

COVID-19

HEALTH & SAFETY

Penn-Delco School District

2021 - 2022



Employee Procedures

November 8, 2021

These guidelines were updated based on the Pennsylvania Department of Health (PADOH) and CDC revised guidelines.



COVID-19 Employee Screening

Penn Delco School District employees must conduct the following screening before entering a school or school district building.

Do you have one of the following symptoms?

- Cough
- Shortness of breath
- Difficulty breathing
- Lack of smell or taste (without congestion)

YES

STOP

NO

Do you have two or more of the following symptoms?

- Sore throat
- Muscle pain
- Nausea
- Chills
- Headache
- Vomiting
- Fatigue
- Congestion/runny nose
- Diarrhea

YES

STOP

NO

Are you taking any medication to treat or suppress fever? (For example, acetaminophen or ibuprofen)

- YES
- NO

YES

STOP

NO

Do you have a fever?

- YES
- NO

Mode

Walk through scanner
 Auxillary and temporal
 Oral

Temperature or fever

97.5
 99.5 or higher
 100.4 or higher

YES

STOP

GO? Enter the building!

But remember:

- Wear an approved mask
- Practice physical distancing
- If you become sick, contact immediate supervisor and HR and go home immediately

GO

STOP? Based on your responses you should not report to work. Please follow staff absence procedures, call your supervisor, Human Resources, and/or the main office of your school.

STOP



Illness procedures

If an **EMPLOYEE** becomes ill with **COVID-19** symptoms or tests positive

Prior to arrival at school:

- If employee responses result in STOP to any of the COVID-19 screening questions or has known direct exposure, employee should **stay home** and contact their physician. Do not report to school asking a nurse to do a BinaxNOW rapid test. Only HR can direct you to a nurse for a BinaxNOW rapid test unless you are signed up for weekly assurance testing.
- Follow regular absentee procedures.
- Contact the Human Resources Department directly only if you are exhibiting COVID-19 symptoms or have had known direct exposure.

If employee develops illness during the school day:

- Employees are to contact their direct supervisor/building administrator to notify them that they are not feeling well and advise if they need coverage.
- Once coverage arrives, the employee will exit the building as quickly and directly as possible.
- Employees are to contact the Human Resources Department to inform them that they have left because of an illness.
- The Human Resources Department may refer the employee to the school nurse for a BinaxNOW rapid test. If the employee receives an unexpected result (meaning they are symptomatic but receive a negative result), they may be referred for another more sensitive test such as a PCR.
- The Human Resources Department will follow up with the employee. District will follow PADOH guidelines if applicable.
- If presenting with COVID-19 symptoms, regular attendance policies will be followed. Additional documentation may be required, such as a doctor's note or documentation from the PADOH .
- If you have not been advised to quarantine prior to returning to school, the screening process must be followed and result in a GO.

- **If an employee is identified as a close contact and vaccinated:**
 - Employees should report the close contact exposure to HR regardless of vaccination status.
 - If an employee has no symptoms, they should get tested 5-7 days after their exposure. They should wear a mask indoors in public for 14 days following exposure or until their test results are negative. They can continue to report to work. Test results should be submitted to the school nurse.
 - If an employee has symptoms, they should get a COVID-19 test and not report to work until the test results are known. If the test result is positive, isolate for 10 days from the time the symptoms first appeared. Once they are fever free for 24 hours and symptoms have improved after the 10 day isolation period, they can return to work

- **If an employee is identified as a close contact and unvaccinated:**
 - The employee should report the close contact exposure to HR prior to reporting to work if possible, regardless of vaccination status. Employees will be directed by HR as to next steps.
 - Employees may be referred to the Test-to-Stay program. More information on the [Test-to-Stay program is on the PDSD website.](#)
 - If an employee has symptoms, they should be tested for COVID-19. If positive, the employee should isolate for 10 days from the time the symptoms first appeared. Once they are fever free for 24 hours and symptoms have improved without fever-reducing medication after 10 days, the employee can return to work.
 - If an employee does not have symptoms, they should be tested 5-7 days after their exposure. They can return to work with a negative test after day 7. They should wear a mask indoors and outdoors and in public for 14 days following exposure or until their test result is negative.

- If someone who has had COVID-19 illness within the previous 3 months, has recovered and remains without COVID-19 symptoms, they do not need to quarantine and can continue to report to work. Employees will need to provide proof of a positive test result to the HR that reflects a positive test result within no more than 90 days prior to the COVID-19 exposure.



Illness procedures

If a STUDENT becomes ill with COVID-19 symptoms or tests positive

Prior to arrival at school:

- Students should be following the screening process each morning prior to coming to school.

If a student presents with COVID-19 symptoms while at school:

- The teacher will contact the nurse and the student will be sent to the nurses office.
- Immediately separate individuals with COVID-19 symptoms into the designated isolation area in the nurse's suite.
 - Face coverings are required for individuals sent to the isolation room if medically possible.
 - Staff assisting individuals in the isolation area must wear mask, eye protection, gloves, and gowns
- The parent/guardian will be contacted and offered the option for the nurse to administer a BinaxNOW rapid test on the child. This would require written permission and downloading a QR code created by the parent to report the results. If the student receives an unexpected result (meaning they are symptomatic, but receive a negative result), they may be referred for another more sensitive test such as a PCR.
- Dependent upon the results of the BinaxNOW rapid test, the nurse will send student home with parent/guardian with a referral to their healthcare provider.
- Notifying PADOH staff is not necessary for symptomatic students and staff, as other non-COVID-19 illnesses may present with similar symptoms. Positive cases will be reported to PADOH.
- School nurses may notify the PADOH if a parent/guardian/caregiver notifies the school of potential exposure by a student, employee, or school visitor.



Illness procedures

If a **STUDENT** becomes ill with **COVID-19** symptoms or tests positive (continued)

- If a confirmed COVID-19 case, the school nurse will contact the individual, or parent/guardian and school entity to provide guidance and recommendation, including isolation for the case and quarantine for close contacts.
- The district will follow the CDC quarantining guidelines that will be implemented and communicated by the school nurse based on individual circumstances.
 - **If a student is identified as a close contact and vaccinated:**
 - Student should report the close contact exposure to the school nurse regardless of vaccination status.
 - If a student has **no symptoms**, they should get tested 5-7 days after their exposure. They should wear a mask indoors in public for 14 days following exposure or until their test results are negative. *They can continue to report to school.* Test results should be submitted to the school nurse.
 - If a student **has symptoms**, they should get a COVID-19 test and not report to school until the test results are known. If the test result is positive, isolate for 10 days from the time the symptoms first appeared. Once they are fever free for 24 hours and symptoms have improved after the 10 day isolation period, they can return to school if negative.
 - **If a student is identified as a close contact and unvaccinated:**
 - The student should report the close contact exposure to the school nurse, regardless of vaccination status. Students should not return to school until directed to do so by the school nurse.
 - If a student is identified as a close contact in school, the student may be referred to the Test-to-Stay program. [More information on the Test-to-Stay program is on the PDSD website.](#)
 - If a student has symptoms, they should be tested for COVID-19. If positive, the student should isolate for 10 days from the time the symptoms first appeared. Once they are fever free for 24 hours and symptoms have improved without fever-reducing medication after 10 days, the student can return to school.
 - If a student does not have symptoms, they should be tested 5-7 days after their exposure. They can return to school with a negative test after day 7. They should wear a mask indoors and outdoors and in public for 14 days following exposure or until their test result is negative.



Illness procedures

If a **STUDENT** becomes ill with **COVID-19** symptoms or tests positive (continued)

- If someone who has had COVID-19 illness within the previous 3 months, has recovered and remains without COVID-19 symptoms, they do not need to quarantine and can continue to report to school. Students will need to provide proof of a positive test result to the school nurse that reflects a positive test result within no more than 90 days prior to the COVID-19 exposure.
- The building does not need to be evacuated.
- Once a student leaves the school premises, the custodian will be notified to thoroughly clean and disinfect the isolation area before reuse.
- The nurse should follow guidelines for proper use and disposal of personal protective equipment after treating students with COVID-19 symptoms.
- The school nurse will facilitate communication with the parent/guardian and the PADOH if warranted.
- Students/Guardians are to follow the district attendance policy guidelines.
- If presenting with COVID-19 symptoms, regular attendance policies will be followed. Additional documentation may be required such as a doctor's note.
- If student has not been advised to quarantine prior to returning to school, the screening process must be followed and result in a GO.



Classroom Triage for Nurse Visits

Classroom Procedures

In order to prevent exposure to infectious diseases, and decrease office congestion, please note that students do **NOT** need to go to the Nurses Office with the following common situations:

- **Paper Cuts, Small Abrasions, Picked Scabs:** have student wash hands and apply band aid
- **Minor Headaches and/or Fatigue:** allow them a snack/drink water first- see if better after 20 minutes
- **Mild Stomach Ache and/or Nausea:** allow them to use restroom, drink water, have snack first; see if better after 20 minutes
- **Localized Bug Bites:** If no allergy history, and not spreading over large area of skin, apply cool wet paper towel to help prevent scratching
- **Anxiety/Stress/Psychosocial Issues:** if not affecting breathing or medical health, try drink of water, redirecting, or refer to counselor or other additional personnel
- **Loss of Tooth:** place in tissue or envelope, drink of water
- **Bathroom Usage:** students should not be sent to health office for sole use of bathroom unless it is written into their medical plan.

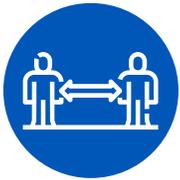
Questions? Call the nurse's office.

Teachers should call the Nurse in advance prior to sending students to the Health Office:

Call ahead to the nurses office prior to sending any student. If a student is experiencing any respiratory symptoms of **cough/shortness of breath, chest tightness, and possible fever**, make nurse aware on call. This can allow for any safe removal of students ahead of time in the health office. The student should be sent with their mask on if medically possible.

Other possible nurse visit allowances:

- Need personal products, major hygiene Issues (i.e., soiled clothing)
- Vomiting
- Scheduled medication (i.e., diabetes, asthma)
- Allergic reactions



Social Distancing

- The PADOH recommends maximizing physical distancing as much as possible with 6 feet recommended when feasible and no less than 3 feet.
- A distance of at least 6 feet is recommended between students and teachers/staff, and between teachers/staff who are not fully vaccinated.
- Short-term exposures of less than 6 feet between students and staff are permitted (e.g., a teacher assisting a student one-on-one), but the duration should be minimized and masks must be worn.
- Maximize use of non-classroom space to increase physical distancing.
- Limit activities in classrooms and other spaces that do not support physical distancing.
- Six (6) feet of physical distancing applies in the offices.
- Staff lounges can be utilized with 6 feet distancing between non-vaccinated persons when eating.
- Large gatherings, events, and extracurricular activities should be limited because of physical distancing guidelines.
- Implement and enforce strategies to reduce the number of individuals in the hallways at one time such as staggering the end of class periods to reduce the number of students in the hallways at one time
- Staff should avoid face-to-face seating while eating.
- Refrigerators and microwaves will be available.



Face masks and other face coverings

In order to attend school in person, students and employees must abide by the Pennsylvania Department of Health (PADOH) and the Governor's order to wear a face mask when indoors. A face shield should not replace a face mask but should be worn in addition to the mask for extra protection.

According to the CDC, when worn properly, wearing a mask helps reduce the spread of the Coronavirus by reducing droplet transmission between people. As a reminder, face masks do not replace the need to maintain social distancing, frequent hand washing, and our rigorous cleaning and disinfecting routines.

- ***Students and staff in grades K - 12 and all other employees will be required to wear face masks.***
- Exceptions to mask requirements will be made if wearing a mask is not possible due to medical conditions, disability impact, or other health or safety factors.
- Only in rare administratively approved cases would a face shield be an acceptable substitution for a mask. See Mask Exemption Procedure. Face shields will be a viable alternative to masks for those with medical, behavioral or other conditions precluding them from wearing masks. (See procedures for Mask Exemptions)
- ***All staff and students K - 12 are mandated to wear masks when riding on District-provided transportation.***
- Acceptable masks include disposable surgical masks, cloth masks purchased or made from household items, and gaiters. Clothing and household items (t-shirts, sweatshirts, or towels) are **not acceptable** in original form for use as masks on District grounds.
- Staff may take mask breaks when in a classroom or office **by themselves**.

In accordance with Governor Wolf and the Pennsylvania Department of Health (PADOH), all Penn Delco School District students and staff must wear a face mask that covers the mouth and nose at all times while inside all District buildings. (buildings, security desks, conference rooms, elevators, bus etc.).



Approved face masks

A mask is defined as a covering of the nose and mouth that is secured with straps that loop over the ears or tie around the back of the head. Acceptable masks may be factory-made, sewn by hand or machine, or created by using materials cut or constructed from household or clothing items like scarves, t-shirts, sweatshirts, or towels. These clothing items in their original forms are not themselves acceptable face coverings for use in District facilities and are not acceptable substitutes for the four types of face coverings approved for use on school district premises.

Please follow the guidance in this document for applying, removing, and cleaning the three types of masks approved for school district students with the plexiglass shield approved as extra protection to be worn in addition to a mask. Hand hygiene should be performed before and after applying and removing a mask.

General guidance

- Students may wear personal, clean, well-maintained masks appropriate for the school environment that meet one of the approved face masks types identified in the chart in this document.
- Students must wear a face mask at all times in hallways, classrooms, public spaces, on buses and in other common areas across the district.
- Students should remain mindful not to unnecessarily touch masks except for removal for meals and breaks.
- Updated guidance from the CDC on wearing gaiters states to wear a gaiter with two layers, or fold it to make two layers.

Students may remove face masks only when:

- Eating or drinking if seated six feet distancing away from others.
- When masks are removed, they must be placed below the chin, in a pocket, in their purse/book bag or on the lap. Placing it in a baggie is optimal.
- Masks should not be placed on tabletops or other communal surfaces.
- Students should put mask back on immediately after finishing eating. **appropriate medical documentation.** See Mask Exemption Procedure.

Accommodations for mask wearing

Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance, **will require appropriate medical documentation.** See Mask Exemption Procedure.



Approved face masks

approved masks



Hook loops snugly around ears. Ensure that mask covers nose and mouth at all times and is secured under the chin.

Unhook from ears and pull away from face without touching the inside of the mask. Fold so the inner part of the mask faces inward.

Dispose immediately into trash can.



Secure ties to head or hook loops snugly around ears. Ensure that mask covers nose and mouth at all times and is secured under the chin.

Untie or unhook from ears and pull away from face without touching the inside of the mask. Fold so the inner part of the mask faces inward.

Wash after daily use in washing machine with other laundry OR by hand soaking in a solution of 1/3rd cup of household bleach per gallon of room temperature water. Rinse clear. Place in the dryer or hang dry.

*CDC updated guidance says:

Wear a Gaiter with two layers, or fold it to make two layers.



Start with the gaiter on your neck, then pull it up to just below your eyes. Cover from nose to chin. Ensure that it fits snugly, especially around your cheeks and the bridge of your nose, not to leave gaps.

Remove from the back of your head, by putting your (clean) fingers under the neckline and lifting up from the bottom to top over your head.

Wash after daily use in washing machine with other laundry OR by hand soaking in a solution of 1/3rd cup of household bleach per gallon of room temperature water. Rinse clear. Place in the dryer or hang dry.

Face Shields are to be worn over a face mask, not alone unless exempt through the mask exemption process



Bending forward, hold face shield with both hands, expand the elastic with thumbs and place the elastic behind head, so that the foam rests on forehead. Ensure the shield covers the front and sides of the face and no areas are left uncovered.

Remove and pull up and away from face without touching the front of the mask. Check for cracks in the mask and discard if cracked or damaged.

Carefully wipe the inside, followed by the outside of the face shield with a disinfectant wipe.



Mask exemption procedure (for parents)

Masks are required

As per the current Pennsylvania Department of Health (PADOH) guidelines, CDC and Governor's executive order, **students are required to wear a mask while in school buildings and riding district transportation.**

The district has outlined a process for parents to follow if they believe their child meets *medical criteria* to be exempt from wearing the required mask. The CDC has outlined medical exemptions to the required mask wearing. If you believe your child has a medical condition that precludes them from wearing a mask, **a note from a medical professional (MD) should be submitted to the building principal.**

Your building principal will forward this information to the school nurse. The school nurse will meet with the principal, IEP team, or 504 team and determine if the request will be honored and if a face shield will be a suitable alternative or if further clarification from a medical professional is necessary. Parents will be informed in writing of the team's decision.

If a parent feels their child needs exemption from **all face covering PPE's**, those requests **should be directed to the Director of Pupil Services and Special Education.**

- Students with complex educational needs and/or are unable to remove the mask without assistance, and or the cognitive ability to understand the use and purpose of the mask, may wear a face shield. If you believe your child is not able to wear a mask or a face shield, an IEP team meeting will be convened to discuss and plan accordingly for your child.



Mask exemption procedures (for administration)

Building administrator is point person

All Penn Delco employees should direct parents/guardians who have questions concerning the wearing of a mask during the school day to the building administrator. Teachers, secretaries, nurses, counselors should direct all (parent or student) requests for mask exemptions to the building administrator. (If the building has more than one administrator, a specific administrator should be identified).

The building administrator indicates to families that a **medical written exemption is required** signed by an MD, otherwise a mask must be worn.

- Building administrator forwards the written request to the school nurse. (Health Room Licensed Assistants (HRLA) will forward/consult with their Certified School Nurse (CSN) supervisor).
- Building CSN reviews the medical request and consults with the building administrator.
- A decision is made on whether the medical request for a mask exemption will be made.
- Students with mask exemptions will be required to wear a face shield in place of the mask.
- Parents/Guardians will be informed of the district's decision in writing by the building administrator.
- If a parent/guardian feels their child needs an exemption from all face covering PPE's, those requests **should be directed to the Director of Pupil Services and Special Education**.
- If a child receives an accommodation or total PPE exemption, the school nurse will be informed and update Skyward accordingly.

If the child has a current active IEP or 504 and receives an accommodation for mask/shields, the administrator will be directed to reconvene the IEP or 504 team and invite the Special Education Supervisor (Regina McClure or Amy Bell - Elementary and Mike McCormick - Secondary) to determine how to adjust the current document.



Hand washing and personal disinfecting

General guidance

- When hand washing, individuals should use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry.
- Signs will be hung at the entrance to building, in the bathrooms, by all sinks, outside the cafeteria, front office and outside the gym, mailroom, guidance suite, faculty room, pool area, locker room, etc.
- Teaching videos will be available. Staff will review hand washing expectations with the students,
- Hand sanitizer will be available in common areas, hallways, classrooms, or in all three, where sinks for hand washing are not available.
- Adequate supplies of sanitizer and cleaning supplies will be available to support healthy hygiene behaviors.
- Students will be encouraged to bring in their own personal hygiene supplies.



Cleaning, Sanitizing, Disinfecting, and Ventilation

The Director of Facilities and Custodial Supervisor are responsible for ensuring an adequate amount of cleaning and disinfectant supplies are on hand at each site. They will monitor the custodial activities that are required to occur.

- Cleaning and disinfecting will occur on frequently touched surfaces and objects within the school and on school buses at least daily, including (but not limited to) door handles, light switches where applicable, handrails, restrooms, sink handles, under hand dryers, elevator buttons, and drinking fountain/bottle fills. Door stops are being provided to reduce touch points such as door handles.
- All drinking fountains will be closed and mouth pieces covered, including elementary classrooms. Bottle fillers will be in use where applicable.
- All custodians have been trained on operational standards for cleaning and disinfecting. Personal development (PD) on the Enhanced Facility Disinfection Program will be provided prior to the reopening of schools.
- Head Custodians will maintain inventory of cleaning supplies and act on known deficiencies. They will support quality assurance through participation in building tours.
- Custodial staff will assist in spacing learning areas for social distancing needs.
- PDSO utilizes EPA approved disinfectants for use against COVID-19. Ample inventory of cleaning and disinfecting chemicals are maintained.
- Custodial and maintenance staff must have proper PPE on at all times during cleaning. PPE purchases for the organization to increase inventory and supplies for the pandemic will be coordinated with the business manager and facilities department.
- Continued guidance from the CDC and PA DEPT. OF HEALTH (PADOH) GUIDELINES will be followed.



Cleaning, Sanitizing, Disinfecting, and Ventilation

- Playground equipment will be washed weekly and disinfected on a regular schedule.
- Cleaning materials will be provided to each classroom district wide for teachers to utilize if needed. Daily cleaning will be performed by the custodians.
- Custodial staff will perform enhanced cleaning in offices, provided work surfaces are clear of personal items.
- When students are not in the building, custodians will be doing enhanced cleaning of classrooms including electrostatic spraying on cleared surfaces. This may require a staff member to vacate the area for a period of time while the custodial staff cleans that space. Custodians will achieve best results with the least amount of occupancy.
- Nurses Suite isolation areas will be cleaned and disinfected immediately after each use.
- In the event that the PADOH recommends evacuating a room due to a sick child, it is recommended that custodial staff wait 24 hours before cleaning and disinfecting if at all possible. If not possible, wait as long as possible.
- All district facilities staff will be trained on proper cleaning chemical application, PPE, and bodily fluid cleanup / blood borne pathogens prior to the reopening of school.
- Hand sanitizer stations will be accessible throughout the buildings. Elementary classroom sinks will be available for hand washing.
- Per ASHRAE recommendation, HVAC will continue to run as engineered having 15 CFM per occupant and up to 15 air changes per hour. Ventilation systems operate properly and increase circulation of outdoor air by controls, opening windows and hallway doors (door stops distributed to all buildings) when possible. Rooms will be monitored for temperature and relative humidity with an effort to increase humidity within reason.



Cleaning, Sanitizing, Disinfecting, and Ventilation

- Increase ventilation and filtration of air in nurse suites and particularly the isolation bed areas.
- HVAC systems are monitored and inspected for proper functioning, with any mechanical issue identified for immediate repair to ensure consistent operation.
- Filters are changed regularly, increasing frequency of change.
- All buses to be cleaned with the electrostatic sprayer between the AM and PM runs and at the end of the day. Transportation utilizes EPA approved disinfectants for use against COVID-19.
- Per guidelines, in order to maximize air changes within the cabin and increase ventilation, bus windows will be left open to the extent possible and weather permitting. At least 4 windows and more if weather permits, will be open at all times to increase circulation.



Cleaning Procedures for Desks and Work Spaces

The Pennsylvania Department of Health (PADOH) recommends cleaning once a day and disinfecting within 24 hours if a case was present. Classrooms and offices will be cleaned on a regular basis by the custodial staff. Teachers will be provided supplies to wipe desks down in between cohorts of different students coming to your classroom if desired. At the middle and high school level, this will be most helpful in between the change of each class. At the elementary level, because students remain in the same class at the same desk, it might only be necessary to clean a desk at the end or beginning of the day.

Following is the procedure for cleaning student desks and chairs:

- Wear disposable glove while cleaning.
- Open spray bottle nozzle for a steady stream, as misting can create safety hazards.
- Apply disinfecting cleaning solution to the surface and allow to dwell for as long as possible.
- Wipe surface in order to agitate and clean.
- If using the microfiber towels (Sun Valley, Northley and Coebourn), fold over in half one time, fold that in half a second time, and fold that in half a third time in order to create 8 sides for cleaning. A glove should be worn on the cleaning hand.
- Procedures for disposal of dirty microfiber towels and distribution of new towels will be coordinated by the head custodian at each building.
- If utilizing wipes (Pennell, Parkside and Aston), dispose of soiled ones in the trash. Please use sparingly in an effort to reduce waist.
- Staff should contact the head custodian for refills of cleaning materials.
- Staff should contact the principal for refills of gloves.
- Keep wipes and spray bottle out of the reach of children



Protocols for Fire and School Security Drills

- Schools conducting in-person instruction for seven days or more a month are required to report all required drills.
- Students must wear a mask at all times during the drill.
- During the drill, students should be spaced 3 feet apart to the greatest extent feasible.
- Schools can be flexible in how to conduct drills by involving certain sections of the building/grade levels/floors of the building on different days to adhere to the Pennsylvania Department of Health (DOH) and Centers for Disease Control and Prevention (CDC) guidelines on social distancing and current targeted mitigation orders for outdoor activities.
- Schools should adhere to Pennsylvania Department of Health and CDC regarding social distancing and face covering requirements during fire and school security drills.
- For more details go to the the PA Department of Education section on Drills.



Transportation Expectation

Guidance for Parents and Students

Review of the expectations for the bus stop, seating, masking and sanitizing on the bus.

- Students will socially distance no less than 3 feet distance and 6 feet when feasible from one another while at the bus stop.
- Students will remain no less than 3 feet distance and 6 feet when feasible while in line to board the bus.
- Masks must be worn at all times.
- Maximum two students to a seat, one per seat when feasible.
- Sit with family member when possible.
- Front row will remain empty.
- Buses will be disinfected between the AM and PM runs.
- Per guidelines, in order to maximize air changes within the cabin and increase ventilation, at least 4 bus windows will be left open to the extent possible and weather permitting.

Review of arrival and dismissal at each school.

- See school specific handbooks



Directions for ANYONE (non-nurse) receiving a call regarding a positive COVID-19 case

If a secretary, guidance counselor, teacher, coach, paraprofessional or administrator receives information regarding a **suspected or confirmed case of COVID-19**, please follow the instructions outlined below.

- Thank the person relaying the information. **DO NOT** ask any follow-up questions. If the parent/person begins to share information, say thank you, but that information needs to be discussed with the nurse because it is highly confidential in nature.
- **If an employee other than the attendance secretary receives communication either by email or phone that a student is absent and why, that communication should be forwarded to the attendance secretary only!!** The attendance secretary will forward the information to the nurse as per the guidelines. Do not forward any illness related information to anyone other than attendance, nurse and/or administration.
- Nurses are only to get direct referrals on possible or confirmed positive COVID-19 cases. The nurse does review the attendance list and reasons each day. The nurse or counselor will reach out to parents of students with extended absences.
- If the student will be absent from school, please have the parent notify the attendance line at the school.
- If a clear COVID-19 related or positive call comes in, transfer the call directly to the school nurse.
- **Follow up with an email to the nurse only saying the following:**
 - (Parent/Guardian name) called in with information about (child's name). The call was transferred to you, but I wanted to confirm you received it. Or, The parent/guardian left a message on the attendance line regarding their child being sick, please call them at (if they leave a number).
- The school nurse will then follow up with the parent.

NOTE:

- Do not CC anyone other than the principal.
- Do not share information with any other person other than the nurse and the principal.
- **Treat this information as highly confidential.**
- The School Nurse and Central Administration will follow the PADOH guidance for any further necessary communication.