
BAILEY CHARTER ELEMENTARY SCHOOL

Reopening Plan for the
2020-2021 School Year

COVID-19 RESPONSE AND THE PATH FORWARD



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Introduction

At the direction of Nevada Governor Steve Sisolak and Nevada Superintendent of Public Instruction Jhone M. Ebert, Bailey Charter has prepared a series of plans that meet the various levels of response possible in the wake of the COVID-19 pandemic. These plans include a full distance-learning model, a hybrid combination of in-person and distance-learning, and a full in-person model with certain social distancing criteria met. Additionally, we recognize that the uncertainty of the pandemic will most likely result in utilizing more than one of these plans throughout the school year. With that in mind, we have made a conscious effort to include practices that will make transitions to and from distance learning and a return to some form of in-person instruction, as seamless as possible. Figure 1 demonstrates the community health scenarios and possible state responses that would result in the use of the various instructional models.

The top priorities for consideration during the preparation for the 2020-2021 school year at Bailey Charter Elementary School are ensuring that staff and students are kept safe and healthy as well as that students continue to learn and achieve at high levels. The COVID-19 pandemic is an ongoing crisis that will undeniably continue to present several obstacles that, as a community, will have to be overcome and adapted to as they arise. In addition to ensuring that high-quality, grade level content is taught to our students at all times, the models also include determining and responding to our students' current levels of progress when they return as well as systems for providing a healthy and safe environment through enhanced cleaning procedures, the use of personal protective equipment (PPE), and various procedural changes to mitigate the chance of spreading an infectious disease.

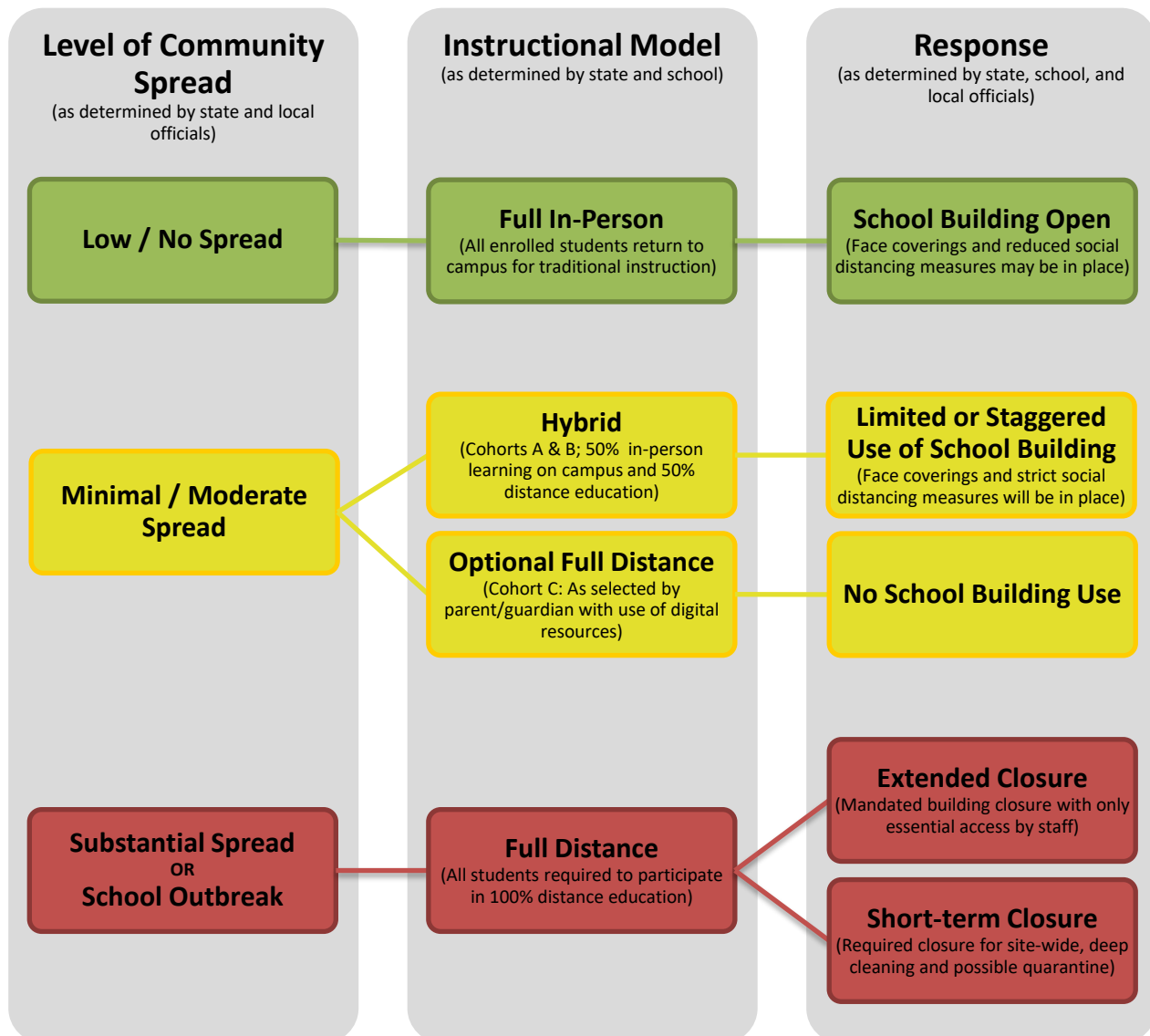


Figure 1: Instructional Model Decision Flowchart

I. Instructional Programs

CALENDAR

The 2020-2021 school year is scheduled to begin on August 10, 2020. Appendix A outlines the proposed calendar including the changes that will be submitted to the Nevada Department of Education for with a *Request for Calendar Adjustment*. In the proposed calendar, the first day of school for students in first through sixth grades will be August 17, 2020 and the first day of kindergarten would be August 24, 2020. Kindergarten assessments will take place on August 17 through August 21, 2020, adhering to social distancing guidelines.

DELIVERY OF INSTRUCTION: SCHOOL OPTIONS

Full In-Person Instruction Program

A fulltime return to in-person instruction while maintaining six-feet of social distance and room occupancies at 50% or less is currently not feasible with our projected enrollment of 260 students. We recognize that this option is the most preferred by both parents and staff but under the current social distancing requirements in the State of Nevada, we would not be able to do so. If the social distancing requirements for schools were to be lessened in the event that all staff and students wore a face mask while on campus, this option would become feasible.

Full Distance Education Program

In the event it is unsafe for students and staff to occupy the school building even while following the proper social distancing requirements, it may be necessary to move instruction to a fully distance model. In this model, students would be asked to utilize the Google Classroom online platform whenever possible to participate in daily video meetings with a certified teacher or licensed substitute teacher. These video meetings will, at a minimum, consist of a social-emotional (SEL) opening activity, instruction on a mathematics topic, instruction on an English Language Arts (ELA) standard, and a questions period to allow for students to ask for support on any of the at-home learning activities. All students will be contacted via digital communication (Google Classroom meeting or stream comment, email, or Infinite Campus) daily by a certified teacher or licensed substitute teacher. If a student does not have access to digital communication methods they will be contacted via a phone call daily. If neither digital nor phone communication is possible, attempted contact will be recorded at least once per week.

An important component of the full distance education model is a student's access to an internet-connected technology device. During the spring of 2020, it was clear that not all of our students have access to these devices at home. While we intend on formally surveying families about access to a device and internet connectivity, we recognize that not all of our students will be able to participate in full distance education online. As an alternative, paper-based instructional packets will be created to provide students with learning activities to complete at home. Upon completion, the packets will need to be returned to the school for feedback and grades to be provided. Families will have three options for returning completed work:

- Completed packets can be dropped off on-campus in the secure black mailbox located at the front of the school.
- Completed packets can be mailed to the school at 210 Gentry Way, Reno, NV 89502 (*Postage not provided*)
- Pictures of the completed work can be texted or emailed to the classroom teacher.

It is important to note that while the return of the packet work is important and necessary, all families and students will be instructed to not return any physical resources unless all persons in the household are symptom-free and have not been instructed by a medical professional to quarantine.

Hybrid Model: A Combination of In-Person and Distance Education Programs

With Nevada's Phase 2 social distancing guidelines considered, the hybrid model is currently the most applicable and plausible scenario for our return in August 2020. In this model, students in grades first through sixth will be divided into two groups, Cohort A and Cohort B, and will attend on-campus instruction on a rotating basis. Cohort A would consistently attend in-person instruction on Mondays and Wednesdays while Cohort B would consistently attend in-person instruction on Tuesdays and Thursdays. In-person instruction would alternate every Friday between Cohort A and Cohort B. A calendar with each day identified is included in Appendix B and will also be available on the calendar on our **school website**. On the days that students are not attending in-person instruction, they will be provided with paper-based learning activities that are handed out while they are on campus. Students in kindergarten will attend fulltime, in-person instruction in the event that the rest of the student population is participating in the hybrid model.

All instruction will be based on grade level expectations in the Nevada Academic Content Standards and allow for the delivery of new academic content as well as opportunities for skill practice and reinforcement. The school's master schedule will be rewritten to maximize the time students are on-campus and focus on essential learning standards in math, reading, and writing as well as to account for the physical limitations when providing breakfast, lunch, and recess.

In the hybrid model, student attendance on in-person days is required and cannot be satisfied via distance education measures. If a family decides that they are not able or are uncomfortable with sending their child to school in-person then they will have the option of a complete distance learning option.

The methods of communication outlined in the Full Distance Education Program will apply to all distance education days in the hybrid model schedule. To ensure that classroom teachers are able to focus on the students while they are on campus and maximize the student learning on these days, a certified teacher or licensed substitute teacher will be responsible for making contact and supporting students' learning on distance education days.

Electing for a Full Distance Education Option

While utilizing the full in-person or hybrid education models, it may be necessary for some students to participate fully through distance education only. Some families may not be ready to send their child back to in-person learning due to health concerns or this may be needed when a student is excluded due to a possible exposure to, confirmed exposure to, or diagnosis of COVID-19 that requires a quarantine period.

Students who participate in the full distance education option while some form of in-person instruction is being offered will be part of Cohort C. The instruction in this option will primarily utilize online learning platforms such as Google Classroom, ConnectEd, Edgenuity, and Scholastic Online. Students will be contacted using the methods outlined in the Full Distance Education Program.

When it is determined that either a full in-person or hybrid model will be utilized, all parents/guardians will be given the opportunity to opt for the full distance education option instead. Once selected, it will be assumed that the student(s) will remain on this model for through the end of the quarter. Any request to changes before the end of the quarter time must be made in writing to the Dean of Students for consideration. The best effort will be made to accommodate the request but also acknowledge that there may be significant complications due to social distancing requirements. Before the start of the new quarter, parents/guardians will be provided the option of changing this selection to the model that the school is currently using. At this time, devices and internet connectivity cannot be provided by the school which should be considered when selecting this option.

Access to Technological Devices and Internet

Distance education, especially full distance learning models, are more likely to be successful when students have access to a technological device and reliable internet connectivity at home. In accordance with the Guidance Memorandum 20-05, the school will develop a parent survey to determine the number of devices available per student in the home and the reliable internet access. The information will be shared with the Nevada Department Education before October 1, 2020 to help determine how the cost to ensure that every student has an internet connected device and reliable internet access at home. The school is currently unable to provide at-home devices or internet connectivity, however, a plan for procuring devices with the associated cost will be submitted to the state prior to December 31, 2020.

II. Support Programs

PROGRAMS TO SUPPORT SPECIAL POPULATIONS

Students with an Individual Education Plan (IEP)

The United States Department of Education (DOE) has issued multiple guidance documents regarding students with disabilities:

- **Non-Regulatory Guidance on Flexibility and Waivers for Grantees and Program Participants Impacted by Federally Declared Disasters**
- **Questions and Answers on Providing Services to Children with Disabilities during the Coronavirus Disease 2019 Outbreak (March 2020)**
- **Supplemental Fact Sheet Addressing the Risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities**

These federal guidance documents establish that the national health crisis does not abridge the rights of students with disabilities to a Free Appropriate Public Education (FAPE) nor the equal opportunity to educational services as their non-disabled peers.

While utilizing the full in-person or hybrid education models, students with an IEP will be provided their designated services and minutes while on campus and receiving in-person instruction. For those students whose required minutes would significantly impact the grade-level instruction they would receive during in-person instruction, it may be necessary to provide additional support during distance learning days. This arrangement would be made with each individual family and ensure that the student has the necessary access.

During the full distance education model, students with an IEP would be offered additional instruction via Google Classroom meeting with the Special Education Teacher. If the student is lacking access to digital communication, additional work that would support the student in reaching their IEP goals and objectives would be provided in paper format and the Special Education Teacher would reach out weekly for contact and support.

English Learner (EL) Students

Approximately 44% of our student population is identified as an active EL student with another 10% in the 1- to 4-year monitoring period. Due to this fact, the majority of our EL services must be provided in the general education classroom setting by the classroom teacher. With any of the identified models, we will continue to implement the best practices for working with EL students during in-person and distance instruction.

Additional support will be provided to EL students that are designated as *newcomers* to the country and are in the early stages of language acquisition. Students that scored below a 2.0 composite score on the 2020 ACCESS exam will also be given priority in receiving additional support. During in-person instruction this may consist of small group instruction with a certified teacher or instructional assistant. During full distance education, additional support will be provided through additional virtual meetings and access to additional support on assignments as needed.

Multi-Tiered System of Supports (MTSS)

Students will be returning to school after having drastically varied educational experiences since March 2020. It will be a priority to assess both formally and informally where students are in their learning progression and then design instruction to meet their unique needs. Although we will most likely not be able to return exactly to our previous methods for academic intervention, we will work to design supportive instruction that continues to help students close achievement gaps and catch them up to grade level expectations.

III. Professional Learning

ADDITIONAL PROFESSIONAL DAYS

To maximize the time available for in-person student learning, weekly early release Wednesdays will not be utilized for the 2020-2021 school. This directly affects the time available for ongoing professional learning opportunities with staff. Distance learning is still relatively new and all staff involved will need to continue to engage in professional learning on how to deliver instruction through distance education methods. Teams will engage in curriculum work and lesson planning to restructure academic content to the confines of the hybrid model with distance education and in a social distanced classroom.

A Request for Calendar Adjustment and a Request for Additional Professional Development Days will be submitted to the Nevada Department of Education requesting the use of five scheduled instructional days as additional professional development days at the beginning of the school year to focus on delivering distance education effectively, developing effective assessment and monitoring strategies during hybrid instruction, and health practices relating to the response to COVID-19. Additional days will be utilized throughout the second and third school year quarters to allow for ongoing professional development as we adjust to ongoing COVID-19 responses.

Initial staff training during the original contract days prior to the start of the school year will include:

- **Pre-return to school training:** Presented remotely to ensure understanding and preparedness to align with this manual
- **First Day Training/Orientation:** Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform.
- **Cleaning Protocols:** Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus. We will structure the training plan to effectively disseminate information to all teams and audiences.

Content covered will include but may not be limited to:

- All training topics can be reinforced with signage in the buildings.
- School/District checklists
- Response Teams
- Disinfection measures
- Transportation
- Isolation protocols
- On site health screening
- Daily self-screenings
- Visitors
- Cleaning Protocols

IV. Services and Facilities

NUTRITION SERVICES

Nevada Department of Education Guidance Memorandum 20-05 states “students will receive access to the nutrition services to which they are entitled”. Bailey Charter Elementary School is in contract with Washoe County School District (WCSD) Nutrition Services to provide breakfast and lunch meals under Community Eligibility Provisions (CEP) guidelines. Therefore, the school will follow WCSD protocols and procedures for serving breakfast and lunch.

Meal Service

Possible scenarios for meal service will be developed with the assistance of the school’s WCSD Nutrition Services Supervisor and may include the following models:

- **Modified Café Service:** This meal service option will have students come through traditional serving lines, at staggered times, and take meals back to a designated area for consumption while following spacing guidelines for social distancing. A unitized meal may be available, and disposable food service items will be provided to students. This meal service option will likely be provided to students scheduled for lunch in a communal space.
- **Classroom Delivery Service (CDS):** Unitized meals will be prepared and delivered for consumption in the classroom. The service model and equipment needed to execute this meal service is already in place as the school is an existing CEP site, utilizing CDS for breakfast-in-the-classroom.

Communal Space for Consumption

The multi-purpose room will be used as an option for consumption of lunch in the school with the possible provision of additional lunch periods as needed to meet social distancing guidelines.

- **Seating:** Students will have assigned seating, six feet apart from each other; the capacity of the multi-purpose room will be less than 40% of normal capacity; there will be a strict “do not share” food policy among students.
- **Cleaning:** Students will be required to use hand sanitizer before consuming and will engage in supervised handwashing after consumption; staff will disinfect and sanitize tables and chairs between students.

FACILITIES

Facility Upgrades

A series of facility upgrades occurred during the time in which the school was closed and will continue as supplies and equipment are delivered.

- Plexiglass barriers / sneeze guards have been installed in the main office.
- Additional hand sanitizing stations have been ordered for use in all entryways and communal areas of the premises. Pre-existing hand sanitizing stations in all instructional spaces will continue to be monitored and stocked.
- Portable handwashing sinks have been placed in any classrooms without a previously installed sink. Portable handwashing sinks are supplied with a freshwater reservoir, gray water tank, and hand soap. The sinks are placed adjacent to existing paper towel dispensers and will be serviced daily.
- Physical guides, such as tape on floors or sidewalks and signs on walls, to ensure staff and children remain at least 6 feet apart in lines and at other times will be printed to encourage safe practices.
- CDC created signs showing proper use of face coverings, handwashing, and other general instructions will be printed and hung prominently throughout the building to promote hygiene. CDC posters can be found at the [CDC website](#).

Facility Adjustments and Procedures

The school may adapt several strategies to assist in the mitigation of the spread of COVID-19 to the extent possible. These strategies may not always be feasible, practical, and acceptable and will need to be tailored to individual circumstances.

- Classroom Specific Procedures
 - Procedures for hall passes will be updated upon receipt of supplies to enable every student to utilize their own hall pass.
 - Teachers will assign individual cubbies for students to store their personal belongings in. These cubbies will remain the students', even as cohorts switch days for in-person instruction.
 - Shared electronics will be disinfected for use between each student by the teacher using provided EPA approved disinfectant.
 - Teachers will not utilize "carpet areas" for classroom instruction or student meeting time.
- Ventilation
 - The HVAC system fans will run continuously to push air through roof top filters.
 - Replacement frequency of HVAC filters will double from once per quarter to twice per quarter.
- Water Systems
 - All drinking fountains and water bottle refilling stations in the school have been turned off.
 - Prior to the start of school, staff will purge any stagnant water in the water lines and water heater.
- Modified Layouts
 - Student tables in which more than one student may sit at a time will be removed from classrooms.
 - Classrooms will have a limited amount, approximately 50% of usual capacity, of individual student desks.
 - Excess chairs will be removed.
 - Desks that appear to be student desks but are used as furniture for technology devices will be marked as "not available for student seating".
 - Teachers will turn desks to face the same direction (rather than facing each other) and will place desks at least six feet apart when feasible while leaving at least three feet from the classroom exits per fire regulation.
 - Teachers will turn their workspaces/desks against a perimeter wall to increase the area in a classroom to easily accommodate arranging student desks six feet apart.

Cleaning and Disinfecting Protocols

The school will have two full-time custodial staff members to assist with cleaning procedures throughout the school day. The school has also contracted with an independent janitorial company to provide nightly cleaning for all classrooms as well. In the event of an identified COVID-19 case, the area, if possible, will be isolated for a Deep Clean routine by staff members.

Each classroom will be supplied with a bottle of EPA-approved disinfectant and cloths the teacher may use during the day as needed. Teachers and students will establish classroom protocols to wipe down desks and tabletops, and other shared equipment, in between classes and throughout the day. Teachers and office staff will arrange their desks, work areas, and student desks in a manner to assist with the sanitation of those surfaces. Papers, files, and books will be removed or stacked/placed in an orderly manner to allow the nighttime crew to spray down the work surfaces without moving materials.

- Full-time custodial cleaning procedures occurring throughout the school day will follow the established cyclical routine below. It is anticipated this routine will repeat at least two times during the regular school day, ensuring at minimum, four times per day disinfection of high-touch point areas.
 - Custodial staff members will utilize EPA Approved Disinfectants for Use Against SARS-CoV-2 (COVID-19). These products will be stored in areas securely away from students.
 - When available, staff members will use an electrostatic sprayer with an approved disinfectant for quick cleaning of classrooms. The electrostatic sprayer will not be used with other staff and students present.
 - Staff members will restock common supplies in a pre-determined, secure location for teachers and other staff members to stock their own classroom cleaning supplies.
 - High-touch points include doors, telephones, light switches, sanitizing and washing stations, access control keypads, etc.

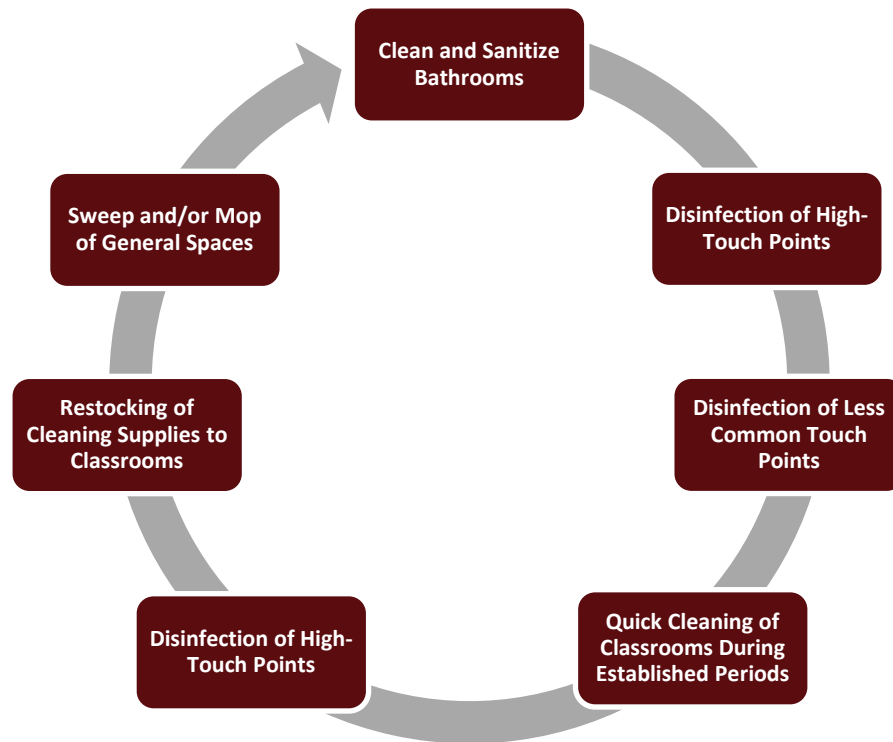


Figure 2: Cyclical Routine for Daytime Custodial Staff

- The nighttime crew will follow established cleaning routines as outlined in their contract.
 - All disinfectants are EPA Approved Disinfectants for Use Against SARS-CoV-2 (COVID-19).
 - Cleaning towels will be changed regularly.
 - High-touch point and less common touch point surfaces will be cleaned.
- The Deep Cleaning protocol will be triggered in the event an active employee or student is identified as positive for COVID-19 based on test results.
 - The area will be closed while deep cleaning procedures take place.
 - All high-touch point and less common touch point surfaces will be disinfected.
 - The use of an electrostatic sprayer will be employed, once at the beginning of the deep cleaning session and once at the end.

- Chairs, bookshelves, electronic equipment, whiteboards, cubbies, etc. will be cleared and disinfected.
- Floors will be swept and mopped with an EPA-approved neutral floor disinfectant.
- The area may remain closed for the following 24 hours.
- The nighttime crew will be notified upon identification of a positive case and notified again when the school has completed deep cleaning to initiate a standard night routine cleaning.
- Other staff members (teachers, assistants, office staff, etc.) are encouraged to engage in duties atypical of their routine to assist in the cleaning and disinfection of the school to maintain a safe and healthy environment.
 - Disinfectant solution will be provided to all staff members utilizing a pre-determined location. The disinfectant solution will be regularly restocked.
 - Staff members will disinfect copy machines between each use.
 - Staff members will be provided with gloves and extra paper towels to clean additional surfaces as deemed necessary. These surfaces may include, but are not limited to door handles, keypads, telephones, switches, appliances, electronic equipment, etc.

V. Health and Safety for Students and Staff

VISITOR RESTRICTIONS

Bailey Charter Elementary School will not allow normal visitation to our campuses until the campus reopening. Only Bailey Charter Elementary School staff are allowed on campus during preparation for reopen. After reopening, any in-person visitors will be required to wear a face mask and use hand sanitizer upon entering the building. Visitors will be limited to the office area and not allowed to access any other areas of the school.

VENDOR RESTRICTIONS

The school will coordinate with vendors to ensure providers are adhering to the school's established protocols and procedures. All vendors will be required to wear a face mask and use hand sanitizer upon entering the building. Vendors may not enter the premises if they are exhibiting symptoms of COVID-19 or have contact with known COVID-19 positive cases within 14 days. Vendors will not enter instructional spaces during the school day. If there is a need for a vendor to enter an instructional space, every reasonable effort will be made to schedule the vendor at a non-instructional time.

TRAVEL RESTRICTIONS

Bailey Charter Elementary School will discontinue staff travel to conferences and workshops both locally and outside of the Reno-Sparks area until further notice unless pre-approved by the Principal.

STUDENT SCREENING AND TEMPERATURE PROTOCOLS

Frequent health screenings can help to mitigate the spread and unnecessary exposures to COVID-19. Bailey Charter will be encouraging families to complete a self-screening questionnaire before coming to school each day. Additionally, students will have their temperatures taken as they arrive to campus on their scheduled days. Temperatures for screenings will be taken with a non-touch, digital thermometer to allow for faster processing at either the car drop-off area or prior to entering the front of the school for students that walk to school. If a student registers a temperature above 100.4 degrees Fahrenheit they will not be permitted to enter campus. If there is a concern that environmental conditions such as outdoor temperature or significant, strenuous exercise may have contributed to the temperature the student will be allowed a cool-down period and the temperature will be checked again. Temperatures of all students will be screened once again at the end of the lunch period. A student that registers a temperature at that time will be isolated following the procedures outlined below and sent home. This second check will help to reveal possible fevers originally masked by fever-reducing medications. All staff will be trained on proper temperature taking techniques and how to appropriately handle communicating the fever to the student/family in a manner that meets confidentiality requirements.

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential by the Principal, the Principal's Designee, and the school nurse.

HEALTH PROTOCOL

Sick staff or students should not return to in-person classes, or end isolation until they have met CDC's criteria to discontinue home isolation. The criteria will be available on the school's website as well as provided to any student upon their exclusion from campus due to COVID-19 quarantine or diagnosis.

Staff and students should not come to school if they are sick, and should notify the Principal or designated COVID-19 point of school contact if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 or a confirmed or suspected case.

If a student or staff member presents with COVID-19 symptoms (such as fever, cough, or shortness of breath) while on campus, they will immediately be moved to an isolation area of the school. Staff members who are sick will be asked to leave campus and should go home or to a healthcare facility, depending on how severe their symptoms are, and follow CDC Guidance for caring for oneself and others who are sick. Students' parent/guardian will be contacted, and the student will be sent home from campus.

While in the isolation area, students will be safely supervised and provided activities to work on while they wait to be picked up.

Once all students in the isolation area have been released, the room will be closed off with appropriate signage until after cleaning and disinfecting. If possible, Custodial Staff will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, they will wait as long as possible.

NOTIFYING HEALTH OFFICIALS AND CLOSE CONTACTS

In accordance with applicable federal, state and local laws and regulations, the School will notify local health officials, staff, and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA), FERPA or and other applicable laws and regulations.

Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC guidance if symptoms develop.

Employees returning to work from an approved medical leave should contact the Principal. You may be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID-19, you may return to work when all 3 criteria are met:

- At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
- You have improved in respiratory symptoms (cough, shortness of breath, etc.); and
- At least 7 days have passed since symptoms first occurred

If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work until the three criteria listed above have been met.

If a staff member is made aware of a possible exposure, a confirmed exposure, or a diagnosis of COVID-19, they must notify the Principal as soon as possible but within 12 hours.

Students

- When the school is made aware of a possible exposure, confirmed exposure, or a positive case of COVID-19 of a student or staff member, the families of all affected students will be notified in writing and via phone call.
- Students will be excluded from participating in in-person learning following the guidelines of the Washoe County Health District and will be notified of such. While excluded from in-person learning, students will be required to participate in full-distance education and will continue to work with a certified teacher or licensed substitute.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you have been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

- Quarantine yourself in a specific room away from others in your home
- Contact the following (listed in order of priority), let them know you have been exposed to COVID-19, then follow their instructions.
 - Your healthcare provider
 - School Principal
 - Direct Supervisor
 - Your supervisor will work with the Principal to determine appropriate next steps.
- In case of an emergency, call 911 and let them know you have been exposed to COVID-19, then follow their instructions.

NURSE (NON-COVID SITUATIONS)

Minor student health concerns will be addressed as much as reasonably possible in the general education classroom to reduce any unnecessary travel to and from the health clinic. This will include classrooms being stocked with bandages for minor scrapes and temporal thermometers to check temperatures. If a student health concern requires removal from the classroom or additional support is needed (i.e. student medications), the classroom teacher will notify the office staff and a staff member will retrieve the student from the classroom and escort them to the office.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Bailey Charter employees, students, parents, and visitors should practice staying approximately 6 feet away from others and reducing or eliminating contact with others.

- **Traffic Flow:** Taped lines and 'stand here' indicators on the floor will mark the walking direction throughout the office in order to maintain the social distancing requirement of 6 feet
- **Ad-hoc Interactions/Gatherings:** Non-essential/informal meetups and visiting should be avoided

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE will be needed to mitigate exposures during any in-person instruction or on-campus staff activities. Social distancing practices will still be in conjunction with the following PPE:

- **Masks:** Face masks are an important part of staff and student protection, especially considering the nature of COVID-19. Upon reopening, all staff, students, and visitors (including vendors) to the school campus will be required to wear a face covering over the nose and mouth throughout the duration of their time on-campus with the exception of during meal consumption periods (breakfast and lunch) and socially distanced outside recess periods. A disposable face mask will be made available each day to all staff and students scheduled to be on campus. If preferred, the student or staff may provide their own face covering if it securely covers the nose and mouth and adheres to the school appropriate dress-code policy.

Students or staff that are unable to wear a face covering due to approved medical reasons will be accommodated for up to 14 calendar days with a face shield without a doctor's note. If an acceptable doctor's note is produced, a face shield will be provided for the length of the indicated period.

- **Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Gloves will be made available and utilized during cleaning tasks for both classroom teachers and custodial team. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination. Wearing gloves does not diminish the need to wash hands and proper handwashing will be encouraged after the removal of gloves will be encouraged as it is the number-one defense against any virus.

- **Hand Sanitization/Washing:** Washing hands often with soap and water for at least 20 seconds is the best defense against direct contact spreading. The use of hand sanitizer with at least 60% alcohol content is encouraged when soap and water are not available.

Students and staff will be provided with direct instruction on the best handwashing techniques to ensure that hands are properly washed throughout the day. Handwashing breaks will be scheduled throughout the day with priority being given to all times students will be mask free (i.e. following a meal period or structured recess break). Students will be asked to use hand sanitizer prior to their meals to mitigate the possible transmission during their mealtime.

SHARED WORKSPACE

To ensure the safety of utilizing various shared workspaces, staff members will be expected to complete additional cleaning of surfaces after use. The School will provide alcohol-based hand sanitizers for use throughout the workplace and in common areas. Approved cleaning materials will be stationed along with signage to indicate the required cleaning procedures.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

- **Capacity:** The Principal will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.
- **Conference Room:** Conference rooms will be closed for general use but may be used by appointment. Signage indicating closure/capacity limits will be placed on conference room door. Whenever possible, meetings will use Google Meet as a virtual option even for employees in the office or school.
- **Staff Room/Copy Room:** These spaces could be closed for use at different times of the year. This may include the use of shared appliances such as copy machines/printers, coffee machines, refrigerators, and microwaves. Signage indicating restrictions will be posted as each phase is implemented. Teacher and staff lunch periods will be scheduled indicating available use of the staff room or classroom. Face coverings are required to be worn when using the available appliances but may be removed for meal consumption.

PERSONAL WORKSPACES/CLASSROOMS

All teachers and students are asked not to visit another classroom outside of their team or grade level. Additionally, the visiting of classrooms by non-classroom teacher staff will be reduced to necessity only visits. Employees are to disinfect their own personal workspace (teacher desk, phone, laptops, remotes, etc.) throughout the day, giving special attention to commonly touched surfaces. Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces. The School will instruct all staff on proper cleaning techniques as well as provide all necessary cleaning supplies to complete these activities.

VI. Additional Considerations

ATTENDANCE

Attendance will continue to be taken in Infinite Campus. Protocols will follow the direction from the Nevada Department of Education and Washoe County School District (Sponsor). For in-person instruction, students will be marked as present while on campus. If a student is absent for an assigned in-person learning day they will be marked as absent for the day regardless of their participation in distance learning. Attendance during distance education will be determined primarily by the students' interaction and contact with their Distance Learning Teacher. For students without communication access, completed assigned work may be used to determine the student's attendance on a distance education day.

COMMUNICATION METHODS

Information regarding school procedures and updates will be provided frequently and often utilize multiple methods. Our English Learner population exceeds 10% of our total population and more than 50% are Spanish speaking so all parent communications will be provided in both English and Spanish. To ensure that you are included in all necessary communications you can do the following:

- Provide the office with your current phone number, email address, and mailing address
- SchoolMessenger phone calls will be sent to families with a current phone number in Infinite Campus.
- Check email often and respond when necessary
- Visit our school website at www.baileycharter.org
- Follow our social media platforms: **Facebook & Instagram**
- Google Classroom: Any information regarding distance education will be provided through **Google Classroom**.
- **Infinite Campus**: Student grades, attendance records, and health information will be updated here.

TRANSPORTATION

Bailey Charter Elementary does not offer school-arranged, bus transportation to and from the school site.

Changes will be made to our drop-off and pick-up process to comply with social distancing requirements and keep staff, students, and families safe during these typically high contact periods. This may include varied release points, afternoon drive-around pick-up, and staggered release times for different modes of transportation.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

The school's adopted social-emotional curriculum and best practices will be utilized throughout all models of instruction. School staff may provide videos and resources for parents, guardians and students to access. The staff will work with students individually or in small groups as needed to address any well-being needs. The Principal will develop a student and staff survey to allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.

Appendix A: 2020-2021 School Year Calendar

Pending Approval from the
Bailey Board of Directors and
Nevada Department of Education

BAILEY CHARTER ELEMENTARY SCHOOL
2020-2021 SCHOOL YEAR
PROPOSED AMENDMENT

Last Edited: 7/14/2020

July 2020							January 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	17
26	27	28	29	30	31		24	25	26	27	28	29	30
						0	31						
													19
August 2020							February 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28						
30	31												
						16							19
September 2020							March 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5		1	2	3	4	5	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30				28	29	30	31			
						21							13
October 2020							April 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3					1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30	31	25	26	27	28	29	30	
						16							22
November 2020							May 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7							1
8	9	10	11	12	13	14	2	3	4	5	6	7	8
15	16	17	18	19	20	21	9	10	11	12	13	14	15
22	23	24	25	26	27	28	16	17	18	19	20	21	22
29	30						23	24	25	26	27	28	29
						17	30	31					
December 2020							June 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30	31			27	28	29	30			
						13							4

Appendix B: Hybrid Model Calendar – A/B Schedule

Pending Approval from the
Bailey Board of Directors and
Nevada Department of Education

BAILEY CHARTER ELEMENTARY SCHOOL
2020-2021 SCHOOL YEAR
PROPOSED HYBRID A/B SCHEDULE

Last Edited: 7/14/2020

July 2020								January 2021																	
Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa											
			1	2	3	4							1	2											
5	6	7	8	9	10	11									3	4	5	6	7	8	9	1/4	Return to School		
12	13	14	15	16	17	18									10	11	12	13	14	15	16	1/11-1/15	Conference Week (Early Release 12:50 p.m.)		
19	20	21	22	23	24	25									17	18	19	20	21	22	17	1/18	MLK, Jr. Holiday (No School)		
26	27	28	29	30	31		In-Person A Day								24	25	26	27	28	29	30				
						0	In-Person B Day								31										
August 2020							8/3	Office Reopens	February 2021																
Su	Mo	Tu	We	Th	Fr	Sa			Su	Mo	Tu	We	Th	Fr	Sa										
						1	8/10-8/14	Professional Days (No School)			1	2	3	4	5	6									
2	3	4	5	6	7	8	8/17	1st Day of School (Grades 1-6)	7	8	9	10	11	12	13										
9	10	11	12	13	14	15	8/17-8/21	Kindergarten Testing Week	14	15	16	17	18	19	20	2/12	Professional Day (No School)								
16	17	18	19	20	21	22	8/24	1st Day of Kindergarten	21	22	23	24	25	26	27	2/15	Presidents' Day Holiday (No School)								
23	24	25	26	27	28	29			28																
30	31																								
						16									19										
September 2020									March 2021																
Su	Mo	Tu	We	Th	Fr	Sa			Su	Mo	Tu	We	Th	Fr	Sa										
			1	2	3	4	5	9/7	Labor Day (No School)			1	2	3	4	5	6	3/12	Professional Day (No School)						
6	7	8	9	10	11	12			7	8	9	10	11	12	13	3/12	End of 3rd Quarter (48 days)								
13	14	15	16	17	18	19	9/28-10/2	Conference Week (Early Release 12:50 p.m.)	14	15	16	17	18	19	20	In-Person Days: A= 23; B= 23									
20	21	22	23	24	25	26			21	22	23	24	25	26	27	3/15-3/26	Spring Break (No School)								
27	28	29	30						28	29	30	31				3/29	Return to School								
						21																			
October 2020							9/28-10/2	Conference Week (Early Release 12:50 p.m.)	April 2021																
Su	Mo	Tu	We	Th	Fr	Sa			Su	Mo	Tu	We	Th	Fr	Sa										
				1	2	3	10/2	End of 1st Quarter (39 days)					1	2	3										
4	5	6	7	8	9	10		In-Person Days: A= 17; B= 17	4	5	6	7	8	9	10										
11	12	13	14	15	16	17	10/5-10/9	Fall Break (No School)	11	12	13	14	15	16	17										
18	19	20	21	22	23	24	10/12	Return to School	18	19	20	21	22	23	24										
25	26	27	28	29	30	31	10/30	Nevada Day Holiday (No School)	25	26	27	28	29	30											
						16																			
November 2020									May 2021																
Su	Mo	Tu	We	Th	Fr	Sa			Su	Mo	Tu	We	Th	Fr	Sa										
							11/2	Professional Day (No School)																	
1	2	3	4	5	6	7	11/3	Election Day* (No School)	2	3	4	5	6	7	8										
8	9	10	11	12	13	14		Professional Day	9	10	11	12	13	14	15										
15	16	17	18	19	20	21	11/11	Veterans Day (No School)	16	17	18	19	20	21	22										
22	23	24	25	26	27	28			23	24	25	26	27	28	29										
29	30						11/25-11/27	Thanksgiving Holiday (No School)	30	31						5/31	Memorial Day Holiday (No School)								
						17																			
December 2020									June 2021																
Su	Mo	Tu	We	Th	Fr	Sa			Su	Mo	Tu	We	Th	Fr	Sa										
			1	2	3	4	5	12/17	End of 2nd Quarter (44 days)			1	2	3	4	5	6/3	Early Release							
6	7	8	9	10	11	12	12/17	Professional Day (No School)	6	7	8	9	10	11	12	6/4	Early Release								
13	14	15	16	17	18	19	12/18	Teacher Work Day (No School)	13	14	15	16	17	18	19	6/4	End of 4th Quarter (49 days)								
20	21	22	23	24	25	26	12/21-1/1	Winter Break (No School)	20	21	22	23	24	25	26	6/7, 6/8, 6/9	Contingency Days								
27	28	29	30	31					27	28	29	30													
						13	In-Person Days: A= 20; B= 21									In-Person Days: A= 25; B= 24									

Appendix C: COVID-19 Checklist

The following checklist is designed to be a simple, yet useful tool in prioritizing system and school needs as school systems plan for the reopening of schools. A checklist can assist in organizing personnel, resources, and stake holders and determining student, faculty, and community needs.

- Establish a crisis team and outline steps that should occur to implement reopening plans. Decisions may include means of communicating with faculty and staff, communication with community members, communication with board members, updating social media, and social distancing considerations.
- Make a list of responsibilities and assign individuals to those tasks
- Determine what the most essential needs are and resolve those issues first.
- Determine resources on hand and resources that will be needed to successfully transition back to school.
- Determine professional development as well as processes and procedures that will be needed to address concerns created by the pandemic.
- Develop predetermined responses to questions and concerns that may be asked by community members.
- Communicate with our stakeholders and brainstorm effective means of reopening school with them.
- Explore and determine digital and social media platforms that can be utilized to share information.
- Be prepared to communicate with the press realizing that everything that we share will be of the utmost importance.
- Maintain regular contact with leaders and policy-makers at the State and local levels.
- Remain open and receptive to ideas and suggestions.
- Take action when necessary and utilize the crisis team for reflection and determination of next steps.

Appendix D: CDC Recommendations for Environment

Upon opening school buildings for in-person instruction, all procedures and guidelines provided by the Centers for Disease Control (CDC) and the Nevada Department of Health and Human Services will be followed. The CDC has published **Considerations for Schools** which includes a description of Maintaining Healthy Environments as described below.

MAINTAINING HEALTHY ENVIRONMENTS (INFORMATION FROM THE CDC)

Schools may consider implementing several strategies to maintain healthy environments.

Cleaning and Disinfection

- Clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school and on school buses at least daily or between use as much as possible. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between uses.
- If transport vehicles (e.g., buses) are used by the school, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect school buses or other transport vehicles, see guidance for **bus transit operators**.
- Develop a schedule for increased, routine cleaning and disinfection.
- Ensure **safe and correct use** and storage of cleaning and disinfection products, including storing products securely away from children. Use products that meet **EPA disinfection criteria**.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

Shared Objects

- Discourage sharing of items that are difficult to clean or disinfect.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.

Ventilation

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.

Water Systems

- To minimize the risk of **Legionnaire's disease** and other diseases associated with water, **take steps** to ensure that all water systems and features (e.g., sink faucets, drinking fountains, and decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized, but encourage staff and students to bring their own water to minimize use and touching of water fountains.

Modified Layouts

- Space seating/desks at least 6 feet apart when feasible.
- Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- Create distance between children on school buses (g., seat children one child per row, skip rows) when possible.

Physical Barriers and Guides

- Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one way routes” in hallways).

Communal Spaces

- Close communal use shared spaces such as dining halls and playgrounds with shared playground equipment if possible; otherwise, stagger use and **clean and disinfect** between use.
- Add physical barriers, such as plastic flexible screens, between bathroom sinks especially when they cannot be at least 6 feet apart.

Food Service

- Have children bring their own meals as feasible, or serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria, while ensuring the **safety of children with food allergies**.
- Enforce strict handwashing with soap and water after food contact
- Disinfect surfaces after food contact is made.
- Ensure that there is a “do not share” food policy among students.
- Before school resumes, teachers and school leaders review food allergy and 504 plans for all children with food allergies.
- Teachers should refresh their understanding of food allergies, including symptoms of allergic reactions to food.
- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should **wash their hands** after removing their gloves or after directly handling used food service items.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and ensure the **safety of children with food allergies**.

Food and Nutrition Operations During Phase 2 School Reopening

Assess current facilities to identify:

- Current capacity for volume of student meal service operations.
- Capacity factors such as the food supply chain, hot and/or cold holding equipment, dry food storage area, food preparation space, equipment for transportation of meals inside a school building (such as carts and racks), and equipment for transportation of food and meals between buildings (such as refrigerated trucks, hot and cold holding equipment, food storage bins, etc.).
- Logistics and operation needs to address simultaneous operations for on and off-site student meal delivery during school reopenings.
- Feasibility for food service model shift from traditional cafeteria line model to other potential models. Assess current standard operating procedures to identify:
- Enhanced sanitation measures related to student meal service, including student handwashing, appropriate sanitation measures for touch-contact surfaces used by students during meal service in schools (such as point of service touch pads, tables and chairs, carts used in transportation, etc.).
- Food safety protocols and staff training, modified packaging, and sanitation.
- Determine health and safety measures for School Nutrition Staff, such as daily temperature check and a schedule for virus testing, protocols for isolation and containment for prevention of virus outbreak, access to and maintenance of PPE, etc.

- Offer options for staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework, modified job responsibilities that limit exposure risk).
- Plans in the event of positive cases of COVID-19 in the food and nutrition staff and/or increased volume of staff absenteeism.

Prior to reopening take steps to:

- Minimize the risk of diseases associated with water, by ensuring that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized, but encourage staff and students to bring their own water to minimize use and touching of water fountains.
- Teach and reinforce use of cloth face coverings. Face coverings should be worn by staff and students as feasible, and are most essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to staff on proper use, removal and washing of cloth face coverings.
- Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
- Notify the local health department of reopening and follow any additional guidance and regulations provided.

Additional CDC information can be found at:

- **Guidance for Cleaning and Disinfecting: Public Spaces, Workplaces, Businesses, Schools, and Homes**
- The CCSSO has further developed a helpful document entitled the **Restart and Recovery: Addressing Building Safety, Cleaning and Monitoring Resource**.

Appendix E: CDC Recommendations for Illness Protocols

PREPARING FOR WHEN SOMEONE GETS SICK

Schools must consider the following strategies if someone gets sick.

Advise Staff and Families of Sick Students of Home Isolation Criteria

- Sick staff members or students should not return until they have met CDC's **criteria to discontinue home isolation**.

Isolate and Transport Those Who are Sick

- Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 **symptoms**, test positive for COVID-19, or have been **exposed** to someone with COVID-19 symptoms or a confirmed or suspected case.
- Immediately separate staff and **children** with COVID-19 **symptoms** (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow **CDC guidance for caring for oneself and others** who are sick.
- Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. School nurses and other healthcare providers should use **Standard and Transmission-Based Precautions** when caring for sick people. See: **What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection**.
- Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.

Clean and Disinfect

- Close off areas used by a sick person and do not use these areas until after **cleaning and disinfecting**
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure **safe and correct use** and storage of **cleaning and disinfection products**, including storing products securely away from children.

Notify Health Officials and Close Contacts

- In accordance with state and local laws and regulations, school administrators should notify **local health officials**, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the **Americans with Disabilities Act (ADA)**.
- Inform those who have had **close contact** with a person diagnosed with COVID-19 to stay home and **self-monitor for symptoms**, and follow **CDC guidance** if symptoms develop.