

Singers produce aerosol, which varies with consonants, vowels, and intensity. A recent study suggests that if singers/cheerleaders wear face masks aerosol emission is reduced. Face shields are only effective at close range to stop large droplets; they do not prevent aerosol from being inhaled or released so face masks must be worn.

While singing indoors face mask use is essential

- Must be well fitted
- Must be made from a material that is tightly woven.

Teachers should consider a personal amplification system with the mic under the mask so that they don't have to raise their voices and still be heard. Students should NOT speak louder than normal speaking – no shouting or yelling. No one should speak without wearing a mask.

Rehearsals, indoor or outside, should be no more than 30 minutes. Outside, a minimum 5-minute break after 30 minutes. Indoors, the room must have a complete exchange of air for 20 minutes before it is safe to use again. [NFHS Guidance](#)

Plexiglass partitions or barriers between musicians are not recommended because the room HVAC system cannot properly change the air as designed. "Dead zones" or areas where aerosol can build-up are a concern.

Rehearsal space recommendations in order of preference:

- Outdoor rehearsals, using individual mitigation techniques described above.
- Outdoor gazebo style tents with open sides and a high-pitched ceiling with mitigations.
- Indoors with the typical outdoor air exchange rate from HVAC plus recirculation air through MERV 13 filters.
- General procedures
 - Face masks must be worn at all times.
 - CDC guidelines for social distancing of 6x6 feet, with 9x6 for trombone players.
 - Indoor rehearsals should last for 30 minutes followed by clearing the room for 20-minutes for the HVAC system to change the air indoors with outside air.

How are music teachers managing singing/distancing?

- Minimum 6 ft apart
- No shared instruments
- Sterilize stands
- Sterilize mallets when shared

LAST UPDATED 12/11/20

- Bell covers on brass instruments
- 30 min active playing or less
- Masks on when not playing
- Zoom class live and in-person synchronization
- Practice room used for students to login to zoom if uncomfortable
- Learn much music without active playing

For Choir classes (both MS & HS):

- 6 feet apart in the classroom, more in theater
- Individual music students bring each day, no shared space for folders (as usually happens)
- Maximum of 30 minutes singing in one space, then we exit to go outside
- When possible, no consecutive choir class is in the same location (ex. Periods 1 & 3 in Blosser's room, periods 2 & 4 in Schottenstein Theater seats)
- Masks are always worn, even when outside
- Synchronous classes for HS Choir (students on Zoom & in person so pacing stays the same)
- Pre-recorded HS performance in October (groups called @ different times) so as not to have people sharing air in the Theater for more than 30 minutes at a time.

How are PE teachers managing distancing/shared equipment?

Bexley Physical Education Class

- Take your students outside if you have a large, safe space and weather conditions permit.
- Remind students to wear appropriate clothes for the current weather conditions.
- Encourage students to wear a hat and sunscreen when outside for prolonged periods of time.
- If you cannot go outside utilize your space as you normally would.
- Use wet-erase floor markers, floor tape, cones, mats, and/or hula hoops to visually identify physical distancing.
- Ensure ventilation systems operate properly and increase the circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. Do not open windows and/or doors if doing so poses a safety or health risk.
- Use separate controlled entrance and exit points.
- Maintain social distancing when moving students across campus.
- Access technology to effectively communicate with classes impacted by increased social distancing.
- Continue to review your curriculum to see if there are opportunities to revise your typical curriculum sequence or move activities requiring physical exertion to the days when students are learning from home.

Masks:

- Masks should be worn inside and outside. The exception to masks would be outside activity where there is physical exertion such as a timed sprint and 6 feet of distance. In that case, a student would take their mask off for the brief time of exertion then put the mask back on.

Equipment

LAST UPDATED 12/11/20

- ❑ Equipment should be disinfected after each class. It is recommended that different equipment be used from one period to the next and disinfection should occur before the equipment is used by a new group of students.
- ❑ Students (or pods) *within* a class can share equipment that has been disinfected and dried with the practice of students disinfecting their hands-on arrival and dismissal of the class.
- ❑ ***The sharing of equipment would be discouraged if the students are prone to touching their nose, eyes, and face as may be the case with our youngest students.
- ❑
- ❑ If students are unable to make or bring in their own equipment, consider using items from your school that can easily be cleaned and disinfected.
- ❑ Establish equipment collection routines and protocols to mitigate cross-contamination by designating “clean” and “dirty” collection bins.
- ❑ Consider teaching different units at the same time if it is not feasible to clean and disinfect equipment between classes.
- ❑ Weightlifting – Choosing exercises that do not require spotters. Resistance training should be emphasized as body weight, sub-maximal lifts with the increased use of resistance bands. Clean and disinfect all contact surface areas after each student.
- ❑ We have been told to use guidelines from our professional organization. SHAPE America’s equipment guidelines:
- ❑ https://www.shapeamerica.org/advocacy/Reentry/in-school-instruction-with-physical-distancing_p_e_equipment-safety-and-sanitation.aspx

Additional things to consider:

- ❑ Have a designated space for students to put their belongings i.e. book bags, water bottles. Etc.
- ❑ Remind students that they may want to bring a water bottle
- ❑ Prep hand sanitizing stations for students coming in and out.
- ❑ Prep designated areas for attendance or warm-ups
- ❑ Talk to your building Principal or custodians about daily floor cleaning procedures.
 - ❑ It is recommended that the floor is disinfected every day.
- ❑ Prep small groups or pods before students arrive to save time.
- ❑ Designate 1 or 2 students per class to set or re-set equipment if an activity calls for that. This will help limit multiple students touching the equipment.
- ❑ **We are following guidelines from our professional organizations as listed and linked above.**
- ❑ Our professional organizations suggest limiting sharing equipment to mitigate risk.
 - ❑ We are sharing equipment in small groups of less than 5 students.
 - ❑ Students sanitize or wash hands on their way in and out of the gym
 - ❑ Equipment is sanitized after each class and allowed for proper dry time
 - ❑ Groups or “pods” of students are the same all week
- ❑ Social distancing is utilized throughout the class period
 - ❑ Masks are worn inside and outside at all times
 - ❑ Games and activities are designed to keep students socially distanced at 6 feet.
 - ❑ At the beginning and end of class, students sit on the bleachers with 3 bleacher seats in between them and other students.

School clubs

All-In: Schools Clubs can occur in person or virtually during or outside of the school day.

LAST UPDATED 12/11/20

Hybrid: School Clubs must occur virtually or outside.

Distance/Remote: School Clubs must not interfere with instruction and shall occur virtually.

Are there other building restrictions?

Yes. The following restrictions have been established and are required at all BCSD buildings where

applicable:

- Contractors and/or delivery trucks delivering equipment and/or supplies must adhere to the requirements and recommendations established at the building they are visiting.
- During the school day, locker room facilities will remain closed.
- Water fountains will be turned off except for those that allow the filling of personal water bottles. (2 per elementary building)
- Field trips are canceled until further notice.
- No outside food deliveries will be permitted for staff and students.

Social-Emotional Learning/Wellness

Social and emotional learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. (2020 Collaborative for Academic, Social, and Emotional Learning (CASEL))

Bexley City Schools (BCS) recognizes:

- That while we have all experienced and continue to experience a global pandemic, it has impacted each of us in different ways that need to be accounted for and addressed as we begin our school year, especially as it relates to our social-emotional needs.
- That while adjusting to our new pandemic normal, we are simultaneously being reminded of our country's complicated past (and present) with racism.

BCS is committed to making SEL a part of the school culture. At the root of this is relationship building and working to make sure each of our students is and feels like they are a part of our district. A schoolwide emphasis will continue to be placed on positive behavioral interventions and supports (PBIS). PBIS efforts around social-emotional well-being can also help reduce bullying and build community.

Below is the contact information for our School Counselors (email address and a link to their respective resource page). Our school counselors are available to support our students and their parent(s)/guardian(s). They can communicate via email, phone, or through a google meet. They can also link families to outside resources if there is a need. These resources can include mental well being, food, and other resources.

LAST UPDATED 12/11/20

Please do not hesitate to reach out to your student’s School Counselor should you have questions, concerns, or need support that could include student engagement, stress, navigating online learning, or other concerns.

Cassingham	Erica Hecker	Cassingham School Counseling
Maryland	Katie Bucco	Maryland School Counseling
Montrose	Michelle Hipsley	Montrose School Counseling
Middle	Sarah Busold (for students whose last names begin with A - K) Tara Louys (for students whose last names begin with L - Z)	Middle School Counseling
High	David Leland (for students whose last names begin with A - L) Carrie Washburn (for students whose last names begin with M - Z) Stephanie Krosnosky	High School Counseling Career & College Counseling

If you are having an emergency call 911.

If there is a crisis during this time and you need to see or talk to someone right away please contact 1-614-722-1800 Nationwide Children's Hospital Crisis Hotline or text “HOME” to 741741. These are both options at any time of the day, 24/7/365.

BCS is using CASELs’ *Reunited, Renew, and Thrive: Social and Emotional Learning Roadmap for Reopening Schools* to support the return to school with equity-focused SEL strategies centered on relationships and built on the existing strengths of our school community. This roadmap is built on four critical practices that are found below.

<p><u>Critical Practice 1</u></p> <p>Take time to cultivate and deepen relationships, build partnerships, and plan for SEL.</p>	<ul style="list-style-type: none"> ● Prioritize relationships that haven’t been established. ● Engage in two-way communication. ● Build coalitions to effectively plan for supportive and equitable learning environments that promote social, emotional, and academic learning for all students.
<p><u>Critical Practice 2</u></p> <p>Design opportunities where adults can connect, heal, and build their capacity to support students</p>	<ul style="list-style-type: none"> ● Help adults feel connected, empowered, supported, and valued by cultivating collective self-care and well-being. ● Providing ongoing professional

LAST UPDATED 12/11/20

	<p>learning.</p> <ul style="list-style-type: none"> • Creating space for adults to process and learn from their experiences.
<p><u>Critical Practice 3</u></p> <p>Create safe, supportive, and equitable learning environments that promote all students' social and emotional development.</p>	<ul style="list-style-type: none"> • Ensure all students feel a sense of belonging. • Have consistent opportunities to learn about, reflect on, and practice SEL. • Examine the impact of the pandemic and systemic racism on their lives and communities. • Access needed support through school or community partners.
<p><u>Critical Practice 4</u></p> <p>Use data as an opportunity to share power, deepen relationships, and continuously improve support for students, families, and staff.</p>	<ul style="list-style-type: none"> • Partner with students, families, staff, and community partners to learn about students' and adults' ongoing needs and strengths. • Continuously improve SEL and transition efforts.

Communications and Training

- ❑ Students will be educated about their role to help support a safe and healthy environment. Schools should provide specific, age-appropriate instruction regarding routine practices for students. This should be ongoing to reinforce the importance of handwashing, physical distancing, appropriate use of face masks, cough and sneeze etiquette, and the importance of staying home when sick or displaying symptoms.
- ❑ Bexley City School District staff will be provided with training and information to recognize the signs and symptoms of illness in others. They will also be provided training to self-monitor their own health according to the Bexley Health Pledge. Such training must also include how to properly put on, use, take off and dispose of personal protective equipment; appropriate handwashing; physical distancing; use of face masks, in line with requirements; staying home when sick; and strategies to reinforce these concepts with students and parents.
- ❑ Families will be provided with information about COVID-19 symptoms, risk factors, CDC guidelines, and the protective efforts to reduce the spread in our community and the Covid-19 Operations Guide, including how to conduct home screenings. [CDC-Symptoms of COVID](#) Information will be continuously updated on the district's website.
- ❑ CDC guidance will be shared to assist families who are taking care of someone with COVID in their home. [CDC-Caring for someone with COVID](#)

LAST UPDATED 12/11/20

- ❑ Signage will be posted in all rooms and common areas explaining hygiene practices and distancing protocols to prevent spread.
- ❑ Ensure that school counselors and staff have sufficient training and time to address the social and emotional needs of our students
- ❑ The Communications team will create a multimedia campaign, including signage, in-school announcements, social media reminders, email messages, phone calls and texts to ensure that all are aware of emerging safety procedures and how to maintain a healthy environment.