

POUDRE SCHOOL DISTRICT

Infectious Illness Preparedness and
Response Plan
COVID-19

Updated April 3, 2020



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UPDATE: APRIL 3, 2020

On March 18, 2020, the Governor of Colorado, Jared Polis, issued an executive order suspending in-person learning in public and private schools across the state from March 23 through April 17, 2020. On April 1, 2020, in a press conference, the Governor extended the closure of school buildings until at least April 30, 2020.

On April 2, 2020, Superintendent Smyser announced that PSD schools and buildings will remain closed through the remainder of the 2019-2020 school year.

More information will be shared with our community as it becomes available. Please continue to monitor the PSD website for the most current information.

INTRODUCTION

In February 2020, the U.S. Centers for Disease Control and Prevention released a statement advising communities to prepare for a domestic outbreak of COVID-19, a new coronavirus strand. Poudre School District (PSD) understands that our schools are essential educational and community institutions that serve many members of our local population. PSD also acknowledges that an outbreak of any infectious illness, including COVID-19, would be detrimental to our community. To guide preparation, response, and recovery from any such potential outbreak, PSD has created this Infectious Illness Preparedness and Response Plan.

This document provides information about Poudre School District's plans and responsibilities in the event of a local or regional outbreak of COVID-19. It is intended to be supplemental to the information provided by the [Larimer County Department of Health and Environment](#), [Colorado Department of Public Health and Environment](#), and the [Centers for Disease Control and Prevention](#). For the most current information about COVID-19 or any other public health concern, please access the information provided by these public health organizations.

PSD is working closely with local, state, and national health officials to monitor ongoing developments related to the global outbreak of COVID-19. As additional information becomes available, the district will continue to communicate with families and the community. The most current information available from Poudre School District related to COVID-19 will always be posted on the Poudre School District [COVID-19 Coronavirus Response webpage on the PSD website](#).

PURPOSE

PSD's Infectious Illness Preparedness and Response Plan will serve as a resource guide for planning for, responding to, and recovering from a pandemic that may impact or is impacting our schools and communities. Unlike most other disasters or crises, a pandemic is people-centric and will require a community and people-focused response. Although this document is specifically focused on outlining the district's response to COVID-19, the same or similar strategies may be used to address any highly infectious illness that may impact our community.

The primary goals of this plan are to:

- Prevent or minimize the spread of illness while preserving, to the extent possible, the continuity of essential school and district functions.

- Continue the essential operations of Poudre School District, as possible, in the event of increased student or staff absences due to an outbreak of a highly infectious illness.
- Ensure effective, timely, and situation-sensitive decision-making related to any outbreak that is impacting or has the potential to impact the PSD community.
- Establish a clear communications plan that ensures that students, families, and staff receive timely and accurate information regarding illness prevention and infection control strategies as well as information about impacts to the school district and available services.

BACKGROUND INFORMATION: COVID-19

The 2020 outbreak of COVID-19, commonly referred to as “coronavirus,” originated in the Wuhan province of China. Symptoms of COVID-19 reportedly include mild to severe respiratory illness accompanied by fever, cough, and shortness of breath. The virus is spread person-to-person via respiratory droplets produced when an infected person sneezes or coughs. The droplets can land in the mouths or noses of people who are nearby, within a distance of about six feet, where the droplets are then inhaled into the lungs. Transmission may also be possible through contact with contaminated surfaces, though this is not considered the primary method of transmission. Symptoms typically appear within two to 14 days of exposure to the virus.

Those most at risk people for contracting the virus, as of early March 2020 per the Larimer County Department of Health and Environment, are those who have recently traveled to China or those who have been in close contact with people who have been diagnosed with COVID-19.

According to the Larimer County Department of Health and Environment, there are several strategies that can prevent the spread of germs and prevent the spread of this or other respiratory illnesses, including:

- Washing hands often with soap and water or an alcohol-based hand rub
- Covering nose and mouth when coughing and sneezing
- Avoiding close contact with anyone with cold or flu-like symptoms
- Getting a flu shot if you have not gotten one this year
- Cleaning frequently touched surfaces and objects, and
- Keeping children home if they are sick or remaining home if you are sick.

If a child is sick, parents/guardians are encouraged to notify the school and share information about symptoms and whether the child has had a positive influenza or COVID-19 diagnosis. In accordance with the Family Educational Rights Protection Act, or FERPA, PSD will not identify the name, grade, or age the student(s) or staff member(s) confirmed to have tested positive for COVID-19 in any communication.

PSD also follows guidelines provided by the Colorado Department of Public Health and Environment, included in this plan as Appendix B, for use in evaluating whether a child or staff member is too sick to attend school for any illness. Parents/guardians and staff are encouraged to consult these guidelines.

AUTHORITIES

In the United States, the State of Colorado, and Larimer County, various public officials have authorities related to the protection of public health and safety. During an outbreak of a highly

infectious illness, the United States Government, specifically the US Department of Health and Human Services (HHS) along with the Centers for Disease Control and Prevention (CDC), is the national leader for communication and coordination efforts. In some instances, the United States Government may also work in collaboration with the World Health Organization (WHO). The US Department of Health and Human Services and the Centers for Disease Control and Prevention are responsible for:

- Identifying, appointing, and leading the national response to highly infectious illness; for enacting or modifying legislation and policies required to sustain and optimize pandemic preparedness, capacity development, and response efforts across all sectors.
- Leading national and domestic efforts to monitor and detect outbreaks while prioritizing and guiding the allocation and targeting of resources to achieve the goals outlined in the country's response.
- Providing additional resources for national pandemic preparedness, capacity development, and response measures, including supporting rapid containment of outbreaks and providing guidance to state level authorities on the use and timing of community infection control measures.
- Supporting biomedical research and development of new vaccines and medical countermeasures.
- Considering providing resources and technical assistance to countries experiencing outbreaks of the highly infectious illness.

At the state level, the Office of the Governor, the Colorado Department of Public Health and Environment (CDPHE) is guided by the US Department of Health and Human Services and the CDC. At the local level, Larimer County Department of Health and Environment takes guidance from the CDPHE. National, state, and local authorities are charged with collaborating in highly infectious illness preparedness and response efforts. Poudre School District cooperates with these authorities to raise awareness and take necessary actions in response to reported illness. ***Poudre School District's response to any outbreak of COVID-19 will be guided by the recommendations of the Larimer County Department of Health and Environment and the Centers for Disease Control and Prevention.***

As of March 10, 2020, Colorado Governor, Jared Polis, declared a state of emergency. In a state of emergency, the Office of the Governor may issue directives that have the potential to impact school district operations. Poudre School District will follow the guidance provided by the Office of the Governor as related to COVID-19 in addition to continuing to follow the recommendations of the Larimer County Department of Health and Environment and the Centers for Disease Control.

In the event of reports of an infectious illness, such as COVID-19, Poudre School District will:

- Remain in session until advised by health local authorities of the need to close schools.
 - The Superintendent of schools has the authority to close schools for emergency reasons in accordance with applicable district policy and state law.
 - The Superintendent will work closely with all state and local officials, specifically with the Larimer County Department of Health and Environment, to make all decisions related to possible school closure in response to an infectious illness, such as COVID-19.
 - The Director of the Larimer County Department of Health and Environment will make a recommendation about whether to close school(s).

- As of March 11, 2020, the Office of the Governor, which has declared a state of emergency in Colorado, has also provided guidance related to the closure of schools. This guidance is as follows:
 - If one student or staff member at a school tests positive for COVID-19, it is recommended that the school close for 72 hours to clean and disinfect it.
 - If two students or staff members test positive, the school should close for an additional 72 hours (144 hours total).
 - If a school has three or more students or staff members test positive, the recommendation is that the school close for 14 days.
 - If three schools in a district have confirmed cases of COVID-19 within a 30 day period, all schools within the district are required to close for a minimum of 14 days for cleaning, testing, and public health investigation.
 - Other factors to be considered when making decisions to close one or more schools include: families with students in multiple buildings, shared facilities, shared transportation, central kitchens, and shared staff.
- Develop and deliver comprehensive communications for students, families, staff, and community members regarding the infectious illness and the district’s planned response.
- The district and school nurses will continue to educate school communities about strategies for the prevention of illness including social distancing strategies, vaccinations, proper hand washing techniques, community mitigation, and social mitigation as well as any other strategies deemed necessary or appropriate for preventing illness transmission.
- School nurses and school administration will continue to utilize and update plans to be enacted in the event that a child must be sent home from school due to illness.
- Continue to collaborate with the Larimer County Department of Health and Environment to monitor health data and update schools, staff, and families regarding potential changes that may occur or new and pertinent information related to the extent or spread of the illness.

ASSUMPTIONS

In the event of a pandemic illness that results in a public health emergency, the Colorado Governor may declare a state of emergency. **As of March 10, 2020, the Governor has declared a state of emergency in Colorado.** When a state of emergency is declared, response to the outbreak will be coordinated across all levels of government, including the school district. In a state of emergency:

- CDPHE will take the role of Lead State Agency for emergency support and will coordinate with Colorado Emergency Management, the Division of Homeland Security and Emergency, Management, and other state and local agencies as part of a unified command structure.
- Effective prevention and therapeutic measures, including vaccine and antiviral medications could be delayed, in short supply, or be unavailable.
- Substantial public education regarding the need to target priority groups for vaccination and antiviral/antibiotic medication and the allocation of limited supplies, will be crucial to avert public panic.
- Non-pharmaceutical interventions, travel restrictions, cancellation of public events, social distancing strategies, isolation and/or quarantine may be required to slow the spread of an outbreak.
- Secondary bacterial infections, following the outbreak, may result in shortages in antibiotic supplies.
- Larimer County Department of Health and Environment will work with health care providers to coordinate distribution of vaccines, antivirals, and other medications and/or medical supplies as necessary.

- There may be a need for alternate care sites to be used as temporary health facilities.
- Healthcare workers, firefighters, police officers, and other emergency services personnel may be at higher risk of exposure and illness than the general population, which may strain outbreak response.
- Widespread illness could increase the likelihood of sudden and potentially significant shortages of personnel in other sectors that provide critical public safety and necessary services.
- It may be necessary to expand mortuary service capacity including Disaster Mortuary Operational Response Teams (DMORT) through CDPHE.
- It is possible that there may be waves of illness. In the case of pandemic influenza, for example, there may be up to two months of little or no flu activity, but there may be up to 18 months where there is ongoing risk to the public.
- In the current state of emergency (declared on March 10 2020), the Office of the Governor has provided guidance around closure of schools stating that if one student or staff member at a school tests positive for COVID-19, it is recommended that the school close for 72 hours for cleaning and disinfection. If two students or staff members test positive, the school should close for an additional 72 hours (144 hours total). If a school has three or more students or staff members who test positive, the recommendation from the Governor's Office is that the school close for 14 days. If three schools in a district have confirmed cases of COVID-19 within a 30 day period, all schools within the district are required to close for a minimum of 14 days for cleaning, testing, and public health investigation. Other factors to be considered when making decisions to close one or more schools include: families with students in multiple buildings, shared facilities, shared transportation, central kitchens, and shared staff.

As additional assumptions or information about COVID-19 are identified or become available, these assumptions may be updated.

PREPARATION

Preparedness includes the actions and measures taken before an event to better handle that event when it arises. In this case, the Centers for Disease Control and Prevention (CDC) plays a significant role in ensuring that states and local health departments are prepared for public health emergencies. At the state and local levels, the Colorado Department of Public Health and Environment (CDPHE) and the Larimer County Department of Health and Environment collaborate with PSD to prepare the district prior to, during, and after exposure to a highly infectious illness.

Prior to or in the early stages of an outbreak or pandemic, public health officials encourage the practice of every day good health habits and implementation of non-pharmaceutical interventions to prevent and protect the population from the spread of highly infectious illness. These habits include:

- Avoiding close contact with people who are sick.
- When you are sick, stay away from others to prevent passing on your illness to others.
- Cover your mouth and nose when sneezing or coughing with a tissue and then throw away the tissue.
- Wash your hands with soap and water for at least 20 seconds or use hand sanitizer than contains at least 60% alcohol if soap and water are not available.

- The [CDC](#) offers free handwashing resources to encourage proper handwashing technique and that include tips for families to help children develop good handwashing habits.
- Avoid touching your eyes, nose, or mouth to prevent the spread of germs.
- Practice other good health strategies, including cleaning and disinfecting surfaces especially when someone is ill; get plenty of sleep, manage stress, and be physically active.

In addition to these good health habits, other non-pharmaceutical interventions that can help to mitigate the spread of illness in the community include:

- Social distancing or creating ways to provide distance between people in close contact areas including at work and at school.
- Closures or cancellations of non-urgent events and avoidance of scheduling community events during an outbreak or pandemic in Larimer County or neighboring regions.
- Being prepared and informed about the pandemic and appropriate steps to prevent the spread of illness.
- Communication with students, families, employees, and community members that informs and provides updates on the status of an outbreak or pandemic and provides information on good hygiene methods that may help mitigate the spread of illness.
- Ongoing monitoring of the outbreak or pandemic.
- Maintaining clean and disinfected environments.
- Encouraging those who are sick, including students and staff, to stay home.

As Poudre School District continues its preparation efforts, the district is also implementing the following preparedness measures in accordance with guidance from the CDC and the Larimer County Department of Public Health and Environment:

- **Planning:**
 - Reviewing, updating, and implementing emergency operations plans in collaboration with the Larimer County Department of Health and Environment.
 - Monitoring and planning for absenteeism in schools and offices.
 - Poudre School District has adopted guidelines that dictate that daily absence rates exceeding 10% of staff or students in a single building due to illness of any form must be reported to Custodial Services, PSD Administration, and the Larimer County Department of Health and Environment. Please see Appendix A for complete guidelines.
 - Review of attendance and sick leave policies. Encouraging students and staff to stay home when sick.
 - The CDC and the Larimer County Department of Health and Environment have developed [guidelines](#) for businesses managing employee leave and sick time. The district will reference these guidelines as needed.
 - During district closure, employees who are ill will not need to use sick leave. Should the district remain open and employees become ill, sick leave must be used. It is important to note that building closure is different than district closure. If PSD buildings are closed, but the district is continuing to educate students remotely and employees are expected to telecommute, leave will need to be used for days not worked.
 - In the event that an employee does not have sufficient sick leave for the duration of an illness, he/she must request a short-term leave from Human Resources.

- Identifying critical job functions and positions and planning for alternative coverage of these positions as needed.
 - Developing plans for remote learning for students and for remote work for staff in the event of extended closures.
 - Encouraging staff to prepare for potential absence or closure by preparing lesson plans ahead of time, bringing materials home as needed to allow for remote work, etc.
 - Determining what level of absenteeism will disrupt continuity of teaching and learning.
 - Creating communications plans to ensure that students, families, staff, and the community receive information necessary to prepare for and respond to an outbreak.
- **Education and Prevention:**
 - Encouraging all students, families, and staff to follow the good health habits and encouraging implementation of measures that prevent the spread of illness.
 - Information about good health habits as provided by the CDC has been posted in all PSD school and office buildings as of March 2020.
 - Sharing resources with families to help them understand when to keep children home. PSD will continue to share the resources published by the [CDC](#) and the [Larimer County Department of Health and Environment](#). Information about evaluating whether students are too sick to attend school can be found in Appendix B.
 - Following procedures to ensure students and staff who become sick at school or arrive at school sick are sent home as soon as possible and ensuring that sick students and staff are separated from well students and staff until they can leave.
 - Performing routine environmental cleaning of schools, busses, and offices including cleaning of frequently touched surfaces (i.e. doorknobs, light switches, countertops, door frames, handicap push buttons, tabletops, backs of chairs, pencil sharpeners, keyboards, mice, monitors, portions of walls, etc.) with cleaning products according to the directions on the label.
 - PSD's cleaning procedures, adopted in support of District Policy JLC (Student Health Services and Requirements) are outlined in Appendix C.
 - As of March 2020, Custodial Services are following cleaning protocols for norovirus and influenza at all sites and have been following this protocol since late fall of last year. This protocol includes daily disinfecting of frequently touched surfaces like those outlined above. Additionally, Custodians in PSD are using disinfectant instead of sanitizer. Disinfectant kills illnesses such as pertussis and norovirus whereas sanitizers do not.
 - In times of more prevalent illness, the Custodial department works closely with the Larimer County Health Department regarding cleaning and disinfectant protocols.
 - PSD's busses and support fleet vehicles are cleaned and disinfected daily. Busses and support fleet vehicles will also be cleaned and disinfected over Spring Break from March 16 through March 20, 2020.

The district will continue to adopt and implement additional preparedness measures as they are identified.

RESPONSE

If local health officials report that there are cases of COVID-19 in Larimer County or along the Front Range, PSD will transition into a response phase. *The first step of any response phase will be consultation with local health officials from the Larimer County Department of Health and Environment.* The second step of response will be the convening of the district's Incident Command team.

Once it is determined that transition to a response phase is necessary, PSD, via the Incident Command team, will consider the circumstances and determine the most appropriate response. The potential response options and phases outlined herein are based on current knowledge of COVID-19. As additional information becomes available about the virus, how it spreads, and how severe it is, this response protocol may be updated in accordance with recommendations provided by the Larimer County Department of Health and Environment and the CDC.

Immediate and Temporary PSD School/Office Closure

According to the Centers for Disease Control and Prevention, temporarily dismissing childcare programs and K-12 schools is a strategy to stop or slow the spread of COVID-19 in communities. Local health officials may recommend temporary school closures in instances where a student or staff member attended school or work prior to being confirmed as a COVID-19 case. In such instances, local health officials with the Larimer County Department of Public Health and Environment will make recommendations related to the scope of the closure (i.e. a single school, an entire district). As of March 11, 2020, the Office of the Governor has also made recommendations regarding the extent and duration of school closures related to COVID-19. The duration of closures will be determined on a case-by-case basis using the most up-to-date information available about COVID-19 and the specific case(s) in the community.

In the event of exposure within the PSD community, the following steps will be taken:

- PSD will confer with local health officials, primarily the Larimer County Department of Health and Environment, to obtain a recommendation regarding school closure, timing, scope, and duration.
- PSD will communicate the possible exposure to the community, which includes students, families, staff, and community members. In accordance with the Family Educational Rights Protection Act, or FERPA, PSD will not identify the name, grade, or age the student(s) or staff member(s) confirmed to have tested positive for COVID-19.
- PSD will communicate plans for school and office closures and event/group activity cancellations as appropriate and in as timely a fashion as possible.

If local health officials recommend closure of a PSD school, multiple schools, or the entire district, the following protocols will be followed:

- **Building Closure and Cleaning**
 - The school(s) and district offices, as appropriate, will be closed beginning on the date/time collaboratively determined in collaboration with local health officials.
 - The extent of closure – whether it impacts one or more schools and district offices – will be determined in partnership with local health officials.
 - Only identified essential personnel and building administrators (principals and assistant principals) will have access to school buildings during closure.

- ***PSD will clearly communicate that staff, with the exception of those designated as essential personnel by their supervisor, and students are not to enter or PSD school or district facility during a closure.***
- The district will evaluate options to provide meal programs, if feasible, or to connect to community resources where available. Per World Health Organization (WHO) guidance, cafeterias will not be open during building closures.
 - Beginning on March 23, 2020, PSD will offer sack lunches, which will include a breakfast item as well, for pick up at three district locations (Linton Elementary School, Poudre High School, and Eyestone Elementary School) from Noon to 1:00pm, Monday through Friday. The Food Bank of Larimer County will also be providing meals for pick up at three PSD locations. For the most current information on feeding programs, please visit the PSD website and contact the Food Bank.
 - In the event that the American Red Cross or the Food Bank opens a relief center and is in need of food during a school closure, PSD could donate frozen food as well.
 - PSD is also prepared to help support the American Red Cross and/or the Food Bank with staffing if necessary.
- During school closures, all regularly scheduled events, including athletic and extracurricular activities, performances, etc. will be cancelled or postponed until further notice.
 - As of March 17, 2020 and per the guidance of the Colorado High School Activities Association (CHSAA), all spring sports and activities are suspended until April 18, 2020. This suspension includes all practices and competitions, the state speech tournament, student leadership's Advisor U, and all music festivals. More information from CHSAA about this suspension of activities is available [here](#).
 - As of March 13, 2020, PSD has temporarily suspended all events, activities, and field trips until further notice.
- During school closures, all facility rentals will be cancelled or postponed until further notice.
- Before and after school childcare in PSD buildings (i.e. Base Camp) will be cancelled during closures.
- Signs will be posted at all schools indicating playground closures for the duration of the school closure or unless otherwise determined. Playgrounds and school grounds with fencing will be secured/locked and no access will be permitted.
- Students will be asked to take all necessary learning technology and curricular materials home with them for use in e-learning for the duration of the closure as directed by their teachers.
- Staff will be required to take all work-related technology and tools home with them for use in support of e-learning or telecommuting for the duration of the closure as directed by their supervisor.
- Cleaning of affected PSD facilities will be completed in accordance with district protocols as outlined in Appendix C and in accordance with recommendations from the Larimer County Department of Health and Environment. All cleaning will be completed prior to implementation of any student or staff building re-entry.
 - Cleaning protocols in response to a closure would include removing trash and recycling from the building, vacuuming all floor surfaces, sweeping, mopping, scrubbing all desks, counters, sinks, and tabletops. Restrooms, locker rooms, and health offices would be cleaned and disinfected. All high-

touch surfaces would be disinfected, including wiping all surfaces with towels that have been soaked in disinfectant. Surfaces with cracks or corners will be wiped and sprayed with disinfectant. All Early Childhood and kindergarten toys will be disinfected. All carpet will be sprayed with disinfectant and all kitchens, including floors, prep areas, serving tables, and equipment, and restrooms would be disinfected. Buses and child restraint devices for transportation will continue to be cleaned and disinfected as well.

- The Finance department has articulated a plan to ensure that payroll will be processed based on all current scheduled assignments and paid to existing direct deposit accounts. Employees without direct deposit will **not** receive checks until buildings are reopened. Due to fraud risks, employees will not be able to sign up for direct deposit during a closure, unless a Payroll Manager is able to positively confirm the change with the employee.
- **Communication:** Information about the closure will be shared as soon as possible after closure determinations are made via:
 - District and school websites and social media presences;
 - School Messenger emails, phone calls, and text messages to families and staff;
 - Signage on the doors at all affected school buildings and PSD facilities; and
 - School outgoing voicemail recordings.

Information about closures will be updated daily to ensure that the community has the most current information available.

- **Continuity of Education and District Services:** During a closure, the district will implement tele-education and telecommute plans for students and staff, where appropriate.
 - To prepare to support continuity of education and district services, PSD is currently developing comprehensive plans for the following:
 - E-learning for students that includes digital and distance learning options, such as access to digital textbook resources, online classroom collaboration tools, etc. *As of March 12, 2020, the e-learning plans developed for our students at each level are as follows:*
 - *Elementary School*
 - Students will be asked to take learning resources home on Friday, March 13 going into Spring Break, in the event that schools are closed during the week following Spring Break (i.e. from March 23 to March 27, 2020).
 - *Note: As of March 12, 2020, PSD has not announced any closures for the week following Spring Break (i.e. March 23 to March 27, 2020).*
 - Resources that will be provided to elementary students will primarily be printed resources given the variability of online access at the elementary grades.
 - For elementary students, lessons provided by teachers during a closure will not necessarily replace new learnings that would occur if schools were open. Rather, the lessons and activities prepared by teachers will provide students with opportunities to practice and reinforce concepts

- recently learned and to engage in projects that may extend and enrich learning.
 - Comprehensive guidance for supporting the above in each subject area has been prepared for teachers at the elementary level by PSD's Curriculum, Instruction, and Assessment department. This guidance was distributed to principals on March 11, 2020 for circulation to educators.
 - Grade level teams, including specialized providers (i.e. Integrated Services and English Language Development) in PSD's elementary schools are also working to develop supports for student learning in the event of school closure.
 - Families can anticipate receiving communications from their students' schools regarding learning expectations and supports in place in the event of a closure.
- *Middle School and High School*
 - Students will be asked to take learning resources home on Friday, March 13, 2020 in advance of PSD's Spring Break, in the event that schools are closed during the week following Spring Break (i.e. from March 23 to March 27, 2020).
 - *Note: As of March 12, 2020, PSD has not announced any closures for the week following Spring Break (i.e. March 23 to March 27, 2020).*
 - Middle schools are encouraged to maintain their current structure for one-to-one laptop devices and whether they are taken home by students.
 - High school students are equipped with one-to-one laptop devices that they may take home.
 - Given the variability of online access, resources provided to students will be a combination of online and printed resources.
 - For middle school and high school students, lessons provided in the event of a closure may not necessarily replace new learnings that would occur if schools were open. Rather, the lessons and activities will provide students with an opportunity to practice and reinforce concepts recently learned, engage in projects that may extend and enrich student learning, and provide an introduction to new concepts and skills, when appropriate.
 - At all of PSD's middle schools and high schools, grade level content teams, including specialized providers (i.e. Integrated Services and English Language Development), may customize assignments based on the needs of students and the resources available.
 - Teachers may continue to use current digital access or online delivery platforms for instruction, including Google Classroom, Blackboard, or other tools.
- Curriculum adoptions since 2015 have also included robust digital platforms to support remote student learning.

- Families can anticipate receiving communications from their students' schools regarding learning expectations and supports in place during closure.
- Providing training to teachers to support e-learning for students including preparation of online lessons, use of online learning tools, etc.
 - The Professional Development department in partnership with the Curriculum, Instruction, and Assessment department has collaborated and will continue to collaborate to develop resources for teachers. Clear expectations for supporting e-learning will be defined as part of this planning effort.
 - On March 11, 2020, the Curriculum, Instruction, and Assessment department provided guidelines for supporting students during a school closure to all school principals for distribution to staff. These guidelines, which provide suggestions by grade span and content area, will be provided to teachers to inform preparation for possible school closures.
- Collaborating with the Colorado Department of Education regarding any necessary waivers to state requirements for in-person instructional hours, school days, or seat time. As of March 2, 2020, decisions regarding waivers will be made on an as-needed basis by the Colorado Department of Education. More information from the Colorado Department of Education regarding instructional time is available [here](#).
- Collaborating and receiving guidance from the Colorado Department of Education regarding state assessment requirements and from the College Board regarding Advanced Placement (AP) and SAT assessments. As of March 17, 2020, all state assessments, including CMAS, have been cancelled for the 2019-2020 school year. More information on the cancellation of assessments is available from the Colorado Department of Education website [here](#).
- Collaborating with state and federal agencies to determine how to support students on Individual Education Plans (IEP) and 504 Plans during school closures. As of March 19, 2020, this work is ongoing.
- Exploring whether and how the district can continue providing mental health support to students remotely.
- Providing training to non-instructional staff to support telecommute options, including training on remote use of key district software and information management systems.
- Exploring and identifying the resources that may be needed to support tele-education and telecommute options, including but not limited to wireless internet connection solutions for students without home internet connections, conferencing and collaboration tools for teams, etc. Determinations about the resources the district will provide will be made on a case-by-case basis.
- Each department will develop guidelines associated with expectations for staff as related to working remotely. These guidelines will be communicated to staff by their supervisors.
- Planning for necessary technical support of e-learning and telecommute efforts via the Information Technology department.
- Planning for ongoing maintenance of school and office buildings as needed.

- Planning for ensuring ongoing security of school and office buildings as needed.
- **Other Considerations**
 - **Extended Closures:** In the event of extended school/office closures, the district is also exploring the following:
 - The potential need to modify school schedules as a result of extended closures (i.e. adding days to the end of the school year etc.).
 - Modifying contracts with employees, as needed, to accommodate for extended closures. This consideration will be informed by decisions made by the Colorado Department of Education regarding requirements to make up days/class time missed and will be considered in the context of the PSD Employee Agreement. Human Resources will collaborate with employee groups should extended closures be necessary.
 - Long-term financial planning to meet the district’s financial obligations (i.e. payroll, etc.).

More information related to the specifics of extended closures will be shared as the need for such closures are identified.

- **Travel:** As of March 10, 2020, out of an abundance of caution and to limit potential spread of the COVID-19 virus, PSD has cancelled all district and school-sponsored out-of-state trips for students and staff through the month of April. This includes all domestic and international travel for professional development as well. PSD will continue to work with public health officials and will re-evaluate travel in early to mid-April.

RECOVERY

Following school or office closures related to COVID-19, PSD’s Communications department will communicate when PSD staff and Larimer County Department of Health and Environment officials have conferred and determined that it is safe to return to school as well as what steps and precautions will need to be followed at that time.

All schools, offices, buses, and support vehicles will be cleaned and sterilized, as appropriate, prior to reopening of buildings. As schools are reopened, a process for cleaning and disinfecting equipment (i.e. laptops, cell phones, etc.) and materials brought home during closure will also be implemented. Cleaning and sterilization practices will be guided by recommendations from the Larimer County Department of Health and Environment.

Communications platforms that will be utilized to share information about the reopening of buildings and the reentry process will include but are not limited to the district website and social media platforms, school websites, social media platforms, voicemail recordings, emails, phone calls, and text messages to staff and families.

PSD will also develop and implement a plan for return to the classroom for students who may have missed an extended period of instruction during a school closure.

PSD will make every effort to return to “business as usual” following any necessary closures.

Concurrently, the district's Mental Health Team will evaluate the need for additional support and resources for our students, families, and staff, and will provide these supports to the extent possible.

The district will also continue to partner with local health officials to monitor the illness on an ongoing basis and will continue to communicate with the community.

Debriefing among local health officials and school district staff will also occur after any closures to ensure that successes and challenges are identified to inform planning for any future pandemic events.

Poudre School District

Guidance for prevention of infection and illness at school and school activities

School site and health staff will communicate with PSD Custodial services, PSD Administration and Larimer County Department of Health and Environment (LCDHE), when a directive or Health Alert is issued by health department officials, or when illness or absence data are in one of the following categories:

- A daily absence rate that exceeds 10% or more of the school population, due to illness.
- Five or more students absent/reporting illness from the same group (for example--classroom, team, bus route)
- Staff illness/absenteeism of 10% or more due to illness

Some examples of target illnesses: Pertussis, Norovirus, Influenza, Enterovirus, other communicable diseases

1. Health Services

- a. The School Nurse will communicate with Larimer County Department of Health and Environment, Environmental Health Division to verify case diagnoses and information, and facilitate that notifications are distributed to the school community.

2. Custodial Services

- a. Will follow proper cleaning procedures and product use. They will determine if additional interventions are necessary.

3. School Administration

- a. Provide that recommended communication be sent to the school community- written or electronically
- b. Support attendance restrictions of involved students and staff as determined by the health department and school policy.
- c. Provide that prevention strategies are implemented at school, activities, athletics, and field trips

1. Hands should be washed frequently using soap and water and drying with disposable towels. Ensure that hand sinks are stocked with soap and towels at all times. Hand sanitizers should not replace hand washing.
2. Cover your nose and mouth with a tissue when you cough or sneeze.
3. Avoid touching your eyes, nose and mouth. Germs spread this way.
4. Avoid close contact with sick people – no kissing, hugging
- 5. Do not share drinks, utensils, water bottles, especially drinks at sport activities**
6. Staff and students that are ill with disruptive cough, vomiting or diarrhea should not attend school and should remain home until at least 24-48 hours after symptoms have resolved, **including Field Trips**.
7. If you are sick with flu-like illness, stay home from school for at least 24 hours after your fever is gone. (Your fever should be gone without the use of a fever-reducing medicine.)

Sites for state and local health information, updates, and alerts:

www.larimer.org/health

www.colorado.gov/cdphe



How Sick is Too Sick?

When Children and Staff Should Stay Home from School or Child Care

There are three main reasons to keep sick children and adults at home:

1. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy or will not stop crying.
2. A child needs more care than teachers and staff can give while still caring for the other children.
3. The symptom or illness is on this list, and staying home is required.

Remember, the best ways to stop the spread of infection is through good hand washing and staying home when sick.

Symptoms	Child must stay home?
Diarrhea Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine.	Yes - if there are other symptoms along with the diarrhea (such as vomiting, fever, abdominal pain, jaundice, etc.), the diarrhea cannot be contained in the toilet, there is blood or mucous in the stool, the child is in diapers or the staff member handles food or bottles. Children and staff may return 24 hours after their last episode of diarrhea unless the diarrhea is caused by an illness that requires them to stay home longer.
Fever Fever with behavior change or other illness. Babies who are 4 months or younger need to see a doctor right away for a fever of 100°F or higher.	A child should not be excluded if they have a fever with no other symptoms unless they are 4 months old or younger. Yes - if there is also a rash, sore throat, throwing up, diarrhea, behavior changes, stiff neck, or difficulty breathing.
"Flu-Like" Symptoms Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, throwing up, and diarrhea.	Yes - for at least 24 hours after the fever is gone. The fever needs to be gone, without using medicine that reduces the fever (acetaminophen or ibuprofen).
Coughing	Yes - if the coughing is severe, uncontrolled, or the child has wheezing, rapid or trouble breathing. Medical attention is needed for wheezing, rapid or trouble breathing. <u>Note:</u> Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment.
Mild Respiratory or Cold Symptoms Stuffy nose with clear drainage, sneezing, and mild cough.	No - children and staff may go to school if they are able to take part in usual activities. Children and staff should stay home if the symptoms are severe. This includes fever and if a child is not acting normally and/or has trouble breathing.
Vomiting/Throwing Up Throwing up two or more times in the past 24 hours, there are other symptoms in addition to the vomiting (such as fever, diarrhea, etc.).	Yes - until 24 hours after throwing up stops or a doctor says it is not contagious. If a child has a recent head injury, watch for other signs of illness and for dehydration. Adults who handle food and bottles must be excluded.

See second page for a list of illness that may require children or staff to stay home.



Illness	Child must stay home?
Chicken Pox	Yes - until the blisters have dried and crusted (usually 6 days).
Conjunctivitis (pink eye) Pink color of eye and thick yellow/green discharge	No - children and adults do not need to stay home unless they have a fever or are not able to participate in usual activities. Call your doctor for advice and possible treatment.
Croup (see Coughing)	Call your doctor for advice. <u>Note</u> : Children and staff may be able to go to school unless they are not well enough to take part in usual activities.
Fifth's Disease	No - the illness is no longer contagious once the rash appears.
Hand Foot and Mouth Disease (Coxsackie virus)	No - unless the child or adult has mouth sores, is drooling and is not able to take part in usual activities.
Head Lice or Scabies	Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment.
Hepatitis A	Yes - children and staff may return to school or child care when cleared by the health department. Children and staff should not go to another facility during the period of exclusion.
Herpes	No - unless there are open sores that cannot be covered or there is nonstop drooling.
Impetigo	Yes - children and adults needs to stay home until antibiotic treatment has started.
Ringworm	Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment. Keep the area covered for the first 3 days if participating in sports with person to person contact.
Roseola	No - unless there is a fever or behavior changes.
RSV (Respiratory Syncytial Virus)	No - children and staff can go to school unless they are not well enough to take part in usual activities and/or they have trouble breathing. Call your doctor for advice.
Strep Throat	Yes - for 12 hours after starting antibiotics unless the doctor says that it is okay to return to school sooner. Children and staff also need to be able to take part in usual activities.
Vaccine Preventable Diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes - Children and staff can return to school once the doctor says they are no longer contagious.
Yeast Infections Thrush or Candida diaper rash	No - follow good hand washing and hygiene practices.
Other Symptoms or illnesses not listed	Contact the child care center director or school health staff to see if the child or staff member needs to stay home.

This was developed in collaboration with the Children's Hospital of Colorado School Health Program. The information presented is intended for educational purposes only. It is not intended to take the place of your personal doctor's advice and is not intended to diagnose, treat, cure or prevent any disease. The information should not be used in place of a visit, call or consultation or advice of your doctor or other health care provider.

References

American Academy of Pediatrics. *Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide*. Aronson SS, Shope TR, eds. 5th ed. Itasca, IL: American Academy of Pediatrics; 2020.20.
Colorado Department of Public Health and Environment. *Infectious Diseases In Child Care and School Settings: Guidelines for Child Care Providers and Health Consultants, School Nurses and Other Personnel*. 2019.

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¿Qué tan enfermo es demasiado enfermo?

Cuándo los niños y el personal deberían quedarse en casa y no asistir a la escuela ni a la guardería

Existen tres razones principales por las cuales los niños y adultos deben quedarse en casa:

1. El niño o el integrante del personal no se siente lo suficientemente bien como para participar de las actividades habituales. Por ejemplo, un niño está excesivamente cansado, irritable o no deja de llorar.
2. Un niño necesita más cuidado del que los maestros o el personal pueden brindarle sin descuidar a los demás niños.
3. El síntoma o la enfermedad se encuentran en esta lista y es necesario que se quede en casa.

Recuerde, la mejor manera de evitar que se propague una infección es una buena higiene de manos y permanecer en casa ante una enfermedad.

Síntomas	¿Debe quedarse el niño en casa?
Diarrea Deposiciones frecuentes, blandas o acuosas en comparación con las habituales, que no son causadas por un alimento o medicamento.	Sí: si se presentan otros síntomas junto con la diarrea (como vómitos, fiebre, dolor abdominal, ictericia, etc.), la diarrea no puede contenerse en el inodoro, se observa sangre o mucosidad en las heces, el niño usa pañales o el integrante del personal manipula alimentos o biberones. Los niños y el personal pueden regresar 24 horas después del último episodio de diarrea, a menos que la diarrea esté causada por una enfermedad que requiera una permanencia más prolongada en la casa.
Fiebre Fiebre con cambio en el comportamiento u otra enfermedad. Los bebés de 4 meses o menos deben ser evaluados por un médico de inmediato en caso de fiebre de 100 °F o más.	Un niño no debe ser excluido si la fiebre no está acompañada de otros síntomas, a menos que tenga 4 meses de vida o menos. Sí: si también se observa sarpullido, dolor de garganta, vómitos, diarrea, cambios en el comportamiento, rigidez en el cuello o dificultades respiratorias.
Síntomas "gripales" Fiebre de más de 100 °F con tos o dolor de garganta. Otros síntomas gripales pueden incluir cansancio, dolor corporal, vómitos y diarrea.	Sí: al menos 24 horas después de que haya desaparecido la fiebre. La fiebre debe desaparecer sin el uso de antifebriles (acetaminofén o ibuprofeno).
Tos	Sí: si la tos es grave, no está controlada o el niño presenta sibilancia, agitación o dificultad para respirar. Se requiere atención médica en caso de sibilancia, agitación o dificultad para respirar. Importante: Los niños con asma pueden asistir a la escuela con un plan de atención de la salud escrito y la escuela tiene permitido administrar la medicación y el tratamiento.
Síntomas respiratorios o de resfriado leves Nariz tapada con secreciones transparentes, estornudos y tos leve.	No: los niños y el personal pueden asistir a la escuela si pueden participar de las actividades habituales. Los niños y el personal deben permanecer en casa si los síntomas son graves. Esto incluye fiebre y si un niño no presenta un comportamiento normal o tiene dificultad para respirar.
Vómitos Vomitarse dos veces o más en las últimas 24 horas, se presentan	Sí: hasta que no haya vómitos por 24 horas o un médico indique que no es contagioso. Si el niño tuvo una lesión reciente en la cabeza, esté atento a otros signos de enfermedad y a la





otros síntomas además de los vómitos (como fiebre, diarrea, etc.).	deshidratación. Los adultos que manipulan alimentos o biberones deben ser excluidos.
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Consulte la segunda página para ver una lista de enfermedades que requieren que un niño o integrante del personal permanezcan en casa.

Enfermedad	¿Debe quedarse el niño en casa?
Varicela	Sí: hasta que las ampollas se hayan secado y tengan costra (generalmente, 6 días).
Conjuntivitis Ojo de color rosado y con secreciones espesas de color amarillo/verdoso	No: no es necesario que los niños y adultos permanezcan en casa a menos que tengan fiebre o no puedan participar de las actividades habituales. Llame a su médico para recibir asesoramiento y un posible tratamiento.
Difteria (ver Tos)	Llame a su médico para recibir asesoramiento. <u>Importante:</u> Los niños y el personal pueden asistir a la escuela, a menos que no se sientan lo suficientemente bien para participar de las actividades habituales.
Quinta enfermedad	No: la enfermedad ya no es contagiosa una vez que aparece el sarpullido.
Enfermedad de mano, pie y boca (virus de Coxsackie)	No: a menos que el niño o adulto tenga llagas en la boca, babee y no pueda participar de las actividades habituales.
Piojos o sarna	Sí: los niños pueden permanecer en la escuela o la guardería hasta el final del día, pero no pueden regresar hasta haber recibido el primer tratamiento.
Hepatitis A	Sí: hasta 1 semana después del inicio de la enfermedad y cuando el niño o el miembro del personal pueda participar de las actividades normales. Los niños y los miembros del personal no deben ir a otra instalación durante el período de exclusión.
Herpes	No: a menos que haya llagas abiertas que no puedan cubrirse o la persona babee constantemente.
Impétigo	Sí: los niños y adultos deben permanecer en casa hasta que se inicie el tratamiento con antibiótico.
Tiña	Sí: los niños pueden permanecer en la escuela o la guardería hasta el final del día, pero no pueden regresar hasta haber recibido el primer tratamiento. Mantenga el área cubierta durante los primeros 3 días si practica deportes de contacto.
Roséola	No: a menos que haya fiebre o cambios en el comportamiento.
RSV (virus respiratorio sincitial)	No: los niños y el personal pueden asistir a la escuela, a menos que no se sientan lo suficientemente bien para realizar las actividades habituales o tengan dificultad para respirar. Llame a su médico para recibir asesoramiento.
Faringitis estreptocócica	Sí: durante 12 horas después de iniciar el tratamiento con antibióticos, a menos que el médico indique que puede regresar a la escuela antes.





	Los niños y el personal también deben poder participar de las actividades habituales.
Enfermedades que pueden prevenirse con vacunas Sarampión, paperas, rubeola (sarampión alemán), Pertusis (tos ferina)	Sí: los niños y el personal pueden regresar a la escuela cuando el médico indique que ya no hay contagio.
Candidiasis candidiasis oral o del pañal	No: procure un buen lavado de manos y buenas prácticas de higiene.
Otros Síntomas o enfermedades que no se incluyen	Comuníquese con el director de la guardería o el personal de salud de la escuela para saber si el niño o el miembro del personal deben permanecer en casa.

Esto fue desarrollado en colaboración con el Programa de Salud de Escuelas de Children’s Hospital of Colorado.

La información presentada solo tiene fines educativos. No pretende reemplazar el consejo de su médico personal y no tiene como fin el diagnóstico, el tratamiento, la cura o la prevención de ninguna enfermedad. La información no debe usarse para reemplazar una visita, llamada o consulta o asesoramiento de su médico u otro proveedor de atención médica.

Referencias

American Academy of Pediatrics. *Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide*. Aronson SS, Shope TR, eds. 5th ed. Itasca, IL: American Academy of Pediatrics; 2020.20.

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Title:
Cleaning Procedures
Custodial Services

Procedure No.:	CS-600
Effective Date:	11/1/2016
Supersedes No.:	11/1/2015
Page No.:	1 of 2

Introduction

These procedures are in support of district policy JLC – STUDENT HEALTH SERVICES AND REQUIREMENTS.

Purpose

Custodial Services is responsible for providing a sanitary and healthful environment as outlined in the general cleaning duties below.

Checklist

Each site head custodian will provide a cleaning checklist for all custodians to complete daily. The checklist is used as a tool to help identify all areas that need to be cleaned on a daily basis as well as serve as a communication tool with the site head custodian. Custodians may request supplies, notify the site head custodian of repair requests, and leave other comments and concerns as needed.

Building Interior

Custodians are responsible for cleaning all interior areas of district buildings which includes classrooms, offices, cafeterias, computer labs, break rooms, bathrooms, locker rooms, hallways, entryways, and the bathrooms and floors in school kitchens. Custodians are responsible for the general cleaning of weight rooms and gymnasiums but are not responsible for athletic equipment.

<p>Trash Pick up trash on the floor Empty trash receptacles Empty recycle receptacles Empty feminine napkin receptacles Replace liners Clean receptacles</p>	<p>Furniture Clean desktops Clean tabletops Clean countertops Clean and sanitize cafeteria tables (tops, edges, seats, and inserts) Sweep locker tops Sweep locker room benches</p>
<p>Wall Fixtures Empty and sanitize pencil sharpeners Clean chalkboards Clean whiteboards (not SMART boards) Clean board trays Clean mirrors Clean and sanitize light switches</p>	<p>Walls Clean marks and graffiti off walls Clean and disinfect bathroom stall partitions Dust ledges Clean windows Clean and sanitize door handles Clean and sanitize door frames</p>
<p>Dispensers Refill paper towel dispensers Refill toilet paper dispensers Refill soap dispensers Refill feminine napkin bag dispensers Clean and disinfect dispensers</p>	<p>Plumbing Clean and disinfect bathroom fixtures Clean and disinfect sink fixtures Swab and disinfect sinks Swab and disinfect drinking fountains Swab and disinfect stools and urinals</p>
<p>Floors Pick up large objects on the floor Sweep and/or vacuum floor Mop and/or scrub floor Disinfect shower floors Clean carpets as needed</p>	<p>All Surfaces/Areas Remove gum spots from surfaces Remove ink spots from surfaces Move furniture as needed for cleaning</p>



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Building Exterior

Custodians are responsible for the general care of some exterior areas of the buildings which includes dumpster enclosures and sidewalks and entryways to ensure a clean and safe entrance to the building.

<p>Dumpster Enclosures Keep enclosures cleared and clean Keep dumpster lids closed Keep enclosures closed Report overflowing dumpsters Report damaged dumpsters Report dumpsters with excessive odor Remove snow inside enclosures</p>	<p>Sidewalks and Entryways Pick up trash on the sidewalk Remove leaves and debris from entryways Remove snow on sidewalks and entryways Spread salt on sidewalks and entryways</p>
<p>Trash Pick up trash on the ground Empty outside trash receptacles (except Athletics trash receptacles) Replace liners Clean receptacles</p>	<p>Flag Poles Hang flags daily Take down flags daily Fold and store flags appropriately</p>

Swab Use

In accordance with the Colorado Department of Public Health and Environment Rules and Regulations Governing Schools in the State of Colorado (6 CCR 1010-6), all custodial staff must comply with the proper procedures for use and labeling of swabs and mops.

- Use one swab for disinfecting sinks and drinking fountains and a different swab for disinfecting stools and urinals.
- All swabs must be labeled. Label swabs for sinks and drinking fountains *or* for stools and urinals.

Chemical Dispensing Units and Spray Bottles

In accordance with the Colorado Department of Public Health and Environment Rules and Regulations Governing Schools in the State of Colorado (6 CCR 1010-6), all custodial staff must comply with the proper procedures for use and labeling of chemicals.

- Chemical dispensing units must be tested once per week for the proper dilution ratio.
- All spray bottles must be properly labeled.

Custodial Closets and Offices

Custodians are responsible for the maintenance and upkeep of custodial closets and offices.

Procedure Maintenance

The district custodial manager, or designee, shall maintain these procedures.