



# **COVID-19**

  

# **HEALTH AND**

  

# **WELLNESS PROTOCOLS**

  
  

# **2020-21 SCHOOL YEAR**

## GENERAL OVERVIEW:

Florida SouthWestern Collegiate High School's policies and protocols for responding to the COVID-19 pandemic are rooted in the safety of our students, faculty, staff, and community we serve. Our response will be aligned and consistent with local orders and ordinances as well as directives from the state of Florida. FSWC's plans will also follow recommendations from the federal government, Centers for Disease Control and Prevention, Florida Department of Public Health, and the FSW Emergency Management Team. As our understanding of COVID-19 continues to evolve, our policies and procedures will continue to be updated. Whenever possible, we strive to follow the Charlotte County Public Schools policies for all student services-related areas; however, some variances occur and can be found in this document highlighted in purple that are specific to FSWC-Charlotte.

## HEALTH AND WELLNESS PROTOCOLS:

### ENSURING THE SAFETY AND WELLNESS OF STUDENTS AND EMPLOYEES

As Charlotte County Public Schools reopens, there will be a number of procedures in place to ensure the safety and welfare of students, employees and, ultimately, the entire community. The intent of these protocols is to ensure high-quality instruction, and decrease the spread of COVID-19, as well as address and support wellness for all stakeholders who enter a school bus, school building, or any district property.

#### SOCIAL DISTANCING AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

The district recognizes that there are differing opinions and guidance on the use of personal protective equipment ("PPE"), including masks/face coverings, by school-age children. In determining these protocols, the district sought input from students, parents, employees and community stakeholders. Following the recommendations of the Department of Health, and in an effort to employ all measures possible to prevent the spread of COVID-19, the following protocols will be followed to the greatest extent possible, with consideration given to each unique facility and student circumstances. The district will review these guidelines as circumstances change with regard to the local impact and spread of COVID-19 in Charlotte County.

A school, by design, has numerous opportunities for socialization. As social distancing is not possible at all times throughout a day, all employees and students must have a **mask/face covering** with them at all times. **The district will issue five cloth masks to each staff member and student at the beginning of the school year.**

**Masks/face coverings must be worn by all students, staff and individuals on campus**, to the maximum extent possible, in hallways, common areas, classrooms, cafeterias (when not eating), during small group instruction, and anywhere social distancing is not possible.

- Parents/Guardians will provide the mask/face covering which best fits their student's needs. Buffs and gaiters are acceptable types of face coverings. FSWC will allow bandanas as well as acceptable types of face coverings (besides masks, buff, and gaiters).

- Students and staff will receive instruction on the proper way to wear a mask/face covering.
- Masks/face coverings must adhere to standards as outlined in the student dress code.
- Student's name must be written in permanent ink on their mask or face covering to avoid cross contamination. FSWC will have disposable face masks in each classroom for any student who has forgotten one. Students will be frequently reminded NOT to share face coverings.
- Individuals (students or staff) who have a medical condition that prohibits wearing a mask must provide satisfactory medical documentation from their Health Care Provider.
- Students may utilize face shields in conjunction with their mask/face coverings. Please note that the use of a face shield does not replace the mask/face covering requirement. FSWC will allow bandanas as acceptable types of face coverings (in addition to masks, buffs, and gaiters).

The district understands that social distancing may not be possible on buses. Given the space and time restrictions of bus transportation, **masks/face coverings must be worn by all students and employees on the bus.**

Pursuant to the recommendations made by the American Academy of Pediatrics, students in prekindergarten, kindergarten and classes with specialized populations may not be able to utilize masks/face coverings to the same extent as other classrooms.

Students will be allowed to carry hand sanitizer as long as the bottle meets CDC safety requirements and contains no more than 3 ounces of sanitizer. The bottle must be unaltered and in its original container.

**Classroom set-ups** will be arranged to maximize space and increase social distancing between students to the greatest extent practicable. FSWC Facilities has inspected classroom spaces and provided revised ideal room capacities that allow for students to be seated 3-6 ft apart. Plexiglass desk shields have been placed on office and teacher desks and students are asked to stay behind the plexiglass and maintain 3-6 feet from all faculty and staff whenever possible.

The **sharing of instructional materials** or manipulatives (e.g. pencils, supplies, center activities, etc.) will be minimized to the greatest extent practicable. FSWC students will not be sharing school items including laptops whenever possible. Each student will be issued a laptop to carry and use throughout the school day if he/she does not bring their own.

## **VISITORS, VOLUNTEERS, AND APPROVED OUTSIDE AGENCIES**

In order to limit exposure for all students and staff, the school district **may limit campus and facility visits by any nonessential visitors, community organizations, businesses, municipal partners, and speakers.** Essential visitors are defined as those with business critical to the operation of the district (e.g. contractors, deliveries, staff members of the Department of Health ("DOH"), etc. Essential visitors also include district approved outside agencies which provide health related services to students (mental health counseling, etc.).

All individuals entering a school or district building must follow the protocols outlined below.

- All individuals will practice social distancing and **wear a mask/face covering** at all times.

- Volunteers who participate in sporting and other organizations/club events/activities shall take all precautions to minimize the risk of transmission of COVID-19 to players, families, coaches and communities, including social distancing, frequent handwashing and wearing a mask/face covering.

## **HEALTH AND WELLNESS**

All students, employees and visitors at any school or district building must be in good health in order to be on campus. Anyone exhibiting any symptoms should stay home and consult with their health care providers to make a plan for a safe return. FSWC Parents should call the front office at 941-637-5673 to inform the school if their student has contracted COVID-19.

*While attendance at school and work is critical for the success of students, no one should come to any school campus or school district building if they are unwell or exhibiting any COVID-19 symptoms.*

## **STUDENT, EMPLOYEE AND VISITOR SELF-SCREENING**

Students, employees and visitors will self-screen to affirm their wellness each day prior to entering any school building, school bus, or district property. Parents/Guardians are asked to check their child's temperature before allowing their child to enter the school building or ride a school bus.

### **SELF-SCREENING QUESTIONS**

Before entering a school bus, school building or district building, all individuals must assess their wellness with the following questions:

1. Have you experienced any of these symptoms, not associated with previously diagnosed conditions, in the past 72 hours:
  - Fever greater than 100.4 or higher/chills
  - Cough/shortness of breath
  - New change to or loss of taste or smell
  - Nausea/vomiting/diarrhea
  - Experienced multiple symptoms
  - Always check CDC Website for the most updated list of symptoms
2. In the last 14 days, have you:
  - been in close contact with anyone who has been diagnosed with COVID-19;
  - been placed on quarantine for possible contact with COVID-19;
  - traveled abroad or to an area of the country where it is recommended that you self-quarantine;
  - had a COVID-19 test pending

**If anyone (student, employee, visitor) shows any symptoms or conditions it is extremely important that they not enter any school bus, school building or district building and should contact their healthcare provider for guidance.**

At the beginning of each school day, morning announcements will prompt teachers and/or school-based staff to do an informal wellness check with students to ensure all students are feeling healthy. FSWC students and staff will complete an online self-screening each morning prior to first period that will be found on our school's website.

### **PROCESS IF A STUDENT FEELS UNWELL AT SCHOOL**

Any student feeling unwell or exhibiting any COVID-19 like symptoms will be referred to the school clinic under school-based protocol. Please note, that if a student is feeling unwell, another student will NOT be asked to accompany them to the clinic. If a teacher or school-based staff member notes a concern, the teacher will call the front office. The school Administrator, or designee, will come to the classroom to assess and escort the student to a quiet isolated area, if needed to limit any potential exposure to others.

Students who exhibit COVID-19 like symptoms will be sent home and excluded from school until they meet CDC Guidelines for return. Students who test positive for COVID-19 will also be excluded from school until they meet CDC Guidelines for return. FSWC's guidelines for students and staff returning after a positive test or COVID-19 symptoms can be found in FSW's "Return to Campus" document at <https://www.fsw.edu/reconnect>.

### **SCHOOL CLINIC PROTOCOLS**

During the 2020-2021 school year, FSWC has an Unlicensed Assistive Personnel (UAP) in our school clinic.

The **clinic space** will provide services traditionally done by school nurses. Since our current school clinic only has room for one student, a designated isolation room will be utilized for students thought to be exhibiting COVID-19 symptoms and waiting to be picked up by a parent or guardian for medical attention.

- All school nurses and Unlicensed Assistive Personnel (UAP) will be provided with adequate and appropriate PPE and guidelines for use.
- Students with diabetes will be encouraged to perform their own care in the classroom to the greatest extent possible, given the student's knowledge of their disease, age and amount of supervision required.
- Dispensing approved medication (in alignment with Board policies) will continue to occur with the exception that students with asthma will not be permitted to use nebulizer treatments due to the risk of aerosolization of respiratory particles.
  - Students who use these treatments should consult with their medical professional to ensure a plan is in place to meet their needs.
- Families will be encouraged to maintain wellness visits with their child's healthcare provider and keep up-to-date on all age-appropriate immunizations and the recommended seasonal flu vaccine.
- All temperatures will be taken using a no-contact thermometer.
- If a student is found to be unwell, parents/guardians will be called and expected to pick up their child as soon as possible. Students who are unwell will not be transported home on the bus nor sent back to class or to an after-care provider.
- The clinic will be monitored at all times when a student is present.

- Parents will be provided with information on health conditions/symptoms that will require an absence from school and recommendation to follow-up with medical professionals. Symptoms requiring absence from school include, but are not limited to:
  - Fever that is 100.4 or higher/chills/generalized body aches
  - Coughing
  - Shortness of breath
- School Administration, in conjunction with the School Counselor, will closely monitor trends of absenteeism and will follow-up with students who have been absent for multiple days.
- Students who are sent home due to COVID-19 related reasons will have their absences excused and will be eligible to make-up all missing assignments including quizzes, tests and exams. FSWC students will have access to all course items besides quizzes and tests through Canvas in an effort to help students stay caught up due to medically excused absences.

## **MENTAL HEALTH AND WELLNESS SERVICES**

School faculty and staff will collaborate with school based mental health staff for services as needed. Students who present with heightened anxiety or need someone to listen to their concerns will be referred to an available school based mental health professional. Parents will be notified of the referral.

## **FIELD TRIPS, EXTRACURRICULAR ACTIVITIES AND ATHLETICS**

### **STUDENT ACTIVITIES**

**Field trips**, occurring during the school day, will not be scheduled the first quarter of the 2020-2021 school year. Further communication will be provided regarding field trips scheduled for subsequent quarters and will be based on recommendations from the Department of Health and Centers for Disease Control and Prevention (CDC).

The Safety Protocols for Middle and High School **Athletics** are available at the school district website located at: [www.yourcharlotteschools.net](http://www.yourcharlotteschools.net). FSWC does not offer any athletic programs; however, intramural sports will not be scheduled for the first quarter of the 2020-2021 school year on our campus. Many of our students participate in athletics at other district schools so parents are encouraged to review these safety protocols.

**School-based clubs** will continue to operate, following all Charlotte County Public Schools (CCPS) protocols and CDC guidelines if held on campus.

### **PARENT ACTIVITIES**

**Back to School Nights and Open Houses** will be planned and organized by school-based leadership teams to ensure health and wellness procedures are in place. FSWC will send a virtual Open House video to all parents prior to school starting highlighting the new safety protocols and introducing teachers.

Parents/guardians will be allowed to attend **parent conferences**, such as IEP/504/LEP Meetings, at the school building but must follow all health protocols which includes wearing a mask/face covering. Parents also have the option to attend the parent conference virtually if requested.

**School Advisory Committees (SAC)** meetings should be held virtually for the first quarter of the 2020-2021 school year. Once meetings are held in person, all CDC and Department of Health guidelines must be followed by SAC members and visitors. FSWC SAC will meet monthly via Zoom during the first semester of the 2020-2021 school year. Dates and times can be found on our school website.

### **WELLNESS PROCEDURES EDUCATION FOR STAKEHOLDERS**

To ensure all students, families, visitors and staff understand the health and wellness protocols implemented by the district, communications will be shared prior to the beginning of the school year. These protocols will continue to be posted on the district website, [www.yourcharlotteschools.net](http://www.yourcharlotteschools.net), and conveyed through automated telephone messaging. FSWC will continue to share information by email, text messaging, and our school website.

Age-appropriate information on what COVID-19 is and what we can do to stay healthy (e.g. handwashing, social distancing) will be shared with students and staff.

Signage will be placed throughout each school and district facility reminding students, staff and visitors to practice social distancing, to wear a mask or face covering at all times when not eating or drinking, and to wash hands frequently and thoroughly.

### **INVESTIGATION OF POTENTIAL AND/OR CONFIRMED COVID-19 CASES**

Case investigation and contact tracing are effective tools to slow the spread of COVID-19 in a community. All investigations and contact tracing are led by the Department of Health of Charlotte County (DOH), in collaboration with Charlotte County Public Schools (CCPS) School Health Services.

As investigations of this nature include personal medical information and health data, much of the information is private and protected by the Health Insurance Portability and Accountability Act (HIPAA) and other applicable state and federal regulations. The process below outlines the steps that will be taken for each potential or confirmed case as well as the type of communication that will occur.

#### **CASE(S) REPORTED AT SCHOOL OR DISTRICT SITE**

The district requests that any student or employee who has a confirmed case or has been recommended for quarantine/isolation by the Department of Health or medical professional report this to your ~~school nurse or~~ school administrator. While Charlotte County Public Schools will be made aware of cases by DOH, support from our families and employees to self-report will assist the district in taking the next steps in an expedited manner.

1. School administrator, will report potential exposure or reported confirmed case(s) to the Supervisor of District Health Services. FSWC will also report a confirmed or suspected case using a COVID-19 Report Form that can be found on the FSW website at <https://www.fsw.edu/reconnect>.
2. The Supervisor of District Health Services will collaborate with the school administrator and the FSW COVID-19 Case Management Team to gather information to provide to DOH, so the DOH can begin contact tracing and make decisions about whether individuals, entire class, school, school bus, department or building needs to isolate or quarantine. Questions may include:
  - a. Documentation/confirmation of positive testing.
  - b. Symptoms exhibited.
  - c. Last day present at the school/worksite.

- d. Individuals or groups of people who had close, prolonged contact.
3. Based on the responses to the questions above, information will be provided to DOH and a recommendation will be made about the need to isolate/quarantine which includes:
  - a. Persons who self-report a positive test, or a parental report of a positive test of their student.
  - b. In general, household members and individuals who had close contact for a prolonged period of time.
4. All investigative and confirmed cases will be handled in accordance with the guidelines established by DOH.
  - a. Contact tracing and investigative processes remain the responsibility of DOH.
  - b. DOH will take the lead on contact tracing and will contact affected families and staff directly to determine risk level. DOH will also provide direction on testing and self-isolation.
  - c. School health staff will provide assistance and support of these efforts.
  - d. Any school wide or other closure decisions will be made in conjunction with the DOH and the Superintendent. FSW may also decide to close our campus besides the Superintendent and DOH.
5. Confirmed case information will be communicated in alignment with all federal and state confidentiality rules.
  - a. Confirmed case information is coordinated with the DOH to the Supervisor of District Health Services.
  - b. Impacted individuals (students and/or employees) will be notified if there is a need to isolate quarantine through a letter from DOH that will be shared with the impacted families and staff.
  - c. Potential and confirmed case information will be shared with school administration at affected sites so the proper cleaning and disinfecting protocols can be completed. School administration needs to inform the Head Custodian of potential/confirmed cases. All confirmed cases of COVID-19 must be reported to the Division of District Support Services via the Supervisor of District Health Services or Assistant Superintendent of School Support.

## GENERAL COMMUNICATION

The school district will continue to provide regular updates of health-related issues in the following ways:

- If there is a confirmed Covid-19 case involving a student/staff member at a particular school, families and staff will communicate via email to all parents Due to HIPAA regulations, all identifiable information of the student/staff member **will remain confidential**.
- All general health related information will be continuously updated on the school district webpage located at: [www.yourcharlotteschools.net/coronavirus](http://www.yourcharlotteschools.net/coronavirus). FSW will update their website with all COVID-19 reports at <https://www.fsw.edu/reconnect>.



- If the need for district-wide closure arises, this information will be shared using the following methods:
  - Email and text messaging to all families and staff; ○ Post on district website homepage; ○ Post on all district social media; and ○ Media alert distributed to all local media outlets. Should the need for FSWC to close or building, we will communicate with families by email, text messaging, school website, school social media, APP and push notifications, and alert all local media.

### **USING THE FSW COLLEGE LIBRARY**

The FSW College Library will implement the following changes for students:

- Hours of operation: - Monday-Thursday 8am-4pm All libraries closed Friday-Sunday Reduced occupancy to allow for social distancing - Library doors will be closed and library staff will buzz in patrons as space is available - Staff member will record name and time allowed in.
- Face coverings must be worn at all times in the library - If the library reaches capacity, patrons will be asked to enter a virtual queue using QLess system.
- No food or drink in the library due to face covering recommendations
- Due to social distancing, no study rooms will be available.
- No group studying; students will be asked to stay six feet apart at study tables and computer stations.
- Library staff will help with computer questions remotely using a screen share software.
- The book shelves will be unavailable to students but a staff member will happily retrieve books.
- Book drops will be closed.
- Reserve textbooks will not be available - patrons can speak with staff about other items on reserve such as chargers, calculators, and anatomy models
- Help with Research: Virtual chat directly with a librarian through Ask a Librarian (linked on library homepage) M-TH 10-6 and F 8-4 - Email or text through Ask a Librarian (responses during business hours).

### **PERSONAL SAFETY RECOMMENDATIONS AT FSWC:**

The following are recommendations to help contain the spread of COVID-19. Students and staff should:

- Maintain a distance of at least six feet from others whenever possible.
- Avoid loitering or congregating in public areas, hallways, commons areas, etc.
- Wash hands frequently in accordance with CDC recommendations (wash hands with soap and water for at least 20 seconds, especially after visiting a public place, blowing their nose, coughing, sneezing or touching their face.)
- If soap and water are not readily available, use hand sanitizer containing at least 60% alcohol by covering all surfaces of hands and rubbing them together until they feel dry.

- Avoid touching their eyes, nose and mouth. - Inspect all equipment and work areas for potential safety concerns prior to beginning work.
- Wipe down commonly used surfaces (this is in addition to the continued cleaning of custodial crews of office and work spaces based on CDC guidelines.
- Use gloves when necessary. According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene.
- If possible, eat outside. FSWC will create an outdoor eating area for both lunches.
- Before and after eating, wash hands thoroughly to reduce the potential transmission of the virus.

#### **ENHANCED DAILY CLEANING AND DISINFECTING AT FSWC:**

As often as possible, school and classroom surfaces will be cleaned with a hospital grade disinfectant by members of the custodial team and school staff members. Students are encouraged to frequently wipe down common surfaces with non-bleach wipes that will be provided in every classroom throughout the day. After each lunch shift and at the conclusion of each school day, an electrostatic sprayer will be used to treat hard surfaces with the hospital grade disinfectant and allowed to dry.