



**OASIS MIDDLE SCHOOL
INSTRUCTIONAL CONTINUITY AND
RETURN TO SCHOOL PLAN 2020-2021**

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Cape Coral, FL 33914

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Mr. Donnie Hopper, Principal

Mrs. Brianne Romano, Assistant Principal

www.oasismiddleschool.net



Dear Oasis Middle School Families,

The COVID-19 pandemic has caused a major shift in our day to day lives, procedures and our student expectations. We are committed to providing a safe environment for our students, while also maintaining the exceptional academic program you have come to expect. The contents of this plan are designed to provide families with multiple options to ensure continuous student learning.

This plan is divided into two key sections - Instruction and Learning, and Health and Safety.. Oasis Middle will provide a full offering of courses, but our delivery will be modified to accommodate an on-campus model and a virtual instruction model.. Information will be posted frequently on our website (www.oasismiddleschool.net). Please frequently check the “Reopening” section for the most updated information. Continuous, two-way communication will be critical as we continue to educate our students in these unprecedented times. Please review these procedures and expectations carefully as our school environment will be different this year. As always, if you have any questions, please do not hesitate to contact the front office.

Thank you for your support and patience through these ever-changing and sometimes challenging times.

Sincerely,

Donnie Hopper
Principal



Resources considered in the development of the OMS Handbook:

Florida Department of Education (FLDOE)

Reopening Florida's Schools and the CARES Act

<http://www.fldoe.org/core/fileparse.php/19861/urlt/FLDOEReopeningCARESAct.pdf>

Executive Order 2020-EO-06 -

<http://www.fldoe.org/core/fileparse.php/19861/urlt/DOE-2020-EO-06.pdf>

Centers for Disease Control and Prevention (CDC)

Considerations for K-12 Schools: Readiness and Planning Tool -

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf>

Considerations for Schools -

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

School District of Lee County

School Reintroduction -

<https://www.leeschools.net/cms/One.aspx?portalId=676305&pageId=30478400>

Cape Charter Schools Authority Task Force

Oasis Middle Safe Reopening of School Task Force



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INSTRUCTIONAL CONTINUITY PLAN

Schedule

We will be using a block schedule this year. Each grade level will be divided into two teams.

BELL TIMES

PERIOD	6th GRADE OWLS, HERONS
1/2	7:40 - 9:05
3/4	9:11 - 11:15
5/6	11:18 - 12:45
7/8	12:49 - 2:15

PERIOD	7th GRADE OSPREYS	7th GRADE PELICANS
1/2	7:40 - 9:05	7:40 - 9:07
3/4	9:11 - 10:35	9:11 - 10:37
5/6	10:41 - 12:45	10:41 - 12:47
7/8	12:49 - 2:15	12:49 - 2:15

PERIOD	8th GRADE EAGLES	8th GRADE HAWKS
1/2	7:40 - 9:07	7:40 - 9:09
3/4	9:11 - 10:35	9:11 - 10:37
5/6	10:41 - 12:05	10:41 - 12:07
7/8	12:08 - 2:15	12:10 - 2:20

OMS - Options for Returning to School

- **FULL SCHOOL DAY with FACE TO FACE INSTRUCTION**
 - All families/students will be offered the option of a full return to school on the first day of school.
 - OMS is using a block schedule this year, with students attending periods 1, 3, 5, 7 on an Odd Day, and periods 2, 4, 6, 8 on an Even Day.
 - Students attending school daily will be subject to the contents within this plan.
 - Students attending school in the building daily will remain in a cohort of students - a maximum of 25 students remaining together for the duration of the school year.
 - Depending on the level of COVID-19 cases in our school/community, these cohorts could stay in one classroom the entire school day, to include elective classes and lunch.
 - Bell schedules will be staggered between grade levels to limit traffic in the hallways.



- Three substitute teachers will be available daily to support our entire campus, from covering classrooms to supporting student's virtual learning.

- **OASIS HOME - FULL VIRTUAL**

- Families/students would have the option of using our virtual learning program - Oasis Home - an enhanced version of our distance learning from Spring, 2020, should they not feel comfortable returning to school on Aug. 10.
- Families interested in Option 2 - Oasis Home - will need to inform us of their intent by Tuesday, July 21.
- Students that are participating in Oasis Home are expected to follow the time and class schedule from home by logging in, being present, and participating in class. Attendance will be taken daily, per period. Oasis Home students may not log in to another period when the class is offered.
- Oasis Home students must remain visible during live instruction. They are not permitted to post a still picture/background or leave the video off with only their name displayed. Students will exhibit proper digital and social etiquette while participating in instruction.
- Students are expected to meet deadlines established by each teacher.
- Students will need to come on campus when State assessments are given. If the student is medically vulnerable, individual test settings and/or times will be scheduled.
- Selection of the Oasis Home option is quarterly. Parents will need to notify our school counselor of the intention to continue the virtual option, or switch to full time instruction in school.
- If feasible, teachers will be given specific classes/periods for students only enrolled in our Oasis Home. This will allow teachers to focus on one group of students at home, as opposed to simultaneously teaching students at home and in-person.
- The learning platform will be Google Classroom, with live teaching done using Zoom.



- **TEMPORARY VIRTUAL INSTRUCTIONAL PROGRAM (TVIP)**

- Students unable to attend school due to sickness/quarantine will have the opportunity to access Oasis Home for a temporary period of time.
- Students that are experiencing potential symptoms of COVID-19, *and whose parents notify the attendance secretary of the student's need to stay home*, can participate in virtual instruction that day, and will be marked present that day.
- Regardless of the option selected by families for their children, all teachers are expected to teach the Florida Standards for their grade level and core subject area.
- The State-adopted grading policy will remain in effect.
 - 90-100 = A
 - 80-89 = B
 - 70-79 = C
 - 60-69 = D
 - 0-59 = F
- Late work may be submitted up to five days after the actual due date. Students may incur a penalty of 10% off for each day late.

Virtual Platform and Software

- Regardless of the option selected, all students at Oasis Middle will be issued their own Chromebook.
- Chromebooks and chargers will be distributed to all students during the first week of school.
- Families will be expected to sign and acknowledge the OMS Technology Agreement which includes proper device usage, storage, care, and if necessary, replacement.
- Any family not able to access the internet at home should notify Mrs. Romano. There are a few low-cost internet options available to parents from local providers.
- iReady will be used for Language Arts and Math.
- McGraw Hill will be used for Science.
- TCI will be used for Social Studies.
- STAR Reading and Math will be used for progress monitoring.
- Safari Montage (a web-based video content site) will be available for all subjects.



- Live video streaming will take place on Zoom or Google Hangouts.

Continuation of Services

- All services for students with a 504 or an IEP will be
- Students with a 504 or an IEP will continue to be supported by our team of teachers, whether selecting the in-person or virtual option. When necessary, conferences to support continuation of services will be held via video conference.
- IEP team meetings will take place in-person or virtually. The type of meeting will be noted in the IEP notes.
- IEP team meetings can be scheduled by the school or as requested by the parent. Proper procedural documentation (i.e. 10 day notice, Rights Afforded to Parents) will still be shared.
- If the IEP team determines that additional services are needed, the IEP will be adjusted and the services will be provided.
- ELL Committee meetings will take place in-person or virtually. The type of meeting will be noted in the committee notes.
- ELL Committee meetings can be scheduled by the school or as requested by the parent.
- If the ELL student's performance on the first STAR assessment is significantly lower than the last STAR assessment given (within the last 6 months), then the ESOL coordinator will be notified of the data. The most recent CELLA data will also be evaluated.
- If the student is new to the school, and he/she is two or more grade levels behind when completing the STAR assessment, the ESOL coordinator will be notified and the CELLA will be administered.
- If the STAR and/or CELLA shows a significant regression from previous administrations, an ELL Committee meeting will be called.
- If the ELL Committee determines that additional services are needed, the IEP will be adjusted and the services will be provided.

How to Access Online Texts, Tutorials, Textbooks, and Technical Support

- All teachers are required to use the same program and format to communicate assignments to students - Google Classroom.
- Live classes for students enrolled in Oasis Home will be held in Zoom or Google Hangouts.
- Hard copy books of the iReady material for ELA and Math will be provided. Each student will have their own copy.



- All technical issues should first be reported to the student's teacher, especially if there is an issue with the submission of an assignment. All other technical issues will be handled by our Technology Support Team - steve.cole@capecharterschools.org



HEALTH AND SAFETY

Personal Protective Equipment (PPE) and Daily Arrival

- Local medical experts suggest social distancing, frequent hand washing, and use of masks will help slow the spread of COVID-19.
- The term “masks” is inclusive of face masks and face coverings (gaiters). Face shields do not provide adequate protection. Students not wearing masks must provide current medical documentation that they are unable to do so.
- When proper social distancing is not possible, students and staff attending school will be required to wear a mask in certain areas of the school - most of the areas are noted below.
 - Masks will be worn as students arrive on campus, until they reach their first class.
 - Masks will be worn as students move between classes.
 - Masks will be worn as students move to the cafeteria.
 - Masks will be worn as students wait in line for their lunch.
 - It is highly recommended for students to wear masks in classrooms when social distancing is not possible - small group instruction.
- Masks will be worn by staff when social distancing is not possible. These areas include the front office, the cafeteria, hallways, during class changes, and in class when a staff member is working closely with a student or students.
- *All masks should contain no writing, designs, pictures, non-OMS logos. School colors of green, purple, black, white, and gray are preferred. OMS-logo masks will be available.*
- Clinic staff, and students working with students with possible COVID-19 symptoms, will be issued additional PPE, such as disposable gowns, safety goggles, and gloves.

Daily Arrival to Campus

Students (no students are permitted on campus until 7:00 a.m.)

Buses

- We are following the recommendations of the School District of Lee County and will provide full transportation services to students who rely on this method to get to school.
- Masks are required on the bus since proper social distancing cannot be maintained.
- Masks are required for all bus drivers unless medically excused.



- Students are required to bring their own hand sanitizer for use on the bus each day.
- Bus windows may be slightly lowered to allow for proper ventilation.
- Students are to sit in assigned seats daily and with siblings as often as possible.
- It is important that all students follow the bus driver's directions.
- Drivers will clean buses after each route with an approved disinfectant spray.
- Students will be grouped by their bus to have their temperature checked after exiting the bus and before entering the building. A temperature under 100.4 is acceptable.
- Students will be shown their temperature reading.
- Buses will be unloaded one at a time at the front of the school, and students will enter through the front gate located at the front of the school. Students will remain with their bus group as they line up for temperature readings.
- Students with a temperature will be escorted to the secured containment area of our school. A parent/guardian will be notified if temperature exceeds guidelines and will need to pick the student up immediately.
- Students passing the temperature screening will enter the building through the front door.

Student Drop-Off

- Student drop off takes place at the back of the school, in small waves of vehicles.
- Students will have their temperatures checked immediately upon arrival, while still in their parent's vehicles. A temperature under 100.4 is acceptable.
- Students will be shown their temperature reading.
- Students with a temperature will remain in the vehicle and be taken home by their parents.
- Students will enter the building through the breezeway or through the back door of our building, depending on where their first class is located.

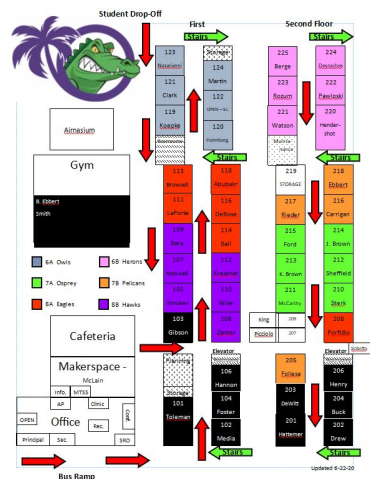
Bikers, Walkers

- Students will have their temperatures checked immediately upon arriving on campus. A temperature under 100.4 is acceptable.
- Students will be shown their temperature reading.
- Students with a temperature will be escorted to the isolation area of our school.
- Students will enter the building through the breezeway.



Hallway Travel/Movement on Campus

- Students and staff will be wearing masks during any hallway travel and restroom breaks.
- Hallways will be one-way only.
- Bell times will be staggered to reduce congestion in the hallways.
- All students will travel in the same direction.
- Restrooms will be closed during class changes.
- The first floor will travel from the front of the school to the back of the school.
- The second floor will travel from the back of the school to the front of the school.
- The back staircase will be used to go up to the 2nd floor.
- The middle and the front staircases will be used to go down to the 1st floor.



Expanded map can be found on the last page.

- Water fountains will be turned off.
- An automatic water bottle filling station will be added to the existing fountains.

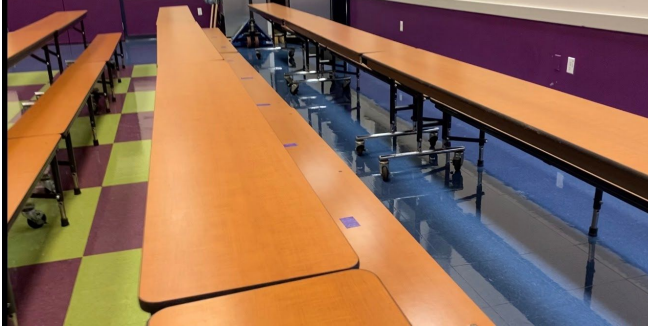


- Restrooms will be closed during class changes.
- No more than four (4) students will be allowed in each restroom.



Cafeteria

- Students will eat breakfast in the cafeteria - all spaced 6' apart.
- The cafeteria will be one of the spaces used for lunch.
- Students will have the same assigned seats each day.
- Students will sit approximately 3' apart.
- All students will face the same direction when eating.



- Tables will be located in the cafeteria, in the courtyard, and in the breezeway.
- Maki will be maintained while students are on-line and seated.
- ID cards will be used for purchase of lunch.

Classrooms/Academic Environment

- Assigned seats must be used.
- All students must face in the same direction.



- Sharing of materials is not allowed.
- Students will be placed on a team of students/teachers. There will be no more than 150 students on each team, with there being two teams in 6th grade, two teams in 7th grade, and two teams in 8th grade.
- Teacher's classrooms have been moved to ensure all six teachers are close to each other.
- Teams will limit the movement of students throughout the building.



- No field trips allowed.

Electives

- In an effort to keep students together, students may be assigned electives.

Athletics

- We are waiting for guidance from the School District of Lee County regarding this year's intramural program. Our goal is to follow their recommendations.
- The number of students permitted to participate may be adjusted to ensure proper social distancing.
- Parents will be required to sign a release/permission slip allowing students to attend.
- Temperature checks will be taken by the activity sponsor/coach of any before and after school activities.

Students Feeling Ill or Presenting COVID-19-like Symptoms

- Two locations will be available at OMS – a clinic for normal issues (medicine distribution, cuts, etc.) and an isolation room.
- Staff and students showing possible signs of COVID-19 will be separated from others by at least six feet. This includes the person supervising the student.
- Symptoms included: fever, chills, dry or persistent cough (not asthma-related), shortness of breath (not asthma-related), sore throat, diarrhea and/or vomiting (not related to food, medication, and/or other-illness related), loss of taste/smell, achy.
- While waiting to be picked up, the student with symptoms should wear a face mask if it can be tolerated.
- The student will be escorted by a clinic staff member to the student pick-up area outside of the main office.
- The isolation room will be cleaned and disinfected after the person has left the area.
- The parent of the student should be asked to inform the school immediately if the child is diagnosed with COVID-19.
- The parent or guardian will be briefed on their child's medical status, protocols and procedures for the child to return to school, and given a copy of the illness policy (see below).
- In order to return to school, the student must be at least 72 hours past recovery - defined as no fever without the use of medications and improvement in respiratory



signs like cough or shortness of breath, OR, a health care provider has certified that the student does not have a suspected or confirmed case of COVID-19.

- The Lee County Health Department will assist in contact tracing and determining which students should quarantine.

Students That Test Positive for COVID-19

- If the child is confirmed positive for COVID-19, the parent will notify the school immediately!
- The Lee County Health Department will assist in contact tracing and determining follow up quarantine length.
- Students that were potentially exposed to a positive case will be notified and may be required to quarantine for up to 14 days.
- Students that test positive, or are at home because of a quarantine order, may still attend virtually if they are feeling well enough.
- A student who has had COVID-19 can return to school when the following issues are deemed acceptable.
 - To date (7/10/20), the following expectations are set by the DOH for mandatory 14-day quarantine:
 - Any person who tests positive will have to quarantine for 14 days, have 2 negative test results 24 hours apart from each other, and physician clearance.
 - Any person that has come into close contact, which is defined as less than 6 feet, for 15 minutes or more, without a face covering or approved PPE, will be mandatory quarantined at home for 14 days and is to watch for symptoms and seek advice from their physician.
 - Other persons who have come into contact with that individual, but were protected, may continue to work or go to school with a face covering and monitor for symptoms.
 - Any siblings, staff members, and their children of a positive case will have to mandatory quarantine as well for 14 days.
 - USSI is to be contacted immediately for extensive cleaning and disinfecting of the building.
- We will follow the School District of Lee County Health Services Illness Policy (*draft policy pending Board approval*):

Deciding when to keep your child home from school can be difficult. When a student is sick and needs to stay at home, parents should contact the school and describe the illness and symptoms. If a Health Care Provider makes a specific diagnosis (such as strep



throat, conjunctivitis, chicken pox, etc.), send in a note from the Health Care Provider with instructions for care at school.

There are several reasons students should stay home from school:

1. The student does not feel well enough to participate in usual activities, and exhibits signs of extreme fatigue, unexplained irritability or persistent crying.
2. The student requires more care than the school staff is able to provide without negatively impacting the health and safety of other students.
3. The student is not vaccinated due to medical or religious reasons and there is an outbreak in the school.
4. The student has an illness that requires them to stay home and/or their Health Care Provider has written they must remain home for a certain amount of time due to illness.

Illness Policy

The following list gives guidelines and recommendations for exclusion from school due to specific symptoms or diagnoses:

[Illness Policy - 8-27-20](#)



Campus Signage

- Appropriate signage will be placed throughout the building regarding social distancing, use of masks in the hallway, washing hands, using hand sanitizer.
- Decals for the floor have been ordered for the hallways (one way) and for social distancing in the cafeteria lines.



Dismissal Procedures

- Masks will be worn during dismissal.
- Dismissal will be staggered.
- Bus riders will be dismissed first. They shall exit the front of the building and report directly to their bus. 8th grade students will be dismissed first; followed by 7th grade students and then 6th grade students.
- Car riders will be dismissed next. They shall exit the rear of the main academic building.
- Students will be staged behind our school, from the elementary school playground to the airnasium to the field behind the garden.
- Walkers and bike riders will be dismissed last. Walkers and bike riders shall exit the side gate between the elementary and middle school.
- Students staying for after-school activities or athletics will also be released last. They are to report to their activity immediately.

After-school Activities

- Clubs will be available for students this year. The number of students permitted to attend, and the locations where the clubs will be held will all be adjusted to ensure proper social distancing.
- Parents will be required to sign a release/permission slip allowing students to attend.



- Temperature checks will be taken by the activity sponsor of any before and after school activities.

Volunteers/Visitors

- The main office will be staffed. Parents/visitors will use the video/audio camera at our front door to communicate with our receptionist.
- A waiting area will be provided outside of our front office.
- Volunteers will not be allowed until further notice.
- Only essential visitors will be able to enter the office/school – mail delivery, package delivery, food delivery, maintenance personnel.
- Masks will be required for all visitors who are allowed to enter.
- All visitors will be screened – temperature check and questions.

Increased Facility Cleaning/Disinfecting

- Hand sanitizing stations will be available for students/staff in many areas of the building.



- USSI will provide the deep cleaning on a nightly basis. Every Wednesday, USSI will use a spray electrostatic chemical in all areas of the school.



- Staff will be expected to clean their classrooms for each different group of students.
- No classroom supplies should be shared.
- No books should be shared.



HEALTH AND SAFETY

Health & Safety Protocols and Procedures for Reopening of Schools

By: Melanie Klages, RN, Oasis Charter Schools System Nurse

Prior to reopening

- A. Are we ready checklist
 - a. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>
- B. Staff education and training on COVID-19 symptoms, protocols and proper procedures
 - a. In-person instruction (or virtual) and safe schools
 - b. How to use a non-contact thermometer
 - c. Procedure for sending a student to the clinics
 - i. Sick vs. well clinic
 - ii. Transportation to the clinic
 - iii. Communication of outcome
 - d. Knowledge and understanding of medically fragile students in the classroom
 - e. Proper documentation for temperatures 100.4 or higher and for assigned seating
 - i. A copy of the class assigned seating chart for each classroom should be in a binder in the front office; one copy to go to the RN
 - f. Communication with clinic, attendance manager, and family when a student is home sick
 - i. Parent/Guardian will notify attendance manager via a designated email address per school when a student is absent and the nature of the absence
 - ii. Clinic and RN will have access to the designated email to track ill students and follow up with families concerning the safe return of students
 - 1. One member of clinic personnel to oversee students absent per school due to illness and follow up on ability to return (pending approval)
 - 2. This person will retrieve emails concerning sick students, track absences and keep a paper trail of physician notes to return, and assist in contact tracing for positive COVID-19 cases in the building (pending approval)



- iii. Clinic will communicate about any sick students sent home from school to attendance manager and teacher/teachers while observing HIPPA privacy laws
 - iv. Who gets a copy of physician notes received from student?
 - 1. Attendance
 - 2. Clinic
 - 3. Teacher
 - 4. PE if applicable
 - g. How to promote healthy behaviors to stop the spread of illnesses
 - i. Hand washing techniques
 - 1. Videos, reinforcement, practice, classroom visit by RN, daily school news
 - ii. Social distancing
 - 1. Age-appropriate videos, follow signs, reinforcing mask wearing/face coverings where applicable
 - iii. Masks/Face coverings
 - 1. Reinforce wearing of face coverings to reduce the spread of infection when social distancing is not possible
 - 2. Teach proper mask wearing techniques and proper storage when not in use
 - 3. Age-appropriate videos
- C. Family and student education on preventing the spread of illness, new protocols and procedures
- a. Short videos on proper mask wearing and storage when not in use
 - b. Social distancing
 - c. Hand washing
 - d. Respiratory etiquette (coughing, sneezing into a tissue followed by hand hygiene)
 - e. When to stay home and when students can return to school- refer to illness policy below
 - i. <https://www.leeschools.net/common/pages/UserFile.aspx?fileId=30545402>
 - ii. Advise of school clinic differences between “well” and “sick” rooms and lay out criteria for both



- iii. Advise of home isolation criteria vs. staying in school and monitoring
- iv. Education on what a school day will look like
- v. Educate on type of communication parents will receive should there be a positive case in the building, the building be shut down for a short or extended period of time due to volume of cases, and if their child was considered a close contact with others
- f. Self-reporting to schools of positive covid-19 cases within families
 - i. Returning to school after a positive COVID test requires a series of steps
 - ii. Virtual option while in quarantine?

D. Receiving of medications, health statement forms and meetings for specific medical needs

- a. Parents will have time slots to turn in medication administration forms and medications to clinics the week prior to school starting
- b. A message will go out to families, system wide concerning the new procedure
- c. Medications will be received by the clinic at the front office door
 - i. Masks will be worn by members of the clinic staff receiving the medication
 - ii. Check in forms will be signed by parents and clinic staff
- d. Health statement forms will be turned in and allowed to be reviewed by clinic staff to identify vulnerable students and alert staff
 - i. A list will be created to notify staff of these students
- e. Meetings needed between staff and families of students with specific medical needs will be conducted via zoom conference the week before school begins
 - i. RN will coordinate with staff and families

E. Set up of Isolation Room

- a. Identify space for the isolation room and ensure adequate ventilation
- b. 3 cots with a divider between each will be set up in the isolation area
- c. Table or small desk with chair for clinic staff
- d. Space for storage of PPE outside of isolation room (masks, gloves, gowns, face shields)
- e. Items needed for isolation area:
 - i. Thermometer



- ii. BP machine
- iii. 2 pulse oximeters
- iv. Disinfectant wipes and spray
- v. Computer for charting
- vi. Phone
- vii. Waste basket x 2
- viii. Plastic covering for floor
- ix. Hand sanitizer
- x. Tissues

F. Education of Clinic Staff

a. Symptom checker for COVID-19

- i. How to identify those needed for isolation
- ii. Monitoring of students in isolation rooms
 - 1. SPO2
 - 2. BP
 - 3. HR
 - 4. Retraction
 - 5. Breaths per minute
 - 6. Temperature
 - 7. A&O (Alertness and Orientation)
- iii. Proper usage of PPE to avoid exposure in isolation rooms to include: gowns, gloves, N-95 masks, face shields
- iv. Who is allowed in the isolation room?
 - 1. Clinic staff
 - 2. First responders
 - 3. Day porter for cleaning and disinfecting as needed

b. Documentation and Communication of students who show signs of illness



- i. Introduce and use Microsoft Power BI to look for trends in cases of illness within the school and compare to other schools in the system
- ii. Use templates for clinic logs
- iii. Clinic communication to families, teachers, and attendance manager of a student who leaves the building sick
- iv. Inform RN of each student that is placed in isolation and update on their status throughout time in isolation
- v. Keep track of students in isolation at the same time and same day for contact tracing
- vi. Look for illness trends related to classrooms, transportation, before and after care
- vii. Notify USSI of any additional deep cleaning that is needed and follow up to see that it was completed

G. Ordering of Supplies

- a. PPE will be needed for the protection of students and staff
- b. Ordering will be through approved vendors and tailored to each school's needs
- c. Supplies to include:
 1. Non-contact infrared thermometers
 2. Disposable fluid resistant gowns for clinic
 3. Back-up 3-ply, disposable, droplet precaution masks for students (in case they did not bring one and for clinic isolation room)
 4. Disposable, 3-ply, droplet precaution masks for staff
 5. Face shields for clinic staff and café; extra ordered for office staff
 6. N-95 masks for clinic staff only (to be used in isolation rooms)
 7. Nitrile gloves
 8. Cots for isolation rooms
 9. Dividers in between cots
 10. Plexiglass
 11. Cleaning and disinfectant supplies for clinics

Protocols and Procedures during a school day



A. When someone is ill

- a. If a student is ill with a fever alone over 100.4 or higher, or COVID-19 symptoms that can include the following:
 - i. Fever (100.4 or higher)
 - ii. Chills
 - iii. Dry cough (not related to asthma)
 - iv. Persistent cough (not related to asthma)
 - v. Shortness of breath (not related to asthma)
 - vi. Diarrhea and/or vomiting (not related to food, medication, and/or other non-illness related)
 - vii. Sore throat
 - viii. Loss of taste/smell
 - ix. Muscle or body aches
 - x. Fatigue
 - xi. Congestion
- b. Procedure for transporting ill students with above symptoms to the clinic will be as follows:
 - i. Call down to the clinic (*Office for OHS) to notify of ill student prior to sending them to the clinic
 - ii. Student will wear a mask down to the clinic
 - iii. For elementary schools-students will be escorted to the "sick" clinic by a staff member (staff member should wear a mask)
 - iv. For middle and high school students- Students will wear a mask down to the "sick" clinic area where a member of the clinic staff will meet them
 - v. Student will be assessed for symptoms by clinic staff
 1. RN will be notified of all students in the isolation area and updated on their health status as needed
 2. All students will wear a droplet mask while in isolation with exceptions (accommodations to be made for those with increased work of breathing, shortness of breath, etc.)
 - vi. Parent will be notified immediately of ill student including medical status of student, protocols and procedures



1. Parents are expected to pick up student within in an hour of being called
2. If parent cannot be reached, staff to call emergency contacts listed for students
3. Upon parent arrival, student will be escorted by a clinic staff member with a mask on, to their parent
4. Parent will be briefed on student's medical status, protocols and procedures for student to return to school and given a copy of the illness policy; parents are reminded to communicate with school on a daily basis about student's medical status

c. Return to school

- i. If a student is ill with a fever alone or 2 or more symptoms listed above, a physician note is required to return to the building
 1. Considerations- COVID-19 can be spread up to 48 hours before symptoms appear and at least 10 days after symptoms appear
- ii. If a student has tested positive for COVID-19, they must have 2 negative test results as well as physician clearance to return to school
- iii. Illness policy listed attached in the previous section will be strictly enforced

d. If a staff member is ill during the school day

- i. Staff member will notify administration immediately of status to get coverage for class, and be sent home
- ii. Staff member will wear a mask if they are not already doing so
- iii. Staff member is to call their physician for medical advice; See link to CDC symptom checker below:
 1. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html#discontinue-isolation>
- iv. Staff member will follow the illness policy set by the LCSD
- v. Staff member is to report to administration, their on-going status and recommendations from their physician
- vi. If a staff member tests positive for COVID-19:
 1. Staff member will contact attendance manager to notify of status
 2. Attendance manager will notify principal, RN and HR
 3. HR will contact staff member concerning benefits



- e. Staff member return to school
 - i. A physician note is required in order to return to work if the staff member has a fever of 100.4 or higher, has COVID-19 symptoms, and/or tests positive for COVID-19 (pending LCSD policy)
 - ii. If a positive COVID-19 result is found, staff member will be required under CDC and DOH regulations to remain at home for at least 14 days, have 2 negative test results that are 24 hours apart from each other and physician clearance
- B. A Positive COVID-19 test has been identified in the building from either staff member or student
- a. Administrative staff will be notified immediately
 - b. RN will contact DOH for instructions
 - i. DOH can issue a mandatory shut down of the building for a period of 2-5 days for short term if the cases are contained and an extended period of there is an outbreak
 - ii. DOH will supply a log for case reporting to be faxed daily by RN; Usually will end when there has been 2 weeks without any new cases
 - c. Administrative staff will begin contact tracing of infected person/persons
 - i. Tracing will go back 48 hours from the time the infected person showed symptoms
 - d. Letter home to families and staff surrounding the situation
 - e. Communication to families and staff of any mandatory shut down of the building and how to proceed with distance learning
 - f. To date these are the rules set by the DOH for mandatory 14 day quarantine:
 - i. Any person who tests positive will have to quarantine for 14 days, have 2 negative test results 24 hours apart from each other, and physician clearance
 - ii. Any person that has come into close contact must quarantine for 14 days regardless if they show symptoms
 - iii. Close contact is defined as:
 - 1. Less than 6 feet, for a period of 15 minutes or more
 - 2. Providing care to someone at home who is sick with COVID-19
 - 3. Direct physical contact with a person (touched, hugged, or kissed them)
 - 4. Sharing eating or drinking utensils
 - 5. You came into direct contact with respiratory droplets of an infected person
 - a. Anyone in close contact as above stated, not wearing a face covering or approved PPE will be mandatory quarantined at home for 14



days, will need to watch for symptoms and seek advice from their physician

- iv. Other persons who have come into contact with that individual, but were protected, may continue to work or go to school with a face covering and monitor for symptoms per DOH
- v. Any siblings, staff members, and their children of a positive case will have to mandatory quarantine as well for 14 days per DOH
- vi. USSI is to be contacted immediately for extensive cleaning and disinfecting of the building
- vii. Refer to CDC guidelines below for scenarios on the need to continue to quarantine and when a quarantine can be ended
- viii. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>



TRANSPORTATION

Buses

- We are following the recommendations of the School District of Lee County and will provide full transportation services to students who rely on this method to get to school.
- Masks are required on the bus since proper social distancing cannot be maintained.
- Masks are required for all bus drivers unless medically excused.
- Students are required to bring their own hand sanitizer for use on the bus each day.
- Bus windows may be slightly lowered to allow for proper ventilation.
- Students are to sit in assigned seats daily and with siblings as often as possible.
- It is important that all students follow the bus driver's directions.
- Drivers will clean buses after each route with an approved disinfectant spray.
- Students will be grouped by their bus to have their temperature checked after exiting the bus and before entering the building. A temperature under 100.4 is acceptable.
- Buses will be unloaded one at a time at the front of the school, and students will enter through the front gate located at the front of the school. Students will remain with their bus group as they line up for temperature readings.
- Students with a temperature will be escorted to the secured containment area of our school. A parent/guardian will be notified if temperature exceeds guidelines and will need to pick the student up immediately.

COMMUNICATION

- ParentSquare will be used to keep families informed.
- Posts will be duplicated on the OMS web page and OMS Facebook page.
- Videos will be shared explaining to students/families what school will look like when they return in August.
- Open House will be held virtually, and will be available to all families on Friday, Aug. 7.
- In-person and virtual options for learning will be shared.
- We will emphasize the availability of full virtual options for families within our system.
- All protocols will be shared with families (cleaning, temperature checks, masks, movement, use of restrooms, water fountains, extracurricular activities, etc.).
- Our Superintendent will maintain necessary communication with families as new needs present themselves and will stay in close contact with Lee County regarding their protocols and processes.



WORKFORCE

Personal Protective Equipment (PPE) and Daily Arrival at OMS

- All staff will have their temperature taken upon arrival to school. A temperature under 100.4 is considered acceptable (Florida Department of Health – FDOH). If the staff member shows higher than 100.4, he/she will be sent to a secured area for further evaluation, and then will be sent home.
- Staff will be provided several masks prior to the start of the school year (*masks, face shields*). *Masks will be required in all areas where an appropriate social distance of 6 feet may not be maintained (i.e. busses, arrival and dismissal, the front office, restrooms, hallways during class exchange, cafeteria, etc.)* Teachers are encouraged to follow the dress code set forth for students. If there is a personal preference for a mask, beyond what is provided by the school, teachers are responsible for securing their own preferred mask.
- Staff members that are unable to wear a mask are required to provide a doctor's note stating that they are unable to do so.

Return to Work

- All staff are required to return to duty as part of their contract unless there is a medical requirement that forces them to work from home, or they are following guidelines dictated by the local health department related to COVID-19.
- If a staff member is ordered to stay home as a result of a quarantine order and is willing and able to teach full time from home, he/she may do so. If OMS remains open, an adult will be placed in the classroom to supervise the students while the teacher is teaching from home. Teachers will be expected to follow their schedule. Support staff will be assigned duties to be completed from home.
- If a staff member is at high risk for COVID-19 and desires to stay and teach full time from home, he/she must secure a doctor's note/recommendation detailing the condition that requires them to stay home, and a start/end date for this recommendation.
- Please see the "COVID-19 Return to Work FAQ's" below.
- Requirements and benefits afforded in the Families First Coronavirus Recovery Act will be shared by Human Resources, see "Employee Rights and Responsibilities during COVID-19 Pandemic 2019" below.



Schedule

- Teacher's hours are from 7:05 a.m. - 2:35 p.m.

Role In a Virtual Setting/Instruction

- The teacher is the authority in the classroom, whether in-person or virtual.
- Teachers will use Google classroom as the learner management system.
- All assignments, activities, links to supporting documents, and deadlines will be posted in one post at the beginning of the week. Deadlines may vary throughout the week. If an assignment is due from a student in a virtual setting, the required materials must be made available.
- Students will be following their normal schedule, whether in-person or virtual.
- Teachers will use Zoom or Google Hangouts for students at home to log in and observe/participate in class. Cameras will be made available in each classroom for this purpose.
 - Students are not permitted to record instruction.
 - Teachers should be specific and explicit in the beginning of class as to the activities and expectations for the day.
 - Whole group instruction could/should take place at the beginning of the period. Once students are released to work, the teacher can check in with in-person and virtual groups.
 - Student collaboration (group work) can occur virtually, face-to-face group work may be hindered by social distancing.
 - Tests should be given on campus. If a student is virtual only, the test can be administered and turned in during the same time period as the live class. Students requiring extra time shall be allowed this time.
 - Teachers are encouraged to close/wrap-up the class summarizing the day's instruction and repeating any deadlines.

Teachers In Need of a Substitute

- Teachers will follow the procedures set out in the staff handbook for securing a substitute.



- For further reference, please see procedures listed under “If a staff member falls ill,” the “COVID-19 Return to Work FAQ’s”, and the “Employee Rights and Responsibilities during COVID-19 Pandemic 2019” below.

If a Staff Member Becomes Ill During the School Day

- The staff member will notify administration immediately to secure coverage for the classroom.
- The staff member will wear a mask immediately if they are not already doing so.
- The staff member will call their physician for future medical advice and follow the LCSD illness policy.
- The staff member is to share their on-going status and recommendations from their physician.

If a Staff Member Tests Positive for COVID-19

- If a staff member is confirmed positive for COVID-19 he/she will notify the school immediately!
- The Lee County Health Department will assist in contact tracing and determining follow up quarantine length.
- Students/staff that were potentially exposed to a positive case will be notified and may be required to quarantine for up to 14 days.
- A staff member who has had COVID-19 can return to school when the following issues are deemed acceptable:
 - To date (7/10/2020), the following expectations are set by the DOH for mandatory 14- day quarantine:
 - Any person who tests positive will have to quarantine for 14 days, have 2 negative test results 24 hours apart from each other, and physician clearance
 - Any person that has come into close contact which is defined as less than 6 feet, for 15 minutes or more, without a face covering or approved PPE will be mandatory quarantined at home for 14 days and is to watch for symptoms and seek advice from their physician
 - Other persons who have come into contact with that individual, but were protected, may continue to work or go to school with a face covering and monitor for symptoms



- Any children of a positive case will have to mandatory quarantine as well for 14 days
- USSI is to be contacted immediately for extensive cleaning and disinfecting of the building.

EMPLOYEE RIGHTS AND RESPONSIBILITIES DURING COVID-19 PANDEMIC 2020

In response to the COVID-19 pandemic, the Federal Government has created additional leave protections for employees. The Families First Coronavirus Response Act (FFCRA) was effective April 1, 2020 and continues through December 31, 2020. Under the FFCRA fulltime and part-time employees are eligible for benefits. Under the FFCRA, the Emergency Family and Medical Leave Expansion Act (EFMLEA) was created as well as the Emergency Paid Sick Leave Act.

If a business is open but lays off part of its workforce, employees who are laid off or furloughed are not entitled to leave under the FFCRA. Employees must be employed at least 30 days prior to the leave request. Basic benefits under the EPSLA include six (6) qualifying reasons for job protected leave. During leave, employees are entitled to continue their health insurance.

Employees are entitled to take leave if the employee is unable to work or telework because the employee:

1. Is subject to a federal, state or local quarantine or isolation order related to COVID-19,
2. Has been advised by a health care provider to self-quarantine related to COVID-19,
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis,
4. Is caring for an individual who is subject to a Federal, State or local quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine related to COVID-19.
5. Is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons, or,
6. Is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.



Under the Emergency Paid Sick Leave Act (EPSLA), full time employees may use up to 80 hours and part-time employees may use the number of hours equivalent to the number of hours they work, on average, over a 2-week period for reasons 1 – 3.

An employee is due two-thirds of the required rate of pay for leave hours taken because of reasons 4 – 6.

There is only one qualifying reason for leave under The Emergency Family and Medical Leave Expansion Act. This leave only covers employees who use leave to care for his/her son/daughter whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons.

This leave provides up to 12 workweeks of job-protected leave, with continuation of health insurance. The initial two (2) weeks are unpaid. The remaining ten (10) weeks are paid at two-thirds the employee's regular rate of pay.

Employees may choose to use paid sick leave under the EPSLA, or accrued time off under their employer's benefit package at the same time as using unpaid EFMLEA leave. An employee who has already used twelve (12) weeks of leave under the FMLA is not able to use EFMLEA leave.

COVID-19 RETURN TO WORK FAQs

Q: Am I required to return to work if I am concerned that I will be exposed to COVID-19?

A: Any employee who has a valid contract for FY 20-21 is expected to return to work.

Q: If I am in a high-risk category will I be required to return to work?

A: If you are unable to work or telework because you have been advised by a medical professional to self-quarantine, you are eligible for 80 hours of Emergency Paid Sick Leave under the Families First Coronavirus Response Act. After the 80 hours of paid sick leave you can apply for Family Medical Leave. Approved Family Medical Leave can cover up to 12 weeks in total over a one-year period. If you qualify first for the 80 hours of EPSLA, your FMLA coverage will cover 10 weeks of a qualifying absence. After the FMLA expires you are expected to return to work.

Q: What if I am quarantined at home but don't feel sick? Can I work from home?



A: Yes. If you are observing a quarantine order, you may teach from home and an adult will be placed in the classroom to supervise the students while the teacher is teaching.

Q: If I test positive for COVID-19 and am unable to work will I be paid?

A: You will be paid 80 hours regular pay under the Emergency Paid Sick Leave Act. Any additional time off will be taken from the employee's leave bank and you will need to apply for Family Medical Leave.

Q: If I am caring for a family member who is subject to an isolation order related to COVID-19 am I eligible for Family Medical Leave?

A: Under the Emergency Paid Sick Leave Act, employees can receive 2/3 of their required rate of pay for leave hours taken to provide care for a family member. If you have a positive leave balance you can supplement your 2/3s pay by using 1/3 leave to offset any difference in pay. There will be no leave donations permitted for use during this time.

Q: What if my childcare provider isn't open?

A: Under the Emergency Family and Medical Leave Expansion Act, an employee who uses leave to care for his/her son/daughter whose school or place of care is closed, can be absent for 12 weeks. The first two weeks are unpaid, and the remaining 10 weeks are paid at 2//3 the employee's regular rate of pay. Employees may choose to use accrued time off under their benefit platform.

Q: I had Family Medical Leave during the last school year. Am I eligible again this year?

A: An employee who has already used 12 weeks of leave under the FMLA is not able to use EFMLEA leave.

Mental Health Training

- We recognize the importance of our staff and student's mental health during these times. Training for staff will be provided during preschool week, and as needed throughout the year. Students will have a social emotional learning curriculum provided throughout the year.



Training for Staff and Students

- We will teach staff the importance of...
 - Staying home if you feel sick.
 - Recognizing COVID-19 symptoms in students.
 - Properly using a touchless thermometer.
 - Properly documenting students with a fever over 100.4.
 - Knowing the procedures for sending a student to the clinic.
 - Knowing the procedures for sanitizing their room throughout the day.
 - The proper use of masks.

- We will teach students the importance of...
 - Social distancing when possible.
 - The proper use of masks.
 - Frequent hand washing.
 - The use of hand sanitizer
 - Avoiding touching eyes, nose, mouth.
 - Covering your cough or sneeze properly.
 - Staying home if you feel sick.



