



ST. PAUL CITY SCHOOL

2022-2023

COVID Response Protocols
Safe Return to In Person Learning

Board Approved: August 16, 2022

Purpose: The purpose of this document is to outline our process for responding to confirmed cases of COVID. We will do so by describing anticipated situations and outline our steps for responding to each situation. The process has been designed using guidance from the CDC and Minnesota Department of Health. This document will include response steps for each risk category and email template language. St. Paul City School will continuously monitor all CDC, Minnesota Department of Health, Ramsey County, and St. Paul city guidelines and this policy will be updated accordingly.

Definitions: The Minnesota Department of Health categories symptoms as more common COVID-like symptoms and less common COVID-like symptoms. A person with one more common symptom or two less-common symptoms are considered *symptomatic*.

- **More common COVID-like symptoms include:**

- Fever
- Cough/worsening cough
- Difficulty breathing
- Loss of taste or smell

- **Less common COVID-like symptoms include:**

- Sore throat
- Nausea
- Vomiting
- Diarrhea
- Chills
- Muscle pains
- Extreme fatigue
- Severe headache
- Nasal congestion
- Runny nose

Building Administrators: SPCS has identified building administrators who will serve as the primary contacts for any communication about COVID concerns or scenarios. In the event that a student or staff member shares a situation with someone other than the building administrator, that staff should bring all relevant details to the building administrator and pass along any communication to that person from there.

★ **Primary School:** Principal Justin Tiarks (backup: Secondary Principal Jaclyn Rehmke)

★ **Secondary School:** Principal Jaclyn Rehmke (backup: Primary Principal Justin Tiarks)

<u>County Risk Protocols</u>	
Low/ Medium	High
<ul style="list-style-type: none"> ● Masks will always be available ● Hand sanitizer will be available upon entering the building. ● Good hygiene practices and handwashing will be practiced ● Staff and students with COVID-like symptoms are encouraged to get tested and stay at home until 24-hours symptom free. 	
<ul style="list-style-type: none"> ● Optional masking. Masks are available but not required. ● When a student or staff tests positive, they will quarantine for 5 days. Close contacts will not quarantine. ● Staff meetings in person. ● Family events proceed as planned. 	<ul style="list-style-type: none"> ● Mandatory universal masking. ● When a student or staff tests positive, they will quarantine for 5 days. Close contacts will not quarantine. ● Staff meetings may be virtual. ● Family events virtual or canceled.

Overview

On August 11, 2022, the CDC updated [COVID guidance for schools](#). The SPCS COVID response for the FY23 school year will be simplified to reflect CDC guidance.

Specifically:

1. **Positive COVID Test** - The length of quarantine for a positive COVID test will be 5 days. An additional 5 days of masking will be required upon returning from quarantine.
2. **Exposure** - Students and staff that are exposed to COVID will not be required to quarantine. Students and staff will be advised to monitor symptoms and encouraged to wear a mask for ten days. This includes household exposure.
3. **Symptoms** - If students or staff experience symptoms, they are encouraged to get a COVID test and monitor symptoms closely. They may continue to come to school if they feel up to it but are encouraged to wear a mask for the duration of symptoms. If they have a fever, they are asked to stay home until 24-hours fever free without the use of fever-reducing medication.

Student Response Protocol

Scenario 1: Student feels sick/develops symptoms (includes 1 more common symptom or 2 less common symptoms - see definitions above)

1. **Identification:** If symptoms emerge while at home, student/family contacts building administrator. If symptoms occur while at school, staff refers student to nurse.
2. **Action:** Parent is called. Student is encouraged to get a COVID test and stay at home until 24-hours symptom free without the use of fever-reducing medication.

Scenario 2: Student receives a positive COVID test result

1. **Identification:** If positive COVID result comes while at home, student/family contacts building administrator. If positive COVID result comes while at school, nurse contacts building administrator and child moves immediately to the quarantine room.
2. **Quarantine:** The student is required to complete a 5-day quarantine period. Day 0 is your first day of symptoms or a positive viral test, whatever comes first.
 - a. The COVID-positive individual may return to school after meeting all of the following criteria:
 - i. Wear a mask an additional 5 days
 - ii. At least 5 days since symptoms appeared
 - iii. At least 24 hours symptom-free with no fever-reducing medication
 - iv. Symptoms have improved.

Scenario 3: Student has a member of their household that received a positive COVID test result

1. **Identification:** Student/family/staff contacts building administrator.
2. **Quarantine:** Student is encouraged to
 - a. Get a COVID test
 - b. Monitor symptoms for 10 days
 - c. Mask for 10 days while at school.

Staff Response Protocol

Scenario 1: Staff feels sick/develops symptoms (Includes 1 more common symptom or 2 less common symptoms - see definitions above).

1. **Identification:** Staff contacts building administrator
2. **Action:**
 - a. If staff feel well enough to work, they may continue to do so. If staff do not feel well enough to work, they may request PTO and stay home/go home
 - b. Staff is encouraged to get a COVID test and mask until symptoms have improved
 - c. Staff are encouraged to stay home until they are 24 hours fever free without the use of fever reducing medication.
 - d. No administrator email follow-up is required.

Scenario 2: Staff receives a positive COVID test result

1. **Identification:** Staff must contact the building administrator immediately.
2. **Quarantine:** Staff (regardless of vaccination status) will be required to quarantine until at least 5 days have passed. Day 0 is your first day of symptoms or a positive viral test. The COVID-positive individual may return to school after meeting all of the following criteria:
 - a. At least 5 days since symptoms appeared. An additional 5 days of masking will be required.
 - b. At least 24 hours symptom-free with no fever-reducing medication
 - c. Symptoms have improved.

EMAIL TEMPLATE

Hi [staff],

Thank you for the update. I am so sorry to hear that you are sick with COVID. We wish you the very best in your recovery and are here to support you if you need anything. I have included Collette in this email so she can weigh in from the HR perspective.

Regarding your illness and exposure, we will proceed as follows:

- Please let us know the date of your positive COVID test AND the date your symptoms emerged.

- Regardless of your vaccine status, you will be required to self-isolate for at least 5 days. The date of your positive test or the date your symptoms emerged (whichever occurred first) is considered Day Zero.

Please do not come on site for any reason until:

- At least 5 days since symptoms appeared or 5 days after your positive test date, whatever comes first; and
- At least 24 hours symptom-free with no fever-reducing medication; and
- Symptoms have improved.

Upon your return, you will be required to mask for an additional 5 days.

If you are well enough, your position is eligible to telework. SPCS seeks to build teleworking plans for each staff member in order to provide as many working hours as feasible, while also balancing what is possible to do remotely. Teleworking must be pre-approved by the Building Admin (Justin, Jaclyn, or Esteban) prior to taking this remote time. Teleworking will only be approved for COVID-related time off.

On average, your position will be able to work [x] hours remotely at minimum per [day/week]. This is the minimum that will be approved, but additional hours are possible with approval from the building administrator. In order to be paid for remote time, **you must track your worked time in the Telework Time Tracking form**. Any additional scheduled hours that you did not work remotely will be deducted from your PTO. You must also fill out the Absence Reporting Form for all days absent.

Collette will work with you on determining a return date and verifying quarantine requirements have been met. Please CC me on all correspondence between the two of you so I am kept in the loop about your return.

Most importantly, take care of yourself! We will be in touch.

Scenario 3: Staff has a member of their household that received a positive COVID test result

1. **Identification:** Staff contacts building administrator.
2. **Action:** Staff is not required to quarantine. Instead, staff is encouraged to
 - a. Get a COVID test

- b. Monitor symptoms for 10 days
- c. Mask for 10 days while at school.

EMAIL TEMPLATE

Hi [staff],

Thank you for the update. I am so sorry to hear that your household member is sick with COVID. We wish them the very best in their recovery and are here to support you if you need anything. I have included Collette in this email so she can weigh in from the HR perspective.

Regarding your illness and exposure, you are encouraged to get a COVID test and monitor symptoms for the next 10 days. We also ask that you wear a mask at school for the next 10 days, as well. If you become symptomatic, please let us know and we will provide further guidance.

We wish you and your family member well! Please let us know if we can be of any support.

Scenario 4: Staff has a direct exposure to a non-household member that received a positive COVID test result.

1. **Action:** Staff is not required to inform administration of a direct exposure to a non-household member. If such an exposure does occur, staff is encouraged to independently get a COVID test and monitor symptoms for 10 days. They are also encouraged to consider wearing a masking while at school for 10 days. These steps are not required.

Telework Guidelines

- SPCS seeks to build teleworking plans for each staff member in order to provide as many working hours as feasible, while also balancing what is possible to do remotely. Teleworking must be pre approved by Building Admin (CC HR/Payroll) prior to taking remote time. An average of number of hours is described per position: this is the minimum that will be approved, but additional hours are possible with approval from the building administrator.
- Send Telework email template with hours as described below. Include any possible additional work that can be done by specific individual:
 - **EA:** average of 2 hours per week total. 1 hour for virtual building staff meeting, 1 hour for EA meeting. Additional tasks may be available to fill time as needed; admin will be in communication with staff as help is needed.
 - **Teachers:** Virtual work will be approved for regular tasks that can be completed from home. This includes:
 - Grading (average 1 hour per day)
 - Planning (average 2 hour per day for sub planning)
 - Meetings (meetings will be approved as 1 hour per meeting).
Approved meetings include weekly building meetings, collaboration meetings, PLC, SIT, and IEP meetings.
 - Distance Learning/Class Quarantine - If your class is on distance learning/quarantine, your full schedule will be approved as normal.
 - Co-taught class - If a class is co-taught, when there is a regularly scheduled licensed teacher in your class, you are able to virtually join your scheduled class.
 - **Social Workers/Family Team:** Average of 4 hours per day will be approved to complete regular tasks that can be completed from home. More time may be approved by supervisor. This includes work to support: parent/family communication, attendance and enrollment systems, virtual team meetings, fostering and supporting community partnerships, etc. Daily virtual schedule of tasks must be submitted to building administrator for approval.
 - **Administrators:** If administrator is able to fulfill all duties remotely, full schedule will be approved as normal. Approval will be required from immediate supervisor.

- **Facilities:** NA
- **Facilities Manager:** As possible
- **Office/Operational Managers:** If manager is able to fulfill all duties remotely, full schedule will be approved as normal. Approval will be required from immediate supervisor.