

# STUDENT/STAFF COVID-19 PROCEDURES/PROTOCOLS

## ONLINE SCREENING QUESTIONNAIRE

- I. COVID-19 Student/Staff questionnaire must be completed and submitted 24 hours in advance of building occupancy.
- II. Questionnaires will be completed on a weekly basis to ensure updated information is on file for each individual.
- III. COVID-19 questionnaire may be accessed through the First Mesa Elementary School website.

## TRANSPORTATION

- I. Bus riders must wear a face mask at bus stop and during entire occupancy of bus ride.
- II. Buses will not function at full capacity, but rather limited capacity to ensure physical distancing of bus riders.
  - a. Bus #1: 18 seats
  - b. Bus #2: 22 seats
  - c. Bus #4: 26 seats
- III. Riders will be seated one student per seat (with the exception of riders who come from one household).
- IV. All buses will be sanitized after each bus run.
- V. Student may be transported and dropped off by parents at the West side entrance using the bus loop.

## OCCUPANCY OF BUILDING

- I. Face shield will be provided to student for use during occupancy and labeled for future use by student.
- II. Student desks will be spaced 6 ft apart to ensure physical distancing.
- III. Face masks and face shields must be worn at all times during building occupancy
- IV. Hands free sanitizer dispensers will be located throughout the building.

## BUILDING DEPARTURE

- I. At the end of the school day, students will return face shields to designated tables located in their area.
- II. Face shields will be sanitized daily and store for future use.

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## SUSPECTED OR CONFIRMED COVID-19 CASE

### I. PRESUMPTIVE POSITIVE

- a. If a student/staff has symptoms associated with COVID-19 such as fever, coughing, shortness of breath, muscle aches, sore throat, headache, fatigue, vomiting, diarrhea or new loss of taste or smell, they will immediately be isolated and a parent/guardian will be contacted to pick up the student. *\*Students will not be transported home by school vehicle or bus\**
- b. Parent/guardian must notify local health department of symptoms and follow recommendations of health officials.
- c. If a student/staff becomes sick during the school day, they will be sent home IMMEDIATELY.

### II. POSSIBLE EXPOSURE

- a. If an individual has been in the building and is contacted by health officials to be notified of a possible exposure of a positive COVID-19 patient, parent MUST:
  - i. Notify Chief School Administrator IMMEDIATELY
  - ii. Chief School Administrator will notify all occupants of the building of possible exposure
    1. In the event that an exposure occurs in a class/classroom that has been isolated, ONLY the students and staff members in the isolated classroom will be sent home for quarantine to await exposed individuals COVID-19 test results (confirmed positive or negative).
  - iii. Chief School Administrator will shut down the school building for 72 hours.
    1. In the event that the school building is closed during the week, distance learning will take place during the 72-hour building closure. Devices (laptops, Chromebook or iPad) will be provided for each student to utilize for distance learning until the building has been cleared for re-entry.
- b. Negative test result: Student/staff may return to school after confirmed negative COVID-19 test result of student and ALL immediate household members.
- c. If exposure originated from immediate household member, student may not return to school despite negative test result. Student/staff will need to quarantine for 7 days and will return to school on the 8th day.

### III. POSITIVE COVID-19 TEST RESULT

- a. If a student receives a POSITIVE test result:
  - i. Student/staff must quarantine for 7 days at home
  - ii. Student/staff may return to school once ALL symptoms of student and immediate household members have subsided and no fever for more than 24 hours without fever reducing medications (Tylenol, Ibuprofen).
- b. Staff members who have been identified as a first contact exposure AND are fully vaccinated may return to school after the 72-hour building closure as long as they are not experiencing any COVID/Flu- like symptoms.