



Instructional Continuity and Return to School Plan 2020-2021

Oasis Elementary South RTC and ICP Task Force
July 2020

Important Contacts and Information for Oasis Elementary South

Website: www.oasiselementaryschool.net

Address: 3415 Oasis Blvd, Cape Coral FL 33914

Phone: 239-542-1577

Fax: 239-549-7662

Principal

MaryBeth Grecsek

MaryBeth.Grecsek@capecharterschools.org

Interim Assistant Principal

Carrie Abes

Carrie.Abes@capecharterschools.org

School Counselor

Stefanii Foster

Stefanii.Foster@capecharterschools.org

Front Office Staff

Kellie Kelly

Ashley Rall

Reopening School Information: <https://oasiselementaryschool.net/covid-19-updates>

School District of Lee County Opening:

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

Florida Department of Education Coronavirus Response: <http://www.fldoe.org/em-response/>

Florida Department of Health: <http://www.floridahealth.gov/>

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

TABLE OF CONTENTS

INSTRUCTIONAL CONTINUITY PLAN	4
HEALTH AND SAFETY	8
TRANSPORTATION	15
COMMUNICATION	16
WORKFORCE	16



Dear Oasis Elementary South,

The pandemic has caused a major shift in our day to day lives, procedures and our student expectations. Our number one goal is the continued education and growth of your student while providing for the safety and welfare of all students, teachers, and staff.

Oasis Elementary South will continue the same services to students as expected but our schedule and delivery may be modified to fit an on-campus model or virtual instruction that continues at home. Information will be posted frequently on our website, so please visit the “Reopening” section and “Announcements” section. 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, sometimes challenging times.

Sincerely,

MaryBeth Grecsek

Interim Principal

Instructional Continuity Plan

Teaching and Learning

All families will be offered the option of a full return to school or they may also select a Live Virtual Model, Oasis Home Learning.

If it is determined that school buildings cannot open safely and need to close all student will be transferred to a Full Virtual Model.

Continuation of Services

Students with a 504, IEP, EP will continue to be supported. The ESE or classroom teacher will work with the parent and student to support continuation of services.

English Language Learners (ELL) Teachers will implement ELL strategies for students as needed.

All teachers will create a Google Classroom prior to the start of the school year, to ensure that learning will not be interrupted if it is determined that all students will attend virtually, due to circumstances

All students in K-5 will attend school in the building daily.

Exceptions

Unless ongoing conversations with health agencies determine it is not appropriate return.

If a parent does not feel comfortable with their child attending school face-to-face, they will complete the survey, prior to each quarter, indicating a virtual preference. Once selected, the student will attend virtually for the quarter.

If a student must remain out of school because of the illness policy, but are able to participate in class, they may participate in the Temporary Virtual Instructional Placement (TVIP)

Virtual students will have synchronous/asynchronous lessons.

Option 1: Full In-Person Instruction

As feasible, students will spend the school day with their cohort. This will include their homeroom class and possible one or two other classes, who although will be separated from each other, will be in the cafeteria or outside at recess/PE at the same time. Policies and protocols below will support Social Distancing, as well as incorporate systematic hygiene routines.

If students may be temporarily out due to COVID19, or students who are unable to attend in compliance with the illness policy but are otherwise able to participate in school will be offered a Temporary Virtual instructional Placement. This option will allow students to virtually attend their class instruction. If a parent selects this option for their student for the day(s) and the student completes the school day virtually, they will be marked present for that day.

Virtual instruction will be live - students need to be in each Zoom meeting based on the times for their schedule.

Topics/Standards being taught will be consistent with students attending in person

Some lessons will have to be modified to adapt to the virtual platform.

Parents must notify the teacher, via email, if they are requesting that their child participate in this option.

Students that are participating in TVIP are expected to follow the time and class schedule from home by logging in, being present, and participating in class.

Virtual students must remain “live” and visible during instruction; they are not permitted to post a still picture/background or leave the video off (displaying name only). Students will exhibit proper digital and social etiquette while participating in instruction.

Students are expected to meet deadlines established by teacher.

Families will be provided with details of this plan.

Option 2: Live Virtual Model (Oasis Home Learning)

Parents who are not comfortable having their student return to school, can elect to have their student use the virtual option.

- Parents must complete a form prior to each quarter.
- Students must remain in virtual for the duration of the quarter in which they registered.
- Chromebooks and chargers will be distributed to students, as needed, who are attending virtually.
- Virtual instruction will be live - students need to be in each Zoom meeting based on the times for their schedule.
- Topics/Standards being taught will be consistent with students attending in person
- Some lessons will have to be modified to adapt to the virtual platform.
- Resource teachers will be utilized to help the classroom teacher manage the virtual platform.
- The details of the “Live Virtual” components are being developed and will be shared prior to the start of the 2020-2021 school year. Details are also dependent on the number of students at each grade level who opt for this option.

If it is determined that school buildings cannot open safely and need to close, we will follow the full virtual model.

- Additional Chromebooks/cameras have been ordered.
- Google Classroom will be the platform being used.

Communication

Staff and parents will be notified that schools are closed via Rediker/Parent Square and web site/Social Media posts

- Information will include start date, Chromebook pick up dates and times and other relevant information

Exceptional Student Education (ESE)

Teachers will follow IEPs, to the extent that they can via Virtual Instruction. The SLP and ESE teacher will reach out frequently with parents to ensure that students are receiving the strategies they need, as indicated by the IEP.

Teachers and Staff

- If possible, teachers will continue to report to school to facilitate live and recorded lessons for students.
- If not possible, teachers will conduct live and recorded lessons from home
- Teachers will provide an agreed amount of live sessions and recorded content a day
- Teachers will be encouraged to share recorded content to reduce workload
- Administration and teachers will review of IEPs, English Language Learners strategies and 504 accommodations will be reviewed and considered when designing virtual lessons and follow the recommendations of the School District of Lee County for meeting students' needs
- Administration will meet (virtually or face to face) weekly with all staff in small cohorts.
- Administration will communicate frequently with families.

Supporting Software and Web Based Resources

- Learning Management System: Google Classroom
- Learning Object Repository: Safari Montage
- Teacher Support
- Video Support: Screencastify (Premium version)
- Safari Montage: Professional Development Playlists
- Curriculum Instruction
- Learning A-Z: Kindergarten and first grade Reading instruction
- Story Works: Grades 2-5 Reading instruction
- Kahn Academy: Math instruction/practice
- HMH Science (via Safari): K-5 Science instruction
- Curriculum Practice
- Reflex Math: Fact fluency practice
- Renaissance Place (Accelerated Reader): Reading comprehension practice

- Differentiation
- Newsela/Read Works: Differentiated reading comprehension practice
- Moby Max: Differentiated Instruction (all subjects)
- Supplemental Resources (K-5: all subjects)
- Safari Resources: K-5 all subjects supplemental resources
- PBS Learning Media: K-5 all subjects supplemental resources
- C-Palms: K-5 all subjects supplemental resources
- Student Engagement
- Flip Grid: Facilitate student/teacher/class interaction
- Class DoJo

Additional Extra Staff/Coverage

3-4 teaching/para substitutes will be on campus every day. Duties will include:

- Providing extra supervision to enable Social Distancing for lunch/PE and Specials classes.
- Emergency coverage for a teacher/staff member.

Specials teachers

- Teachers will push into classrooms.
- Exception: PE will have 1 staff member per class and classes will be separated.
- Teachers will bring their own devices on a cart.
- If feasible, a mobile plexiglass barrier will be on the cart.
- Classroom teacher will socially distance from the Specials teacher.
- Teachers will sanitize the area before and after their lesson.
- Lessons will consider Social Distancing policy
- Teachers are encouraged to wear a mask.

Resource teachers/para (instructional, ESE, Speech and Language)

- Teachers will push into classrooms.
- When available and appropriate, the middle room may be used for 1:1 instruction.
- When available and appropriate, a teacher may take a student to an alternate location, if hallway traffic flow patterns are followed (this may be necessary for ESE or Speech/Language instruction).

Sick teachers

- 3-4 long term substitutes will be utilized for unexpected teacher absences.
- For additional substitute coverage, the secretary will secure coverage utilizing the usual method

Technology

- The Instructional Technology Support person will oversee technology issues

If we are directed to go Full Virtual, our resource teachers will support ESE, MTSS and 504 students. Paras and other support staff will create Zoom lessons to support the needs of the students.

Teacher's Role

All teachers will be prepared to pivot to a virtual setting either for the entire class, or individual students if a student must go to Temporary Virtual Instruction Placement.

All teachers will:

- create a Virtual Open House
- create an organize a Google Classroom
- be prepared to pivot to a virtual option for students who must participate in Temporary Virtual Instruction Placement
- Distribute usernames and passwords to all students

The organizational details of the quarterly virtual option will be determined by the number of students who participate.

Clubs, Extra Curricular and After School Activities

Clubs and extracurricular activities will only be permitted in a virtual setting (this will be reevaluated after first semester)

Health and Safety Procedures and Protocols

Classroom Protocols

- Students' homeroom class will be their cohort and students will remain with their cohort throughout the day.
- No supplies will be shared.
- Textbooks will not be shared.
- Textbooks will be shared electronically.
- Reading books
 - Students are encouraged to read books from home or use E-books.
 - Unless it is their own book, books will not go home.
 - If needed, students will be given books to read for the week (from the classroom/school library).
 - After reading a book, students will deposit the books in a container. These books will stay in the container, untouched, for a week, before being put back into circulation. (This exceeds the ALA recommendation.)
- Bookbags and lunch boxes will need to be kept in their personal space, on their chairs and within their own desk vicinity.
- Cooperative assignments, group work is not permitted.
- Sharing of materials is not allowed
- Classroom Seating

- Student desks will be spaced at least 3 feet apart, when feasible.
- Assigned seats must be used and documented.
- All students must face in the same direction.
- In some classrooms, desks are not available. In which case, tables may be shared. Tables will be marked to indicate each student's space.
- Choice seating will not be permitted.
- Field trips will not be permitted.
- Times of the day students will be instructed to wash hands:
 - Arrival
 - Lunch
 - Snack time- monitoring social distancing
 - After using the restroom
 - Before/after Recess
 - Dismissal

Arrival

- Car Riders (students arriving in a private vehicle)
 - Staff on Car Duty will temperature check all students prior to getting out of their vehicle.
 - Students with a temperature 100.4 or higher will remain in their vehicle and leave campus.
- Entry to the building
 - Kindergarten students will be directed to their teacher underneath the airnasium.
 - All other students will enter through the back entrance.
 - In order to preserve the one-way traffic flow, students will not be permitted to walk their sibling to their classroom.
- Buses
 - Buses will be unloaded one at a time at the front of the school.
 - Students will have their temperature checked immediately after exiting the bus. A temperature under 100.4 is acceptable.
 - Students with a temperature of 100.4 or higher will be escorted to the isolation area of our school.
- All Other Students (including Bus Riders/Walkers/OMS/OHS Staff Children/Before School Students)
 - Staff on Bus Duty will Temperature Check all bus/walkers/before school program before they proceed out the breezeway.
 - Students with a temperature 100.4 or higher, will be escorted to a containment area
 - Students who have a temperature of 100.4 or less, will go directly to their classroom, (unless they are picking up a Grab and Go breakfast in the hallway).
 - Traffic Flow AM: Students will walk through the breezeway and down the sidewalk to the back entrance. All students will enter through the back entrance by the AM car line (this will be modified in inclement weather).

- Kindergarten students will be escorted to the airnasium to unite with their teacher.
- In order to preserve the one-way traffic flow, students will not be permitted to walk their sibling to their classroom.

Additional Temperature Checks

Staff reporting to the assigned entry point is critical. 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 a staff member shows 100.4 or higher, they will be sent home. Substitute teachers will be available to cover classrooms if necessary. Staff students will have their temperature checked if arriving with staff member.

- Classroom temperature checks
 - Extra thermometers have been ordered, to enable each student to be temperature checked prior to lunch
 - If a student has a temperature of 100.4 or higher the teacher will follow these steps:
 - Call the office to notify the nurse
 - Instruct student to put on a mask
 - A staff member will wear a mask and escort the student to the isolation room
 - Follow the illness policy listed below

Traversing Through the Building

All students will travel in the same direction, as feasible. (See Appendices A, B, C)

Lunch/Recess/PE times will be staggered to reduce congestion in the hallways.

The use of masks will be required during transitions and expected at large spaces like the cafeteria, breezeway, arrival and dismissal times.

Common Areas

- An automatic filling station is being added to the existing fountains
- When available, no more than 2 students (one boy/one girl) will be allowed in each restroom off the cafeteria/library.



be

Meals

Breakfast and lunch will be provided for students at school. Students eligible for free and reduced lunches will receive those free/reduced prices.

If a student is eligible for free/reduced lunch or would like to purchase a lunch for full price, is home for virtual instruction, and OES remains open for those receiving in-person instruction, the

student may contact the school for a breakfast or lunch. These meals must be picked up at the front office during the times that these meals are served (breakfast: 8:00 AM-8:30AM, lunch: 10:30am – 1:00 PM).

In the event of a school or district shut down, and full virtual instruction, locations for meal pickups will be shared on our website.

Breakfast

- Grab and Go: Students getting breakfast will pick up a bag in the cafeteria and eat their breakfast in their homeroom class.
- Students will follow the AM Traffic Flow pattern

Lunch

- The cafeteria will be used at a reduced capacity.
- Tables will face in one direction.
- Only 3 students will be seated per table.
- Assigned seats will be used (this may change weekly).
- Tables will be inside the cafeteria and in outside areas (in some circumstances there will be a rotating class eating in their classroom).
- Social distancing will be maintained while students are in line and seated.
- Staff will wipe down tables after each class is dismissed.
- ID cards will be used for purchase of lunch.
- Students will adhere to the Lunch Traffic Flow
- Students will not be permitted to share food
- This includes distributing birthday or special treats among students
- Considerations for students with unique medical/allergies will be given

Snacks

If snack time is permitted in the classroom, students will only eat the food they bring. The teacher will not provide students with a snack.

Recess (Playground Protocols)

- One class at a time will occupy one recess space
- Recess spaces will be mapped out and visuals will be placed to indicate boundaries
- Activities will not include games that require face to face and sharing of items
- Students will be encouraged to bring their own items to play with (jump rope, chalk, etc.)

Dismissal

All students will follow the PM Traffic Flow

- Buses
 - Bus riders will remain in their class until bus arrives

- Bus will be announced, and students will follow PM Traffic Flow to board the bus
- Students will sit in their assigned seats
- Students on buses that arrive late (after other students are dismissed) will proceed to the middle courtyard area and wait for the bus (Staff will be supervising)
- Walkers/After School Students
 - Walkers will meet near the K-1 playground and walk with the Staff person on duty to the gate.
 - After School students will meet in the cafeteria.
- K-1st Grade Car Riders
 - Kindergarten will be called first and sit with their class in the front of the breezeway.
 - First grade will follow and sit with their class at the back of the breezeway.
 - (This is subject to change, as Kindergarten students may stay in their classrooms and be called from there)
 - Siblings of K- 1 will sit near their siblings' class, but at a safe Social Distance
 - All K-1 students will have a Tyvek band on their bookbag to indicate first and last name and teacher name.
- 2nd-5th Grade Car Riders
 - Dismissal will be staggered, in the order listed below, to reduce the number of students in the hall
 - 2nd grade
 - 3rd grade
 - 4th grade
 - 5th grade
 - Students will have a designated location underneath the airnasium
 - Siblings will stay with their grade level until their vehicle arrives

Staff Children

- OES students
 - Students will stay with their class until class is dismissed and enter parent's classroom
 - If students are still present, they will wear a mask and proceed to the middle room. If there is not a middle room, students will keep their mask on and Social Distance at the back of the classroom.
- OES Staff with OMS, OHS Children
 - Students will wear a mask while checking in at the front office and until they arrive at location, (for example, middle room or if there is not middle room, they will Social Distance at the back of the classroom)
 - Students will not interact with class, or leave their designated location

Extra Scheduled Day Cleaning

- An extra Day Porter will be used for scheduled cleanings:
- Sanitize door handles and stairwells after arrival time.
- Clean rooms when students are at recess/cafeteria.
- Sanitize door handles and stairwells prior to dismissal time.

Hand Sanitizer

- Stations will be placed throughout the classroom building.
- Students will be encouraged to use it as they go by.
- Students will be instructed on proper use.

Cafeteria

- A plexiglass divider will be placed by the cashier
- Purchasing food: Students will use their badge or the cashier will use a class list of student bar codes. Students will not utilize the keypad.

Set up of Isolation Room

- An office in the front office will be utilized as an Isolation Room.
- 3 cots with a divider between each will be set up in the isolation area
- Table or small desk with chair for clinic staff
- Space for storage of PPE outside of isolation room (masks, gloves, gowns, face shields)
- Isolation area will be stocked with:
 - Thermometer
 - BP machine
 - 2 pulse oximeters
 - Disinfectant wipes and spray
 - Computer for charting
 - Phone
 - Waste basket x 2
 - Plastic covering for floor
 - Hand sanitizer
 - Tissues
- Staff training on COVID symptoms/protocols will take place first week back by Melanie Klages (school system RN, local medical professionals and HR) and via Safe Schools.

Masks

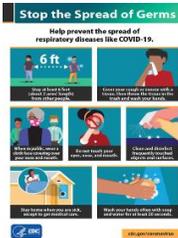
- Students
 - The use of masks will be required during transitions and expected at large spaces like the cafeteria, breezeway, arrival and dismissal times.
 - Masks will be required for all students while riding the bus since proper social distancing cannot be maintained.

- Any mask with phrases or images that are considered a disruption will not be permitted to be worn. All personal protective equipment should adhere to school dress code.
- Any student with a medical condition that excludes them from wearing a mask, will be exempt with a doctor’s note.
- Staff
 - Staff will be provided personal protection equipment (masks, face shields, etc.). If staff have a personal preference, then they can make their own purchase. Masks* will be required in all areas where an appropriate social distance may not be maintained (i.e. front office, hallways, cafeteria, dismissal, etc.) Any mask with phrases or images that are considered a disruption will not be permitted to be worn. All personal protective equipment should adhere to school dress code.
 - Any staff with a medical condition that excludes them from wearing a mask, will be exempt with a doctor’s note.

*Throughout this document, the term “masks” is inclusive of face masks and face shields.

Signage

- Appropriate signage should 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 social distancing in the cafeteria.



Volunteers/Visitors

- Only essential visitors will be permitted to enter the office/school – mail delivery, package delivery, food delivery, maintenance personnel.
- Volunteers are not permitted at this time.
- All visitors will be screened – temperature check and questioned.
- The main office will be staffed. Parents/visitors will use the video/audio camera at our front door to communicate with our receptionist.

Parent Meetings

As feasible, IEP, MTSS, 504 and other academic parent meetings will be virtual

Illness Policy

OES will adhere to the School District of Lee County Health Services Illness Policy.

See below for specific guidelines and recommendations for exclusion from school due to specific symptoms or diagnoses: COVID-19, Coughing and Fever Policy (excerpt is taken from the School District of Lee County Health Services Illness Policy)

ILLNESS OR SYMPTOM	EXCLUSION IS NECESSARY
<p>Coughing (severe, uncontrolled coughing or wheezing, rapid or difficulty in breathing OR repetitive dry cough accompanied by any of the following: shortness of breath, fever, body aches, chills, sore throat, nausea, vomiting or diarrhea)</p>	<p>YES- Medical attention may be necessary. Student may not return to school until they have been without a cough for 72 hours, or until a Health Care Provider declares the cause is not communicable.</p> <p>Note: Students with asthma may be cared for in school with a written health care plan and authorization for medication/treatment. For asthmatic students, coughing/wheezing should improve or resolve with use of inhaler. If it does not resolve or worsens, student must be sent home for further treatment of medical evaluation.</p>
<p>COVID-19 Diagnosis Symptoms:</p> <ul style="list-style-type: none"> • Repeated shaking with chills • Muscle pain (achy muscles not related to new exercise) • Headache (not related to history of migraines) • Sore throat • Loss of taste or smell • Fever (temperature 100.4 F degrees or higher) • Cough • Shortness of breath/difficulty breathing • Diarrhea and/or vomiting 	<p>YES- Until a student receives a negative test result per current CDC Guidelines along with a note from a Health Care Provider that student is not contagious. Must be fever and symptom free for three days without medication. If test results are positive for COVID-19, student may return once their test result is negative. If presumed they may return after 10 days from first symptoms and be fever and symptoms free without medication for three days.</p> <p><i>Note: If a student has known contact with a positive COVID-19 individual, they will need to stay out of school for 14 days even is symptom free. May return with Health Care Provider note stating they are not contagious.</i></p>

Transportation

- We are following the recommendations of the Lee County School District and will provide full transportation services to students who rely on this method to get to school.
- We are recommending that masks be required for all students while riding the bus since proper social distancing cannot be maintained.
- We are requiring masks or face shields for all bus drivers unless medically, they cannot
- Students will be required to bring their own hand sanitizer for use on the bus each day.

- Windows will be lowered to allow for proper ventilation.
- Siblings will be asked to sit together in the same seats whenever possible.
- Assigned seats will be required to ride the bus in case COVID tracing is necessary.
- Drivers will clean buses after each route with an approved disinfectant spray.

Communication

- Rediker or ParentSquare will be the primary source to keep families informed. Posts will be duplicated on OES web page and OES Facebook page and on the school web site under “Reopening”.
- Social Media posts will be maintained and updated with any new information at all four schools.
- 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 Thursday, August 6th. (Kindergarten will have a modified face to face Open House as feasible.)
- In-person and virtual options for learning will be shared.
- All protocols will be shared with families (cleaning, temperature checks, masks, movement, use of restrooms, water fountains, extracurricular activities, etc.).
- Electronic newsletters to families will be sent weekly.
- Each school's website will have a Health-Related Section for return to school guidelines for health issues.
- Principal will maintain weekly communication via newsletters/websites/virtual platforms to communicate news to families.
- 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

All staff is 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.

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 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), fulltime 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 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 Corona Virus 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.

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.

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

A.

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=3054540>
2
 - 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?

B.

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. An office will be designated 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 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. 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.)
 - v. 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>

This plan is intended to be agile and evolving with the changing status of the pandemic, availability of requested material, and updated guidance provided by the CDC, the Florida Health Department and the State of Florida.