

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
DIVISION OF SAFETY, SECURITY & EMERGENCY PREPAREDNESS**

**BRIAN KATZ
CHIEF SAFETY & SECURITY OFFICER**

Signatures on File

July 23, 2020

TO: All District Staff

FROM: Brian Katz
Chief Safety & Security Officer

Antoine L. Hickman, Ed.D.
Chief Student Support Initiatives & Recovery Officer

SUBJECT: **UPDATED COVID-19 GUIDANCE FOR SCHOOLS AND DISTRICT FACILITIES**



This memo provides a summary and updated guidance to previously communicated COVID-19 information for schools and District facilities. As we receive additional information from our public health officials, this guidance may change.

As the State of Florida and Broward County continue working to contain the spread of COVID-19, Broward County Public Schools (BCPS) offers the following guidance to all District staff, contractors and visitors. Please share this information with vendors you manage and post for visitors that come to your facility.

Since the District's last memo was released in June 2020, additional guidance and information has been provided by the Centers for Disease Control (CDC) as well as local health officials. Most notably, if you have had ancillary contact with someone who has (or may have) COVID-19, you should monitor your symptoms for fourteen (14) days. If you have had "close contact" as defined below, you should follow procedures as outlined in the Response Procedures section of this document.

Below you will find additional CDC guidance defining "close contact," which should be used to determine if quarantine or isolation is necessary for an individual.

About COVID-19

According to the CDC, COVID-19 is thought to spread mainly through close contact from person-to-person. How easily a virus spreads from person to person can vary.

The virus that causes COVID-19 can be spread through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It may also be possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. However, the risk for this is much lower according to health officials. COVID-19 may be spread by people who are not "showing" symptoms.

Preventative Measures

The best way to prevent COVID-19 is to avoid being exposed to the virus. For the safety of yourself and those around you, the District recommends adherence to the following CDC and Florida Department of Health (FDOH) guidelines:

1. Practice good hygiene.
 - a. Wash your hands with soap and water for 20 seconds, especially after touching frequently used items or surfaces, using the restroom, and before eating. If soap and water is not readily available, use a hand sanitizer that contains at least 60% alcohol. Rub your hands for 20 seconds or until completely dry.
 - b. Avoid touching your eyes, nose, or mouth with unwashed hands or after touching surfaces.
 - c. Sneeze and cough into a tissue or inside of your elbow. Dispose of tissue in trash can and wash your hands.
2. Practice Physical Distancing.
 - a. If you are around other people, keep six (6) feet between you when possible. Avoid hugs, handshakes, large gatherings and close quarters.
 - b. Do not gather in groups of ten (10) or more. Follow appropriate physical distancing guidelines.
3. Avoid contact with people who are sick and stay home if you have any of the following acute symptoms:
 - a. Temperature of 100.4 F degrees or greater
 - b. Persistent cough
 - c. Shortness of breath
 - d. Chills, repeated shaking with chills
 - e. Muscle pain
 - f. Headache
 - g. Sore throat
 - h. New loss of taste or smell
 - i. Vomiting or diarrhea
4. Wear a face covering in all common areas, including but not limited to: Main lobby, elevators, parking garage elevator vestibules, concession areas, conference rooms, etc. Refer to the attached guidance from CDC for additional details about properly wearing, removing and washing cloth face coverings.

Anyone not adhering to these protocols on District property will be asked by staff to do so.

The District will continue to sanitize all high touch zones in District buildings throughout the day/night with the CDC approved disinfectant Wex-Cide. In addition, the District has initiated our summer maintenance schedule which includes top-down cleaning of all workstations. **Please ensure your workstations are kept free from any clutter so we may accomplish this task.**

In the event an individual who tests positive for COVID-19 visited a BCPS District facility, the facility will be thoroughly cleaned, sanitized and disinfected. **Employees may be sent home if site sanitization needs to occur during a workday. Immediately after cleaning, facilities are safe for return to normal operations.**

Reporting Procedures

If you think you have been exposed to the virus or if you have tested positive for COVID-19, fill out this [Coronavirus Notification Form](#) as soon as possible and quarantine while waiting for guidance from the Risk Management Department or local/state health officials. Responses to this survey are considered educational records with regards to students and employment records with regards to employees and are subject to all applicable privacy statutes, regulations, and guidance including FERPA, IDEA, and HIPAA. The form is pursuant to School Board Policy 5012 - Treatment of Student and Employees with Communicable Diseases and Conditions. The information submitted through this form will remain confidential and only shared with the few individuals needed to maintain a safe environment in our District facilities.

Response Procedures for a Location that has had a Positive COVID-19 Case in the Past 14 Days

The CDC has now defined “close contact” which will help determine who should be self-isolated/quarantined/tested based on potential exposure to COVID-19.

What counts as close contact?

- You were within six (6) feet of someone who has COVID-19 for at least 15 minutes.
- You provided care at home to someone who is sick with COVID-19.
- You had direct physical contact with the person (touched, hugged, or kissed them).
- You shared drinking or eating utensils.
- They sneezed, coughed, or somehow got respiratory droplets on you.

Steps to take if you have had “close contact” with someone who has COVID-19:

- Quarantine: Stay home and monitor your health.
- Get tested: Testing is now more readily available. If you are able to schedule a COVID-19 test, you should do so. (Note: Tests are deemed to be more accurate if conducted more than 24 hours after last potential exposure to the virus.)

Or

- Quarantine: Stay home for 14 days after your last contact with the person who has COVID-19.
- Watch for fever (100.4 F), cough, shortness of breath, loss of taste or other symptoms of COVID-19.

- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.

The attached CDC Quarantine Guide has additional information about when to start and stop quarantine.

Employee Leave During Quarantine or Isolation

- **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.

If you are able to work remotely during quarantine or isolation (based on your role and your health condition) you may do so without being charged leave. If you are unable to work remotely, you must reach out to the Benefits Leaves Department at 754-321-3130 for additional guidance. Employees instructed to isolate, or quarantine, are eligible for up to two (2) weeks (80 hours maximum) paid leave.

Anyone who has been in close contact (as defined above) with an individual who has COVID-19 needs to quarantine for at least fourteen (14) days or, receive two (2) negative COVID-19 test results with one (1) taken more than 24 hours after exposure. This includes contact with people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from the state or local health department.

Returning to Work

Any individual who has tested positive for COVID-19 must provide two (2) negative test results for COVID-19 with one (1) test being done 24 hours before returning to school or work.

Additionally, anyone who has had close contact with an individual who tested positive for COVID-19 must either 1) self-quarantine for fourteen (14) days AND be asymptomatic or, 2) provide two negative results for a COVID-19 test, one of which must have been taken more than 24 hours after last potential exposure.

What if My Building had a Confirmed Case?

In the event there is a confirmed case of COVID-19 in a District building, two (2) communications will go out to staff.

Staff will be notified if there is a potential that they have been directly exposed or are believed to have had close contact with the individual who tested positive. Guidance will be provided by the Risk Management Department for employees and Coordinated Student Health Services for students.

A second, more general communication, will go out to the impacted site (typically from the Director or Chief responsible for that site) so that employees know the steps that have been taken to sanitize the location and whether a building or area is off-limits until sanitized. This communication will also include instructions for staff who did not receive notification of potential “close contact” to monitor their symptoms for fourteen (14) days (no quarantine is necessary) and will inform staff that operations at their building will continue as normal after sanitization is completed.

Personal Protective Equipment

If you or your department are in **critical need** of Personal Protective Equipment (PPE), your supervisor should complete the following process:

To Place an Order:

- Send an email to PPE@Browardschools.com with the request.
- To speed up order confirmations, provide **ALL** of the following required information in your requests for PPE:
 - **Subject:** Include the Location Name (i.e., School or Department Name)
 - **Staff Count:** Include the number of staff needing supplies. Based on availability/inventory, the District will guarantee a minimum of two (2) masks per employee. Other critical supplies (sanitizers and wipes), will also be provided based on available inventory.
 - **Contact Information:** Include the following information for the designated staff member picking up the order: Name, Email, and Phone number
 - List of other critical supplies, if needed, can also be requested and included with this order if inventory is available:
 - Hand Sanitizers (different sizes available) – Note: It is important to keep containers / bottles in which gel sanitizers are given out (for future refills)
 - Face Shields, Non-contact Infrared Thermometers, and Wipes are limited
 - KN95 Masks (limited quantities available)
 - NOT Available – Purell Products or N95 Respiratory Masks

To Pick Up an Order:

Upon approval of the PPE request, you will receive an order confirmation. The email response to the requesting department will include stockroom management for order processing.

- **Please Note:** Supplies will only be released to Departments who have received approval for their request from the PPE email address and/or Mary Coker, Director, Procurement & Warehousing Services.
- **Print Email Approval** and bring with you to pick up (proof of receipt)
- **Stockroom address:** 3810 N.W. 10th Avenue, Oakland Park, Florida 33309

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- **Stockroom Hours of Operation:** 7:30 AM – 2:30 PM
- **Stockroom Contacts** (for releasing supplies): Paul Molnar, Erick Mack, Reginald Moncrief, and Omar Garcia.

The inventory for critical supplies is being monitored and controlled. We kindly ask that staff safeguard these supplies and make them last to their useful extent.

If you have any questions, you may contact the Florida Department of Health - Broward Call Center for COVID-19 at 954-412-7300 or, the **BCPS Risk Management Department at (754) 321-1900**. Additional information on COVID-19 is also available on The Center for Disease Control (CDC) website, www.cdc.gov/nCoV.

BK/AH/VW/JM/AS/KB:lm

Attachments (7)