

COVID-19 HEALTH AND SAFETY PROCEDURAL MANUAL



Version 1.0

April 7, 2021



Disclaimer



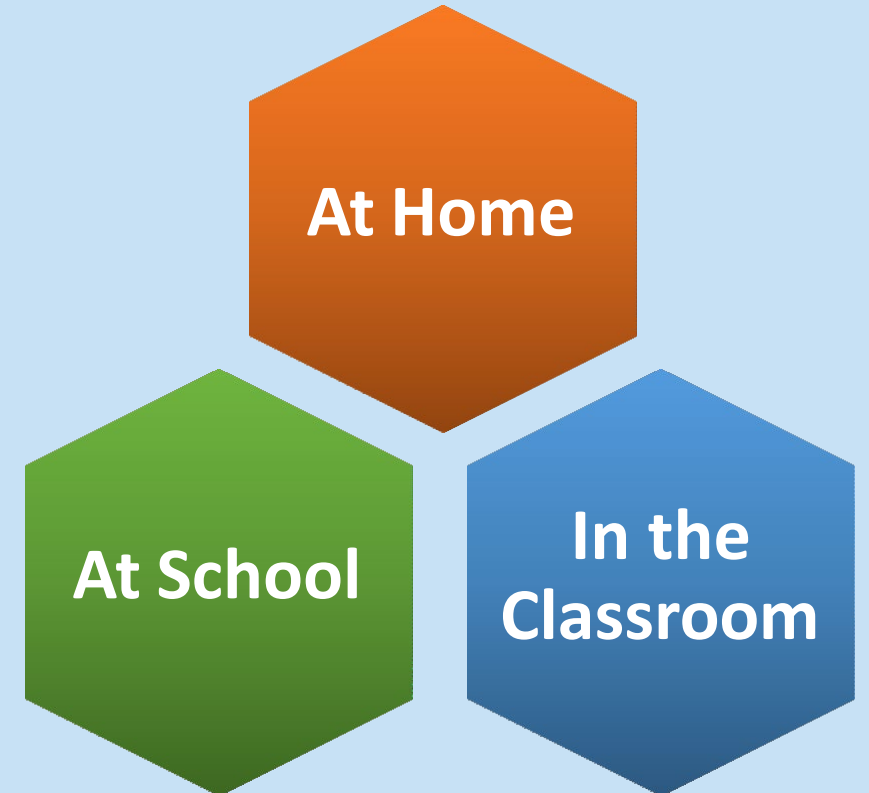
This procedural manual supplements the Contingency Management Planning Guide for Influenza (Flu) Pandemic by Coordinated Student Health Services in the event of a pandemic. This manual contains general guidance to assist Broward County Public Schools (BCPS) and Administrative Sites in navigating health and safety considerations during the COVID-19 pandemic. It is intended for the use of District employees, rather than the public at-large.

The content in this procedural manual will continue to evolve and is not all-inclusive of all procedures and protocols.



Minimize Risk and Hazard through a great culture of teaching.

Promoting a Healthy and Safe Learning Environment for all students to reach their highest potential.



To minimize the risk of exposure to COVID-19 for students, staff and families across the School District, Broward County Public Schools (BCPS) encourages adherence to appropriate health guidance.

Record of Changes



Changes from Version 1.0	Date	Page

Table of Contents

Section 1: General Preventative Measures

- Communication and Messaging8
- Personal Protective Equipment.....9 - 13
- Physical Distancing.....14 - 15
- Hygiene Protocols.....16
- Health Monitoring/Screening.....17
- Cleaning and Disinfection.....18-19

Section 2: School Operations

- Transportation.....21
- Arrival/Dismissal.....22
- School Administration.....23
- Contractors and Vendors.....24
- Transition Between Classes and Buildings.....25
- Classroom.....26
- Food and Nutrition Services27
- Media Center.....28
- Common Areas.....29
- Playground and Recess.....30
- Emergency Drills.....31
- Specials/Electives.....32-34
- Special Events.....35-38
- Before and After School Activities.....39-40

Table of Contents

Section 3: Administrative Site Operations

Ancillary Facility Sites.....42-48
District Vehicles.....49-50
Contractors and Vendors.....51

Section 4: COVID-19 Case Management

Student Health Response.....53
Health Room/Clinic Procedures.....54
Isolation Room Procedures.....55
Special Considerations.....56
Frequently Asked Questions: COVID-19 Case Management.....57
Information to Support FDOH Contact Tracing.....58
BCPS COVID-19 Symptomatic Action Trees.....59-60

Section 5: Additional Resources

Additional Resources.....62-68

Appendix

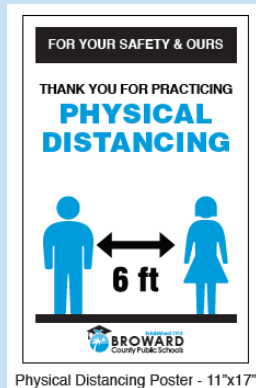
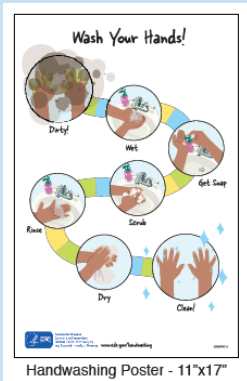
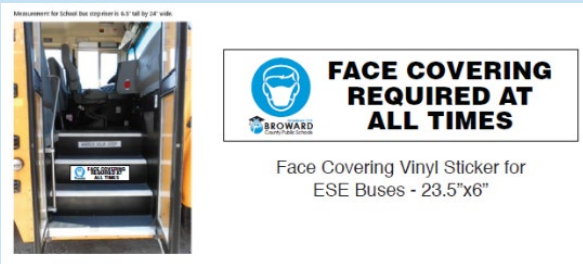
Section 1:

General Preventative Measures



Communication and Messaging

Promote Everyday Protective Measures



- District-approved signage (e.g. signs, posters, easels, floor stickers, A-frames, etc.) should be posted in highly visible locations to promote everyday protective measures and describe how to stop the spread of COVID-19.
- Signage locations include:
 - Entrances
 - Common entry doors
 - Ends of hallways
 - Restrooms, Locker rooms
 - Administrative offices
 - Cafeteria, front office, lobby, library and other high traffic areas
 - Exterior of elevator
 - Top and bottom of stairwells
- Additional and replacement signage can be ordered from Environmental Health & Safety at EHS-HELP@browardschools.com.
 - See **Appendix A: COVID-19 Posters and Signage** to view available District-approved signs and posters.
- BCPS Communication Plans include messages about behaviors to minimize spread of COVID-19 for staff and families through:
 - Public address announcements
 - Websites
 - Email
 - Social Media Accounts
 - <https://www.browardschools.com/coronavirus>

Personal Protective Equipment (PPE)

*Help Protect Yourself
and Others*

Face coverings are meant to protect other people in case the wearer is unknowingly infected, but does not have symptoms.

Reference the current [School Board Policy - Face Coverings \(Appendix B\)](#) for additional information regarding face coverings.



- All students, employees, visitors and vendors are required to wear face coverings, unless medically exempt.
 - A face covering shall not be required for persons who present school officials with a certification from a health care provider that the person has a medical condition that prevents the person from being able to safely wear a face covering.
 - A face covering shall not be required for a student if school administration, IEP team or 504 team authorizes the student to remove her/his face covering during an activity provided that the student maintains physical distancing from other persons when not wearing a face covering.
- Additional accommodations may be required for staff and/or students based on their individual health plan.

Personal Protective Equipment (PPE)

Help Protect Yourself and Others

Helpful Links:

[CDC.gov/coronavirus](https://www.cdc.gov/coronavirus)

[How to Select, Wear, and Clean Your Mask](#)

DO choose masks that



Have two or more layers of washable, breathable fabric



Completely cover your nose and mouth



Fit snugly against the sides of your face and don't have gaps

- Parents must supply their child with their own face coverings; however, if a face covering is needed, the school will provide an emergency face covering as appropriate.
- Face coverings are permitted but must comply with the Code of Conduct Section – Dress Code (must not contain questionable language or symbols).
 - Parents should regularly clean and sanitize all reusable cloth face coverings.
- Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently.
- Some staff members may be required to wear additional PPE (e.g. health-related, custodians, specialized positions) when directed to do so by District/school protocol or by the employee's supervisor.
- Schools should contact Procurement/Warehousing Services to acquire additional Personal Protective Equipment or supplies at PPE@browardschools.com.

Personal Protective Equipment (PPE): BCPS Face Covering Policy

Face Covering Expectations

Proper wearing of a face covering, should cover both the nose and mouth of the person and should fit snugly against the sides of the person's face with no gaps.

Reference the current [School Board Policy - Face Coverings \(Appendix B\)](#) for additional information regarding face coverings.

- Each student, employee, visitor, vendor or other person are always required to properly wear a face covering while at or inside a school/facility, or other vehicle owned, leased or operated by The School Board of Broward County. A face covering is required:
 - During class changes (indoors and outdoors)
 - While operating golf carts or gators
 - Inside BCPS owned vehicles (buses and white fleet)
 - Inside a BCPS school/facility
- There may be exceptions, such as for:
 - Infants
 - Individuals with Medical Certification
 - Individuals who are Outdoors (with Physical Distancing)
 - Identification Purposes
 - Students with Approval
 - At Regularly Scheduled Mealtimes
 - Musical & Theatrical Performances
 - Strenuous Physical Activity
 - Demanding Circumstances
 - Employees with Supervisor's Approval

Personal Protective Equipment (PPE)

Guidance for Specialized PPE

Staff have been provided guidance on:

- The proper donning and doffing of PPE
- Cleaning and storage techniques

Reference **Appendix C** for guidance on care, maintenance and use of PPE.

- Specialized PPE for staff who work with special needs students, including **clear masks to see the mouth, face shields and clear barriers** will be provided to staff who require it to teach/counsel students in the special needs program.
- Clear face shields will be provided to staff who require it to teach/counsel students in the special needs programs as an additional layer of protection when working with students who are not able to wear a face covering.
- Classroom operations shall consist of appropriate donning and doffing of PPE by instructional and support staff.



Personal Protective Equipment (PPE)

Guidance for N95 & KN95 Respirator

N95 or KN95 respirators will be made available to Facility staff completing daily Electrostatic Spraying requiring the wearing of an N95/KN95 respirator.



- Some individuals may be unfamiliar with how to properly wear an N95/KN95 respirator. Be sure the N95/KN95 respirator **does not** have an exhalation valve.



Watch this video from the World Health Organization on [How To Wear a Cloth Mask Safely](#)

Physical Distancing

*While Remaining
Socially Engaged*

Physical distancing, also called “social distancing,” means keeping a safe space between yourself and other people who are not from your household.



- To practice physical distancing, maintain the maximum distance possible (recommended **6 feet**) from others.
- Physical distancing combined with wearing a face covering can help slow the spread of COVID-19
 - Reference the current [School Board Policy - Face Coverings \(Appendix B\)](#) for additional information regarding face coverings.
- Encourage alternate means of greeting to assist with physical distancing and maintain separation (e.g., minimize gestures that promote close contact).
 - Discourage shaking hands, fist or elbow bumps and hugging. Instead wave and use a verbal greeting.

Physical Distancing

Ways to Help Promote Physical Distancing

Education programs are inherently designed for social interaction, not physical distancing.

However, multifaceted reopening and risk mitigation strategies are needed to implement healthy campuses and programs.



- Place District provided plexiglass barriers in areas with greatest visitor or person to person interaction (e.g., reception, guidance, media center, cafeteria cashier).
 - If your school needs additional plexiglass for common areas, send a request to: PPO.Orders@browardschools.com
- Post District provided physical distancing floor/seating markings and posters in high traffic areas.
 - For additional signage, send request to EHS-HELP@browardschools.com
- Provide frequent reminders to staff and students to maintain physical distancing.
- Post directional reminders on the floor and/or walls to manage traffic flow during transitions.
- Post signage in highly visible locations to promote everyday protective measures (e.g., hand washing, staying home when sick).
- Have staff stagger and monitor arrival/dismissal to discourage congregating and ensure that students go straight from vehicle/buses to classrooms or cohort waiting areas.
- Limit visitors and activities involving external groups or organizations.
- Arrange desks or seating so that students are as physically distanced as possible.
 - If not possible to separate tables/desks, consider having students sit facing the same direction.

Hygiene Protocols

Hand Hygiene

Handwashing is one of the best ways to protect yourself and your family from getting sick.

Always wash or sanitize your hands before touching your eyes, nose or mouth because that is how germs enter our bodies.

Examples of frequently touched surfaces:

- door handles
- tables
- counter tops
- chairs
- sinks
- shared pens
- elevator buttons
- microphones

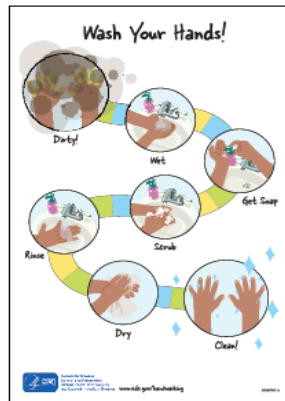


- You can help yourself and others stay safe, especially during these key times when you are likely to get and spread germs:
 - After entering a building or school
 - Before, during and after eating food
 - Before and after handling papers that are not your own
 - Before and after treating a cut or wound
 - Before taking medication
 - After using the restroom
 - After blowing your nose, coughing or sneezing
 - After handling your cellphone that has been placed on a table or other area that is not your own
 - After touching a recycle or garbage can
- Increase monitoring to ensure adherence among students and staff.



- Follow four steps to wash your hands the right way:

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.




- Handwashing is the primary cleaning method for soiled hands, however if soap and water are not readily available, District approved hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Contact your Head Facility Service Person to acquire additional handwashing supplies.

Health Monitoring/Screening

Recognizing the Signs and Symptoms

Health monitoring and recognizing the signs and symptoms are crucial to help reduce the risk of spreading COVID-19.









Daily At Home Health Check List (**Appendix D**):

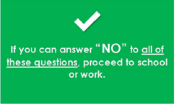
AT HOME DAILY HEALTH SCREENING 

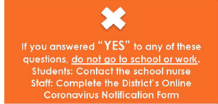
Broward County Public Schools is committed to the health and safety of our students, our staff and our community. The District has instituted enhanced cleaning schedules, staggered work schedules and continues to reduce the number of people in our facilities to promote physical distancing.

In order to enter Broward County Public Schools facilities, all students, parents/caregivers, visitors, contractors and employees should answer the following self-assessment questions at home each morning prior to coming to school or work:

DAILY HEALTH SELF ASSESSMENT QUESTIONS:

-  Do you feel warm, have a fever or elevated temperature (100.4), or have the chills?
-  Do you have a persistent cough, runny nose or sore throat?
-  Have you recently had a loss of taste or smell?
-  Has anyone in your household tested positive for COVID-19?
-  Have you been in close, unprotected contact with anyone who has tested positive for COVID-19?
(spent longer than 15 minutes within six feet of someone who was sick with a fever and cough or confirmed/suspected of having COVID-19)
-  Are you feeling sick or ill today?
-  Are you awaiting test results for COVID-19?
-  Have you been told to self-quarantine or self-isolate by a doctor or the Florida Department of Health?

 If you can answer "NO" to all of these questions, proceed to school or work.

 If you answered "YES" to any of these questions, do not go to school or work. Students: Contact the school nurse. Staff: Complete the District's Online Coronavirus Notification Form.

- Monitor federal, state and local public health communications about COVID-19 regulations, guidance and recommendations, and ensure that staff and students have access to that information.
- Each school is funded for a healthcare professional to oversee the Clinic and Isolation Room.
 - This person is responsible for responding to COVID-19 concerns.
 - All school staff will be provided with a process for contacting this person.
- Staff and students with COVID-19 symptoms will immediately be taken to the Isolation Room where staff will perform a Focused Assessment.
- Encourage staff and students planning to enter the school environment to self-screen prior to coming onsite. An individual should not attempt to enter the school if any of the following are true:
 - **Symptoms** of COVID-19;
 - A temperature of 100.4° F or higher;
 - Are under evaluation for COVID-19 (for example, waiting for the results of a viral test to confirm infection); or
 - Have been diagnosed with COVID-19 and not yet cleared to discontinue isolation.
- Encourage use of the Daily At Home Check List (**Appendix D**)



General Preventative Measures

Cleaning and Disinfection

Help Stop the Spread of Viruses

All BCPS Facility Service Persons are trained on effective methods for cleaning and disinfecting schools to help fight the spread of viruses and other harmful bacteria.



- Facilities Service Persons (FSP), in accordance with the department's standard operating procedures, use Environmental Protection Agency/Centers for Disease Control and Prevention-approved disinfectants to clean and have increased routine cleaning and disinfection of frequently-touched surfaces at school facilities.
- Facilities Service Persons will check common areas and group restrooms throughout the day to ensure supplies are replenished, and conduct touch-point cleaning and perform thorough cleaning/disinfecting once students leave for the day.
- Follow label directions, which include safety information and application.
- Cleaning products should not be used near children; staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling aerosols.
- Use District-approved disinfecting wipes on commonly touched surfaces throughout the day (e.g., desks, door knobs, light switches, etc.)
- Contact PPO Custodial/Grounds Department to obtain additional guidance at PPO.orders@browardschools.com.

General Preventative Measures

Cleaning and Disinfection

Daily Electrostatic Spraying

All BCPS Facilities are equipped with Electrostatic Sprayers.



BCPS Facility Service Persons are trained on performing the daily disinfecting with this equipment.



- Facilities Service Persons (FSP) will perform daily electrostatic spraying in high traffic areas, such as:
 - Restrooms
 - Front office(s)
 - Cafeteria
 - Media Center
 - Clinic, Isolation Room
 - Gymnasium, Locker rooms, Weight rooms
 - All student entry locations, single-point of entry
 - Teacher planning areas
 - Overflow rooms
 - Aftercare rooms
 - Hallways
- Some surfaces (cafeteria prep surfaces, children's manipulatives) must also be rinsed with water after the chemical application has been on those surfaces for at least ten (10) minutes.
- Spraying with an electrostatic sprayer DOES NOT replace regular cleaning. Areas must be cleaned prior to spraying and all papers/items removed from surfaces. (**Appendix E – Clutter Memo**)
- The electrostatic sprayer will cover the general room area:
 - Horizontal surfaces
 - Desks
 - Chairs
 - Water bottle filling stations
 - Door knobs
 - Light switches
 - Hand rails
- If the Electrostatic Sprayer needs repair and/or a loaner replacement is needed, contact PPO.Orders@browardschools.com.

Section 2:

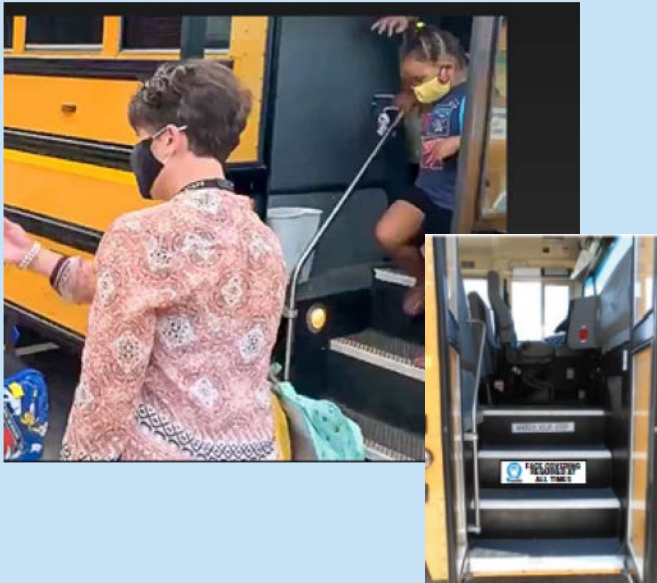
School Operations



Transportation

Promote Safety and Preventative Measures

Physical distancing is also necessary with District vehicle use. To achieve this, District vehicle occupancy should be limited, and surfaces should be frequently cleaned.



- Parents are encouraged to transport students to and from school in their personal vehicles to minimize student contact.
- Busing will continue to be available to students who reside two (2) miles or more from school or as required on a student's IEP.
 - Bus drivers and attendants will be provided PPE (gloves, face covering, gowns and hand sanitizer).
 - The District will provide increased education for drivers on cleaning procedures and COVID-19 symptoms.
 - Trained employees will be assigned to sanitize the bus twice a day (students must not be present when a vehicle is being cleaned).
 - Disinfect and clean touch-point surfaces (e.g., seats, belt buckles, doors, windows) throughout the vehicles.
 - Doors and windows should be kept open when cleaning and between routes to allow vehicles to completely air out.
- Parental support is requested to maintain physical distancing at bus stops.
- Students are required to wear face coverings while on the bus, unless medically exempt.
- Disposable face coverings will be provided for any student without a face covering as appropriate.
- Bus drivers and monitors are required to use appropriate PPE while on the bus.
- Transport with windows and vents open to increase air circulation.
- Assign seats to minimize contact in the aisle when loading and unloading the bus; load from back to front, unload from front to back, alternating rows.
- If a driver becomes ill during the day, he/she must not return to drive students.
- If a student becomes ill during the day, he/she must not use group transportation to return home.
- Contact your Transportation Area Manager for additional transportation guidance or resources.

Arrival/Dismissal

Promote Safety and Preventative Measures

Have staff monitor arrival/dismissal to discourage congregation and ensure that students go straight from vehicles/buses to classrooms or waiting areas.



- Encourage parents to perform temperature checks on students prior to school arrival. (**Daily At Home Checklist - Appendix D**)
- Schedule handwashing or sanitizing regularly and upon arrival and departure.
- Staff will control entry points, oversee physical distancing and routinely reinforce proper hygiene etiquette.
- Strategically place District-approved signage to reinforce health and safety protocols.
- Students are required to wear face coverings during arrival and dismissal, unless medically exempt.
- Parents and nonessential visitors will not be allowed to enter the school past the Single Point of Entry to limit exposure to students, staff and teachers.
- During parent pick-up, parents are not to exit vehicles unless it is medically necessary to assist his or her child.
- Stagger entry of bus riders, car riders and walkers.
- Students should be dismissed in an orderly pattern while maintaining proper physical distance.
 - Consider staggering classroom release, when feasible.
 - Students must maintain physical distance while waiting for parents.
 - Note: unscheduled early release will not coincide with flashing beacons and crossing guards.
- Ensure a plan is in place to supervise student physical distancing before and after school.
 - Identify areas that students can physically distance while under supervision before and after school.

School Administration

Limit Exposure to Students and Staff

Parents and visitors will not be allowed to enter the school past the Single Point of Entry to limit exposure to students, staff and teachers without Administration approval.



- Use virtual meetings whenever possible; when using conference & meeting rooms, reinforce 6-foot distance between attendees and require face coverings.
- Physical barriers will be installed at Single Point of Entry, Guidance, Registration, Office Manager.
- All students, employees, visitors and vendors are required to wear face coverings.
- District-approved hand sanitizer are located (for staff and older children) at Single Point of Entry for all to use as they enter.
- For parent sign in/out, have a separate supply of clean pens and used pens and mark their receptacles accordingly; disinfect the used pens periodically throughout the day.
- Set screening protocols for all visitors.
- On-site FSPs will replenish supplies as needed (soap, hand sanitizer).
- On-site facility staff will routinely clean and disinfect frequently-touched surfaces (e.g., tables, desks, chairs, door handles, light switches, railings, etc.)

Contractors and Vendors

Supervisor Responsibilities

It is the responsibility of the Supervisor to ensure contractors and vendors must follow proper protocol by checking-in at school's Single Point of Entry (SPE) and follow proper health and safety procedures.



- Contractors and vendors shall wear a face covering while in District buildings.
- Contractors and vendors shall practice physical distancing as much as feasible while performing work activities.
- Contractors and vendors working in normally occupied spaces shall wipe down high - touch point surfaces with disinfecting wipes before leaving the work area.
 - Only District approved cleaners are allowed to be used in District facilities. **(Appendix H – Disinfectant Wipes Guidance)**
 - If this is not possible, the contractor or vendor shall work with the school Principal to develop a plan to clean the area.
- Contractors and vendors shall perform a daily health self assessment before each workday. **(Appendix D – Daily Health Assessment)**

Transition Between Classes and Buildings

Limit Exposure to Students and Staff

Limit the extent to which students mix with each other, and particularly with students from other classes.



- Students will be required to wear face coverings when transitioning between classrooms.
- Provide physical guides, such as arrows, floor stickers, tape on sidewalks and signs on walls, to ensure that staff and children maintain the maximum distance possible, recommended 6 feet, from others in lines and at other times (e.g. guides for creating “one-way routes” in hallways).
- Stagger class periods by cohorts for movement between classrooms if students must move between classrooms to limit the number of students in the hallway when changing classrooms.

- Custodial staff will routinely clean and disinfect frequently-touched surfaces (e.g., door handles, light switches, railings, etc.)



Classroom

Manage Class Size to Maximize Physical Distancing

Maintain a maximum distance between desks as possible, even if not able to achieve 6 feet, and avoid sharing of textbooks, supplies and toys.



- Each school was supplied with the following to be distributed as needed:
 - District-approved hand sanitizer,
 - Hand sanitizer stand-up stations,
 - disinfectant wipes,
 - Three-ply face coverings,
 - Thermometers (Clinic)
 - Gloves (special needs groups)
 - Gowns (special needs groups)
 - Clear Face coverings (special needs groups)
 - Face Shields (special needs groups).
- All students are required to wear face coverings, unless medically exempt.
- Staff working with students are required to wear face coverings, or other appropriate PPE.
- On-site FSPs will replenish supplies as needed (soap, towels).
- Remove nonessential items from the classroom. (**Appendix E – Clutter Memo**)
 - e.g., upholstered furniture, pillows, rugs, stuffed animals, puppets, etc., must be removed from the classroom.
- Move nonessential furniture and equipment out of classrooms or to unused parts of the classroom to increase distance between students. Alternatively, mark furniture with signage to restrict use to maintain physical distancing.
 - Students will be seated in a physically distant layout in classrooms with all chairs, desks, and other workstations properly spaced to achieve maximum distance as possible.
- Turn desks to face in the same direction (rather than facing participants) and offset seating in the rows to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).

Food and Nutrition Services

School Meals Served Safely

Minimize crowds by deploying alternative meal service options.



▪ Face-to-Face Meal Service

- **Breakfast:** Provided in all schools at selected locations, pre-packaged.
- **Lunches:** Selected items on the serving line will be provided to students by food service staff.
- **Dinner:** Select-and-Go meal from kiosks at exits.

▪ Curbside Meal Distribution

- Prepackaged meals will be provided at selected schools (Food and Nutrition Services Web Site)
- All children age 18 and under are eligible for meals at no charge until June 2021.
- If an adult is picking up meals for delivery to students, they must bring the child's name.

▪ General

- Before and after eating, face coverings will be required.
- Menus have been streamlined to include student favorites to simplify selections.
- Before and after eating, require hand washing or use of District approved hand sanitizer that contains at least 60% alcohol (for staff and children 6 and older).
- Tables and chairs will be sanitized between services.
- Each meal served on campus will include prepackaged cutlery and 2 alcohol wipes (for cleansing hands before and after eating).
- Utilize outside areas, courtyards, pavilions, etc. to increase physical distancing.
- Students are encouraged to purchase À la carte at www.myschoolbucks.com or you can download the My School Bucks app.



Media Center

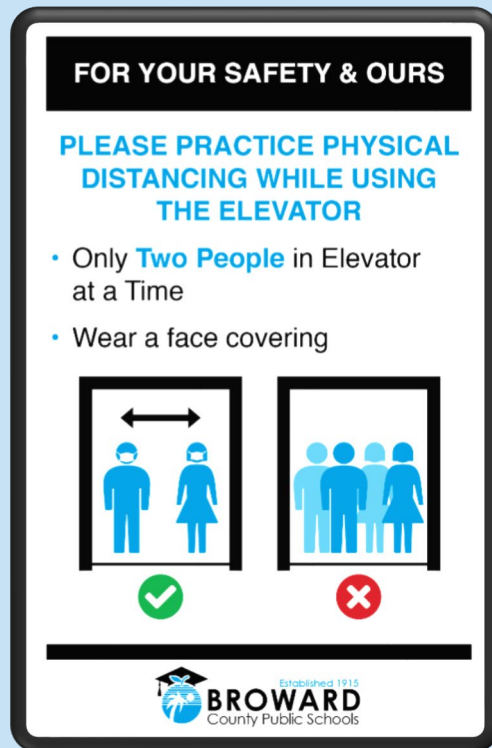
Maximize Physical Distancing

Implement measures to decrease students congregating in one location.

Review local/state/District regulatory agency policies related to group gatherings for current persons per room limitations.

- Students will be required to wear face coverings in the media center.
- Provide physical guides, such as tape on doors or sidewalks and signs on walls, to ensure that staff and students maintain the maximum distance possible, recommended 6 feet, from others in lines and at other times.
- Limit number of persons per room (e.g., 35% or less of posted capacity with physical distancing in place).
- Ensure a plan is in place for proper handling and returning of books and resources.
- Assign students to use different entrances or create directional paths.
- Rearrange furniture to avoid clustering in common areas.





Elevators

- Students will be required to wear face coverings while in elevators.
- Limit the number of people in an elevator (maximum 2 per car) to maintain physical distancing; if feasible of physically able, take the stairs.
- Place signage outside the elevator to identify maximum, if needed.
- Use physical barriers outside of elevators or other ways to mark pathways to help people travel in one direction and stay as far apart as possible, while waiting to access the elevator.
 - Disclaimer: do not block pathways or prevent access according to appropriate fire codes.

Restrooms

- Facilities Service Persons will check common areas and group restrooms throughout the day to ensure supplies are replenished, conduct touch-point cleaning (faucets, toilets, doorknobs, light switches, etc.) and do thorough cleaning/disinfecting once students leave for the day.
- Provide physical guides, such as tape on doors or sidewalks and signs on walls, to ensure that staff and students maintain the maximum distance possible, recommended 6 feet, from others in lines and at other times.
- Limit the number of individuals allowed in a restroom at one time based on the number of stalls or urinals.

Playground and Recess

Limit Exposure to Students and Staff



- Consider staggering playground use rather than allowing multiple classes to play together, and limit other activities where multiple classes interact.
 - If multiple classes are on the playground/at recess at the same time, require students to stay in assigned sections as opposed to mingling with other classes.
 - It is recommended that schools find alternative options for students if these requirements cannot be met.
- Consider limiting the use of playground equipment if unable to maintain cleanliness.
- Students are required to wear face coverings on the playground and during recess if 6-feet of physical distancing cannot be maintained.
- Hand washing will be required before and after using playground.

Emergency Drills

COVID-19 Health and Safety Measures for Emergency Drills

Florida statutes require schools to conduct emergency drills to ensure students and staff know how to safely and expeditiously react to the threat of an active assailant, fire or severe weather.

Due to the ongoing COVID-19 pandemic, school staff must enforce additional COVID-19 health and safety measures during emergency drills.

- When conducting all emergency drills (Active Assailant, Fire, Severe Weather), ensure the following:
 - Maximum physical distancing is maintained whenever practical.
 - Face coverings are required for all staff and students, unless medically exempt.
 - All notifications as described in the BCPS emergency drill procedures are made.
 - Record all drills in the BCPS Emergency Drill Reporting Tool.
- As a reminder, doors are to be locked and closed at all times.
- Unidirectional/one-way halls are to be temporarily disregarded for emergency evacuation drills as the closest exit should always to be used.
- In the event of an actual active assailant, fire, or severe weather incident, staff will take necessary actions to protect students from the threat without regard for physical distancing.
- The immediate danger posed by such threats far outweighs the risk of COVID-19 exposure.
- Reference BCPS Technical Guidance for additional COVID-19 health and safety measures for emergency drills **(Appendix F)**.
- Contact your assigned Emergency Preparedness Administrator for questions or concerns.



Specials/Electives

Physical Education

Regular physical activity in childhood and adolescence is important for promoting lifelong health and well-being and preventing various health conditions.



- Physical distancing is encouraged when possible for all stakeholders.
 - If physical distancing is not possible for students, create as much distance as feasible.
 - Students and coaches are required to wear face coverings at all times, unless the individual is participating in the high-intensity activity.
- Use of shared objects (e.g., gym or physical education equipment), should be limited when possible, or cleaned between use.
- Evaluate before/after school program models to accommodate reduced adult/child ratio, which may include adjustment of operational hours.
- Have plans in place for inclement weather: consider gymnasiums, cafeteria and classrooms.



Specials/Electives

Visual and Performing Arts (Music/Band, Chorus, Dance, Theater, Visual Arts, etc.)

Appropriate scheduling considerations should be made for visual and performing arts classes to limit class sizes. Schools should seek alternative indoor/ outdoor venues for classes to promote physical distancing.



- Large ensemble rooms such as the band room will be divided into 6' x 6' squares where students will be assigned to stand in the center of each square in order to maintain a 6-foot distance from other students on all sides.
 - Students will wear a face covering at all times except in those instances where a face covering inhibits the students' ability to play. In those cases, students will remove the face covering while playing, and then immediately place the face covering back over their face.
- In some instances, band students will need to maintain a 10' x 10' distance from other students. In those instances, it is likely band will move outdoors for a short time to rehearse.
- Chorus students will be required to wear face coverings and follow physical distancing guidelines. Singing should be limited to no more than 30 minutes. Opportunities to sing outside should be pursued, when available.
- Orchestra students will be required to wear face coverings. Minor accommodations to the rehearsal process will be taken to ensure the safest environment possible for students.
- Dance and theatre students will be required to wear face coverings. Dance students will not be asked to change into dance-specific attire to avoid using the locker room. Dance floors will also be divided into 6' x 6' squares to help students maintain physical distancing.
- For additional guidance, please contact Visual and Performing Arts.

Specials/Electives

Other (e.g. Courses With Shared Materials)

Evaluate school program models to accommodate reduced adult/child ratio.



- Conduct extracurricular activities virtually when possible.
- Physical distancing should be encouraged when possible for all stakeholders.
 - If physical distancing is not possible for individuals, create as much distance as feasible.
 - Students and staff are required to wear face coverings if the individual is not participating in high-intensity activity.
- Use of shared objects should be limited when possible or items cleaned between use.
 - Facility Service Persons will make supplies available for classrooms.
 - Discontinue use of Gym Lockers.
- For additional guidance, contact your Principal or Curriculum Specialist.



Special Events

Promote Health and Safety Preventative Measures

The District will review local/state regulatory agency policies related to group gatherings to determine if events can be held.



- Identify opportunities to pursue virtual group events, gatherings, or meetings, if possible.
- All students, employees, visitors and vendors are required to wear face coverings.
- If standard physical distancing (6 feet) is not possible, create as much distance as possible.
- Third party users must follow the health and safety requirements within the Use/License Agreement.
- Limit visitors, volunteers and activities involving external groups or organizations as much as possible - especially those who are not from the local geographic area (e.g., community, town, city, county).
- Provide virtual access to activities and events, such as field trips, student assemblies, special performances, school-wide parent meetings and spirit nights, if possible.

Special Events

Sporting Events

The District will review local/state regulatory agency policies related to group gatherings (e.g., sport games, extracurricular activities) that can be held.



- When and if spectators are allowed, entry to sporting events (games, matches, tournaments, etc.) may have cashless transaction options such as online prepaid tickets.
 - Schools should sell all sport and/or single sport season passes as an option for entry into sporting events.
- When possible, District approved hand sanitizer stations may be placed at the entrance/exit of all venues and concession stands for spectator and student use.
- Ensure proper distancing is followed between patrons in line.
- Consider sporting events (games, matches, tournaments, etc.) be streamed or recorded for fans to watch remotely.



Special Events

*Visual and Performing Arts
(Music/Band, Chorus,
Dance, Theater, etc.)*

The District will review local/state regulatory agency policies related to group gatherings to determine if events (e.g., music, band, chorus, dance, theater, etc.) can be held.



Rehearsals

- Outdoor rehearsals for all music, performing arts ensembles and color guard are strongly encouraged.
- Indoor rehearsals should utilize safety measures as indicated in the 2020-21 Broward County Public Schools Reopening Plan
 - All participants will maintain social distance of at least six feet apart: for both indoor and outdoor sessions.
 - Face coverings will be worn indoors and while in the stands or other performance areas. Face coverings may be worn while actively performing.
 - Outdoor rehearsals may consist of entire performing unit provided that each student can maintain the required 6 feet of distance. Schools will designate a safe inside area to shelter in case of lighting or other weather conditions.
 - Participants shall bring their own water bottles, towels and other personal equipment.
 - Sanitizing supplies will be provided to allow for diligent and effective cleaning and disinfecting of frequently touched objects and surfaces according to guidance from the Centers for Disease Control and Prevention (CDC)
 - If a student exhibits symptoms, after the start of any rehearsal or performance, he or she is not to participate and should be released to a parent and referred to a physician for evaluation and testing.
 - No visitors or unscreened individuals are allowed in any rehearsal.

Special Events

*Visual and Performing Arts
(Music/Band, Chorus,
Dance, Theater, etc.)*

The District will review local/state regulatory agency policies related to group gatherings to determine if events (e.g., music, band, chorus, dance, theater, etc.) can be held.



Performances

- Students, employees and visitors are required to wear face coverings, unless exempt.
- Outdoor staging for performing ensembles are strongly encouraged.
 - Schools will designate a safe inside area to shelter in case of lighting or other weather conditions.
- Physical distancing is encouraged when possible for spectators and participants.
 - If physical distancing is not possible for participants, then create as much distance as feasible.
- Entry to visual and performing arts events should have options for online prepaid tickets or cashless transaction choices such as: credit/debit card readers.
- When possible, hand sanitizer stations should be placed at the entrance/exit of all venues and concession stands for spectator use.
- Concession stand transactions should be cashless using credit/debit card readers.
 - Ensure proper distance between patrons in line.
- Prefer large visual and performing arts events be streamed or recorded for fans to watch remotely.

Before & After School Child Care (BASCC)

*Childcare Programs
Operating on School
Board Property*

The District will review local/state regulatory agency recommendations related to before and after school childcare.

- The District's school health and safety measures, as outlined in this manual, must be followed during before and after care programs, to include:
 - Face Coverings must be worn, unless eating or drinking.
 - Students remain at least 6-feet apart and do not share objects.
 - All materials and equipment must be sanitized between student use.
 - Hand hygiene protocols are followed (See General Preventative Measures - Slide 11).
 - Students must remain physically distanced and must keep their face coverings on during outdoor activities.
 - Classroom ratios must be followed. Groups should not be co-mingled.



Before & After School Child Care (BASCC)

*Childcare Programs
Operating on School
Board Property*

The District will review local/state regulatory agency recommendations related to before and after school childcare.



- Visitors and outside vendors are not permitted to enter the program at this time.
- All programs should have a designated pick-up and drop-off area outside of the school. The dismissal staff will meet the parent at their vehicle with their program iPad. The staff, with the parent's agreement, will time stamp the device to document the change of liability. Parents should never be allowed to touch the iPad.
- Programs should contact Procurement/Warehousing Services to acquire additional Personal Protective Equipment or supplies via email: PPE@browardschools.com.
- All outside childcare providers on school board property must operate under RFP FY20-007.

Section 3:

Ancillary Facility Operations



Ancillary Facility Sites

Health Monitoring/Screening

Sick employees should follow CDC recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.

See **Appendix G** for more information



Employee Responsibilities

- Employees are requested to monitor their personal health and temperature.
- If an employee has a temperature of 100.4°F or higher, or has a cough, is short of breath, or otherwise feeling ill, that individual is encouraged to seek medical care.
- It is recommended that employees stay home when feeling ill or sick.
- Refer to the Action Trees on Pages 56 & 57 for guidance on reporting and returning to work.
- High-risk individuals should work from home, when possible, until directed to return to work by their supervisor.
 - High risk individuals can request accommodations by going to the [District's ADA Compliance webpage](#) to access the appropriate accommodation request forms.

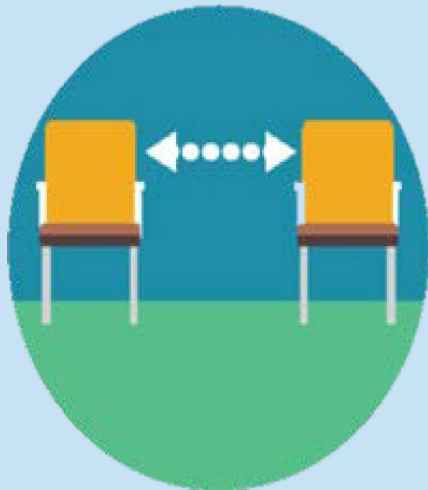
Supervisor Responsibilities

- Utilize the guidance from Benefits/Leaves if an employee has a question about leave use. Refer to **Appendix G** for current guidance on leave of absence.
- Support employees who are not feeling well or have a temperature and encourage them to seek medical care.
- Keep in regular communication with staff working remotely and advise them when they are return to work, as directed by BCPS Leadership.
- Educate staff on the symptoms of COVID-19 by referring them to the [CDC Guidance: Symptoms of Coronavirus](#)

Ancillary Facility Sites

Workspaces – Employee Responsibilities

Consider how best to decrease the spread of the virus and lower the impact in your workplace.



- Physical distance from coworkers and the general public in all areas to limit the spread of the virus.
 - This includes but not limited to cubicles/work areas, restrooms, cafeteria/break areas, etc.
- All employees, visitors and vendors are required to wear face coverings, unless medically exempt.
- Wash hands with soap and water frequently throughout the day.
 - If soap and water is not available, use hand sanitizer with at least a 60% alcohol base.
- Employees in high public traffic areas where frequent trips to wash hands between customers is impractical should use hand sanitizer between each customer.
- Do not touch your face or face covering.
- Gloves, plexiglass shields and face shields are available for staff who work where the public is coming into their workspace.
- Prior to leaving shared workspaces, employees should utilize District-approved cleaners or disinfecting wipes to wipe down surfaces daily.
 - Household chemical cleaners such as bleach and aerosol sprays are not approved to be used in District facilities. See **Appendix H** for guidance on maintenance and use of disinfectant wipes and sprays.
- Non-shared workspaces should be routinely wiped down by employees.
- Surfaces that should be cleaned include phones, desktops, armrests, cabinet/file drawer handles, remote controls, keyboards, mice and any other surfaces that are touched, especially personal items.
 - Personal items that are frequently touched and cannot be cleaned such as upholstered furniture, pillows, stuffed animals, etc., must be removed from the workplace.
 - See **Appendix E** for information on Clutter-free learning environments.

Ancillary Facility Sites

The District will actively monitor federal, state, and local public health communications and ensure that workers have access to that information.



- Do not allow employees to congregate and adjust office operations so that staff are not within 6-feet of each other. This may include, but is not limited to:
 - Move chairs/seating arrangements to increase workspace distancing. Supervisors should measure distances between chair spaces to verify 6 foot spacing.
 - Post District-approved signage to remind about physical distancing throughout congested areas.
 - Use virtual meetings whenever possible; when using conference or meeting rooms, reinforce 6-foot distance between attendees and require face coverings.
- Encourage and remind staff of physical distancing guidelines and discuss with employees when face coverings should be worn.

Workspaces – Supervisor Responsibilities

- Work with Facilities Service Persons (FSP) to ensure soap is properly stocked and available.
- Work with FSP to ensure routine cleaning of frequently touched items:
 - Door knobs, light switches, phones and desk surfaces.
- When possible, inside doors should be left open or unlatched to reduce the need to touch them with hands to open them.
 - Outside doors and windows should remain closed and locked.
- Contact Procurement Services to acquire additional Personal Protective Equipment (PPE) or supplies at PPE@browardschools.com

Ancillary Facility Sites

Common Areas – Breakrooms

Use methods to physically separate employees in all areas of the building, including common areas.



- Physical distance to the maximum distance possible (recommended 6-feet) from coworkers and wear face coverings, as appropriate.
- Stagger shifts, start times, and break times as feasible to reduce the number of employees in common areas.
- Replace high-touch communal items, such as coffee pots and bulk snacks, with alternatives such as pre-packaged, single-serving items.
- Encourage staff to bring their own water to minimize use and touching of water fountains until touchless activation methods for water fountains are installed.
- Facilities Service Persons will clean and disinfect high-touch surfaces (e.g., tables, desks, chairs, door handles, light switches, railings, faucet handles, drinking fountains, etc.)



Ancillary Facility Sites

Common Areas – Elevators & Restrooms

Encourage occupants to take stairs when possible, especially when elevator lobbies are crowded or when only going a few flights.



Elevators

- Employees will be required to wear face coverings inside elevators.
- Limit the number of people in an elevator (maximum 2 per car) to maintain physical distancing; if feasible and physically able, take the stairs.
- Place District provided signage outside the elevator to clearly indicate maximum capacity.
- Use physical barriers outside of elevators or other ways to mark pathways to help people travel in one direction and stay as far apart as possible while waiting to access the elevator.
 - Do not block egress or exits and maintain compliance with Fire and Life Safety Codes.

Restrooms

- Facility Service Persons will perform intermittent cleaning and will check common areas and group restrooms throughout the day to ensure supplies are replenished, conduct touch-point cleaning (faucets, toilets, doorknobs, light switches, etc.).
- Utilize the District provided physical distancing signage such as floor decals and signs on walls, to ensure that staff and students maintain the maximum distance possible (recommended 6 feet) from others in lines and at other times.
- In general, limit the number of individuals in a restroom at one time based on the number of stalls or urinals.

Ancillary Facility Sites

Common Areas – Conference Rooms

Where possible, pursue virtual group events, gatherings, or meetings.



- Use virtual meetings whenever possible.
- When using conference/meeting rooms, reinforce 6-foot distance between attendees.
 - Lingering and socializing before and after meetings is discouraged.



- Individuals are required to wear face coverings during in-person meetings.
- Facilities Service Persons will perform enhanced cleaning to disinfect high-touch surfaces (e.g., tables, desks, chairs, door handles, light switches, railings, faucet handles, drinking fountains, etc.)



Ancillary Facility Sites

Common Areas – Lobby/Visitors

Waiting areas should provide the maximum distancing possible, recommended 6 feet, of physical distancing for occupants.



- A face covering is required when in District buildings.
- Post District approved signage in highly visible locations to promote everyday protective measures and describe how to stop the spread of germs.
- Move or remove chairs in waiting areas so that visitors are not within 6 feet of each other. Assign an employee to monitor waiting areas to ensure guidelines are met.
- Limit the approach of the public to employees by installing District provided Plexiglass shields.
- Routinely disinfect all communal surfaces and commonly-touched equipment (e.g., pens and pencils).
- Remove communal literature (e.g., pamphlets, magazines, etc.).
- Work with Custodial Services to ensure hand sanitizing stations and supplies (District-approved hand sanitizer with at least 60% alcohol) are available for staff and public use at the entrance of the facility as well as near the security desk.

District Vehicles

Assigned & Shared Vehicles

Follow general guidelines for cleaning and disinfecting of vehicles.



Assigned Vehicles

- Implement physical distancing, when feasible.
- Commonly-touched surfaces should be wiped down with District-approved cleaners or disinfecting wipes on a regular basis.
- Surfaces to be cleaned include steering wheels, armrests, turn signal arms, radio controls, door handles, and any other high-touch surfaces.
 - Personal items that cannot be cleaned should be removed from the vehicle.

Shared & Multi-Occupant Vehicles

- Implement physical distancing, when feasible.
- Face coverings are required if more than one individual is in the vehicle.
- Prior to leaving a vehicle at the end of each use, wipe down non-porous surfaces with District-approved cleaners or disinfecting wipes.
 - Surfaces to be cleaned include steering wheels, armrests, turn signal arms, radio controls, door handles, and any other high-touch surface.
 - Personal items that cannot be cleaned should be removed from the vehicle.

District Vehicles

Supervisor Responsibilities

Monitor federal, state, and local public health communications about regulations, guidance and recommendations, and ensure that workers have access to information.



- Work with Grounds/Custodial Services to provide cleaning supplies for staff to use on vehicles.
- Evaluate transportation needs of staff and limit multiple passengers in vehicle whenever reasonably possible.
- Reinforce physical distancing and use of face coverings when multiple passenger use is required.



Contractors and Vendors

Supervisor Responsibilities

It is the responsibility of the Supervisor to ensure contractors and vendors follow proper protocol by checking-in at school's Single Point of Entry (SPE) and follow proper health and safety procedures.



- Contractors and vendors shall wear a face covering while in District buildings.
- Contractors and vendors shall practice physical distancing as much as feasible while performing work activities.
- Contractors and vendors working in normally occupied spaces shall wipe down high touch point surfaces with disinfecting wipes before leaving the work area.
 - Only District approved cleaners can be used in District facilities.
(Appendix H – Disinfectant Wipes Guidance)
 - If this is not possible, the contractor or vendor shall work with the site administrator to develop a plan to clean the area.
- Contractors and vendors shall perform a daily health self assessment before each workday. **(Appendix D – Daily Health Assessment)**

Section 4:

COVID-19 Case Management



Student Health Response

For more information, please reference the Isolation Room COVID-19 Procedures (**Appendix I**).



Clinic & Isolation Rooms

- Each school will be funded for a licensed healthcare professional to oversee the clinic.
- There will be two separate rooms to serve students. PPE must be used in both rooms:
 - Clinic Room: injury/treatment room, medicine distribution, sprained ankle, etc.
 - Isolation Room: fevers, cough, sore throat, diarrhea, vomiting, chills.
- Staff assigned to the Clinic and Isolation Room will not float between rooms.
- Each clinic area is required to be equipped with the following:
 - Touchless thermometers
 - Daily access to PPE (e.g., gloves, masks, face shields, gowns, etc.)
 - Direct access to a sink with soap and/or hand sanitizer
- Clinics will adhere to physical distancing to the extent possible within the space available.
- For more information, reference Isolation Room COVID-19 Procedures (**Appendix I**) or contact Coordinated Student Health Services.

Health Room/Clinic Procedures

Sending Students to the Clinic

For more information, please reference the Isolation Room COVID-19 Procedures (**Appendix I**).



- Students who meet a clinical presentation for COVID-19 should not go to Clinic Room for triage, they should be escorted the Isolation Room.
- Students requiring medications, treatments, or who are injured should be escorted to the Clinic Room.
- Students arriving in the Clinic will have their temperature checked.
 - If initial temperature taken is 100.4°F or higher, student should be escorted to the Isolation Room for further assessment.
- School staff should accompany students to the clinic.
 - When accompanying a student to the clinic, staff should wear PPE.
- All visits to the clinic and outcomes of those visits will be documented following BCPS Clinic procedures.
- For more information, please reference the Isolation Room COVID-19 Procedures (**Appendix I**).



Isolation Room Procedures

Student Arrives in Isolation Room

For more information, please reference the Isolation Room COVID-19 Procedures (**Appendix I**).



- Students arriving in the Isolation Room will have a focus assessment completed by the isolation room nurse.
- Students who present with COVID-19 symptoms will be sent home. See symptom list on the Coronavirus Notification Form.
- Students with symptoms will be monitored by the Isolation Room Nurse until parent pick-up.
 - Sick children will not be placed on buses.
- If a child is sick, is not picked up, and his/her symptoms worsen, school administration will be notified and call 911 Emergency Medical Services (EMS) and/or notify the proper authorities, as necessary.
 - If a parent denies EMS transport at the recommendation of the school and EMS personnel, the parent must sign-out the child and take him or her home. The parent must be present at school to deny transport.
- After the parent picks up their student, the waiting room should be cleaned (or at specific times of the day).
- For information on when students can return, refer to the Action Trees within this section on Page 56 & 57.

Special Considerations

Medically Fragile Students and Students with Significant Cognitive and Emotional Disabilities

For more information, please reference the Isolation Room COVID-19 Procedures (**Appendix I**).

- Teachers, staff, behavioral support and crisis management teams will have access to PPE including gloves, face coverings, face shields and gowns, as necessary.
- If physical prompting or restraint of a student is necessary, PPE must be worn. Any equipment used needs to be cleaned, prior to and after use.
- If a student has a medical plan, it will be followed according to the child's individualized needs.
- One-on-one nurses and paraprofessionals will be required to wear PPE while working with their assigned student.



Frequently Asked Questions: COVID-19 Case Management

This slide provides answers to the most frequently asked questions from principals and work location supervisors.

- **If an individual tests positive for COVID-19, does the individual need a negative COVID-19 test in order to return?**

Yes, one negative PCR test is required. It is recommended to wait at least 10 days from symptom onset or positive test date to retest to obtain a negative result.

- **After the Florida Department of Health (FDOH) quarantines an individual due to exposed close contact for 14 days, does the individual need a negative COVID-19 test to return?**

It is recommended to have at least one negative PCR test during the quarantine time, but not required in order to return. After the 14 days, if no symptoms develop and fever-free for 24 hours without the aid of medicine, the individual can return on the 15th day.

- **When can a negative COVID-19 test be used for return?**

If an individual is sent home due to COVID-19 symptoms and has no known exposure to individuals with COVID-19, the individual can return with a negative PCR test when symptoms have subsided and fever-free for 24 hours without the aid of medicine.

- **Who decides what individuals are quarantined after potential exposure on an BCPS school/administrative site?**

The administrator at the location, Risk Management, Coordinated Student Health Services and FDOH will conduct contact tracing and determine if individuals need to be quarantined for all incidents that occur at an BCPS school/administrative site.

- **Where do the COVID-19 return guidelines come from?**

These guidelines originate from FDOH as well as the Centers for Disease Control and Prevention (CDC). The District is in constant communication with FDOH to ensure we are following the most recent guidelines.

- **A student has been quarantined and has a sibling attending school via Face-to-Face, is the sibling allowed to come to school?**

Yes, the sibling of a quarantined student can attend school as long as they are not symptomatic and there are no confirmed positive COVID-19 cases in the home.

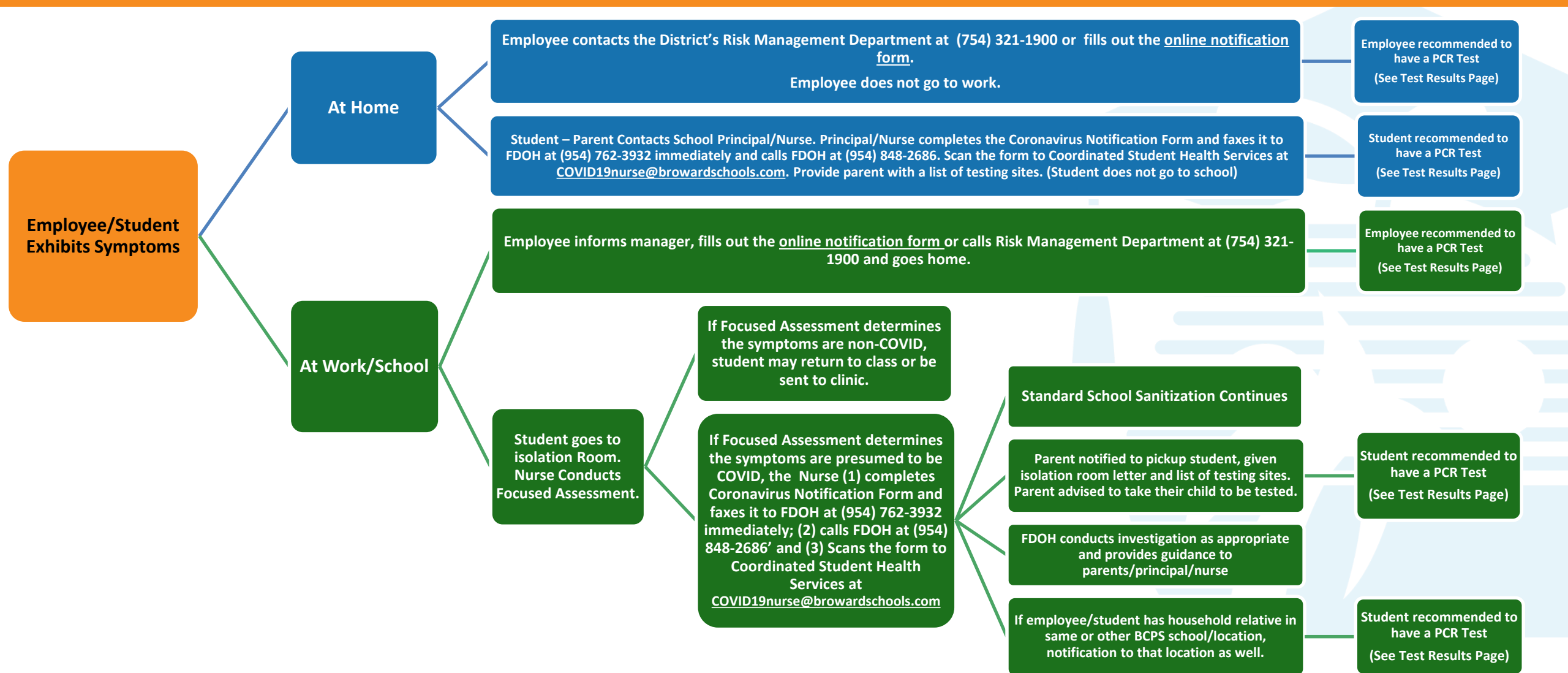
Information to Support FDOH Contact Tracing

FDOH uses contact tracing to track COVID-19 exposures. Contact tracing is a highly scientific process, requiring specialized training. To support FDOH contact tracing, BCPS will use investigative case support.

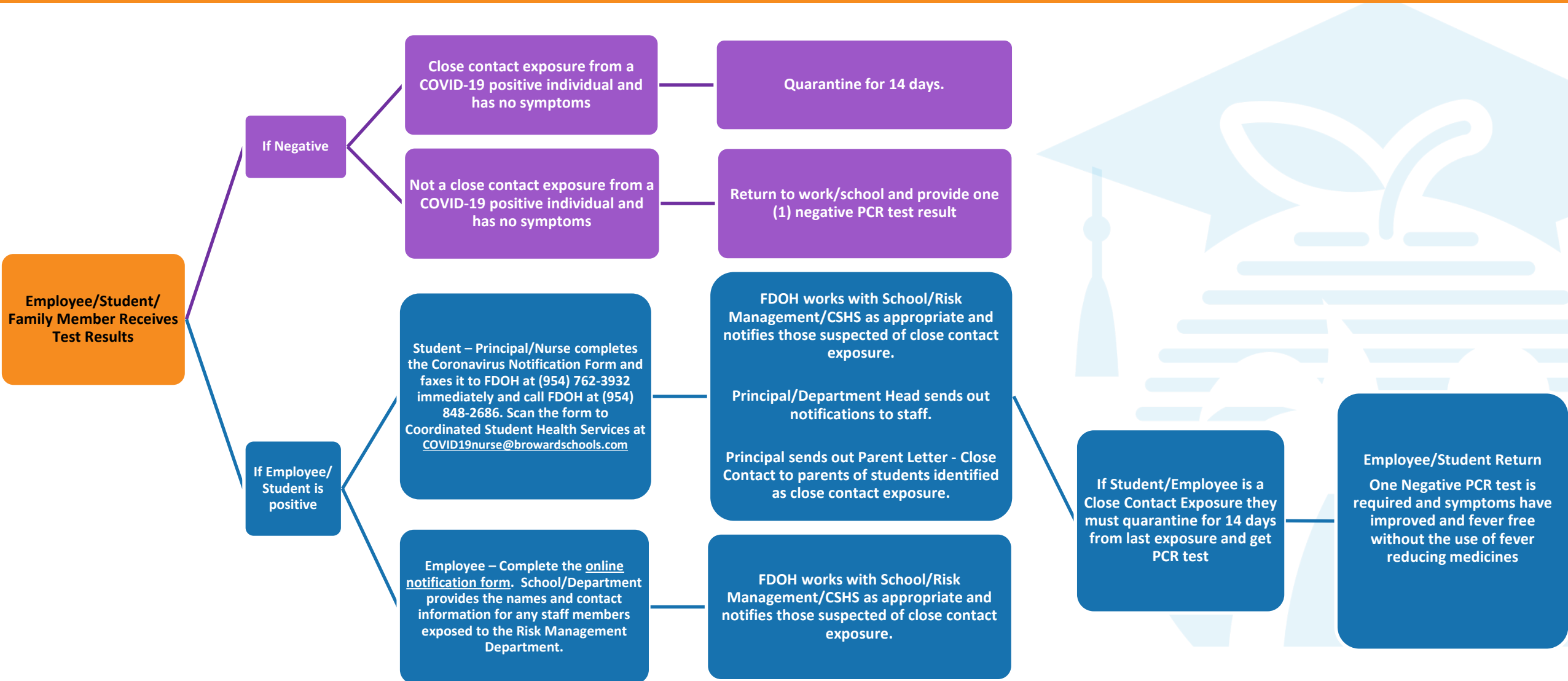


- Risk Management and/or Coordinated Student Health Services may request certain documents and information to support the FDOH contact tracing investigations.
- Information required to confirm a positive case:
 - Individual's Name,
 - Date of Birth,
 - Hard or electronic copy of COVID-19 testing results, if possible, or name and address of agency that conducted the testing.
- Information to assist in tracing close contacts:
 - Classroom seating charts or workspace details,
 - Individual class or work schedules,
 - List of individuals who were within 6 feet for 15 minutes or more (consecutive or cumulative in a 24-hour period) of the affected individual,
 - Bus information.

COVID-19 Symptomatic Action Tree



COVID-19 Symptomatic Action Tree



Section 5:

Additional Resources



Additional Resources

Mental Health & Wellness of Students and Employees

The BCPS Mental Health Services team has various resources for students, teachers, staff and families.



Mental health and wellness include emotional, psychological, and social well-being. Mental wellness impacts students' relationships with family, peers and their school performance. It affects how we think, feel and act. Mental health also helps determine how we handle stress, relate to others, and the choices we make. Mental health is important at every stage of life, from childhood and adolescence through adulthood. ([mentalhealth.gov](https://www.mentalhealth.gov))

BCPS Programs That Support Mental Health And Wellness:

- [Employee Assistance Program \(EAP\)](#)
- [Exceptional Student Learning Support](#)
- [Family Counseling](#)
- [Psychological Services](#)
- [School Counseling & BRACE](#)
- [School Social Work Services](#)
- [Social/Emotional Learning \(SEL\) & Mindfulness](#)

Additional Resources

Mental Health & Wellness of Students and Employees

Visit the [BCPS Mental Health webpage](#) for more resources and information.



Get Connected To
Housing • Food • Rent
Health • Seniors • Disabilities
Substance Use • Teen Concerns
Questions About Child Development
Mental Health • Suicide Prevention
Utilities • Child Care • Employment
Legal • Emotional Support
COVID-19 Support • LGBTQ
Financial Assistance

Dial 2-1-1
24 Hours a Day
Text Your ZIP Code to 898211

2-1-1
Broward
211-broward.org

- BCPS Mental Health Initiatives For **Students:**

- [Collaborative Internship For All \(CIA\)](#)
- [Mental Health Assistance Allocation Regional Teams \(MHAART\)](#)
- [T.A.L.K. App](#) (students access via their Clever Page to request to speak to a mental health professional or report abuse)
- BCPS partners with [One Community Partnership 3 \(OCP3\)](#) to provide follow up mental health support and case management to students ages 12-21.

- BCPS Mental Health Resources for **Staff:**

- [Employee Assistance Program \(EAP\)](#)



Additional Resources

Face Coverings Frequently Asked Questions (FAQ) – Part 1

Frequently Asked Questions (FAQs) can be found on the [Broward County Public Schools Website](#).

Questions are continually updated.

Some answers are conditional and subject to change.

Will face coverings be required?

According to the District's Face Covering Policy 2170, no one will be admitted to a District school or facility without wearing a face covering. There may be exceptions, for:

- Infants
- Individuals with Medical Certification
- Individuals who are Outdoors (with Physical Distancing)
- For Identification Purposes
- Students with Approval
- At Regularly Scheduled Mealtimes
- Musical & Theatrical Performances
- Strenuous Physical Activity
- Demanding Circumstances
- Employees with Supervisor's Approval

For additional information about any of these exceptions, please refer to the School Board of Broward County's Policy 2170-E pertaining to Face Coverings (**Appendix B**).

What about students who can't wear one for medical reasons?

According to Policy 2170-E on Face Coverings, a face covering shall not be required for a student if school administration, IEP team or 504 team authorizes the student to remove her/his face covering during an activity provided that the student maintains physical distancing (six (6) feet minimum) from other persons when not wearing a face covering.

What qualifies as an acceptable face covering?

The following face covering types are approved for compliance with Policy 2170-E:

- Commercially Produced Face Coverings: Commercially produced surgical masks or respirators are acceptable for compliance with this policy;

Cloth Face Coverings: Cloth face coverings are acceptable for compliance with this policy provided that the face covering covers both the nose and mouth of the person and fits snugly against the sides of the person's face with no gaps. The U.S. Center for Disease Control has issued instructions on how to make a cloth face covering at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>

The CDC offers additional guidance on this topic at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

Are there any restrictions related to face coverings?

Yes. Students are not permitted to wear a face covering that has markings that are suggestive, revealing, indecent, associated with gangs or cults, encourage the use of drugs, alcohol, or violence, or support discrimination. Additionally, face coverings may not be worn that promotes a political party or an individual seeking an elected office. Face coverings or respirators that contain exhaust valves may not be worn.

Additional Resources

Face Coverings Frequently Asked Questions (FAQ) – Part 2

Frequently Asked Questions (FAQs) can be found on the [Broward County Public Schools Website](#).

Questions are continually updated.

Some answers are conditional and subject to change.



How should face coverings be worn?

Proper wearing of a face covering, should cover both the nose and mouth of the person and should fit snugly against the sides of the person's face with no gaps.

The CDC offers additional guidance at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

Can I wear a face shield instead of a face covering?

No. Face shields are less effective than commercial and cloth face coverings and may not be used by any persons to comply with Policy 2170, except under limited circumstances.

What if a student shows up to school without an appropriate face covering?

According to the District's Face Covering Policy 2170, no one will be admitted to a District school or facility without wearing a face covering. The District is providing a limited supply of three-ply face coverings to all schools for students in need.

What if a student takes off their face covering or refuses to wear a face covering appropriately?

According to Policy 2170 on Face Coverings, students who do not comply should be reminded of the policy and the student's parent will be called. If a student blatantly disregards the health and safety of others and/or refuses to comply with wearing a face covering, discipline will be in accordance with the Code of Student Conduct.

Will schools have extra face coverings for students who don't have them or don't bring them?

Each school is receiving a limited PPE Package including 500 three-ply face coverings for students. These supplies will be replenished as needed, but parents should not plan for or expect students to be presented a face covering.

Will students have to wear face coverings on buses?

Yes. According to Policy 2170 on Face Coverings each student, employee, visitor, vendor or other person will be required to properly wear a face covering while at or inside a school/facility, or other vehicle owned, leased or operated by The School Board. This includes school buses

In order to enter BCPS facilities, all students, parents/caregivers and employees should answer these self-assessment questions at home each morning.



DAILY HEALTH SELF ASSESSMENT QUESTIONS:



Do you feel warm, have a fever or elevated temperature (100.4), or have the chills?



Do you have a persistent cough, runny nose or sore throat?



Have you recently had a loss of taste or smell?



Has anyone in your household tested positive for COVID-19?



Have you been in close, unprotected contact with anyone who has tested positive for COVID-19?

(spent longer than 15 minutes within six feet of someone who was sick with a fever and cough or confirmed/suspected of having COVID-19)



Are you feeling sick or ill today?



Are you awaiting test results for COVID-19?



Have you been told to self-quarantine or self-isolate by a doctor or the Florida Department of Health?

The following includes a sampling of resources used to develop the procedures within this manual.



- [American Academy of Pediatrics](#)
- Broward County Public Schools
 - [Broward County Schools COVID-19 Page](#)
 - [Protocol for Prevention Strategies and Infection Control Measures for Novel Corona Virus \(COVID-19\) \(APPENDIX J\)](#)
- Centers for Disease Control (CDC)
 - [CDC COVID-19 Home Page](#)
 - [CDC COVID-19: Schools and Child Care Programs](#)
- [Florida Department of Education](#)
- [Florida Department of Health](#)
- [U.S. Department of Education COVID-19 Handbook: Strategies for Safely Reopening Elementary and Secondary Schools](#)

Additional Resources

District Contact Numbers and Helpful Tools

For any additional guidance and resources, please contact the appropriate District office.

If you are unsure who to contact, call the District's Main Line.

- District Main Line: **754.321.0000**
- Risk Management Department: **754.321.1900**
- Coordinated Student Health Services: **754.321.1575**
- Environmental Health & Safety Department: **754.321.4200**
- Online Notification Form for Positive Cases: [Coronavirus Notification Form](#)
- District Website: www.BrowardSchools.com
- PPE Requests: PPE@browardschools.com
- Signage Requests: EHS-HELP@browardschools.com
- Electrostatic Misters, Plexiglass, Air Filter requests: PPO.Orders@browardschools.com

Broward County Public Schools would like to recognize Orange County School District for sharing their excellent 'COVID-19 Health and Safety Procedures Manual' information with us.

Appendix A:

COVID-19 Posters and Signage



Available Covid-19 Posters

Feeling Sick Poster- 11" X 17"

**DON'T FEEL WELL?
STAY HOME
WHEN YOU ARE SICK**

cough Shortness of breath or problem breathing chills

sore throat loss of taste or smell muscle pain

OTHER SYMPTOMS INCLUDE:

fever, runny nose, diarrhea, feeling nauseous or vomiting, feeling tired, headache, and poor appetite

FOR YOUR SAFETY & OURS

THANK YOU FOR PRACTICING
PHYSICAL DISTANCING

6 ft

Elevator Poster- 11" X 17"

FOR YOUR SAFETY & OURS

PLEASE PRACTICE PHYSICAL DISTANCING WHILE USING THE ELEVATOR

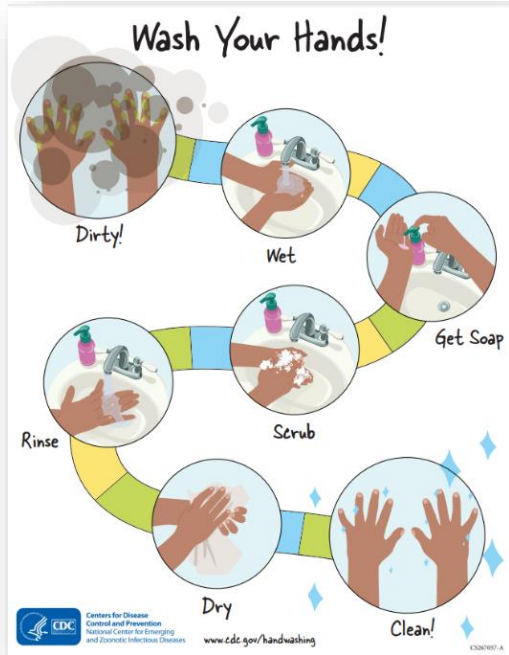
- Only **Two People** in Elevator at a Time
- Wear a face covering

Face Covering Poster- 11" X 17"

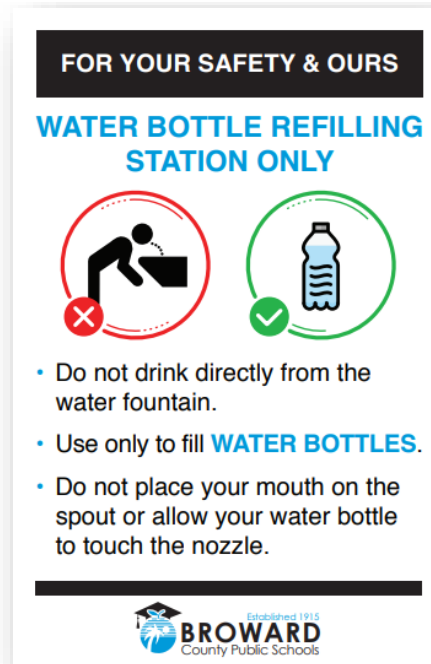
FOR YOUR SAFETY & OURS

FACE COVERING REQUIRED OVER NOSE AND MOUTH AT ALL TIMES

Wash your Hands Poster- 11" X 17"



Water Bottle Station Poster- 11" X 17"



Additional Covid-19 Signage

A-Frame Portable Sign Stand w/ Message Boards
(1 frame holds 2 - 24" x 36" exchangeable boards)



Feeling Sick Table Sign with Easel Back - 8.5" x 11"



Stay Safe Floor Decal - 12"x12"

(Non-slip Vinyl Adhesive)



Face Covering Vinyl Sticker for Buses Only - 23.5"x6"



Measurement for School Bus step riser is 6.5" tall by 24" wide.



Outdoor Paint Stencil-

Template Size: 18" X 14" Image Size: 12.5" X 11"



Appendix B:

Face Coverings Policy 2170



2170 FACE COVERINGS

PURPOSE:

ONE OF THE SCHOOL BOARD'S HIGHEST PRIORITIES IS TO ENSURE THE HEALTH AND SAFETY OF ITS COMMUNITY INCLUDING EMPLOYEES, STUDENTS AND THE PUBLIC. THE CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC) AND THE FLORIDA DEPARTMENT OF HEALTH (FDOH) ADVISE THAT PEOPLE WHO MAY BE INFECTED WITH COVID-19 (WHETHER SYMPTOMATIC OR PRE-SYMPTOMATIC) PLAY AN IMPORTANT PART IN REDUCING COMMUNITY SPREAD. THE USE OF FACE COVERING BY EVERYONE CAN LIMIT RELEASE OF INFECTED DROPLETS WHEN TALKING, COUGHING, AND/OR SNEEZING.

I. RULES:

- A. **Subject to the EXCEPTIONS set forth below**, each student, employee, visitor, vendor or other person shall properly wear a face covering while at or inside a school campus, district facility, a vehicle owned, leased or operated by The School Board or a school/district sponsored activity. **Proper wearing of an approved face covering, means the face covering should cover both the nose and mouth of the person and should fit snugly against the sides of the person's face with no gaps. This includes:**

Musical and Theatrical Performances: A face covering will be required for all individuals while playing a musical instrument or performing or rehearsing for a choral or theatrical performance. This includes the singing of the National Anthem, school alma maters, or other songs.

1. **EXCEPTIONS:** A face covering will not be required in the following instances:

a. **For All (Students, Employees, Vendors and Visitors):**

- i. **Infants:** A face covering shall not be required for persons younger than two (2) years of age;
- ii. **Outdoors with Physical Distancing:** A face covering shall not be required for persons outside of any school district building or vehicle provided that such person maintains physical distancing (six (6) feet minimum distance) from other persons. However, a face covering shall be worn during change of classes even if it involves use of outside areas; or,
- iii. **Identification:** Administrators, security staff and other appropriate employees may ask someone to *briefly* remove their face covering to verify their identity. Physical distance will be observed during these requests, whenever possible.

b. For Students:

- i. Students with Approval:** A face covering shall not be required for a student if the student's IEP or 504 team, after receiving a certification from a health care provider that the student has a medical, physical or psychological contraindication that prevents the person from being able to safely wear an approved face covering, authorizes the student to remove her/his face covering during an activity provided that the student maintains physical distancing (six (6) feet minimum) from other persons when not wearing a face covering. Face shields should be considered when granting an accommodation for not wearing an approved face covering;
- ii. Regularly Scheduled Mealtimes:** A face covering shall not be required for any student inside or outside a school district facility or a school/district sponsored activity while student is eating during a planned mealtime provided that the student maintains physical distancing (six (6) feet minimum) from other persons when not wearing a face covering.
- iii. Strenuous Physical Activity:** A face covering shall not be required for any student outside of any school, district building, or at a school/district sponsored activity while the student is engaged in strenuous physical activity provided that the student maintains physical distancing (six (6) feet minimum) from other persons when not wearing a face covering. Students participating in indoor physical activities are required to wear a face covering, including weight rooms and physical education classes;
- iv. Extracurricular Athletic Team Activities:** Students actively participating in indoor or outdoor practice or competition are not required to wear face coverings;
- v. During Receipt of Health Care:** A face covering shall not be required for any student inside or outside any school district facility or building when removal of the face covering is necessary for the student to receive health care or to undergo a health care examination from authorized health care personnel; or,
- vi. Demanding Circumstances:** A face covering will not be required if a student is experiencing acute trouble breathing, is unconscious

or incapacitated. A staff member may remove the student's mask if the student is unable.

c. For Employees:

- i. Employees with Approval:** An employee may request a reasonable accommodation under the Americans with Disabilities Act (ADA) and other statutes, through the Office of Equal Educational Opportunities, if the employee has a medical, physical or psychological contraindication that prevents the person from being able to wear an approved face covering. Face shields should be considered when granting an accommodation for not wearing an approved face covering. A face covering may not be required when the school district official supervising an employee authorizes the employee to remove her/his face covering when wearing a face covering would create a safety risk to the person as determined by local, state, or federal regulators or workplace safety guidelines. If this occurs, the employee must maintain physical distancing (six (6) feet minimum) from other persons;
- ii. Regularly Scheduled Mealtimes:** A face covering shall not be required for any employee inside or outside a school district facility or at a school/district sponsored activity while the employee is eating during a planned mealtime provided that the employee maintains physical distancing (six (6) feet minimum) from other persons when not wearing a face covering;
- iii. Strenuous Physical Activity:** A face covering shall not be required for any employee outside of any school, district building or school/district sponsored activity while such employee is engaged in strenuous physical activity provided that the employee maintains physical distancing (six (6) feet minimum) from other persons when not wearing a face covering. Employees participating in indoor physical activities are required to wear a face covering including weight rooms and physical education classes;
- iv. Extracurricular Athletic Team Activities:** Employees participating in indoors or outdoors practice or competition (coaching) are required to wear face coverings at all times; or,
- v. Demanding Circumstances:** A face covering will not be required if a person is experiencing acute trouble breathing, is unconscious or incapacitated. A staff member may remove the employee's mask if the employee is unable.

d. Visitors and Vendors:

- i. Outdoors with Physical Distancing:** A face covering shall not be required for persons outside of any school district building or vehicle provided that such person maintains physical distancing (six (6) feet minimum distance) from other persons;
- ii. Regularly Scheduled Mealtimes:** A face covering shall not be required for any person inside or outside a school district facility while such person is eating during a planned mealtime;
- iii. Strenuous Physical Activity:** A face covering shall not be required for any person outside of any school, district building or at a school/district sponsored activity while such person is engaged in strenuous physical activity. Visitors participating in indoor physical activities are required to wear a face covering; or,
- iv. Extracurricular Athletic Team Activities:** Visitors participating in indoors or outdoors practice or competition are required to wear face coverings at all times; or,
- v. Demanding Circumstances:** A face covering will not be required if a person is experiencing acute trouble breathing, is unconscious or incapacitated. A staff member may remove a visitor's mask if the visitor is unable.

2. FACE COVERING TYPES (Students, Vendors and Visitors): All students, visitors and vendors must supply and wear their own face coverings while at or inside a school district campus/facility or inside a school district vehicle. All students, visitors and vendors must properly maintain their face covering. The following face covering types are approved for compliance with this policy by persons other than school district employees:

- a. Commercially Produced Surgical Masks:
- b. Cloth Face Masks: That have two or more layers of washable, breathable fabric. The U.S. Center for Disease Control has issued instructions on how to make a cloth face covering at:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>

3. FACE COVERING TYPES (Employees): The School District will have face coverings available at all district facilities and in all vehicles, including school buses. All school district employees must wear face coverings while in a school district campus/facility or inside a school district vehicle.

4. **FACE COVERINGS NOT IN COMPLIANCE: (Students, Employees, Vendors and Visitors):** Students, employees, visitors or vendors who wear one of the following type of face coverings **will not** be in compliance with this policy:
 - a. Face masks that are made of fabric that makes it hard to breathe, for example vinyl;
 - b. Face masks that have inhale/exhalation valves or vents; or,
 - c. Gaiters.

5. **LIMITED FACE SHIELD USE:** Face shields are less effective than commercial and cloth face coverings and may not be used by any persons to comply with this policy except under the following limited circumstances:
 - a. **In Addition to a Face Covering:** When used in addition to an approved face covering to protect eyes, as well;

 - b. **Medical Certification:** A face shield may be worn in lieu of other approved face coverings by students and/or employees who are observing physical distancing and the need for such an accommodation is provided through the process described in paragraphs I. A. 1. b. i. or I. A. 1. c. i.; or,
 - c. **Instruction:** Face shields may be used by school district employees in situations where physical distancing is observed and it is important for students to see how the instructor pronounces words (e.g., English Learners, early childhood instruction, speech therapy, foreign language, etc.) and/or an instructor may wear a clear mask when it is important for a student to observe the instructors mouth.

B. LIMITATIONS/ENFORCEMENT:

1. **NO STUDENT or EMPLOYEE:** shall wear a face covering that has markings that are suggestive, revealing, indecent¹, associated with gangs or cults, encourage the use of drugs, alcohol, or violence, or support discrimination on the basis of age, color, ethnicity, gender, gender identity, gender expression, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation, physical appearance, or any other basis while on a school campus district building or a school/district sponsored activity.

2. **EMPLOYEES:** All employees are expected to comply with the face covering requirements above for the health and safety of themselves, their colleagues, students and others. Employees who do not comply should be reminded of the policy. If they refuse to comply, after being reminded the employee may be

¹ Indecent, suggestive, and revealing refer to exposure of private body parts and/or pictures or words with a sexual connotation.

disciplined according to their respective Collective Bargaining Agreement or other School Board Policies for insubordination. Additionally, face coverings shall not be worn that promote a political party, political ideas, and/or an individual seeking elected office.

3. **STUDENTS:** All students are expected to follow face covering requirements while in school or school sponsor activities/events for the health and safety of themselves, school staff, and others. Students who do not comply should be reminded of the policy and the student's parent will be called. If a student blatantly disregards the health and safety of others and/or refuses to comply with wearing a face covering, discipline will be in accordance with the Code of Student Conduct. Additionally, face coverings may be worn to promote an individual seeking elected office, to support political ideas, as long as they do not cause a substantial disruption to the educational environment.
4. **VISITORS:** Members of the public and visitors will be reminded that face coverings are required while at or inside a District school/facility. A visitor will not be admitted to a District school/facility without wearing a face covering. If a visitor blatantly disregards the health and safety of others and/or refuses to wear a face covering, they will be asked to leave the school facility.

II. DELEGATION OF AUTHORITY:

In consultation with and guidance from public health officials, the Superintendent has the authority to determine when the Face Covering Policy will be implemented and when it will no longer be required. Further, as new face coverings are developed and produced the Superintendent is authorized to change the types of face coverings that would be both in compliance and not in compliance with this policy.

SPECIFIC AUTHORITY: Section 1001.41(1), (2) and (3), Florida Statutes.

LAW IMPLEMENTED: Sections 1001.42(4) and (8), 1003.31, 1012.23 and 1012.27(1) and (7), Florida Statutes.

Policy Adopted as Emergency Policy: August 19, 2020

Policy Adopted: December 15, 2020

Appendix C:

Care, Maintenance
and Use of PPE



Care, Maintenance and Use of PPE

When **Putting on** a Facemask

Clean your hands and put on your facemask so it fully covers your mouth and nose



DO secure the elastic bands around your ears



DO secure the ties at the middle of your head and the base of your head

When **Wearing** a Facemask

DO NOT Do the Following:



DO NOT wear your facemask under your nose or mouth



DO NOT allow a strap to hang down or cross the straps



DO NOT touch or adjust your facemask without cleaning your hands before AND after



DO NOT wear your facemask on your head



DO NOT wear your facemask around your neck



DO NOT wear your facemask around your arm

When **Removing** a Facemask

Clean your hands and remove on your facemask touching only the straps or ties



***If implementing limited-reuse:** Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. Folded facemasks can be stored between uses in a clean, sealable paper bag or breathable container

Care, Maintenance and Use of PPE

Sequence for **Putting On** Personal Protective Equipment (PPE)

1

Gown



Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back



Fasten in back of neck and waist

2

**Mask or
Respirator**



- Secure ties or elastic bands at middle of head and neck
- Fit snug to face and below chin



- Fit flexible band to nose bridge.
- Fit-check respirator

3

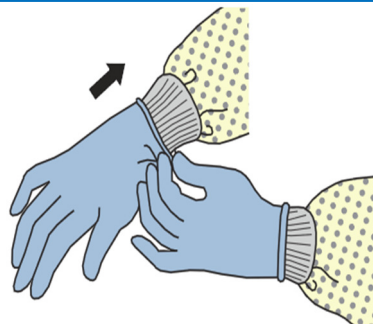
**Goggles
or Face
Shield**



Place over face and eyes and adjust to fit

4

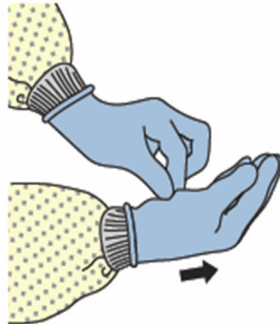
Gloves



Extend to cover wrist of isolation gown

How to *Safely Remove* Personal Protective Equipment (PPE)

1 Gloves



- **Outside of gloves are contaminated!**
- **If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer**
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a wast container

2 Goggles or Face Shield



- **Outside of goggles or face shield are contaminated! are contaminated**
- **If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer**
- Remove goggles or face shield from the back by lifting head band or eqar pieces
- If the item is reusable, clean and disinfect as indicated below.
- Place in a designated sanitary location.

Care, Maintenance and Use of PPE

How to *Safely Remove* Personal Protective Equipment (PPE) Continued

3

Gown



- **Gown front and sleeves are contaminated!**
- **If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer**
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only.
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container

4

Mask or Respirator

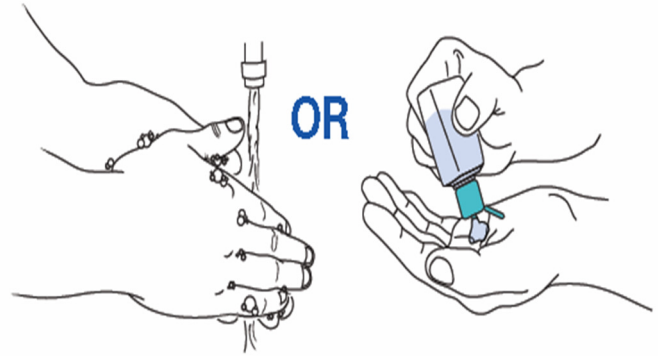


- **Front of mask/respirator is contaminated-**
- **DO NOT TOUCH!**
- **If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer**
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container

How to *Safely Remove* Personal Protective Equipment (PPE) Continued

5
WASH
HANDS

**WASH HANDS OR
USE AN ALCOHOL-
BASED HAND
SANITIZER
IMMEDIATELY AFTER
REMOVING ALL PPE**



ALL OF THE INFORMATION ABOVE IS PROVIDED IS FROM THE
CDC WEBSITE

Care, Maintenance and Use of PPE

How to *Clean & Disinfect Face Shield*

1

Apply
Disinfectant



Wipe front and back of shield with
paper towel

2

Wipe Elastic
Strap



3

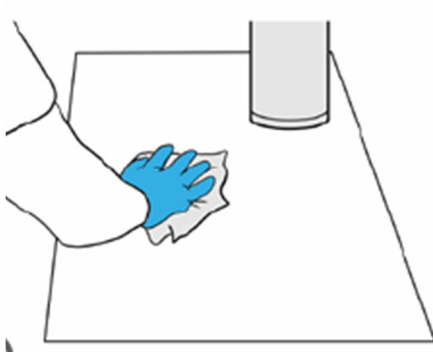
Wipe Foam
Headband



(if applicable)

4

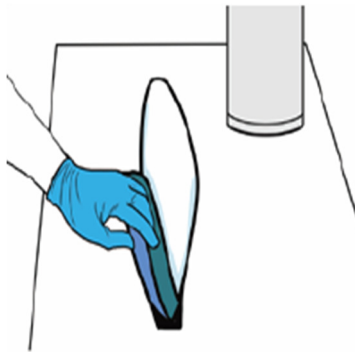
Wipe Area



Wipe area on the table with
disinfectant

5

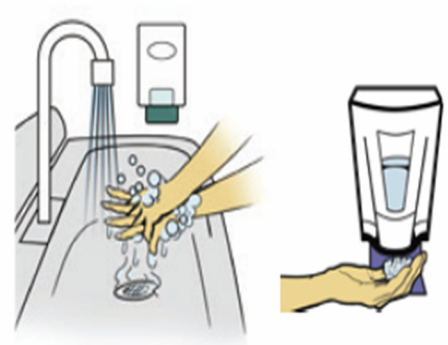
Dry



Place shield upside down to
dry or in an open bag

6

Wash Hands



Appendix D:

Daily Health Self Assessment Checklist



AT HOME DAILY HEALTH SCREENING

Broward County Public Schools is committed to the health and safety of our students, our staff and our community. The District has instituted enhanced cleaning schedules, staggered work schedules and continues to reduce the number of people in our facilities to promote physical distancing.

In order to enter Broward County Public Schools facilities, all students, parents/caregivers, visitors, contractors and employees should answer the following self-assessment questions at home each morning prior to coming to school or work:

DAILY HEALTH SELF ASSESSMENT QUESTIONS:



Do you feel warm, have a fever or elevated temperature (100.4), or have the chills?



Do you have a persistent cough, runny nose or sore throat?



Have you recently had a loss of taste or smell?



Has anyone in your household tested positive for COVID-19?



Have you been in close, unprotected contact with anyone who has tested positive for COVID-19?

(spent longer than 15 minutes within six feet of someone who was sick with a fever and cough or confirmed/suspected of having COVID-19)



Are you feeling sick or ill today?



Are you awaiting test results for COVID-19?



Have you been told to self-quarantine or self-isolate by a doctor or the Florida Department of Health?



If you can answer **“NO”** to all of these questions, proceed to school or work.



If you answered **“YES”** to any of these questions, do not go to school or work.
Students: Contact the school nurse
Staff: Complete the District's Online Coronavirus Notification Form

Appendix E:

Clutter-Free Learning Environment



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

**BRIAN KATZ
CHIEF SAFETY & SECURITY OFFICER**

Signatures on File

October 8, 2020

TO: All Principals

FROM: Brian Katz
Chief Safety & Security Officer

VIA: Valerie S. Wanza, Ph.D.
Chief School Performance & Accountability Officer

SUBJECT: **2020-2021 Clutter-Free Learning Environment**



Maintaining a clutter-free environment is very important, especially during the current COVID-19 Pandemic. Proper cleaning, disinfecting and sanitization CANNOT be accomplished successfully if the classrooms, offices, media centers, etc are not clutter-free. Research shows that healthy and safe learning environments have a direct correlation to the success of our students, faculty and staff.

Clutter is a general term for excess disordered items and cloth/fabric items, papers or stacks of papers or books, cardboard boxes, stuffed animals, small toys, rugs, pillows, blankets, fabric home furnishings, paper/cloth decorations, etc. Clutter can spread infectious diseases; prevent successful disinfecting/sanitization; attract rodents and insects; collect dust, debris, mold spores; hide potential water intrusion or damage; cause slip/trip/fall hazards; restrict ingress/egress; promote fire hazards and detract from the school's appearance.

Please review the following guidelines regarding the removal of clutter:

Administration, Faculty and Facility Service Persons should:

- ❖ NOT bring in clutter from home that CANNOT be cleaned, disinfected or sanitized easily.
- ❖ Routinely remind all staff to regularly examine/evaluate and discard clutter from their classrooms, offices, and storage areas.
- ❖ Not store materials, fixtures, furniture, or equipment in restricted spaces, such as electrical rooms, mechanical rooms or toilet rooms.
- ❖ Communicate to students and staff on the importance of maintaining a clean and organized school environment.
- ❖ Encourage individual sanitation practices, clutter management, and reporting of any problems (indoor air quality, maintenance, repair) in a timely manner. Again, cluttered spaces can help spread infectious diseases, minimize the effect of disinfecting/sanitization work, and create dangerous obstacles or nuisances.

2020-2021 Clutter-Free Learning Environment

Page 2 of 4

ACTION(S):

Please refer to the following table for tasks that should be regularly performed at your school to discourage clutter:

CLUTTER-FREE Tasks Assistance Contact Information		
Category	Action	Contact Info
Items on floors regardless of area	Store all materials not in a cabinet or shelf at least six inches off the floor with a clear, unobstructed area below to allow for cleaning.	On-site
Inspect mechanical, electrical rooms, stair enclosures & underside of stairs	Remove all storage from unapproved spaces.	On-site
Identify all storage spaces, including shared storage spaces.	Monitor storage rooms on a regular schedule to prevent regulatory, health and wellness, environmental, and safety issues.	On-site
	Promote decluttering to staff at the beginning and end of each academic year.	On-site
	Classrooms with storage rooms must be cleaned and kept in an orderly state at all times.	On-site
	Throughout the year, conduct periodic full school walk-throughs to identify all cluttered areas.	On-site
	Staff's personal items not used for instruction should be removed.	On-site
Take an inventory of all furniture and furnishings	Remove uncleaned, damaged or missing parts.	Contact: EMShelpdesk@browardschools.com to request a dumpster. Furnishings requested to be disposed need to be approved by Procurement & Warehousing Services/B-Stock at BCPSSTOCK@browardschools.com
	Remove furniture in usable condition, but not needed.	Contact: Procurement & Warehousing Services/B-Stock at BCPSSTOCK@browardschools.com
	Minimize or eliminate all District-owned upholstered furniture which is difficult to clean/sanitize.	Contact: Procurement & Warehousing Services/B-Stock at BCPSSTOCK@browardschools.com
	Instruct staff to remove furniture brought from home and/or not purchased with approval. Only approved furniture is permitted.	On-site
	Remove all fabric accessories, pillows, blankets, stuffed animals, small toys and non-instructional decorations.	On-site
	Porous finishes that are not easily cleaned are not permitted in classrooms (artificial	On-site

2020-2021 Clutter-Free Learning Environment

Page 3 of 4

	plants, cardboard boxes, fabrics, unapproved (non-fire rated curtains).	
Rugs	Remove all carpets and rugs that are not District owned. Only carpets/rugs with approved fire label are permitted. Rugs from home are not permitted. Remove damaged floor coverings. Rugs/carpets must not create a slip/trip/fall hazard.	Office of the Fire Chief for Fire Safety items: 754-321-4890 Environmental Health & Safety for General Safety: EHS-help@browardschools.com
Assess paper goods and materials	Recycle paper product not needed.	On-site - Additional bins can be obtained from EMShelpdesk@browardschools.com
	Before creating an appropriate shredding plan, review and adhere to all related policies, procedures.	Contact Record Retention
	Remove any records not required on-site.	Contact Record Retention
	Necessary files must be stored in appropriate filing cabinets.	On-site
	Remove any library books not needed.	BCPSSTOCK@browardschools.com
	Remove any textbooks or instructional texts not needed.	BCPSSTOCK@browardschools.com
Identify Chemicals and other hazardous waste	Store necessary hazardous chemicals/flammables/combustibles in appropriate labeled containers in approved areas (i.e.: flammable storage rooms, flammable storage cabinets).	Contact: Environmental Health & Safety with questions: EHS-help@browardschools.com
	Remove/discard of hazardous chemicals/flammables/combustibles (gas cylinders, pool chemicals, lab chemicals, etc.)	Submit disposal request form to: EHS-help@browardschools.com
	Fluorescent light bulbs	Submit pick-up request form to: Warehousing Services Department 754-321-4721 / 754-321-4775 (fax) Warehousing.services@browardschools.com
	Tires	Contact: Transportation
	Auto Batteries	Contact: Transportation
Evaluate Electric equipment and technology equipment	Properly discard of broken or outdated District-owned equipment.	Contact: EMShelpdesk@browardschools.com to request a dumpster. Furnishings requested to be disposed need to be approved by Procurement & Warehousing Services/B-Stock at BCPSSTOCK@browardschools.com
	Refrigerators, electric coffee makers, microwaves, can openers, water heaters/coolers, and toaster ovens shall only be present in designated lunch areas, not in classrooms or at desks. Instruct staff to remove personal items.	On-site

2020-2021 Clutter-Free Learning Environment

Page 4 of 4

	Instruct staff to remove electric personal space heaters and portable air conditioners of any kind.	On-site
Evaluate non-electronic/non-electric equipment	Remove broken and/or outdated equipment (tricycles, wheelchairs, carts, scales).	On-site
Live Plants	Remove from site. (Soil in plants contains mold and excess watering can contribute to mold growth.)	On-site
Decorations	Remove excessive artwork. Artwork in excess of 20% of wall space in non-sprinklered buildings is not permitted (50% for sprinklered buildings). Do not decorate exit doors on either side, suspend art from ceilings, fire sprinklers or string across rooms, as these may create a fire hazard.	On-site
Boxed materials	Materials in boxes in non-storage areas are generally flammable and can create several hazards, such as attracting pests or causing fires and is difficult to disinfect.	On-site
Food	Opened, exposed food and/or packages is not permitted.	On-site
Miscellaneous	Remove stored clothing items, personal items such as flower vases, mirrors, decorations, etc.	On-site
Animals/Pets	Pets on campus must be approved by the administration with prior notification and parental permissions. Additional cleaning maybe necessary for some animals.	On-site
Pest Control	Pest control	Contact: William Swartz: (954)928-0204 william.swartz@browardschools.com

VSW/BK/TN/RR/BM/AW/KB:kb

c: Senior Leadership Team
Cadre Directors, Office of School Performance & Accountability

Appendix F:

Emergency Drills



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

**BRIAN KATZ
CHIEF SAFETY & SECURITY OFFICER**

Signatures on file

October 8, 2020

TO: All Principals

FROM: Brian Katz
Chief Safety & Security Officer

VIA: Valerie S. Wanza, Ph.D.
Chief School Performance & Accountability Officer



SUBJECT: OCTOBER - DECEMBER ACTIVE ASSAILANT/CODE RED EXERCISES

In order to satisfy the State of Florida requirements for active assailant/code red drills during the COVID-19 pandemic, the District has been working closely with the State of Florida, Office of Safe Schools to determine the most appropriate approach to educate our staff and students on this important topic during a time when traditional drills may not be appropriate.

As staff learned during the September exercise, the District's Active Assailant Response Protocol offers several options for responding to an active assailant event.

Three of these protective actions are:

Lockdown 

If you are in a rapidly lockable space which will also allow you to move out of view, implementing emergency lockdown may be your safest option. If this option is selected, in rooms where a safer spaces logo exists, the safer spaces logo may help you determine what area(s) of the space are out of view from the hallway. Remember, that you may opt not to move to the area indicated by the safer spaces logo if what you see, hear or smell indicates that it would be less safe to do so.

Closets, bathrooms and other interior rooms may be used if available and deemed safe to move to during an event. Take caution that these areas may require a key to enter or may be locked and/or in use during an event which would make them more difficult to utilize. Consider this when performing drills and practice discussions in classrooms. *Silence portable phones and turn down portable radios.*

Move 

If you are outdoors or in a room that does not provide cover or concealment, you may be required to quickly and safely move locations, evacuate campus or return to a building and enter a suitable lockdown area (reverse evacuation). When moving to safety, consider whether running will be faster or slower than a brisk walk. **Running can and often does significantly slow emergency egress.**

OCTOBER - DECEMBER ACTIVE ASSAILANT/CODE RED EXERCISES

Page 2 of 2

Hide 

If you cannot lockdown or evacuate safely based on what you see, hear and smell, finding a place of concealment and if available, cover may be your best option. Cover means taking refuge behind something that will offer at least some protection from gunfire such as a concrete wall, berm or other substantial physical feature. Concealment involves hiding behind a visual barrier that does not provide cover. Historically, active assailants target those they can see and avoid areas where individuals are fully hidden. This is not meant to encourage hiding when other escape or cover options are available.

During each month October - December, each school should select one of these protective actions and schedule a time for staff to discuss and/or practice the action with students during that month.

To practice the action while maintaining physical distancing, consider setting a window of time that would allow for the teacher to send one or more students at a time to demonstrate the action, repeating until all students have conducted the drill.

To discuss the action, ask teachers to talk through protective actions, such as lockdown, move or hide, with the students and how the students would respond during class, lunch or even a class change, as some examples.

While conducting these exercises, please continue to ensure that all CDC and District guidelines related to COVID-19 safety are followed at all times.

As a reminder, in the event of an actual emergency, the emergency will take precedence over the COVID-19 guidance.

- **For an Actual Emergency - respond as you would have prior to the pandemic.**
- **For a Drill/Training - follow all CDC and District COVID-19 safeguards and discuss what would be done during an actual emergency.**

To confirm that staff and students have completed the exercise each month, please log the date and time of the drill in Gateway along with the details of the option you selected prior to the last school day of the month.

Any schools that have not indicated completion by the end of the month will be referred to OSPA for follow-up.

If you have any questions, **please contact your assigned Area Security Manager for additional guidance.**

VSW/BK/TN/CK/KB:kb

Attachments (1)

c: Senior Leadership Team
Cadre Directors, Office of School Performance & Accountability

District Active Assailant Response Protocol

Purpose:

The purpose of this protocol is to provide guidance to help protect students, staff and visitors in the event of an active killer or armed intruder on school grounds or in District buildings. This protocol provides options designed to address a variety of predominant attack patterns as well as emerging attack methods. The options in this protocol are not designed to serve as a checklist nor information to be memorized. Instead, becoming familiar with the options, as well as important considerations described in this protocol, combined with active participation in training and drills can improve your ability to more effectively address almost any type of active assailant attack.

Definition of Active Assailant:

Situations where one or more aggressors carry-out a single violent act or a series of connected violent events, in which the attacker(s) actively kill or attempt to kill people in one or more buildings, in outdoor area(s) or in multiple locations using any type of deadly weapon or combination of weapons. Each active assailant event is different in some way, and different people in various locations of a campus may need to react in different ways to the same event.

Remember that you are not expected to memorize terms nor all action steps but instead focus on understanding the various concepts described in the protocol.

Situational Awareness:

Situational awareness is critical to making sure that you can quickly recognize and respond to any hazard. Staff and students may be more familiar with their individual environments than intruder as well as outdoor campus areas, classrooms, offices and buildings which are different in some way. Situational awareness is comprehension, recognition and understanding elements of the environment where they live, learn and work. To better understand changes to that environment he or she may require changes in behavior or response according to the situation.

The responses outlined below encourage staff to understand the nature and location of any threat and empowers them to **notify and respond** as they deem most appropriate to protect their lives and those in their care.

Part of **Situational awareness includes making sure that all classroom doors are closed and locked during instructional periods** as per District Policy.

The options presented in this protocol should not be viewed as being applied in any particular order. The timing, location, weapon type(s), attack method, your specific location at the time of an attack are all factors that impact which option(s) are practical based on what you see, hear and in some instances, smell. However, **RECOGNITION is always the first action** and ASSISTING is usually the last action to be taken sequentially in most events regardless of the specifics of the attack.

Faculty & Staff Response:

Upon detecting indications of a possible active assailant event, take action to protect yourself and if practical to warn and protect others in the immediate area. Anyone can initiate the protective actions such as calling a code red or lock down. The ability to do so may depend on your proximity to the threat and other factors. If you have significant distance from the active assailant your options will differ from those who are in close proximity or those who are in direct contact with the aggressor.



RECOGNIZE an active assailant event:

Your ability to rapidly recognize that an active assailant event may be or is occurring can help reduce casualties. Awareness of the following potential indicators can help you recognize that an attack is about to occur or is already being carried out:

- Recognizing concerning behaviors that are incongruent with what is typical for the individual, the time, place and setting.
- Spotting and reacting quickly to specific visual cues that indicate that a person may be concealing a weapon.
- Hearing sounds that could be gunshots in the vicinity. Note that it is common for people not to recognize the sound of gunfire.
- Observing a person initiate an attack by firing a gun, using a knife, blunt object, rapidly accelerating while driving a vehicle towards a group of people, or using another type of weapon (or combination of weapons) to attack others.
- Seeing people flee from an area in a visibly alarmed or panicked manner.
- Hearing multiple people screaming especially if accompanied by other sounds of concern such as sounds that may be gunfire.
- Smelling smoke, chemicals or irritants, especially if accompanied by sounds of distress such as screaming, load moaning and/or significant irritation of your nose and/or eyes.
- Observing abnormal operation of motor vehicles such as rapid acceleration in a congested area, leaving the roadway suddenly, or driving at a high rate of speed off of roadways.

While we do not want to cause you to overreact to situations, the consequences of under-reacting to an active assailant event can be severe. For this reason, you are empowered to implement emergency protective actions if you believe that an active assailant event may be imminent or is already occurring.

Based on District Policy, anyone may initiate a Code Red, Code Yellow or other Emergency Protocol.

Protective actions can include:



WARN – If you are able to warn others in the immediate area and/or in other areas while you take action to protect yourself, doing so may save lives. **All employees and visitors are empowered to call a Code Red using all available means at their disposal.** This may include using cell phones, intercoms, desk phones, hand-held radios and other technologies for emergency warning and communications. If you become aware of a possible active assailant, and if it is safe for you to do so, dial or text 911 as soon as you have taken action to warn others who are at risk. You should not take any notification steps that put you or your students in more danger by doing so. Do not place yourself or others at risk by trying to photograph or video attackers.



LOCKDOWN – If you are in a rapidly lockable space which will also allow you to move out of view, implementing emergency lockdown may be your safest option. If this option is selected, in rooms where a safer spaces logo exists, the safer spaces logo may help you determine what area(s) of the space are out of view from the hallway. Remember, that you may opt not to move to the area indicated by the safer spaces logo if what you see, hear or smell indicates that it would be less safe to do so. Closets, bathrooms and other interior rooms may be used if available and deemed safe to move to during an event. Take caution that these areas may require a key to enter or may be locked and/or in use during an event which would make them more difficult to utilize. Consider this when performing drills and practice discussions in classrooms. *Silence portable phones and turn down portable radios.*



MOVE – If you are outdoors or in a room that does not provide cover or concealment, you may be required to quickly and safely move locations, evacuate campus or return to a building and enter a suitable lockdown area (reverse evacuation). When moving to safety, consider whether running will be faster or slower than a brisk walk. **Running can and often does significantly slow emergency egress.**



HIDE - If you cannot lockdown or evacuate safely based on what you see, hear and smell, finding a place of concealment and if available, cover may be your best option. Cover means taking refuge behind something that will offer at least some protection from gunfire such as a concrete wall, berm or other substantial physical feature. Concealment involves hiding behind a visual barrier that does not provide cover. Historically, active assailants target those they can see and avoid areas where individuals are fully hidden. This is not meant to encourage hiding when other escape or cover options are available.



DISTRACT – Distraction techniques can sometimes briefly confuse attackers. Distraction can involve creating an extremely loud noise or throwing objects at an attacker’s face to cause a brief disruption of the attacker’s ability to focus on using a weapon. Throwing hard objects at a person’s head can result in serious injury or death to an attacker. This option should only be used if killing an attacker would be justified - usually in the case of an armed attacker.

The distract option should not be used in situations where an armed person is not using the weapon to attack others but could be prompted to do so. For example, throwing objects at a hostage taker or individual who is threatening self-harm could cause them to use a weapon they did not plan to use.



INTERVENE- Often referred to as the “fight” option, this approach involves direct physical force to try to interrupt and if possible, stop an active assailant. This option should be used only when

you believe that other options would be less effective and/or safe for you and others. This option should only be used when you are in immediate proximity of the attacker who is actively using a weapon or whose actions demonstrate that the use of a weapon appears to be imminent. If this option is called for, use force aggressively, rapidly and without stopping until the attacker is incapacitated, subdued or you can escape.



ASSIST-When it is safe for you to do so, provide aid to victims, and assist emergency responders by communicating urgent life-saving information to obtain help for victims with life-threatening injuries. Follow instructions of emergency responders and do not interfere with their life-saving efforts. If you are qualified to do so, use appropriate bleeding control techniques and other emergency first-aid measures to assist victims who appear to be in grave danger.

Once You Determine That an Attack is Over:

- Provide emergency medical assistance and/or help obtain assistance for victims who have been injured.
- Calm students and direct them to a safer location as appropriate.
- If one or more weapons have been dropped or discarded, secure the area where the weapon(s) are located, but do not attempt to handle the weapon(s). Notify responding law enforcement personnel of the location of the weapon(s).
- Assist in the offsite family reunification process utilizing your SAFE team Student-Parent Reunion Coordinator.
- Carefully consider the potential for emotional harm that can be caused by activities such as taking and transmitting photographs, audio recording or video captured during or after an active assailant event. Consider the adverse impact on others that social media posts, text message and other forms of modern communication can have.
- Remember that inaccurate information and rumors are extremely common during and in the wake of active assailant events. Exercise caution in relying on information you hear that may not be accurate. Consider the negative impact that disseminating what may turn out to be inaccurate information can impede response and recovery efforts, investigations and can cause emotional pain for others.
- Be mindful that there are those who will attempt to capitalize on these tragic events for a variety of reasons and that their integrity, goals and objectives may not match yours.

Assisting Individuals with Special Needs

These individuals include, but are not limited to, students and staff with physical, cognitive or developmental disabilities.

- Students/staff with special needs which might impact their ability to respond to an emergency should be identified and their daily location and special requirements noted in a quick access document for ease of use in an emergency. A copy of this quick access document should be placed at appropriate locations for ease of access to the individual student/staff. For example,

posted on the wall or in a file in a treatment room, on their person, attached to their support equipment, on their IPAD or digital device, on their phone, or in a red pouch appropriately labeled (Student/Staff Name, Emergency Plan). In some cases, the emergency plan itself may include guidance as to where best to place copies.

- In those cases where the need for assistance in emergencies has been documented (in the IEP or supporting documentation), appropriate staff shall be assigned in advance to meet those needs and should be provided with training to do so competently.
- Also, designate an alternate staff (or two) in the event of an absence of the primary designee. Ensure that staff/faculty with these responsibilities are provided with information and training on the extent of assistance needed for the student to which they are assigned and that they can handle the duty in an emergency.
- For students/staff with mobility issues, (1) alternative evacuation routes should be identified along with (2) specific devices, methods or means of moving the student/staff who need assistance to safety.

Preventive Security Code Yellow Protocol May Be the Right Alternative:

While this protocol is focused on helping personnel rapidly recognize that an active assailant event is taking place, it is also important that staff be prepared to recognize and react to pre-attack indicators sometimes exhibited by attackers before they produce and begin using a weapon. For example, initiating the preventive security protocol – Code Yellow Protocol - for situations where one or more individuals exhibits behaviors of significant concern but there is no indication they are armed can help reduce exposure without shutting down a campus while the SRO(s) or School Guardian investigates the individual(s) of concern.

Drills/After-hours/Buses/Evacuation Considerations

Drills:

Active Assailant Drills should be conducted to allow staff to talk through, safely act out and move through the various options available in an age-appropriate manner. Administrators are encouraged to rotate lockdown, evacuation and reverse-evacuation (return to buildings quickly) as well as no-movement (chalkboard discussion) into the monthly drill options so that staff and students understand they have options beyond lockdown. The goals of these drills are to provide practice, education and to achieve improvement rather than attempting to realistically simulate an event. We want to encourage discussion by staff and students following these drills to make sure that the concept of situational awareness and the options are understood in the context of school but also in the context of being a valuable life-saving skill in any environment. Administrators should inform parents following any drill or actual event so that they are aware and can prepare to discuss these topics with their students at home.

- Active Assailant drills shall be conducted with the assistance of the School Resource Officer (SRO) and/or School Guardian. Consult with the SRO and/or School Guardian if any opportunities for improvement are identified during a drill.
- Incorporate rooms/assembly areas that present greater challenges (cafeteria, playing fields, playgrounds, outdoor congregation areas, auditorium, media center, gymnasium, etc.), into Active Assailant drills including walk-throughs of response specific to these areas.
- Properly document all drills.

Consider the following times/events when considering your plan for Active Assailant response: Lunch period, transition between class, arrival/departure, student body assembly (gym, auditorium, stadium), before/after school programs (before/after care, clubs, sporting events).

Staff Actions (After-hours):

- All after-hours staff should follow the same guidelines provided to daytime staff. Notification procedures may need to be modified to reflect changes in officestaffing.
- An after-hours person in charge shall be predetermined. That person must be knowledgeable in the responsibilities and procedures related to this active assailant protocol.

Buses:

- Buses on campus during an active assailant incident shall immediately leave the campus. Bus drivers are authorized to evacuate students and direct them to safety if what they see and/or hear indicates that it would be safer to do so.
- Bus Operators shall contact dispatch by radio to report the situation and request a staging location.

Evacuation Considerations:

- The “MOVE” option can involve evacuation of students and staff to safer locations on a school campus as well as to off-campus locations. As with other protective options, this should not be seen as a choice that is automatically appropriate for all active assailant situations.

SAFETY, SECURITY & EMERGENCY PREPAREDNESS DIVISION

- The Student-Parent Reunion Coordinator at each school should coordinate with the SRO, local law enforcement and the school security staff to identify off-site locations for all school evacuation plans.
- When possible, multiple off-campus safer locations in easy proximity to campus should be identified and communicated to staff and students as options. Avoid a single evacuation area for all students to mitigate concerns about the area becoming a primary or secondary attack location.
- Administrators and safety personnel should consider ways to educate all staff and students to consider locations near their schools that could be suitable if any type of emergency requires it.
- Fire drills are an excellent opportunity to remind students of the off-campus evacuation locations that have been identified.
- As with lockdown locations, considering these sites in advance can help people remember them in an emergency.
- The age and developmentally appropriate education of students by teachers and staff is one way to help prepare both our students and school personnel for this possibility. Students should be advised that vehicular traffic can pose a significant hazard when evacuating from a school campus.
- In addition to the possibility of the evacuation of students and staff to off-campus sites, BCPS has plans for off-site family reunification for any emergency where it would be less safe or less effective to have parents and guardians sign students out at one or more schools impacted by an emergency on or near school property. This process can be used for any emergency that requires it, including an active assailant event.
- When developing the site Emergency Response Plan the Student-Parent Reunion Coordinator should be identifying and documenting appropriate off-campus locations for use in evacuations.

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

BRIAN KATZ
CHIEF SAFETY & SECURITY OFFICER

Signatures on File

October 2, 2020

TO: All Principals

FROM: Brian Katz
Chief Safety & Security Officer

Victoria Stanford
Manager, Emergency Management & Task Assigned Chief Fire Official

VIA: Valerie S. Wanza, Ph.D.
Chief School Performance & Accountability Officer

SUBJECT: ***UPDATED* EVACUATION (FIRE) DRILL PROCEDURES USING CDC AND DISTRICT GUIDELINES**



IMPORTANT: Review the attached drill procedures as changes have been made.

****Please note that The Centers for Disease Control and Prevention (CDC) and District guidelines will take precedence during all drills.**

Although adherence to certain CDC guidelines for COVID-19 prevention may pose a challenge when performing traditional evacuation drills, regular Fire Evacuation Drills must still be conducted with students and staff at all District schools. In an effort to ensure the health and safety of all students and staff, the District has made some important changes to the way these drills should be conducted when students return for face-to-face learning.

Please be sure to read the attached procedures and incorporate them into all drills until further notice.

Required Evacuation Drills:

- Every school should conduct one (1) Fire Evacuation Drill with students in attendance during the following periods:
 - October 12 – 30, 2020
 - November 1 – 13, 2020
 - December 1 – 31, 2020
- Beginning in January, 2021, every school should conduct one (1) Fire Evacuation Drill each month going forward.

****Refer to the attached “***Evacuation Drill Procedures” for additional guidance on conducting these drills while also practicing physical distancing.**

EVACUATION (FIRE) DRILL PROCEDURES USING CDC AND DISTRICT GUIDELINES

Page 2 of 2

****During all drills:**

- Follow CDC and District guidance at all times.
- Practice physical distancing at all times.
- Face coverings must be worn at all times.
- As much as possible, limit the number of people in hallways and doorways.

Special considerations while conducting drills:

- Refer to the attached procedures for conducting Fire Evacuation Drills.
- Familiarize yourself with multiple egress (ways out) options.
- ****At evacuation areas, continue to practice physical distancing until cleared to return to your classroom or building.**
- ****Phased evacuations by zone, building, hallway or classroom are permitted to limit the number of people in any one area. Refer to the attached procedures for more information.**

****Following each drill:**

- Students are to use hand sanitizer or wash their hands BEFORE returning to their desks.
- Staff should also use hand sanitizer or wash their hands upon returning to their classrooms or work-stations.
- Clean and sanitize high touch areas.
- Any after-drill discussions with staff should be done utilizing physical distancing, via Microsoft Teams or intercom announcements.

If you have any questions, please email **Victoria Stanford, Manager, Emergency Management and Task Assigned Chief Fire Official** at vstanford@browardschools.com.

****denotes a change in procedure**

VSW/BK/TN/VS/KB:cp

Attachments (1)

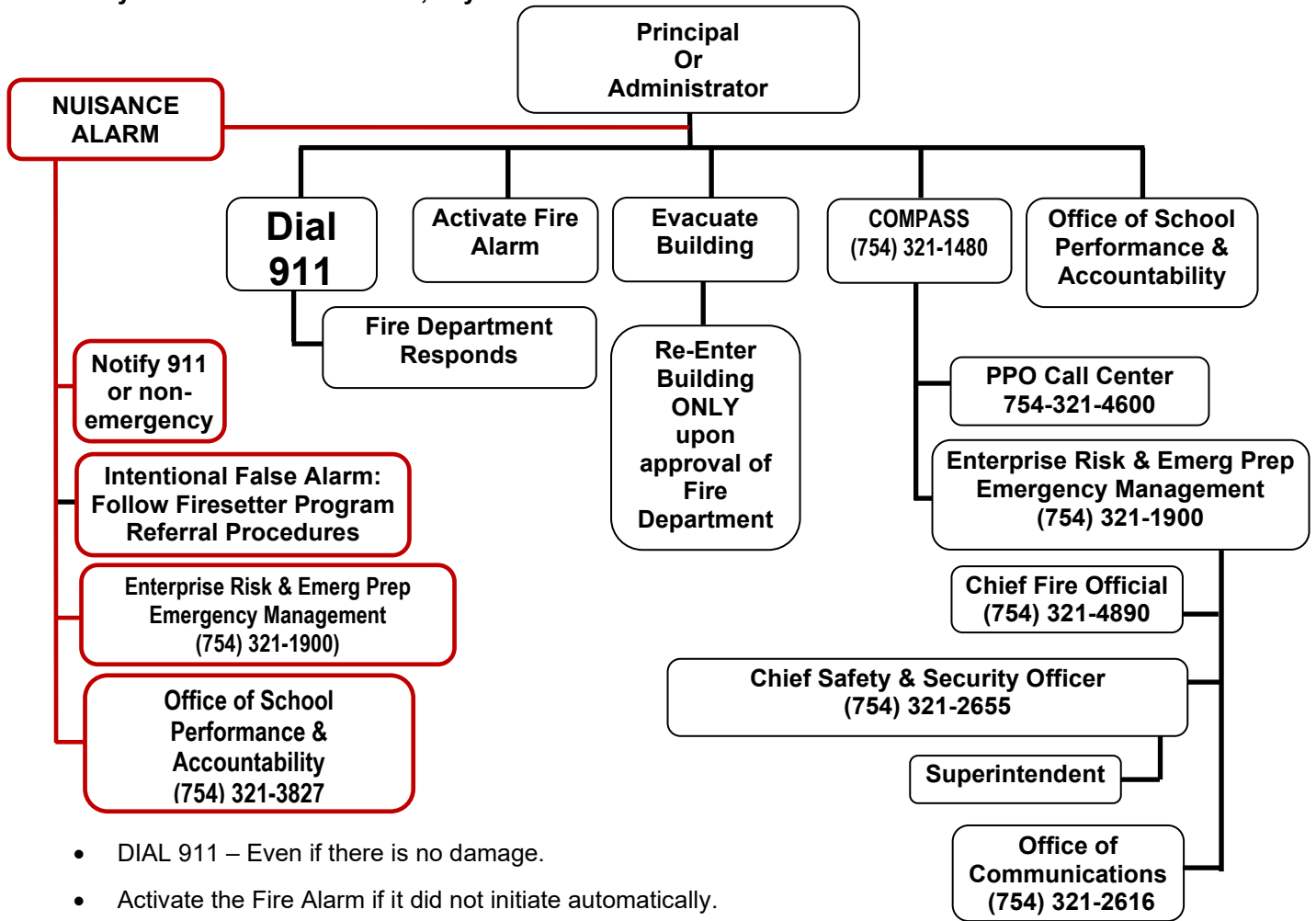
c: Senior Leadership Team
Cadre Directors, Office of School Performance & Accountability

FIRE EMERGENCY EVACUATION PROCEDURES

(Including Nuisance [False] Alarms)

ALL FIRES MUST BE REPORTED

These procedures must be followed for fire, smoke, smoke or electrical smell, sparking of outlets or equipment, or unless you are under a Code Red, any time the fire alarm sounds.



- DIAL 911 – Even if there is no damage.
- Activate the Fire Alarm if it did not initiate automatically.
- Evacuate the Building. During emergencies, classrooms should use doors exiting to outside fresh air when available as their primary exit.
- Students should proceed to be at least 50 feet away from the building.
- Principal/Administrator calls PPO Call Center to initiate a Priority 1 work order (754) 321-1480.
- Principal / Administrator calls Chief School Performance & Accountability Officer.
- Fire Department responds.
- COMPASS emails the work order to the Area PPO Zone and the Enterprise Risk & Emergency Preparedness, Emergency Management Department.
- Enterprise Risk & Emergency Preparedness, Emergency Management notifies the Chief Fire Official, and if warranted, Chief Safety & Security Officer and the Office of Communications (PIO).
- Superintendent notifies the PIO.
- Fire Department approves building re-entry.
- Call the Office of School Performance & Accountability after re-entry.
- Nuisance Alarms: See instructions at bottom of next page.

FIRE EVACUATION DRILL PROCEDURES

****During the COVID-19 Pandemic Emergency Period:**

- The Center for Disease Control and Prevention (CDC) and District Guidance takes precedence while conducting all drills.
- Practice physical distancing at all times while conducting all drills.
- Masks should be worn at all times (staff should be wearing masks regardless when in common spaces).
- Limit the number of people in hallways and doorways.
- To ensure physical distancing, administration may evacuate occupants by conducting phased evacuations by zone, building, hallway or classroom to limit the number of people in any one area.
- Administration must ensure all students, staff, and visitors participate in the drill.

Evacuation Maps, Routes, and Staging Area:

All schools are required to post a map in every room showing the evacuation routes. Every map must show two (2) routes, * one (1) primary route and one (1) secondary route to exterior exits. Red should be used for the primary route and blue for the secondary route. A legend on the map shall clearly specify the evacuation route and staging area.

- Invite your local fire marshal to your first drill so he/she may review your plan and/or observe your drill.
- Before conducting your drill, notify your local Fire Department of the drill using their non-emergency phone number.
- ANNOUNCE the Fire Drill over the Public Address System
- Activate your fire alarm using a fire alarm pull station. Use a different pull station in a different building each month.
- ****Allow the alarm to sound for 20 seconds. After 20 seconds, silence the alarm while all students and staff proceed to evacuate the buildings.**
- As you conduct the drill, practice leaving your room using the **TOUCH, LOOK AND GO METHOD** as if you were experiencing a true fire incident:
 - While in the classroom, in a calm and orderly manner, line up your students and proceed to the nearest available exit.
 - Carefully feel door handles before opening doors. If the handle is hot, there could be a fire on the other side of the door. Find another way out.
 - Before moving outside, the room, carefully and slowly, open the door and observe immediate area before proceeding.
 - Proceed quickly, but calmly, down the corridor or to the outside while still in formation.
 - Before moving outside, carefully and slowly, open the door and look around the immediate area before proceeding.
 - While in line formation, proceed to a safe area at least 50 feet from the building.
- Use the secondary route at your facility for at least one emergency evacuation drill each school year.
- Evacuation routes should stay clear of liquid petroleum lp gas tanks.
- Each teacher should have a laminated card that is green on one side and red on the other. When the teacher and class reach the staging area, the teacher displays the GREEN side if all students are present. The RED side should be displayed if any students are missing.
- Staging areas should be as far away from the building as possible, but at a minimum of 50 feet.
- *NOTE: Two routes are not required when the classroom door opens directly to the outside (fresh air) or the building is completely protected by a fire sprinkler system. In these cases, only one route is required and is the primary route.

REPORTING PROCEDURES:

Register each drill in the District's School Drills Filemaker Database. This database is accessible by using the "Open Emerg Mgmt Database" Filemaker File provided by the Enterprise Risk and Emergency Preparedness, Emergency Management Department.

During an actual fire event, these drill procedures could save the lives of many students and staff. We also encourage principals to have teachers ask students to develop similar plans for their homes.

NUISANCE (FALSE) ALARMS:

- **UNLESS UNDER A CODE RED**, when the Fire Alarm sounds, evacuate and DIAL 911.
 - If, during the evacuation, you are notified the alarm activation was not caused by a true fire incident:
 - Call 911 again to alert the county/city dispatch this was not a true fire incident.
 - Or dial the non-emergency fire department number, if appropriate.
 - Instruct teachers and students to return to the building(s) in an orderly manner.
 - Contact Enterprise Risk and Emergency Preparedness, Emergency Management at 754-321-1900.
- Deliberate initiation of the fire alarm must be reported to the Local Fire Marshal's Office and Enterprise Risk and Emergency Preparedness, Emergency Management at 754-321-1900.

FIRE DRILL FORM

DATE: _____

FROM: _____

SUBJECT: FIRE DRILL

In accordance with Florida Administrative Code, a FIRE DRILL was conducted at our school.

School Name: _____

Date of Drill: _____

Time of Drill: _____

Length of Time to Evacuate Building: _____

Number of Students Taking Part: _____

Route Utilized: (Check One):

Primary:

Secondary: (At least once a school year)

Supervised by Local Fire Department Yes No

Comments: _____

Any mechanical problems with the Fire Alarm System require a work order by contacting COMPASS at (754) 321-1480.

WO# _____

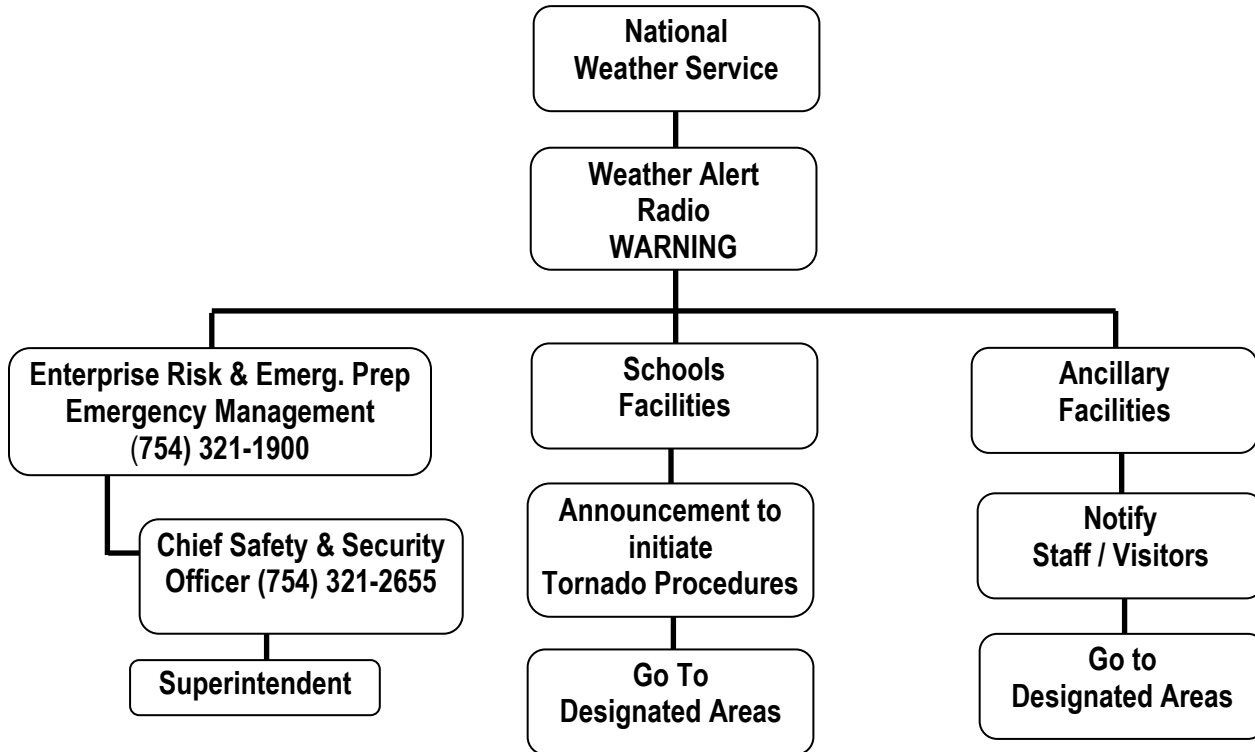
Scope of work requested: _____

Signature _____

NOTE: A TORNADO DRILL IS NOT CONSIDERED AS ONE OF THE MANDATORY EVACUATION DRILLS.

AFTER REGISTERING ON-LINE, PRINT A COPY OF THE COMPLETED FORM AND RETAIN FOR YOUR RECORDS

TORNADO EMERGENCY PROCEDURES



- The National Weather Service issues warning or watch.
- Weather Alert Radio is activated.
- The Principal / Administrator makes announcement to staff: "INITIATE TORNADO PROCEDURES".
- Proceed to Designated Area.
- During a tornado warning: Each classroom should be assigned to a specific location in the interior corridors of the school.
 - a. Students and staff should be moved away from the windows of classrooms without interior corridors.
 - b. Specific personnel should be assigned to round up the children on playgrounds or other outdoor areas.
 - c. Students and staff assigned to portable or temporary classrooms should be escorted to their assigned area within the main building. Shelter components (Enhanced Hurricane Protection Areas) within schools should be used if available.
 - d. Students and staff assigned to portable sites without any permanent buildings should move away from the windows.
- Enterprise Risk and Emergency Preparedness notifies the Chief Safety & Security Officer.
- Chief Safety & Security Officer notifies the Superintendent.
- When "All Clear" is announced resume normal activities.

- NOTE:**
1. Check weather alert radio battery every February during Severe Weather Awareness Week.
 2. The National Weather Service conducts a test of the Weather Alert Radio every Wednesday.
 3. Two Tornado Drills are required each school year.

REPORTING PROCEDURES: Each time a drill is held, a report shall be registered in the District's "School Drills" Filemaker Database. A copy of this report shall be printed and retained at the school for audit purposes.

TORNADO EMERGENCY DRILLS

Page 2 of 3

WHEN A TORNADO “WATCH” (FORECAST) IS ANNOUNCED:

A tornado *watch* (forecast) announced via your Weather Alert Radio means that there is a chance of a tornado in or near your area. Keep your radio or television tuned to a local station for information and advice from your local government or the Weather Bureau. Also, assign “spotters” to keep watching the sky, especially to the south and southwest. If a tornado watch is announced during the approach of a hurricane, however, keep watching the sky to the east. Do not use the telephone for information and advice - depend on radio or T.V. DO NOT PASS ON RUMORS OR EXAGGERATED REPORTS OF DAMAGE.

WHEN A TORNADO “WARNING” (FORECAST) IS ANNOUNCED:

A tornado *warning* (forecast) announced via your Weather Alert Radio means a tornado has been sighted in or near your area. When this occurs, or if you or your school spotters see or hear a tornado, immediately initiate the tornado procedures practiced during your required drills and outlined below.

PROCEDURES FOR TORNADO DRILLS:

****During the COVID-19 Pandemic Emergency Period:**

- **The Center for Disease Control and Prevention (CDC) and District Guidance takes precedence while conducting all drills**
- **Practice physical distancing at all times while conducting all drills**
- **Masks should be worn at all times (staff should be wearing masks regardless when in common spaces)**
- **Limit the number of people in hallways and doorways**
- **To ensure physical distancing, administration may evacuate occupants by conducting phased evacuations by zone, building, hallway or classroom to limit the number of people in any one area**
- **Administration must ensure all students, staff, and visitors participate in the drill**

Tornado drills should be conducted twice per year to familiarize all students and staff with the procedures should a real tornadic event ever happen within your area. The first drill should be held during the first two weeks of school. The second drill should be conducted each year during Severe Weather Awareness Week. Each school should develop a master plan for their facility to include the following.

A. Warning System

- Use the public-address system to announce: "Tornado Drill - all students and staff report to their assigned areas."

B. Evacuation Route and Shelter Assignment

1. Each classroom should be assigned to a specific location in the interior corridors of the school. Teachers should be familiar with the area assigned to their room and the route to be used from their classroom. This information can be listed on a school map and posted on the wall near the Emergency Evacuation Map.
2. During a tornado warning:
 - a. Students and staff should be moved away from the windows of classrooms without interior corridors.
 - b. Specific personnel should be assigned to round up the children on playgrounds or other outdoor areas.
 - c. Students and staff assigned to portable or temporary classrooms should be directed to their assigned area within the main building. Shelter components (Enhanced Hurricane Protection Areas) within schools should be used if available.
 - d. Students and staff assigned to portable sites without any permanent buildings should move away from the windows.

TORNADO EMERGENCY DRILLS

Page 3 of 3

C. Instructional Command

1. During a tornado drill or a tornado warning, students assembled in interior hallways or other rooms away from windows should be instructed to respond to a specific command to assume protective postures, facing interior walls when danger is imminent. Such a command might be: "EVERYBODY DOWN! CROUCH ON ELBOWS AND KNEES. HANDS OVER BACK OF HEAD." It is essential that this command be instantly understood and obeyed. Most tornado deaths are caused by head injuries.

D. Tornado Drill Records

1. Each school site should record the following information:
 - a. School name
 - b. Month, day, and time
 - c. Number of students and staff taking part
 - d. Time required to move into proper positions
2. The Tornado Drill Form (next page) may be used to record this information for internal purposes only.
3. Register the drill in the District's Fire/Tornado Drill Registry found in the Emergency Management Filemaker Database.

Should a tornado strike in Broward County, the drill procedures could save the lives of many children. We encourage principals to have their teachers ask students to develop similar plans for their homes.

Note: Change the battery in your Weather Alert Radio each year during Severe Weather Awareness Week.

TORNADO DRILL FORM

Date: _____

FOR SCHOOL INTERNAL USE ONLY

SUBJECT: Tornado Drill

In accordance with School Board and State procedures, a tornado drill was conducted at our school.

School Name: _____

Date of Drill: _____

Time of Drill: _____

Length of time required to move into proper position: _____

Number of students taking part: _____

Comments: _____

Signature _____

NOTE: Two (2) tornado drills are required each school term; the first drill during the first two (2) weeks of school and the second drill during Severe Weather Awareness Week each year.

NOTE: A TORNADO DRILL IS NOT CONSIDERED AS ONE (1) OF THE MANDATORY EVACUATION DRILLS REQUIRED EACH SCHOOL YEAR.

IMPORTANT:

For internal use only. Enter drill on line in the District's Fire/Tornado Drill Database.

Print a copy for your records.

Appendix G:

COVID-19 Reasonable Accommodation Procedure





The School Board of Broward County, Florida Department of EEO/ADA Compliance

AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT OF 2008

Request for Reasonable Accommodation Procedure during the COVID-19 Pandemic



The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, of the Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), may call the Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT OF 2008

In accordance with the Equal Employment Opportunity Commission (EEOC) guidelines and the Americans with Disabilities Act Amendments Act (ADAAA), The School Board of Broward County, Florida, must make a reasonable accommodation to the known physical or mental limitations of a qualified individual with a disability unless it can show that the accommodation would cause an undue hardship to its operation.

HOW TO RESPOND TO A REASONABLE ACCOMMODATION REQUEST UNDER ADAAA DURING THE COVID- 19 PANDEMIC

NOTE: According to the EEOC when an employer receives a request for accommodation to reduce the risk of exposure to COVID-19, an employer must consider this request under the ADAAA and engage in the interactive process to provide reasonable accommodation, except undue hardship.

According to the Center of Disease Control and Prevention (CDC), older adults, and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID 19. (Asthma, heart disease, diabetes, kidney disease, lung disease, liver disease and compromise immunity.)

When an employee requests other medical leave benefits, these requests should continue to be handled through the Leaves Department (754-321-3130).

When an employee requests an accommodation, the Principal/Department Head or immediate Supervisor must give the employee the Reasonable Accommodation Request package. The package can also be obtained via Browardschools.com/EEO option Services.

The employee must submit the completed package to the EEO/ADA Compliance Department, via email at EEO@Browardschools.com, via mail at KCW Building, 600 SE 3rd Avenue, 14th floor, Fort Lauderdale, Florida, 3330, or via Fax at 754-321-2158, within 10 working days of the date the package is received.

Once received, the Department of EEO/ADA Compliance will generate an acknowledgement letter to the applicant including the name of the EEO/ADA Compliance Administrator who will be contacting the applicant to begin an interactive process as required by the ADAAA. (In the interactive process—a discussion about an employee's disability, with the employee, employee's health care provider and employer where each share information about the nature of the disability and the limitations that may affect the employee's ability to perform the essential job duties.)

The EEO/ADA Compliance Administrator may contact the Principal/Department Head or immediate Supervisor for discussion of accommodations (if applicable). If necessary, a meeting with the employee, the Principal/Department Head or immediate Supervisor and the EEO/ADA Compliance Department will be scheduled.

Within a reasonable period of time of receiving all relevant documents, including

information from the employee's physician or health care specialist, the EEO/ADA Compliance Department will inform the Principal/Department Head and employee of its findings and accommodations/assistance (if applicable).

It is important to note that a disability must exist to consider any accommodations under the ADA. Accommodations vary depending on the job description and essential functions of the job. There is no comprehensive list of accommodations. Examples of possible accommodations/assistance may include but not limited to (changes to the work environment, one-way aisles, tables dividers as barriers to ensure minimum distances, modified schedule, shift assignments).

Employees who do not qualify for accommodations under the ADA may apply for a Leave through the Leaves Department at 754-321-3130.

Questions about this process should be addressed to the Department EEO/ADA Compliance at 754-321-2150.

Q&A for employees (ADAAA during COVID-19 Pandemic)

As an employee, what do I do if I have underlying medical condition(s) considered a high risk for developing complications and need accommodations to reduce exposure to COVID-19 at the workplace?

You may apply for a Request for Reasonable Accommodation under the Americans with Disabilities Act Amendment Act (ADAAA) of 2008.

How do I apply for a Request for Reasonable Accommodation under the ADAAA?

The Principal/Department Head or immediate Supervisor will provide (you) the employee with the Reasonable Accommodation Request package. The package can also be obtained in the District's website, via Browardschools.com/EEO option Services or contacting the Department of EEO/ADA Compliance at 754-321-2150.

What do I do once I completed the ADAAA Request for Reasonable Accommodation form?

The employee (you) must submit the completed package to the EEO/ADA Compliance Department, via email at EEO@Browardschools.com, via mail at KCW Building, 600 SE 3rd Avenue, 14th floor, Fort Lauderdale, Florida, 33301, or via Fax at 754-321-2714, within 10 working days of the date the package is received.

Once received, the Department of EEO/ADA Compliance will generate an acknowledgement letter to you including the name of the EEO/ADA Compliance Administrator who will be contacting you to begin an interactive process (if applicable) as required by the ADAAA. (In the interactive process—a discussion about an employee's disability, with the employee, employee's health care provider and employer where each share information about the nature of the disability and the limitations that may affect the employee's ability to perform the essential job duties.)

How do I know if accommodations were approved for me under the ADAAA?

The Department of EEO/ADA Compliance must follow the ADAAA and EEOC guidelines by carefully reviewing the information provided by you, your physician and the essential functions of your job to determine if you are a qualified individual with a disability (if you can perform the essential functions of your job with or without reasonable accommodations).

If it is determined that you are a qualified individual with a disability, then, reasonable accommodations will be discussed and provided, except if they constitute undue hardship.

If it is determined that you are not a qualified individual with a disability, then assistance could be considered, or you may be referred to the Leaves Department at 754-321-3130.

(Possible accommodations during COVID-19 pandemic could include but not limited to changes to the work environment, one-way aisles, ables dividers as barriers to ensure separation, modified schedule, shift assignments)

If you have additional questions, please contact the Department of EEO/ADA Compliance at 754-321-2150

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Alan Strauss
Chief Human Resources & Equity Officer

August 6, 2020

Signatures on File

TO: Senior Leadership Team
Principals

FROM: Alan Strauss
Chief Human Resources & Equity Officer

Judith Marte
Chief Financial Officer

SUBJECT: **ADDITIONAL INFORMATION - ADA ACCOMMODATIONS/FFCRA/EXTENDED FMLA FOR COVID-19**

Please see the attached additional information regarding COVID-19 related ADA Accommodations and FFCRA/Extended FMLA.

For questions related to ADA Accommodations, call the EEO/ADA Department at 754-321-2150.
For questions related to FMLA, contact the Leaves Department at 754-321-3130.

Please share this information with all employees in your Departments/Schools.

AS/JM:dp
Attachments

C: School Board Members

**FREQUENTLY ASKED QUESTIONS & ANSWERS
FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)**

QUESTIONS	TRADITIONAL FAMILY & MEDICAL LEAVE (FMLA)	FFCRA	
		EMERGENCY PAID SICK LEAVE ACT (EPSLA)	EMERGENCY FAMILY MEDICAL LEAVE EXPANSION ACT (EFMLEA)
Where do I find information on leaves?	Information and required forms for all leaves of absence, including EPSLA and EFMLEA leaves are located on the Benefits website - https://www.browardschools.com/Page/32211	See FMLA column	See FMLA column
I used two weeks of EPSL and returned to work. I have a new exposure to COVID-19. Am I eligible for?	No Unless you have a serious health condition and meet other requirements, as defined by the Family and Medical Leave Act (FMLA), you do not qualify for FMLA leave.	No You are eligible for a total of only two weeks (up to 80 hours) during the period of April 1 – December 31, 2020. <u>EPSL is not replenished.</u> You will need to use your own accrued paid time after you have exhausted your allotment of EPSL.	No
I have a cough and fever and I'm quarantining, do I qualify for leave?	No Unless you have a serious health condition and meet other requirements, as defined by the Family and Medical Leave Act (FMLA), you do not qualify for FMLA leave.	Maybe You must be advised by a health care provider to quarantine due to COVID-19 concerns or you are seeking a medical diagnosis due to COVID-19 symptoms (as identified by the Centers for Disease Control and Prevention (CDC).	No
I've been diagnosed with COVID-19 and my doctor told me to isolate for 14 days, do I qualify for leave?	No Unless you have a serious health condition and meet other requirements, as defined by the Family and Medical Leave Act (FMLA), you do not qualify for FMLA leave.	Yes You qualify because you have been diagnosed with COVID-19 and are isolated under a doctor's recommendation.	No
I am experiencing COVID-19 symptoms and I am waiting on a medical diagnosis. Am I eligible for leave? If I am eligible, when may I begin leave?	No Unless you have a serious health condition and meet other requirements, as defined by the Family and Medical Leave Act (FMLA), you do not qualify for FMLA leave.	Yes You are covered under EPSL because you are experiencing symptoms associated with COVID-19 (as identified by the CDC), and you are quarantined while waiting on a diagnosis. EPSL will begin on the work day you stopped working due to a COVID-19 reason.	No

**FREQUENTLY ASKED QUESTIONS & ANSWERS
FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)**

QUESTIONS	TRADITIONAL FAMILY & MEDICAL LEAVE (FMLA)	FFCRA	
		EMERGENCY PAID SICK LEAVE ACT (EPSLA)	EMERGENCY FAMILY MEDICAL LEAVE EXPANSION ACT (EFMLEA)
Will I be paid while on leave?	No Under traditional FMLA, leave is generally unpaid unless Board policy requires that you use accrued paid time concurrently with FMLA leave.	Yes If you are (1) following a federal, state, or local quarantine or stay-at-home order or (2) are quarantined by a health care provider or (3) you have COVID-19 symptoms identified by the CDC and are seeking a diagnosis, you will receive up to 2 weeks EPSL at your regular rate of pay up to a maximum of \$511 daily and no more than \$5,110 in total pay. If you are caring for someone subject to 1 or 2 above or is experiencing any other substantially similar condition specified by HHS, you will receive up to two weeks EPSL at 2/3 your regular rate of pay up to a maximum of \$200 daily and no more than \$2,000 in total pay. If you must care for your child whose school, child care provider, or place of care is unavailable due to COVID-19 and you have been employed at least 30 calendar days, you will receive up to 2 weeks EPSL at 2/3 your regular rate of pay up to a maximum of \$200 daily and no more than \$2,000 in total pay.	Yes If you must care for your child whose school, child care provider, or place of care is unavailable due to COVID-19 and you have been employed at least 30 calendar days and <u>no other suitable person is available to care for your child/children</u> , you will receive up to ten (10) additional weeks of leave under the EFMLEA. You will receive pay at 2/3 your regular rate of pay up to a maximum of \$200 daily and no more than \$10,000 in total pay under the EFMLEA.
My parent – in - law has been hospitalized with COVID-19, do I qualify for leave?	No Traditional FMLA leave does not extend to in-laws	No	No
I am able to work/telework but need to take time off intermittently. Am I eligible for leave?	Yes Traditional FMLA leave may be used intermittently when medically necessary.	No	No

**FREQUENTLY ASKED QUESTIONS & ANSWERS
FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)**

QUESTIONS	TRADITIONAL FAMILY & MEDICAL LEAVE (FMLA)	FFCRA	
		EMERGENCY PAID SICK LEAVE ACT (EPSLA)	EMERGENCY FAMILY MEDICAL LEAVE EXPANSION ACT (EFMLEA)
My employer has ordered me to stay home for the next 30 days, do I qualify for leave?	No Unless you or a family member has a “serious health condition”, you do not qualify for “traditional” FMLA leave.	Maybe If your employer has work for you but you cannot do it at the workplace or by telework because of a federal, state or local quarantine or isolation order related to COVID-19 (includes shelter-in-place and similar orders). You will need to use your accrued paid time, if more than ten (10) days of leave is needed.	No
I have been furloughed, do I qualify for leave?	No A furlough is not a serious health condition	No A furlough is not a qualifying reason for EPSL.	No
I have been diagnosed with COVID-19 and hospitalized, do I qualify for leave?	Yes Your inpatient care in a hospital, hospice, or residential medical care facility will qualify you as having a serious health condition. You will need to complete the FMLA leave application as well as the Certification of Health Care Provider form and forward to the Leaves Department.	Yes EPSL applies to individuals who seek a diagnosis after experiencing symptoms associated with COVID-19 as well as those diagnosed with COVID-19.	No
My father was diagnosed with COVID-19 and hospitalized, do I qualify for leave	Maybe You may qualify for traditional FMLA leave in order to care for certain family members, such as a spouse, a child, or a parent, but you must establish that you are needed to care for that family member. Since your father would be hospitalized, it is not likely that a health care would certify that you are needed to care for your father. However, you may be able to qualify after your father is released in order to help him recover.	No	No
My spouse was exposed to COVID-19 at his job and was advised by his doctor to quarantine. Do I qualify for leave?	No Unless your spouse has a “serious health condition” as defined by the FMLA, and you are needed to care for your spouse, you do not qualify for FMLA leave.	Maybe If you were advised by a health care provider to quarantine, and you are unable to telework.	No
I have flu-like symptoms, I think I may have COVID-19 and am waiting on test results, do I qualify for leave?	Maybe Unless you have a serious health condition and meet other requirements, as defined by the Family and Medical Leave Act (FMLA), you do not qualify for FMLA leave.	Yes If you quarantine while waiting for a diagnosis, you qualify for EPSL, even if it is later determined that you do not have COVID-19.	No

**FREQUENTLY ASKED QUESTIONS & ANSWERS
FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)**

QUESTIONS	TRADITIONAL FAMILY & MEDICAL LEAVE (FMLA)	FFCRA	
		EMERGENCY PAID SICK LEAVE ACT (EPSLA)	EMERGENCY FAMILY MEDICAL LEAVE EXPANSION ACT (EFMLEA)
I am an employee, I become ill with COVID-19 symptoms, as identified by the Centers for Disease Control (CDC); I decide to quarantine myself for two weeks, and then return to work. I do not seek a medical diagnosis or the advise of a health care provider. Can I get paid for those two weeks?	No	<p style="text-align: center;">No</p> <p>You may not take paid sick leave under the FFCRA if you unilaterally decide to self-quarantine for an illness without medical advise, even if you have COVID-19 symptoms. <u>You may not take EPSL if you become ill with an illness not related to COVID-19.</u></p>	No
Am I eligible for paid sick leave based on a “substantially similar condition” specified by the U.S Department of Health and Human Services?	No	<p style="text-align: center;">No</p> <p>The U.S Department of Health and Human Services (HHS) has not yet identified any “substantially similar condition” that allows an employee to take EPSL leave. If HHS does identify any such condition, the Department of Labor will issue guidance as to when you may take leave.</p>	No
I just returned from a country experiencing a surge of COVID-19. Am I eligible for leave?	<p style="text-align: center;">Maybe</p> <p>Unless you have a serious health condition and meet other requirements, as defined by the Family and Medical Leave Act (FMLA), you do not qualify for FMLA leave.</p>	<p style="text-align: center;">Maybe</p> <p>You may be eligible if unable to telework but are subject to Federal, State or Local Quarantine/isolation orders related to COVID-19.</p>	No

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WH1422 REV 03/20

Appendix H:

Disinfectant Wipe Guidance



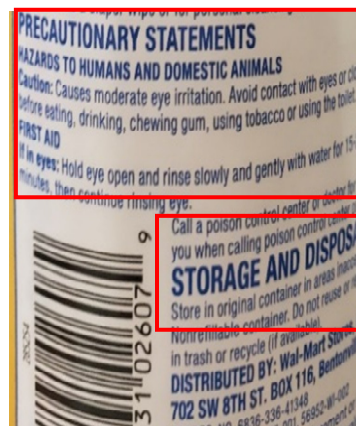
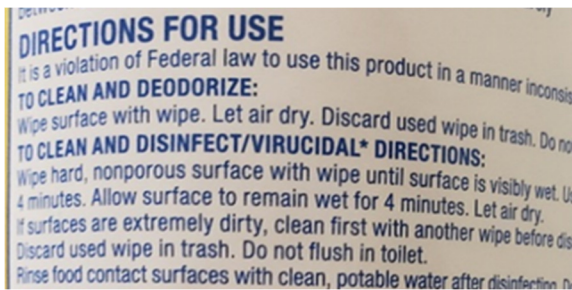
Maintenance and Use of Disinfectant Wipes & Sprays

Wipes

Staff may bring their own disinfectant wipes given that safety and health requirements are followed



Follow the Directions for **Use & Storage** and **Disposal** Instructions on the label



Precautionary and hazard statements

Storage and disposal

- Wipe surface and let surface completely air dry before coming into contact with the surface.
- Never mix products.

Specific Requirements



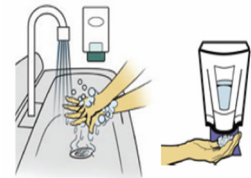
Not for cleaning or sanitizing skin



Causes moderate eye irritation.
Avoid contact with eyes



Do not use to disinfect dishes, glassware or utensils



Wear gloves if preferred and wash hands with soap and water after use

Storage and Disposal



Store in original container



Keep away from children's reach in locked area



Dispose wipe in trash after use.
DO NOT flush



Discard empty container in recycling

Maintenance and Use of Disinfectant Wipes & Sprays

Lysol Spray

Lysol spray should only be used in clinics and isolation rooms.



Hazard Identification of Aerosolized Disinfectant



Health Effects

- Coughing
- Respiratory tract irritation
- Can trigger asthma or irritation when inhaled
- Throat irritant

Can cause allergic reactions or sensitivities



Irritant

- Causes moderate eye irritation and redness.
- Causes moderate skin irritation



Flammable Aerosol

- Contents under pressure- may burst if heated.
- Keep away from heat, sparks and open flames

Appendix I:

Isolation Nurse Role and Responsibilities



Isolation Room Nurse Responsibilities

- Complete any required training
 - Ensure that all relevant educational posters are placed
 - Be familiar with COVID 19 signs and symptoms and the differences between influenza and COVID 19 or any other viral illnesses
- Receive students from Health Room or Classroom as appropriate
 - Assess signs and symptoms
 - Provide notification to parents
- Ensure all documentation is completed in a timely manner
 - Complete Daily Log for student visits
 - Complete Coronavirus Notification Form
 - Ensure Clinic Passes are received and completed
- Ensure Student privacy is maintained
- Notify administration if student/s are not picked up within 1 hour
- Maintain closed environment
- Limit number of personnel and students allowed in room to control exposure
- Ensure physical distancing requirements are being met
- Ensure proper disinfection of supplies, equipment and exam table are completed between each student
 - If extensive cleaning is required notify Office Manager or designee to have custodial staff complete proper disinfection
- Meet CORE Requirements
- Maintain PPE supplies and equipment for daily operations based on Isolation Room Supply list provided
 - When supply levels are at minimum, notify the Office Manager or designee for resupply
 - Perform a daily inventory to ensure no short fall occurs
- Notify FDOH with any suspected or confirmed cases of COVID-19
- Notify Coordinated Student Health Services Nurse Team Lead
- Follow-up 24 to 48 hours after disposition from school
- Consult with schools regarding communicable disease concerns.

Appendix J:

Prevention Strategies & Infection Control Measures



**Protocol for Prevention Strategies and Infection Control Measures
for Novel Coronavirus (COVID-19)**

INTRODUCTION

**PROTOCOL FOR PREVENTION STRATEGIES AND INFECTION CONTROL MEASURES FOR NOVEL
CORONAVIRUS (COVID-19)**

1. Prevention Strategies (Infection Control Precautions)
2. Health Clinic
3. Mandatory Education
4. Practice Physical Distancing
5. When is sick too sick to attend school?
6. Return to School per CDC Guidelines
7. Testing

APPENDICES

1. PANDEMIC SUPPLIES LIST
2. CLINIC SUPPLY LIST
3. ISOLATION ROOM SUPPLY LIST
4. PROTOCOL FOR MANAGING STUDENTS REPORTING OF A POSITIVE CASE OF COVID-19
5. PROTOCOL FOR MANAGING WITH SUSPECTED COVID-19 SYMPTOMS AT SCHOOL
6. CORONAVIRUS SCREENING FLOWCHART
7. COVID-19 SCHOOL OPENING PRINCIPAL CHECKLIST
8. CORONAVIRUS NOTIFICATION FORM
9. WASH YOUR HANDS POSTER
10. PHYSICAL DISTANCING
11. COVER YOUR COUGH POSTER
12. STOP THE SPREAD OF GERMS POSTER
13. HOW TO SAFELY WEAR AND TAKE OFF A CLOTH FACE COVERING
14. USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)
15. WHAT YOU NEED TO KNOW ABOUT 2019 NOVEL CORONAVIRUS
16. WHAT TO DO IF YOU ARE SICK WITH 2019 CORONAVIRUS
17. COMMUNICATION TO PARENTS/GUARDIANS
18. SAMPLE SCHOOL OPENING LETTER FOR PARENT
19. FDOH EPIDEMIOLOGY CONTACT NUMBERS
20. COMMUNITY RESOURCES – MEDICAL/HEALTH CLINICS FOR FAMILIES
21. PANDEMIC RESPONSE GUIDE LEVEL SIX-RECOVERY

PROTOCOL FOR PREVENTION STRATEGIES AND INFECTION CONTROL MEASURES

FOR NOVEL CORONAVIRUS (COVID-19)

INTRODUCTION:

This planning protocol is intended to support schools in ensuring a safe and healthy environment for all Broward County Public Schools (BCPS) students, staff and families upon returning to schools. Coordinated Student Health Services strive to accomplish this goal by putting these protocols in place in order to prevent exposure and spread of COVID-19 and other contagious respiratory illnesses in school buildings. The main strategies to protect your staff, student and visitors include: restrict/limit workplace entry of number of visitors and screening of individuals entering workplace.

This planning protocol will address BCPS Contingency Pandemic Action Plan Levels of response. The Recovery Phase - Level 6, goal of schools/departments is to ensure continuous well-being of staff and students while allowing education services to be fully restored. It will stress the importance of Prevention Strategies (Infection Control Precautions), Screening (Identification of Virus) and Follow up Measures when possible cases of COVID-19 are identified (Students and Staff). This planning protocol will serve as a directive for ALL school staff once Broward County Public Schools reopen for face-to-face education.

1) Prevention Strategies (Infection Control Precautions)

- a) Everyone is mandated to wear a face mask while on School Campuses, based on physical ability to remove mask by self. Exceptions will be based on a case by case basis based on medical condition/s.
- b) The best way to prevent COVID-19 is to avoid being exposed to the virus. The virus is easily spread from person to person. Students, teachers, and staff are strongly encouraged to follow the Centers for Disease Control and Prevention (CDC) and Florida Department of Health in Broward (DOH-Broward) guidelines.
- c) Post reminders at entryways not to enter schools if experiencing signs of illness.
- d) To practice good hygiene
 - i) Establish a time schedule for effectively cleaning and disinfecting buildings once students return.
 - ii) Increase frequency of cleaning during flu season or with increased COVID-19 exposure.
 - iii) Disinfect surfaces like doorknobs, tables, desks, and handrails using School Board approved germicide Wex-Cide as recommended by the SBBC Contingency Management Planning Guide for Coronavirus Pandemic. Ensure you follow the contact guidelines when applying.
 - iv) Ensure sufficient amount of accessible hand sanitizing stations are available.
 - (1) Entry/Exit of building
 - (2) Cafeteria
 - (3) Gymnasium
 - (4) Media Center
 - (5) Isolation Room
 - (6) Health Clinic
 - v) 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.
 - vi) Avoid touching your face
 - vii) Sneeze and cough into a tissue or inside of your elbow. Dispose of tissue in trash can and wash your hands.
 - viii) Provide no touch trash receptacles and that they are placed appropriately to minimize exposure.
 - ix) Determine need for other protective barriers are available for high traffic areas. Ie. Front office/Reception area.

- x) Evaluate how hygiene products like soap, paper towels, tissue and toilet paper are dispensed, how frequently they are replenished and where they are stored.

2) Health Clinic

- a) Limit number of students entering the clinic at the same time to maintain 6-foot physical distance requirement. Teachers should call the clinic prior to sending student to minimize exposure and maintain physical distancing.
- b) Clinics with limited capacity will require additional space to mitigate exposure to the virus.
- c) The schools will have a nurse for each, the clinic and the isolation room. Student with suspected or confirmed COVID-19 will be escorted to the isolation room by isolation room nurse. If nurse is unable to escort, school staff will provide escort wearing appropriate PPE.
- d) Students with Chronic Health conditions should be evaluated independently to mitigate exposure to sick students.
- e) Establish schedule for students receiving daily medications to mitigate exposure to sick students with fever.
- f) Clinic Staff will wear all appropriate PPE at all time while in school.
- g) Thorough cleaning of all surfaces in the health room must be done daily by custodial staff and as needed.
- h) The clinic staff will ensure all equipment is clean and disinfected in between every student.
- i) All clinics should have non-porous surface exam tables allowing for surfaces to be easily wiped down in between students. Table paper will be changed in between every student. No cloth furniture should be in Health Clinic.
- j) Minimally disposable masks should be available for:
 - i) Health room staff
 - ii) Any employee with medically fragile children.
 - iii) Any person exhibiting symptoms (2-3 masks should be available in every classroom)
 - iv) Front Office Staff

3) Mandatory education and training of students, teachers and staff prior to start of school year: Posters and flyers on Coronavirus have been distributed to schools and placed in different areas of facility.

- a) COVID-19 Staff Awareness training are posted on Canvas, LAB and CSHS SharePoint for all teachers and staff and will include:
 - i) Donning and Doffing Personal Protective Equipment (PPE)
 - ii) Recognition of signs and symptoms of COVID 19
 - iii) Infection Control
 - (1) Handwashing
 - (2) Cover your cough/sneeze
 - (3) Procedure for managing students with suspected COVID-19 symptoms
 - (4) Procedure for managing students with a positive case of COVID-19
 - (5) Disinfection of common surfaces
 - iv) Isolation Room procedures and supply list
 - v) COVID-19 School Opening Principal Checklist
 - b) Student COVID-19 Training is posted on CANVAS for teachers to download to their class module, and shown to the students. Training will include:
 - i) Handwashing
 - ii) Recognition of symptoms for COVID-19
 - iii) Cover your cough
 - iv) "When is Sick too Sick for School"
- C) School Administration will ensure staff watch the COVID-19 Staff Awareness Training, and students watch the COVID-19 Student Training prior to end of 2nd week of school. 100% Compliance is expected.

Practice Physical Distancing

- a) Each school must have an isolation room or space separate from the School Clinic where students who may have COVID-19 or another communicable disease will wait to be evaluated and picked up. This room will be. **This room will be staffed by an additional RN/LPN.**
- b) **Ensure that proper physical distancing markers are properly placed and adhered to.**
- c) Separate students and staff exhibiting signs and symptoms of infection from healthy students and staff and place mask on them if not already wearing mask if appropriate.
- d) Students who are ill should be escorted out of the building by designated healthcare personnel / staff to their parents to ensure security of student.
- e) Healthcare personnel will establish a schedule for students receiving daily medications to mitigate exposure to sick students.
- f) Masks or face cloth covering **will** always be worn **while on school campus**. Face covering will comply with Centers for Disease Control and Prevention (CDC) guidelines. Masks or face coverings will comply with the BCPS dress code.
- g) Only staff or students that have a medical exemption will be allowed to not wear a face mask, but proper protection will be provided to them to ensure their safety.
- h) Medical Fragile and students with disabilities wearing of a mask will be determined on a case by case basis. This will allow for proper determination of ability to don and doff mask independently. A separate area should be designated for treatment of high-risk students for health procedures i.e. tube feedings and suctioning.
- i) Increase physical distancing; mark floor areas with lines 6 feet apart; limit number of individuals being serviced at intervals/entering school building. Allow no more than 6 people at a time if possible, in front office of school building, based on space and ability to maintain physical distancing guidelines. Areas of significance are, but not limited to school entrances, school clinic, gymnasium, media centers cafeteria, and auditorium
- j) Teachers should call the clinic prior to sending student to the clinic or isolation room to minimize exposure.
- k) All visitors must wear face covering when entering the school.
- l) Schools and departments should maintain a detailed log of all visitors, staff and vendors; all persons entering the building and who they are visiting. This information will assist with contact tracing. The log should include the date, time, first and last name, location and individual visiting and phone number.

4) When is sick too sick to attend school?

- a) Student, Teachers, and Staff are expected to stay home if they have any the following acute symptoms:
 - i) Temperature of 100.4 degrees or greater
 - ii) Persistent cough
 - iii) Shortness of breath or difficulty breathing
 - iv) Chills, repeated shaking with chills
 - v) Muscle or body aches
 - vi) Headache
 - vii) Sore Throat
 - viii) New loss of taste or smell
 - ix) Nausea
 - x) Vomiting or diarrhea
- b) ALL students, teachers, and staff will follow the guidelines of *“When Is Sick Too Sick” to attend school provided by Student Services Department*. Anyone reporting to school sick will be sent home.
- c) **IF YOU FEEL SICK, Stay home. DO NOT** come to work. Contact your healthcare provider and follow their direction.

- d) IF YOUR CHILD(REN) ARE SICK, keep them home. DO NOT send them to school. Contact their healthcare provider and follow their direction.
- e) IF SOMEONE IN YOUR HOUSEHOLD HAS TESTED POSITIVE FOR THE CORONAVIRUS, keep the entire household at home. DO NOT go to work or school and contact your healthcare provider.
- f) Remember if one person comes into your school sick, it can potentially cause an entire school to close.
- g) Monitor absenteeism. Report absenteeism of students three consecutive days to the healthcare personnel at your school health room.

5) Return to School - CDC Guidelines, Broward County Public Schools (BCPS) Department of Health in Broward (DOH-Broward):

- a) Refer to CDC Guidelines for current guidelines due to ongoing changes
- b) Students or staff who tested positive for COVID-19 will need to provide one negative test for COVID-19 before returning to school. In addition, students or staff living in same household as a person who tested positive for COVID-19 must stay home and quarantine for 14 days and provide negative results for COVID-19 prior to returning to school.
- c) School staff will provide clinic staff with increased absenteeism due to illnesses. Clinic staff will follow up on students with prolonged absenteeism and document on nursing narrative notes. Frequency of follow up will be determined by diagnosis.
- d) Per CDC Guidelines Return to School after Exclusion: Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC, BCPS, DOH-Broward. Currently those guidelines are:
 - i) **Untested.** Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:
 - (1) They have not had a fever for at least 24 hours (without the use of fever reducing medicine); and
 - (2) Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - (3) At least ten (10) calendar days have passed since your symptoms first appeared; and
 - (4) They have received one negative test result.
 - ii) **Tested.** Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:
 - (1) No longer have a fever for 24 hours (without the use of fever reducing medications); and
 - (2) Other symptoms have improved, and it has been at least 10 days since onset of symptoms; and
 - (3) They have received one negative test result.
 - iii) **Tested with no symptoms.** Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten (10) calendar days without symptoms, received one negative test result and have been cleared by a healthcare provider
 - iv) **Hospitalized COVID-19 Case:** May return to school after 20 days after discharge date, fever free for 24 hours without fever reducing medications, and all other symptoms have improved, and one negative test.
- e) **Siblings or Other Students in the Household:** If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, his or her siblings or other students living in the same household will be questioned and if they exhibit symptoms, they will also be excluded from school. If they do not exhibit symptoms, they may still be excluded from school and asked to self-quarantine. Contact Tracing will be done by DOH-Broward. They will determine the need for quarantine.
- f) **Self-Quarantine:** If a student or employee has recently had direct contact with a person with COVID-19 symptoms or diagnosed with COVID-19. BCPS may exclude the student or employee from the school

building and recommend that they self-quarantine for 14 calendar days. The individual should monitor for symptoms. If they notice symptoms, they should seek advice from their Healthcare Provider and get tested, and follow return to school guidelines.

- g) Contact Tracing: Students and staff with COVID-19 like symptoms will be added to a Suspected Case COVID-19 Line List Form. The form should be completed by the clinic nurse/school health personnel or designated school staff and faxed daily to Coordinated Student Health Services at 754-321-1692. Coordinated Student Health Services will forward information to the Florida Department of Health in Broward for tracking purposes.

Testing: Coordinated Student Health Services Department in collaboration with local Florida Department of Health in Broward will provide COVID-19 PCR testing sites on CSHS SharePoint to assist students, staff and families in locating a test site.

DOH-Broward will notify CSHS when any student tests positive during normal business hours. CSHS will notify the respective school during normal business hours. DOH-Broward will call the assigned CADRE after hours and weekends.

Please refer to SBBC Contingency Management Planning Guide for COVID-19 Pandemic for further resources. Due to ongoing changes with the Novel Coronavirus, we highly recommend that you keep updated with additional resources on CDC website: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html> and the BCPS Coronavirus website: www.browardschools.com/coronavirus.

PANDEMIC SUPPLIES LIST

All pandemic materials are ordered through Procurement and Warehousing Department.

		BRITE Item Number
W87476	Safety glasses	4003558
W87660	Facial tissue	10000209
W87662	First aid kit	4032680
	Hand sanitizer wipes	4029170
	Hand sanitizer refill (Purell)	4003381
W87664	Hand sanitizer Foam	1003841
	Hand sanitizer dispenser	1007540
W87672	Foam soap (antimicrobial) pump bottle	1007401
	Foam soap (antimicrobial) dispenser	1007402
	Gloves (size: Small, Medium, Large, X- Large)	
	Surgical Mask	
W91131	Germicidal cleanser (Wex-Cide)	1000068

CLINIC SUPPLY LIST

CLINIC SUPPLY LIST	Min	Max
Individually wrapped sterile gauze dressings 2" x 2"	1	2
Individually wrapped sterile gauze dressings and / or 4" x 4"	1	2
Roller bandage (2" and 3") - gauze elastic type	2 ea	3 ea
Bandage tape, assorted widths	1 bx	2 bx
Absorbent cotton balls (non-sterile)	1 bag	1 bag
Adhesive Strips (assorted widths)	1 bx/ea	2bx/ea
Antibacterial Soap		
Bandage scissors -	1 ea	1 ea
Individually wrapped cotton tipped applicators	1 bag	1 bag
Individually wrapped alcohol prep-pads (70% Isopropyl alcohol)	1 bx	2 bx
Tongue blades, non-sterile	1 bx	1 bx
Hand sanitizer (60% alcohol based) and dispenser	1	2
Paper drinking cups	1 tube	2 tube
Disposable tissues, facial, non-sterile	1 bx	3 bx
Disposable hand wipes	1 pack	3 packs
Ice packs	1	5
Recovery Couch/with roller paper attached	1	1
Paper for Recovery Couch	5 rolls	1 bx
Sanitary napkins (adhesive)	1 bx	2 bx
Plastic self-sealing bags (sandwich and 1-gallon size)	2 ea	3 ea
Disposable examining gloves, latex and latex free (small, medium, large and extra-large)	1 ea	3 ea
Trash can with self-closing lid	1	1
Disposable waste basket liners	2	5
Body fluid clean up kit	1	1
Cleaning Disinfectant such as Wexcide (Provided by Custodial Staff)	1	1
CPR Micro Shield	1/trained staff	1/trained staff
Physician scale with balance beam	1	1
Wheelchair	1	2
First Aid Kit	1	1
Stop the Bleed Kit (School Based Supply)		
Compact frost-free refrigerator	1	1
Locked cabinet for medication storage	1	1
Locking file cabinet for student medical records	1	1
Eye protection (face shield or goggles)	1/person	1/person
Digital No touch thermometer	1	2
Pulse Oximeters	1	1
Face coverings and/or surgical masks (to be provided to ill students with fever and cough)	1 bx	5 bx
Disinfecting wipes	1 ea	2 ea
Disposable barrier gowns	5 ea	10

ISOLATION ROOM LIST - RECOMMENDED (Minimum and Maximum Amounts)

ISOLATION ROOM LIST – RECOMMENDED	Min	Max
Room (size able to maintain 6-foot physical distancing) with sink and soap dispenser (paper towels) designated restroom only to be used by isolation staff/students.	1	1
Desk with chair and phone for Isolation Room Staff	1	1
Hand Radio	1	1
Chairs (for seating students – while waiting to be picked up by parent)	3	5
Wheelchair (stored in clinic)		
Laptop with intranet/internet access (if available)	1	1
Office supplies (pens, note paper, printer access, clipboards, binders, folders)		
Exam Table or bed (if available)	1	2
Table Paper Rolls (if available)	1 roll	4 rolls
Disposable Tissue, Facial	2	4
First Aid Kits	1	1
Micro shield for CPR (one per CPR certified person, if available)	1/person	1/person
Pulse Oximeter (provided by nurse)	1	1
Disinfecting Wipes	1 bucket	2 buckets
Barrier Gowns	5 each	10 each
Full Face Shield	1/person	1/person
Face Masks (adult and child)	1 bx	2 bx
Gloves:		
Small	2 bx	3 bx
Medium	2 bx	3 bx
Large	1 bx	2 bx
Hand Sanitizers	1 bottle	3 bottle
No Touch Thermometers	1 each	1 each
No Touch Trash Receptacle	1	1
Small Trash Can	1	1

Please order the Isolation Room supplies from the Procurement and Warehousing Services Department.

**PROTOCOL FOR MANAGING STUDENTS REPORTING OF
A POSITIVE CASE OF COVID-19**

1. The Principal or designee/health care personnel is informed by parent that their child has a positive case of COVID-19.
2. Principal or designee/health care personnel should complete the *Coronavirus Notification Form*, with any details of any staff, students and/or visitors the student has been in contact with 2 days prior to onset of symptoms. Obtain any information from student/parent regarding contacts, such as siblings, schools attended by siblings, bus schedules, associates and any extracurricular activities, the student has participated in.
3. Principal or designee/healthcare personnel should **immediately** contact Florida Department of Health in Broward (DOH-Broward) and fax all information to **954-762-3932**.
4. Principal or designee/health care personnel should report and fax all information to Coordinated Student Health Services.
5. The Principal or designee/health care personnel will notify Coordinated Student Health Services Department Clinical Nurse Team Lead assigned to their school.
6. Clinical Nurse Team Lead will follow up with DOH-Broward regarding further guidance and action steps and provide follow up to the Principal or designee.
7. DOH-Broward will initiate contact tracing and be responsible for providing guidance to the school and Clinical Nurse regarding individuals with direct and indirect exposure.
8. Those individuals having direct exposure will be informed to self- quarantine for 14 days, monitor symptoms and get tested. Those with indirect exposure should quarantine for 14 days, monitor their symptoms and get tested if they become symptomatic.
9. Principal or designee will send notification letter to staff and/or students that may have been exposed to the student that is reported positive for COVID-19. No disclosure of the individual who has reported testing positive should be shared.
10. The principal should notify other school administration for any siblings of the student and inform them to be sent home, self-quarantine and monitor for symptoms.
11. When a student with COVID-19 symptoms is identified has left the school, the Principal should notify the custodial staff to clean and disinfect the areas according to established cleaning protocols.

PROTOCOL WHEN STUDENT RETURN TO SCHOOL

1. Parent/guardian shall notify school staff prior to child returning to school to ensure quarantine/isolation have been completed.
2. **Student with COVID-19 who have symptoms** may return to school when at least 10 days have passed since onset of symptoms, and at least 24 hours without the use of fever-reducing medication and other symptoms have improved and **one (1) negative** test result.
3. **Student with a positive COVID-19 test result who does not have symptoms** may return to school at least 10 days after the date, with **one (1) negative** test result.
4. Student must return to school with a note from their health care provider.

PROTOCOL FOR MANAGING STUDENTS WITH SUSPECTED COVID-19 SYMPTOMS AT SCHOOL

If a student feels ill, or if someone observes that another student(s) is/are exhibiting symptoms of Coronavirus illness, he/she is to contact the principal's designee by telephone, if possible. Try to avoid face-to-face contact if possible.

1. The Principal or designee/health care personnel should avoid close-proximity with the student and maintain physical distancing. They must wear a mask and gloves and adhere to infection control precautions.
2. The Principal or designee/health care personnel should check if the student has any of the following symptoms:
 - Temperature of 100.4 degrees or greater
 - Persistent cough
 - Shortness of breath
 - Chills, repeated shaking with chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
 - Vomiting or diarrhea
 - If they have any emergency symptoms, extreme shortness of breath/difficulty breathing, call 9-1-1 immediately
3. If the student does have symptoms, he/she should be treated as a "suspect case".
4. The student should be taken to the isolation room by school staff for further assessment. This is to help protect other staff and students.
5. Principal or designee/health care personnel will notify parent/guardian and monitor student in the isolation room until they are picked up by parent/guardian.
6. Minimum assessment by health care personnel to be gathered are vital signs (temperature, pulse, respirations and if available oxygen saturation with pulse oximetry).
7. Principal or designee/health care personnel should complete the *Coronavirus Notification Form*, with any details of any staff, students and/or visitors the student has been in contact with. Obtain any and as much information as possible from student/parent regarding contacts, such as siblings, schools attended by siblings, associates, bus schedules and any extracurricular activities, the student has participated in.
8. Principal or designee/health care personnel should **immediately** contact DOH-Broward and fax all information to **954-762-3932**.
9. Principal or designee/health care personnel should report and fax all information to Coordinated Student Health Services Department.
10. Ensure all documentation is completed for every student visit (clinic pass, daily log, *Coronavirus Notification Form, Suspected Case COVID-19 Line List, COVID-19 Nurse Narrative Note*).

11. Students must be picked up as soon as possible. If the student remains in clinic after one hour, notify administration immediately.
12. If student has **potential life-threatening symptoms, call 9-1-1 immediately.**
13. Parent should be informed to immediately contact a health care provider, be provided with local test sites available, and informed of the return to school guidelines.
14. The Principal should notify the student's teachers and staff of the suspected case.
15. When a student with suspected symptoms if identified has left the school, the Principal should notify the custodial staff to clean and disinfect the areas according to established cleaning protocols.
16. Principal or designee/health care personnel will follow up with parent/guardian regarding student's disposition within 48-72 hours.
17. Student may return to school if they have been without fever for at least 24 hours without taking fever-reducing medication, and other symptoms have improved and it has been at least 10 days since symptoms, and **one (1) negative COVID-19 test.**
18. The parent should notify the school prior to the student returning.

COVID-19 SCREENING FLOWCHART

Does the student have any of the following symptoms?

- Temperature of 100.4 degrees or greater
- Persistent cough
- Shortness of breath
- Chills, repeated shaking with chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Vomiting or diarrhea
- If they have any emergency symptoms, extreme shortness of breath/difficulty breathing, call 911

If yes, person should be considered as possible
Coronavirus case

- **Fill out the Coronavirus Notification Form. Notify Florida Department of Health in Broward (DOH-Broward) at 954-762-3932 immediately.**
- If student, he/she should, be isolated promptly in an isolation room separate from other students and picked up by parent/guardian **immediately**.
- Place face mask on student.
- Have someone escort student to their vehicle.
- Do not allow parent/guardian to enter building
- Have student follow CDC/SBCC guidelines for returning to school.
- Advise parent to call his/her health care provider (HCP) by telephone to discuss their symptoms and discuss of their need to be seen or evaluated or tested.

Students with Coronavirus-like illness should stay home and self-quarantine for 14 days. Students may return to school with clearance from HCP and after completion of self-quarantine.
(Please refer to CDC Guidance for any changes.)

**Fax completed Notification Form to
Coordinated Student Health Services Nursing Center
at 754-321-1692 immediately.**

COVID-19 SCHOOL OPENING PRINCIPAL CHECKLIST

The following checklist is designed to be a simple yet useful tool in prioritizing school and clinic needs as school systems plan for the reopening of schools. This aims to assist in organizing personnel, resources and determining students, faculty and staff needs.

- Administration and staff have reviewed the **Protocol for Prevention Strategies and Infection Control Measures for Novel Coronavirus (COVID-19) in the Pandemic Recovery Planning Guide**.
- Teachers and staff trainings are **completed by the second week of school**, including educational videos on Donning and Doffing Personal Protective Equipment (PPE), Recognition of signs and symptoms of COVID-19, Infection Control and Isolation Room procedures.
- Students have completed trainings, including educational videos on handwashing techniques, recognition of signs and symptoms of COVID-19 and physical distancing practices **by the second week of school**.
- Designate an Isolation Room able to support students suspected or confirmed with COVID-19.
- Ensure Suspected Case COVID-19 Line List Form is completed and faxed daily to CSHS Department at 754-321-1692.
- Provide adequate PPE and supplies to clinic and isolation room. Maintain adequate stockpile throughout Pandemic response period as per CDC guidelines. Refer to **Appendix 1 of Protocol for Prevention Strategies and Infection Control Measures for Novel Coronavirus (COVID-19) for Pandemic Supplies list**. Provide No-Touch thermometers to clinic staff and trained personnel for temperature screenings.
- Provide PPE supplies per classroom such as (masks, gloves)
- Bathrooms must be adequately supplied with soap and paper towels or hand drying equipment.
- Provide hand sanitizers in areas with limited access to hand washing.
- Establish a disinfection/cleaning schedule for clinic, Isolation Room and commonly used surfaces.
- Prepare floor markings 6 feet apart to comply with CDC guidelines for physical distancing in areas such as front office, clinic, isolation room, hallways, cafeteria, and media center first day of school year.
- Place posters with COVID-19 educational materials in strategic areas such as front office, restrooms, cafeteria, gyms, and hallways by the end of the second week of school.
- Emergency Contact Cards are updated with two current phone numbers for parents/guardians.
- Avoid use of water fountains to minimize exposure to the virus.

CORONAVIRUS NOTIFICATION FORM

Name: _____ Date/Time: _____

Grade: _____ Age: _____

School/Work Location: _____ Date symptoms started: _____

On what date did he/she begin self-isolation? _____

Is your child a walker, bus rider or car rider? _____

Bus rider schedule if applicable: _____

Does he or she attend before and/or after care? _____

Any known contacts within schools within last 2 days: (Teachers, classmates, etc.)

What extracurricular activities have you attended in the last 2 days:

Any sibling attending, and/or family members working at Broward County Public Schools:

How can you be reached? Phone: _____ E-mail: _____

Any recent travel? _____

What Signs/Symptoms did they have?

Fever: _____ Cough: _____ Runny Nose: _____ Sore throat: _____ Headache: _____

Loss of taste or smell: _____ Shortness of Breath/Breathing Difficulty: _____

Chills: _____ Body aches: _____ Any other symptoms: _____

Call DOH-Broward Epidemiology at **954-847-8039** (8 a.m. to 7 p.m.) or **954-412-7300** immediately and/or **FAX to 954-762-3932** on next business day.

Fax the completed form to Coordinated Student Health Services at **754-321-1692** or **754-321-1687** on next business day.

NOTES: _____

WASH YOUR HANDS POSTER

CLEAN HANDS KEEP YOU HEALTHY.

Wash your hands with soap and water for at least **20 SECONDS.**

LIFE IS BETTER WITH **CLEAN HANDS**

www.cdc.gov/handwashing

This material was developed by CDC. The use of this material with other health campaigns is made possible by a partnership between the CDC, the National Endowment for Democracy, and the Department of Health and Human Services. For more information, visit www.cdc.gov/handwashing.

When and How to Wash Your Hands: During the Coronavirus Disease 19 (COVID-19) pandemic, keeping hands clean is especially important to help prevent the virus from spreading.

Handwashing is one of the best ways to protect yourself and your family from getting sick. Learn when and how you should wash your hands to stay healthy.

How Germs Spread: Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

Key Times to Wash Hands: You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- **Before, during, and after** preparing food
- **Before** eating food
- **Before** and **after** caring for someone at home who is sick with vomiting or diarrhea
- **Before** and **after** treating a cut or wound
- **After** using the toilet
- **After** changing diapers or cleaning up a child who has used the toilet
- **After** blowing your nose, coughing, or sneezing
- **After** touching an animal, animal feed, or animal waste
- **After** handling pet food or pet treats
- **After** touching garbage

During the COVID-19 pandemic, you should also clean hands:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

Follow Five Steps to Wash Your Hands the Right Way: Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Use Hand Sanitizer When You Can't Use Soap and Water

You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available. Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

Sanitizers can quickly reduce the number of germs on hands in many situations. However,

- Sanitizers do **not** get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

Caution! Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed. Keep it out of reach of young children and supervise their use.

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

PHYSICAL DISTANCING



Social Distancing for Infectious Disease

Florida Department of Health • FloridaHealth.gov

Social distancing measures are taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings and canceling events.

Protect yourself and your community.

Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing or sneezing. If you don't have soap and water, use an alcohol-based hand sanitizer with at least 60% alcohol. Avoid close contact with people who are sick, and stay home when you're sick.



Change your daily habits.

Avoid shopping at peak hours and take advantage of delivery or pick-up services with retailers.



Work with your employer.

Cooperate with leadership to change company practices, set up flexible shift plans, have employees telecommute, and cancel any large meetings or conferences.



Look for communications from universities and colleges:

Regarding suspending classes, going to web-based learning and canceling all large campus meetings and gatherings.



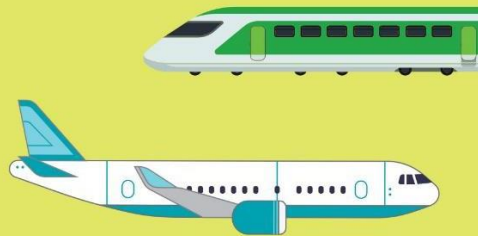
Keep at least six feet between you and other people.

Avoid shaking hands as a social greeting.



Avoid public transit if possible.

Don't travel to areas with active outbreaks.



Avoid crowded places.

Sporting events, community festivals, and concerts



Learn more:

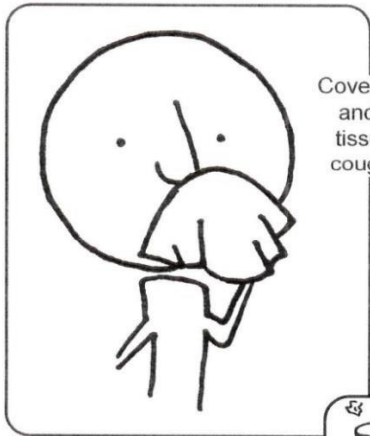
tinyurl.com/CDCgatherings

tinyurl.com/FLcdcprevention

COVER YOUR COUGH POSTER

Stop the spread of germs that make you and others sick!

Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze *or* cough or sneeze into your upper sleeve, not your hands.



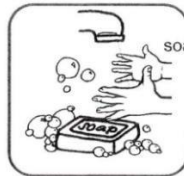
Put your used tissue in the waste basket.



You may be asked to put on a surgical mask to protect others.

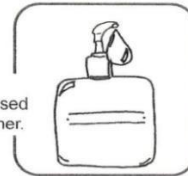
Clean your Hands

after coughing or sneezing.



Wash with soap and water

or
clean with alcohol-based hand cleaner.



Minnesota Department of Health
625 N. Robert Street, P.O. Box 64975
St. Paul, MN 55164-0675
651-201-5414 TDD/TTY 651-201-5797
www.health.state.mn.us



12/14/12

STOP THE SPREAD OF GERMS POSTER



STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: www.cdc.gov/COVID19

CS314915-A

HOW TO SAFELY WEAR AND TAKE OFF A CLOTH FACE COVERING

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



03/16/2020 04:16:00Z, 8:57 PM

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Important Information About Your Cloth Face Coverings

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:



Stay at home as much as possible



Practice social distancing (remaining at least 6 feet away from others)



Clean your hands often



In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.



How cloth face coverings are different from other types of masks

Cloth face coverings are NOT the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by healthcare personnel, first responders, and workers in other industries. These masks and respirators are personal protective equipment (PPE). Medical PPE should be used by healthcare personnel and first responders for their protection. Healthcare personnel and first responders should not wear cloth face coverings instead of PPE when respirators or facemasks are indicated.



N95 respirator



Cloth covering

General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping



Avoid touching your face as much as possible. Keep the covering clean. Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering. Don't share it with anyone else unless it's washed and dried first. You should be the only person handling your covering. Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.

For more information, go to: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

USE OF PERSONEL PROTECTIVE EQUIPMENT (PPE)

Using Personal Protective Equipment (PPE) while in the Isolation Room or Health Clinic

How to Put On (Don) PPE Gear

More than one donning method may be acceptable. Training and practice can help with using your PPE can help with safe use. Below is one example of donning.

1. **Identify and gather the proper PPE to don.** Ensure choice of gown size is correct (based on training).
2. **Perform hand hygiene using hand sanitizer.**
3. **Put on isolation gown.** Tie all of the ties on the gown. Assistance may be needed by other healthcare personnel.
4. **Put on surgical facemask.** Do not pinch the nosepiece with one hand. Facemask should be extended under chin. Both your mouth and nose should be protected. Do not wear facemask under your chin or store in pocket or purse between uses.
 - o **Facemask:** Mask ties should be secured on crown of head (top tie) and base of neck (bottom tie). If mask has loops, hook them appropriately around your ears.
5. **Put on face shield or goggles.** Face shields provide full face coverage. Goggles also provide excellent protection for eyes, but fogging is common.
6. **Perform hand hygiene before putting on gloves.** Gloves should cover the cuff (wrist) of gown.
7. **Healthcare personnel may now enter patient room.**

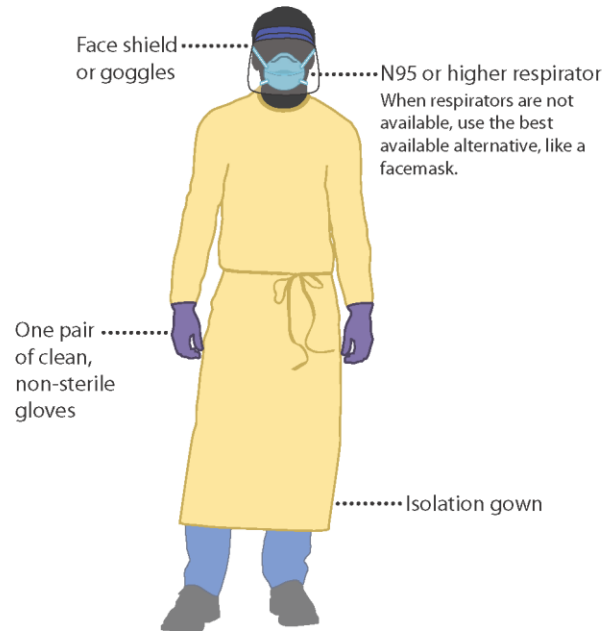
How to Take Off (Doff) PPE Gear

More than one doffing method may be acceptable. Training and practice can help with using your PPE can help with safe use. Below is one example of doffing.

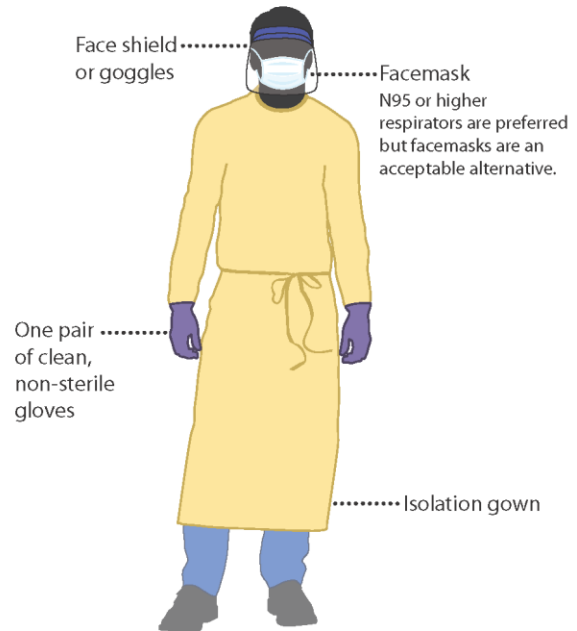
1. **Remove gloves.** Ensure glove removal does not cause additional contamination of hands. Gloves can be removed using more than one technique (e.g., glove-in-glove or bird beak).
2. **Remove gown.** Untie all ties (or unsnap all buttons). Some gown ties can be broken rather than untied. Do so in gentle manner, avoiding a forceful movement. Reach up to the shoulders and carefully pull gown down and away from the body. Rolling the gown down is an acceptable approach. Dispose in trash receptacle. *
3. **Healthcare personnel may now exit patient room.**
4. **Perform hand hygiene.**
5. **Remove face shield or goggles.** Carefully remove face shield or goggles by grabbing the strap and pulling upwards and away from head. Do not touch the front of face shield or goggles.
6. **Remove and discard facemask.** Do not touch the front of the facemask.
 - o **Facemask:** Carefully untie (or unhook from the ears) and pull away from face without touching the front.
7. **Perform hand hygiene after removing the facemask and before putting it on again if your workplace is practicing reuse.***

COVID-19 Personal Protective Equipment (PPE) for Healthcare Personnel

Preferred PPE – Use N95 or Higher Respirator



Acceptable Alternative PPE – Use Facemask



CS 315838-C 03/23/2020

[cdc.gov/COVID19](https://www.cdc.gov/COVID19)

WHAT YOU NEED TO KNOW ABOUT 2019 NOVEL CORONAVIRUS

2019
nCoV
CORONAVIRUS

What you need to know about 2019 Novel Coronavirus (2019-nCoV)

What is 2019 novel coronavirus?

The 2019 novel coronavirus (2019-nCoV) is a new virus that causes respiratory illness in people and can spread from person to person. This virus was first identified during an investigation into an outbreak in Wuhan, China.

Can people in the U.S. get 2019-nCoV?

The 2019-nCoV is spreading from person to person in China and limited spread among close contacts has been detected in some countries outside China, including the United States. At this time, however, this virus is NOT currently spreading in communities in the United States. Right now, the greatest risk of infection is for people in China or people who have traveled to China. Risk of infection is dependent on exposure. Close contacts of people who are infected are at greater risk of exposure, for example health care workers and close contacts of people who are infected with 2019-nCoV. CDC continues to closely monitor the situation.

Have there been cases of 2019-nCoV in the U.S.?

Yes. The first infection with 2019-nCoV in the United States was reported on January 21, 2020. The current count of cases of infection with 2019-nCoV in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

How does 2019-nCoV spread?

This virus probably originally emerged from an animal source but now seems to be spreading from person to person. It's important to note that person-to-person spread can happen on a continuum. Some viruses are highly contagious (like measles), while other viruses are less so. At this time, it's unclear how easily or sustainably this virus is spreading between people. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

What are the symptoms of 2019-nCoV?

Patients with 2019-nCoV have reportedly had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath



CS 314937-A 02/05/2020

What are severe complications from this virus?

Many patients have pneumonia in both lungs.

How can I help protect myself?

The best way to prevent infection is to avoid being exposed to this virus.

There are simple everyday preventive actions to help prevent the spread of respiratory viruses.

These include

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

What should I do if I recently traveled to China and got sick?

If you were in China within the past 14 days and feel sick with fever, cough, or difficulty breathing, you should seek medical care. Call the office of your health care provider before you go and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against 2019-nCoV. The best way to prevent infection is to avoid being exposed to this virus.

Is there a treatment?

There is no specific antiviral treatment for 2019-nCoV. People with 2019-nCoV can seek medical care to help relieve symptoms.

For more information: www.cdc.gov/nCoV

WHAT TO DO IF YOU ARE SICK WITH 2019 NOVEL CORONAVIRUS

2019
nCoV
CORONAVIRUS

What to do if you are sick with 2019 Novel Coronavirus (2019-nCoV)

If you are sick with 2019-nCoV, or suspected of being infected with 2019-nCoV, follow the steps below to help prevent 2019-nCoV from spreading to people in your home and community.

Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Do not use public transportation, ride-sharing, or taxis.

Separate yourself from other people in your home

As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have 2019-nCoV infection. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can and wash your hands with soap and water for at least 20 seconds. If soap and water are not available, immediately clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

Clean your hands

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. After using these items, you should wash them thoroughly with soap and water.

Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., shortness of breath or difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, 2019-nCoV infection. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office keep other people from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate. <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>.

Discontinuing home isolation

Patients with confirmed 2019-nCoV infection should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments. Current information on 2019-nCoV is limited; thus, home precautions are conservative and based on general recommendations for other coronaviruses, like Middle Eastern Respiratory Syndrome (MERS).



CS 314937-D 02/06/2020

For more information: www.cdc.gov/nCoV

COMMUNICATIONS TO PARENTS/GUARDIANS

Sample Parent Coronavirus Letter for Schools

Dear Parent or Guardian:

Coronavirus is a contagious disease. To prevent widespread Coronavirus in the school, we recommend that your child stay home from school if experiencing flu-like or any other of the following symptoms. The following guidelines will assist you in determining whether or not to send your child to school:

Consider keeping your child at home for an extra day of rest and observation if he or she has any of the following symptoms:

- Very stuffy or runny nose and/or a cough
- Mild sore throat (no fever, no known exposure to Strep)
- Headache
- Mild stomachache

Definitely keep your child at home for treatment and observation if he or she has any of these symptoms:

- Fever (greater than 100.4 degrees by mouth), your child may return to school only after his or her temperature has been consistently below 100.4 degrees, by mouth, for a minimum of 24 hours without fever-reducing medication
- Vomiting (even once)
- Diarrhea
- Chills
- General tiredness or feelings of fatigue, discomfort, weakness or muscle aches
- Frequent congested (wet) or croupy, dry cough
- Lots of nasal congestion with frequent blowing of nose
- Sore throat
- Trouble breathing

To help prevent the spread of Coronavirus, teach your children good hygiene habits:

- Wash hands frequently
- Do not touch eyes, nose or mouth
- Cover mouth and nose when sneezing or coughing with paper tissue or use crutch of elbow. Discard tissues immediately after each use and then wash hands
- Avoid close contact with people who are sick
- Use hand sanitizer when soap and water are not accessible (Parents may purchase hand sanitizer for students to bring to school)

If your child has been diagnosed with COVID-19, the child will need to isolate for a minimum 10 days, be fever free for 24 hours without fever reducing medication, other symptoms have improved and 1 negative test result. Keeping a sick child at home will help minimize the spread of infections and viruses in the classroom. You should also prevent other sibling of all ages from further contact with the child with prescribed symptoms. Contact your health care provider for advice on your child's condition.

Calling in Absence:

If your child has the signs and symptoms mentioned previously, please indicate this to the attendance office staff or leave a message on the recording message for absentees. This information will help in working with the Florida Department of Health to identify and assist families with resources for possible cases of Coronavirus.

Please note absenteeism will not be held against students. Arrangements can be made for continued learning at home.

Sincerely,

Principal

SAMPLE SCHOOL OPENING LETTER TO PARENTS

(Use this letter to inform parents when schools are re-opened.)

Dear Parents,

The _____ health officials have stated it is now safe to reopen schools. Our school will open on _____ . At this time, students may safely return to class.

Even though school is opening, there are still some people who are sick from the virus. Health officials say that pandemic virus outbreaks sometimes happen in waves. This means more people could become sick soon again. If more people get sick, schools may need to close again. We will continue to provide you with the most vital and up-to-date information as soon as possible.

Because the virus can still be spread person-to-person, please keep children who are sick at home. Don't send them to school. Here are some tips for helping those sick with the virus. Keep the sick person as comfortable as possible. Rest is important. For fever, sore throat and muscle aches, use ibuprofen (Motrin) or acetaminophen (Tylenol).

Do not use aspirin with children or teenagers; it can cause Reye's syndrome, a life threatening illness. Keep tissues and a trash bag within reach of the sick person. Be sure everyone in your home washes their hands frequently. Keep the people who are sick with the virus away from the people who are not sick.

We are looking forward to seeing your children again. Please remain alert for any news media updates and periodically check the school district's website for updates or other pertinent information.

In the near future, we will provide you more information about how school days and school work missed during the school closure will be made up. We will also send you a revised school year calendar as soon as possible.

If your child has any physical or mental health needs because of the virus outbreak, please let your child's school counselor know as soon as possible.

Sincerely,

Principal

**FDOH CONTACT NUMBERS FOR COVID-19
CONTACT TRACING/EPIDEMIOLOGY DEPARTMENT**

1. Rafael Mendoza

Office 954-847-8052

Cell 954-270-8905

2. Patrick Jenkins

Office 954-847-8049

Cell 954-734-3046

3. Jennifer Rivas

Office 954-847-8047

Cell 954-270-9889

4. Maureen O 'Keefe

Office 954-847-8104

Cell 954-270-8470

Primary Fax Number: 954-762-3932

COMMUNITY RESOURCES – MEDICAL/HEALTH CLINICS FOR FAMILIES

There are 20 Free or Prorated Clinics Broward County, Florida

[Covenant House Ft. Lauderdale - Fort Lauderdale](#)

Fort Lauderdale, FL - 33304

(954) 561-5559

[House of Hope - Fort Lauderdale](#)

Fort Lauderdale, FL - 33305

(954) 764-5419

[St. Laurence Chapel - Pompano Beach](#)

Pompano Beach, FL - 33069

954-979-6365

[Specialty Care Center - Fort Lauderdale](#)

Fort Lauderdale, FL - 33312

954-463-7313

[Pompano Adult Primary Care Center Annie L. Weaver Health Center - Pompano Beach](#)

Pompano Beach, FL – 33060

954-786-5901

[Pembroke Pines Health Center - Pembroke Pines](#)

Pembroke Pines, FL - 3302

954.989.5747

[SLIDING SCALE](#)

[Broward Partnership For Homeless - Fort Lauderdale](#)

Fort Lauderdale, FL - 33311

954-779-3990

[Hollywood Outreach Health Clinic Broward - Pompano Beach](#)

Pompano Beach, FL - 33069

(954) 935-3004

[Miami Rescue Mision Health Clinic Hollywood - Hollywood](#)

Hollywood, FL - 33020

(954) 620-4032

[Broward Community And Family H - Pompano Beach](#)

Pompano Beach, FL - 33069

954-970-8805

[SLIDING SCALE](#)

[Broward Community and Family Health Center - Hollywood](#)

Hollywood, FL - 33021

(954) 967-0028

[SLIDING SCALE](#)

[7th Avenue Family Health Center - Fort Lauderdale](#)

Fort Lauderdale, FL - 33311

954-759-6600

[Turning Pointbridges Of Ameri - Pompano Beach](#)

Pompano Beach, FL - 33060

954-781-1400

[Edgar Mills Health Center - Fort Lauderdale](#)

Fort Lauderdale, FL - 33315

954-467-4700

[Fort Lauderdale Health Center - Fort Lauderdale](#)

Fort Lauderdale, FL - 33315

954-467-4700

North Regional Health Center - Broward County Health Department - Pompano Beach

Pompano Beach, FL - 33060

954-467-4700

Paul Hughes Health Center - Pompano Beach

Pompano Beach, FL - 33060

954-467-4700

South Regional Health Center - Hollywood

Hollywood, FL - 33021

954-467-4700

Sunshine Health Center - Pompano Beach

Pompano Beach, FL - 33069

(954) 972-6450

House of Hope - Fort Lauderdale

Fort Lauderdale, FL - 33312

954-524-8989

RESOURCES

The following phone numbers may be helpful when initiating the plan:

- Florida Department of Health-Broward: 954-467-4700
- State Department of Health: 1-800-342-3557

The following websites provide further information about pandemic Coronavirus:

The School Board of Broward County:

www.browardschools.com

Centers for Disease Control and Preventions:

www.cdc.gov/nCoV provides background information about Coronavirus, how it is spread, vaccines, outbreak information, travel advice and professional guidance.

World Health Organization: provides updates of global situation, pandemic phases, fact sheets.

www.who.int

Florida Department of Health-Broward

www.broward.florida.health.gov

**LEVEL SIX – RECOVERY AND CODE GREEN FROM SBBC PANDEMIC RESPONSE
GUIDE LEVEL SIX–RECOVERY**

Follow the advice of health officials in managing return to work or school. Watch for other symptoms of grief and trauma. Counseling and support may be required for a significant time after the pandemic has been abated.)

Trigger: Superintendent and Leadership team will determine when Broward County Public Schools will reopen.

Goals: Schools/departments ensure continuing well-being of staff and students, and education services are fully restored, recognizing possible work force reduction impact.

Code: Green

Actions to be taken Getting back to business as usual	Completed
<p>1. Assess capacity of staff to resume normal school operations; determine staffing needs based on returning student population; provide appropriate staff coverage as necessary.</p> <ul style="list-style-type: none"> • Use zone plans for "clustering" students to meet staffing needs and numbers of students returning, as appropriate. 	
<p>2. Cleaning, disinfecting of affected areas including school busses and remote locations.</p>	
<p>3. Arrange debrief of pandemic event for staff and students, if appropriate.</p> <ul style="list-style-type: none"> • Reassure parents/staff that the school environment, transportation vehicles are safe and have been inspected for proper cleaning/disinfection to resume operations. 	
<p>4. Mobilize the Crisis Recovery Unit to address mental health needs, including additional recovery material for the provision of psychological-emotional support for students, staff, families and safe place for counseling.</p> <ul style="list-style-type: none"> • Support and monitor the well-being of staff and students. • Utilize the Staff Assistance Program (EAP) to address the needs of staff and their dependent family members. • Make educational materials available to families and staff on topics such as supporting students in their recovery, common symptoms of loss and grief, and constructive ways to cope with stress. • Work with Family Counseling Centers to provide long term mental/physical health support intervention in collaboration with community resources. 	
<p>5. Keep relevant groups informed through briefings, emails, newsletters and websites.</p>	
<p>6. Evaluate the success of the pandemic plan and make adjustments.</p>	