

**KCPS Board of Education and Non-School-based Staff
Re-entry Plan during COVID-19 Pandemic
(Updated 4/12/2021)**

The Kansas City Public Schools Board of Education and Non-School-based Staff Re-entry Plan will be operational when staff return to the worksite once public health authorities have deemed it safe to resume on-site work activities. The plan has been developed to provide clear and actionable guidance for safe operations through the prevention, early detection, and control of COVID-19 in the workplace and to promote the safety, health, and welfare of our staff and community. In response to safety concerns related to COVID-19, Kansas City Public Schools shall implement the following Re-entry Plan that will help to mitigate the risk of spread of Coronavirus (COVID-19) at our worksite(s). To ensure successful and safe re-entry of staff to district work sites, adequate preparation, proper social distancing, daily and consistent use of personal protective equipment (PPE), and implementation of safety practices by every on-site employee must be followed with fidelity. ***These procedures apply to other district sites that house “Board of Education” staff. Manual, Satchel Paige, Franklin and BOE employees are referred to in this document as “BOE” staff, collectively.**

It is important to note that re-entry of any type will be contingent on the transmission status of COVID-19 within our community and is subject to change as the COVID-19 case data changes. We will closely monitor the health condition of our community related to COVID-19, consult the Kansas City Health Department, and observe best practices of other communities who have made decisions to re-enter or to continue to work remotely.

Return Date: Monday, April 26, 2021

On Monday, April 26, 2021, KCPS Board of Education and non-school-based staff will begin transitioning to a 100% in-person return to work on-site. Staff will be given a week of a grace period and will be expected to fully transition to in-person by Monday, May 3, 2021.

Staff Reporting Schedule

All BOE staff will report Monday- Friday, each week unless notified otherwise. Employees with medically documented health conditions may consult with appropriate HR Staff to request an accommodation.

Safety Practices

- **COVID-19 Vaccine:** COVID-19 vaccine for staff is strongly encouraged. If staff need information on the safety and efficacy of the COVID-19 vaccine or information on where in our area to receive vaccine, please visit the Centers for Disease Control and Prevention (CDC) website at <https://www.cdc.gov/coronavirus/2019-ncov/community/vaccination.html> for the most up-to-date information.
- **Pre-Screen:** Digital temperature scanners will be utilized at the BOE, Manual, and Paige sites. Alternatively, Infrared Thermometers may be utilized when necessary.
 - Employees who receive a red temperature alert when scanning in, should immediately leave, and call their supervisor to notify him/her of the issue.

- **Regular Monitoring:** Employees should self-check for temperature and symptoms regularly. This should be done in addition to the on-site temperature checks that occur upon entry into a district facility. If staff are ill or exhibiting symptoms, they must stay home or go home.
 - If an employee doesn't have a temperature or symptoms, they should continue to self-monitor each day
 - If an employee suspects exposure or is beginning to exhibit symptoms, they are to immediately:
 - Notify their supervisor (by email or phone)
 - Leave the worksite
 - notify Human Resources (Marilyn Overton and Emma Gray)
 - consult a professional healthcare provider
 - The employee's work area will be closed off from entry. The custodial leadership will be notified and, after 24 hours, surfaces in that workspace will be thoroughly cleaned and disinfected.
 - Human Resources/ HR Employee Relations staff will provide next steps for the employee regarding self-quarantining requirements
 - If an employee becomes sick with COVID-like illness during the day, they are to immediately:
 - notify their supervisor
 - Leave the worksite
 - notify Human Resources
 - Consult a professional healthcare provider
 - The employee's work area will be closed off from entry. The custodial leadership will be notified and, after 24 hours, surfaces in that workspace will be thoroughly cleaned and disinfected.
 - Human Resources, HR Employee Relations staff will provide next steps for the employee regarding self-quarantining requirements
 - In the case that an employee has a confirmed case of COVID-19, the employee will need to complete the COVID-19 Form that is found on the district website. This information will be sent directly to the Human Resources staff members who are monitoring and tracking COVID-19 activity within the KCPS employee group. The employee will also need to call or email Employee Relations staff directly (Emma Gray and Marilyn Overton), and they will work with the infected staff member to give guidance on next steps.
 - In the event that there is a confirmed COVID-19 case amongst the BOE staff, the Human Resources Department will notify the Health Department, appropriate BOE staff, and directly reach out to staff who were exposed by "close contact" (within 6 feet for 15 minutes or longer) to the infected employee. The employees who were exposed by "close contact" (within 6 feet for 15 minutes or longer) will be required to self-quarantine for 14 calendar days or until clearance from a professional healthcare provider is given.
 - If an employee observes other employees not following the outlined safety procedures, he/she should reach out to Human Resources (Marilyn Overton or Emma Gray) to report non-compliance
 - All notifications to the supervisor and Human Resources should be done via email or over-the-phone to alleviate close contact between employees
 - Supervisors should monitor staff attendance. If an employee has not reported illness, yet absenteeism/unavailability to work becomes excessive, the supervisor should reach out to the employee to learn more about the reason for absence and report the absences to the Human Resources Department.
- **Masking and Sanitary Practices:** Each employee will wear an appropriate mask upon arrival and for the duration of their time at the work site.

- Employees must wear a face mask while in the workplace. A face shield may be worn in addition to the face mask. However, the face mask must be worn at all times, except when eating lunch or a snack.
 - Hand washing breaks should be scheduled frequently. Handwashing should occur:
 - After blowing one's nose, coughing, or sneezing
 - After using the restroom
 - Before and after eating or preparing food
 - After touching a surface in a communal area, handling mail or other shared documents, materials and/or other office materials (i.e. pen, stapler, calculator)
 - Hand sanitizer should be used frequently
 - Employees should practice coughing and sneezing into tissue when available
 - Throw used tissues in the trash
 - If you don't have a tissue, cough or sneeze into your elbow, not your hands
 - Employees should not share headsets or other objects that are near eyes, mouth or nose.
 - Employees should keep hands off face (eyes, nose and mouth)
- **Disinfect and Clean workspaces:** Cleanliness of the building is the responsibility of all employees in the building and not solely that of custodial staff
 - Custodial staff will clean and disinfect all areas such as offices, bathrooms, common areas, commonly touched surfaces, and shared electronic equipment routinely and frequently
 - Each employee will clean and sanitize personal office and work area upon arrival and prior to departure each day
 - Employees will clean and sanitize communal areas after use when necessary
- **Social Distance:** Employees should maintain 6 feet and practice social distancing as work duties permit in the workplace. Interactions/communications between employees should primarily be conducted via email, over the phone, or on Teams in order alleviate close contact. Employees should socially distance when taking lunch and breaks. In accordance with the Fair Labor Standards Act, all non-exempt (hourly) staff are required to leave their desks or work area during lunch. Additionally, all staff who office in cubicles, will need to eat in the cafeteria or one of the break rooms. Staff who use the cafeteria or other break rooms will need to clean/disinfect the area that is used, so that the space is clean and prepared for other users.
 - Stagger breaks and don't congregate in the restroom, break room, or cafeteria
 - Avoid sharing food and utensils
 - Staff must follow capacity guidelines for break rooms (6ft distance between persons)
 - Staff must follow capacity guidelines for the larger congregational spaces (6ft distance between persons)
 - No more than 2 persons in a restroom at a time
 - No more than 1 person in an elevator at a time

Meetings: In-person vs. Virtual

Meetings may be held at the usual frequency. Although 100% in-person, on-site work has resumed, all meetings will be held via Teams or Zoom until further notice. When appropriate, meetings may be recorded so that they can be shared with others who may have been unable to participate at the given meeting time.

Visitors to the BOE

Visitation to the BOE will be limited and only scheduled when in-person meetings are absolutely necessary for conducting district business and virtual is not an option. Visitation to the BOE should occur rarely and when it does, all safety precautions detailed in this plan will be shared with the visitor prior to the visit and practiced by all parties during the visit. PPE will be provided to the visitor(s), in the case a visitor does not bring his/her own. The front desk and reception staff should be notified in advance if a visitor is expected. All plans for an on-site visit must be pre-approved by the Division Chief.

Traveling Employees

The CDC provides guidance for both travel within the United States and internationally and for fully, partially, and unvaccinated travelers. Generally, KCPS supports necessary domestic travel for fully vaccinated employees beginning June 1, 2021. All KCPS sponsored travel must be pre-approved by the Division Chief. It is expected that all traveling on KCPS business during the pandemic will follow all CDC guidance for domestic travel. Up-to-date CDC guidance for domestic travel can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html> .