



# COVID-19 SAFETY HANDBOOK FOR FAMILIES

2022-2023 Academic Year (Revised August 2022)

## Introduction

The COVID-19 pandemic is a national crisis that poses a serious health risk for everyone. This plan comports with the Missouri Department of Elementary and Secondary Education's (DESE) requirement for all Missouri schools to have a Safe Return to In-Person Instruction and Continuity of Services Plan (SRCSP). KCPS continues to update its SRCSP based on the status of the pandemic, guidance from the Centers for Disease Control and Prevention (CDC), local health officials, and trusted community health partners, as well as input from staff, students, families, and stakeholders in order to develop best practices to keep everyone safe and healthy during this time.

KCPS follows CDC recommendations on COVID-19 prevention steps based on the latest data for Jackson County, MO. CDC community spread level guidance is updated weekly. This guidance is available on the KCPS website at [COVID-19 Information & Protocols - Kansas City Public Schools \(kcpublicschools.org\)](https://www.kcpublicschools.org/covid-19) under the [COVID-19 Dashboard tab](#). KCPS strongly encourages masking with a high quality mask (available at all KCPS sites) at all KCPS campuses, at KCPS sites, on KCPS transportation and at KCPS events when the CDC indicates Jackson County, MO's community transmission level is "High." KCPS recognizes that some staff, students, visitors, and volunteers, particularly those at high risk because of medical conditions, will choose to continue wearing masks at any community transmission level. KCPS supports that choice.

If you have COVID-19 symptoms, please do not come to school or work, and get tested for COVID-19. KCPS, the Kansas City Health Department, Children's Mercy Hospital, along with area pharmacies, offer free COVID-19 testing.

As we have throughout the pandemic, we will continue to monitor local COVID-19 information and will adjust protocols as needed. For the latest coronavirus safety measures at KCPS, please visit [COVID-19 Information & Protocols - Kansas City Public Schools \(kcpublicschools.org\)](https://www.kcpublicschools.org/covid-19) for any future changes.

KCPS will continue its mitigation strategies of: (1) strongly encouraging and staying up to date on COVID-19 vaccinations and boosters; (2) staying home when sick and getting tested; (3) ventilation; (4) handwashing and respiratory etiquette; (5) masking for staff or students on days 6-10 who are confirmed COVID-19 positive and have been released to return to school/work or identified as a close contact for 10 days after last exposure; and (6) strongly encouraging masking when Jackson County, MO is experiencing a high rate of community transmission as identified by the CDC. These prevention strategies remain critical to the health and safety of KCPS staff and students, and to the community as a whole.

This handbook is a guide to our policies/protocols. This plan will be updated as we receive guidance from the CDC, American Academy of Pediatrics, Kansas City Health Department, and other trusted local health partners. From the very beginning of this pandemic, our policy has been to make decisions based on science and data. We will continue to follow that policy, which means doing everything possible to maximize the health and wellness of students, families, staff and visitors.

If you have questions regarding our COVID-19 safety plans, please email [communications@kcpublicschools.org](mailto:communications@kcpublicschools.org) or click on the "Let's Talk" feature at the top of every page on our website. We commit to clear communication as details continue to be refined and adjusted based on data, CDC, and health department guidance.

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## Screening Students

Parents/caregivers should perform a daily assessment of students for symptoms prior to school arrival. Symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, red, itchy eyes, nausea or vomiting, diarrhea, or other symptoms noted to be associated with COVID and its new variants. Students experiencing any of these symptoms should not report to school and the parent/caregiver should contact the school nurse.

Students with evidence of an acute illness should not report to school. If a student has been given fever-reducing medications, such as Ibuprofen or Tylenol in the past 24 hours, the student should not go to school and the parent/caregiver should contact the school nurse.

- Parents/caregivers should monitor their child for signs and symptoms of infectious illness and keep the student home and not attend in-person classes if experiencing symptoms or ill
- Any student who shows signs or symptoms of COVID-19 will need to be picked up within an hour of discovery

## Face Masks

Per CDC guidance, face masks are strongly encouraged when Jackson County, MO is experiencing a high rate of community transmission as identified by the CDC. Per CDC guidance, face masks will be required in the following situations: for staff or students on days 6-10 following their Isolation period and for staff or students on days 1-10 when identified as a close contact. KCPS recognizes that some staff and students, particularly those at high risk because of medical conditions, will choose to continue wearing masks. KCPS supports that choice.

## Health Maintenance

Health maintenance is especially important during the COVID-19 pandemic.

- All students are encouraged to receive appropriate health maintenance checks (preventive and well-child visits), as recommended
- All students are required to receive all appropriate immunizations and the seasonal influenza vaccine is strongly encouraged. Immunizations decrease the incidence of many infectious diseases, which may mimic COVID-19 and cause unnecessary absences
- Students non-compliant with immunizations will be unable to attend in-person classes or school-related activities
- Parents will need to update the school nurse with information about any health conditions or concerns

### COVID-19 Vaccine and Boosters

- KCPS strongly recommends and encourages all eligible students to be fully vaccinated and boosted against COVID-19. The CDC recommends booster shots to be administered 2 months past a single dose of Johnson and Johnson, 5 months past a second dose of Pfizer, or 6 months past a 2nd dose of Moderna. For 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

#### COVID-19 Testing

- No cost, individual testing is available at all school sites for students and staff. All KCPS families are strongly encouraged to sign up for testing at their children's schools.
  - KCPS families should contact the school nurse or office to receive sign up information for COVID-19 testing.

#### Transportation

Bus transportation is necessary for children to get to and from school safely. Parents/caregivers should prioritize a safe alternative mode of transportation, when available.

The following risk mitigation strategies will be employed:

- Per CDC guidance, face masks are strongly encouraged when Jackson County, MO is experiencing a high rate of community transmission as identified by the CDC. Disposable masks will be available at the entry point to the bus for those who choose to wear one.
- Buses will be disinfected between each bus run and at the end of each day after returning to the bus barn.
- Hand sanitizer will also be available for student use upon boarding and exiting the bus.
- Social distancing will be achieved in cabs to the extent possible. Weather permitting, windows can be opened to allow for airflow.

#### School Entry

- Hand hygiene should occur at school/classroom entry
- Students should be visually screened for signs of illness upon entry to the school/classroom

#### Parents, Visitors and Volunteers

- Parents/visitors/volunteers/vendors are welcome for district approved activities and must follow all KCPS COVID-19 protocols during visits.

#### Hand Hygiene

Hand hygiene is an important step in decreasing the spread of the virus that causes COVID-19. Hand hygiene will occur:

- Before eating food
- Before and after treating a cut or wound
- Before and after touching (e.g. putting on or taking off) a mask
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal food, or animal waste
- After handling pet food or pet treats
- After touching garbage

#### Hand Washing Instructions:

- Wet hands with clean, running water (warm or cold) and apply soap
- Lather hands by rubbing them together with the soap. Lather the backs of hands, between fingers, and under nails
- Scrub hands for at least 20 seconds. Hum the "Happy Birthday" song from beginning to end two times

- Rinse hands well under clean, running water
- Dry hands using a clean towel or air dry them

An alcohol-based hand sanitizer that contains at least 60% alcohol can be used if soap and water are not available. Using soap and water is more effective than alcohol-based hand sanitizers and should be used whenever possible.

- Apply hand sanitizer product to the palm of one hand (read the label to determine correct amount)
- Rub hands together
- Rub the gel over all the surfaces of hands and fingers until hands are dry. This should take around 20 seconds

### Classroom Setup

- Podding is strongly encouraged for classrooms utilizing tables. Table mates should be podded in all other school areas when Jackson County, MO is experiencing a high rate of community transmission as identified by the CDC.
- Outdoor classroom space for learning, eating, and playing may be used, when feasible and weather permitting.
- Large spaces, such as auditoriums and gymnasiums may be used as classrooms, when feasible, to optimize space and physical distance.
- Children should be kept in cohorts or pods when Jackson County, MO is experiencing a high rate of community transmission as identified by the CDC.
- Student desks should all face the same direction, when possible
- Minimize the mixing of students between classes and grades (e.g., bathrooms)

### Recess and Physical Education

Recess and physical education are important for students and should be part of the elementary school day when possible.

- Outdoor activities may be considered whenever possible
- When participating in physical activity, students should be organized into cohorts where possible
- Hand hygiene should occur before and after recess and physical education
- Daily cleaning of recess and physical education equipment should occur

### Specialty Classes

The CDC has designated some activities to be a higher risk for spreading the virus that causes COVID-19.

- Per CDC guidance, face masks and instrument masking (for Band and Orchestra) are strongly recommended when Jackson County, MO is experiencing a high rate of community transmission as identified by the CDC.

### Child Nutrition Services

Child Nutrition Services developed the following service model options and provided building principals with recommendations based on size, enrollment, floor plan, café size, etc. Using those recommendations, each building leader selected the appropriate model for their site.

## Breakfast Model: Breakfast In the Classroom

### Procedure

- Café Manager will collect class rosters each Friday from the Secretary by 10 am for the following week.
- Café/ School/ LINC Staff will pick up breakfast wagons from cafeteria and deliver them to the classroom.
- Students will select their meal upon entry into the classroom.
- Teachers are required to denote meal participation on the approved DESE Meal Claim Form.
- Breakfast should last no more than 20 minutes.
- Trash receptacles will be available in all hallways for breakfast waste.
- Unopened, leftover food items will be returned to the Café.
- DESE Meal Claim Forms and Wagons will be placed outside the classroom upon completion.

### Cleaning Protocol

- Kitchens are disinfected at the beginning and end of the day and sanitized throughout the day.
- At the end of breakfast, student desks/eating surfaces should be disinfected by students and/or Teachers.
- Classrooms will receive cleaning supplies/refills from custodial services.
- Building custodians will collect trash receptacles and perform deep cleaning as needed.

## Breakfast Model: Grab & Go Sack Breakfasts

### Procedure

- Grab & Go Stations will be at a designated location agreed to between the Cafe Manager and the Principal.
- Café Staff will manage each station and record meals on DESE Meal Claim Form.
- Breakfast should be scheduled for the first 20 minutes of the day.

### Cleaning Protocol

- Kitchens are disinfected at the beginning and end of the day and sanitized throughout the day.
- At the end of breakfast, student desks/eating surfaces should be disinfected by students and/or Teachers.
- Classrooms will receive cleaning supplies/refills from custodial services.
- Building custodians will collect trash receptacles and perform deep cleaning as needed.

## Lunch Model: Service In the Café

### Procedure

- Principal will create a staggered lunch schedule to the extent possible. At meals, principals should keep students in their pods and cohorts in the cafe when Jackson County, MO is experiencing a high rate of community transmission as identified by the CDC.
- Principal will schedule café supervision during each lunch period.
- Students should have a minimum of 15 minutes eating time.
- Students should maintain social distance to the extent possible during meal service.
- Students will be escorted by the teacher to the cafeteria and will sit at designated tables.
- Custodial and Café Staff will clear tables and sanitize between uses.
- Upon meal completion, teachers will retrieve students from the cafeteria.

### Cleaning Protocol

- Kitchens are disinfected at the beginning and end of the day and sanitized throughout the day.
- At the beginning, during, and end of each lunch shift, eating surfaces should be disinfected by café and custodial staff.

- Building custodians will collect trash receptacles and perform deep cleaning as needed.

## Special Health Care Considerations

Protection of children who fall into the “high risk” category for severe illness due to COVID-19 is of our utmost concern.

- The school nurse will identify students with special health care considerations that are at a higher risk for severe illness response to COVID-19. The school nurse will work with families and physicians to support the health and safety of identified students
- The CDC has identified those at higher risk for severe illness response to COVID-19 to include but are not limited to:
  - Chronic lung conditions
  - Serious heart conditions
  - Immunocompromising conditions including cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
  - Diabetes
  - Chronic kidney conditions requiring dialysis
  - Liver conditions
  - Sickle cell disease and other blood disorders
  - Obesity
  - Certain disabilities including:
    - Limited mobility or cannot avoid coming into close contact with others who may be infected, such as direct support providers and family members
    - Trouble understanding information or practicing preventative measures such as hand washing and social distancing
    - Not being able to communicate symptoms of illness

Health plans, IEPs and 504s can be updated as needed for COVID-19 health and safety considerations.

## Plan for Acute Respiratory Treatment

Discontinue nebulizer treatments altogether. Parents must supply alternate asthma medication delivery systems such as inhalers with spacers if available.

## Health Office Procedures

To ensure the safety of every student, the health office will limit students when possible and avoid admittance of children with COVID-19 symptoms.

- Notify (call, radio, text) the nurse before sending students to the health office
- Daily medication administration will be handled in the health office by appointment time
- Minor ailments will be handled in the classroom. If you have any concerns please call the nurse or send the student to the nurse



- Students will stop before entering the health office. The nurse will meet students for temporal thermometer checks. Face masks may be required in the nurse's office.
- Any student presenting with a temporal reading of 99.1 or higher will require an oral temperature be taken. Any student with a temperature of 100.0 or greater will be sent home. The school nurse will provide a daily do-not-enter list to the principal and attendance secretary with return dates
- Any students with symptoms associated with COVID-19 will be encouraged to follow-up with their provider per Children's Mercy recommendations

## Quarantine, Isolation, and Containment

Schools have a written plan for isolation and containment when a student or staff member is ill. Parents/caregivers will be provided pertinent information, including symptoms for which a student will be sent home, the time interval in which a student must be picked up, and the criteria for return to school. All schools will have a designated space where students can be placed until picked up by a parent/caregiver. Students will not be left unattended. A designated staff member will monitor the student and ensure their safety until the student is picked up.

### COVID-19 Definitions:

**Exposure (Close Contact):** Contact within six feet for a total of 15 minutes or more during a 24-hour period within the 48 hours prior to the onset of symptoms in a person with COVID-19 or a positive COVID-19 test in an asymptomatic person. This definition is based on the CDC but may vary based on recommendations from the local health department. If there are questions on whether another person was exposed, please contact your local health department or school nurse.

**Isolation:** Isolation is used to separate people with confirmed or suspected COVID-19 from those without COVID-19. People who are in isolation should stay home until it's safe for them to be around others.

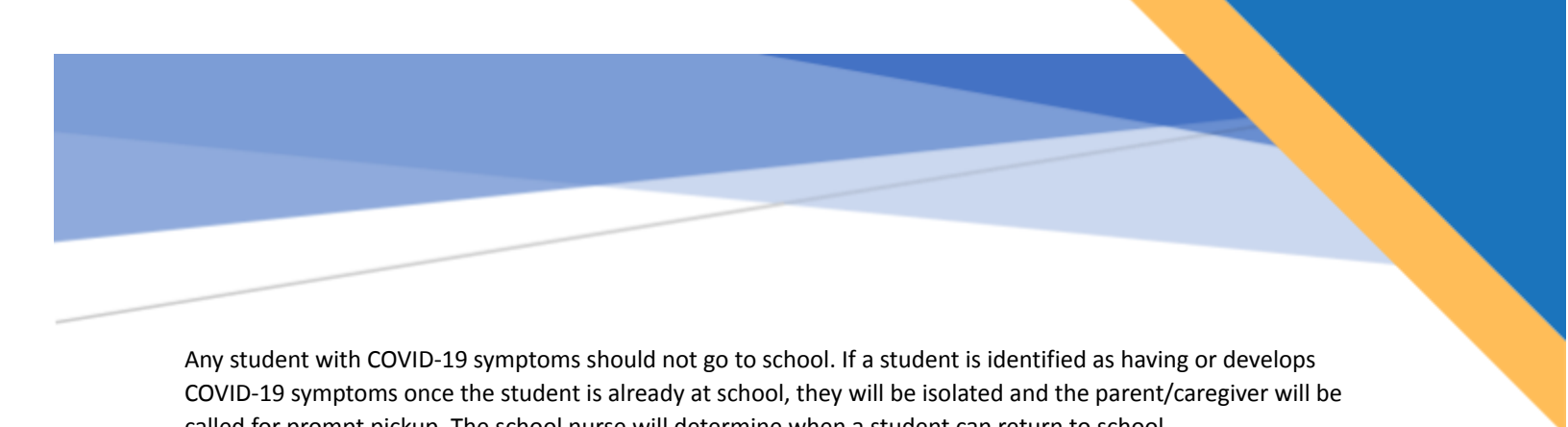
**Quarantine:** Keeps someone who might have been exposed to the virus away from others.

### Isolation/Quarantine Protocol for Staff and Students and Return to Work/School

Staff and students who are identified as close contacts may continue to attend school/work as long as they remain symptom free and wear a mask for 10 days from last exposure. When unmasked the person should social distance 6 feet from others.

Any exposed student or staff with symptoms must stay home and will require a negative PCR to return OR have completed their 5+ day isolation.

COVID-19 positive students must stay home for 5 days. If the student has no symptoms or their symptoms are resolving they may return to school on day 6 as long as they are fever-free for 24 hours. Masking is required until day 11.



Any student with COVID-19 symptoms should not go to school. If a student is identified as having or develops COVID-19 symptoms once the student is already at school, they will be isolated and the parent/caregiver will be called for prompt pickup. The school nurse will determine when a student can return to school.

COVID positive staff must stay home for 5 days. If the staff member has no symptoms or their symptoms are resolving, they may return to work/school on day 6 as long as they are fever-free for 24 hours and have a negative Antigen test. The staff member must wear a mask for an additional five days. When unmasked the staff member must social distance 6 feet from others.

#### **Identification of a COVID-19 Positive Case**

The school and/or school staff may be notified of a COVID-19 positive case prior to the local health department. In this case, the school liaison to the health department will promptly notify the health department where the student resides to report the case. The liaison will confirm what, if any, additional information is needed and to whom it should be provided.

#### **School Case Investigation and Contact Tracing Protocol**

Contact tracing of COVID-19 cases for individuals 18 and under will be handled by the Kansas City, MO Health Department. KCPS strongly encourages all families and staff to personally notify any close contacts.

#### **Health Department Guidance on Classroom/School/District Closure**

In case of a COVID-19 event, the decision to close a classroom and/or school will be made in conjunction with the local health department. Kansas City Health Department will advise if the risk of COVID-19 transmission is sustained and substantial at school site(s) so as to warrant closure of classroom/school/district.

## **Childcare Services**

Free before- and after-school childcare is provided for elementary school students in KCPS by LINC. LINC provides high quality childcare for KCPS families for students who are in-person learning. Enrollment will be handled by LINC coordinators at each site. This service will be available at elementary schools from 7 a.m. until classes start and until 6 p.m. after classes during regular class day. LINC staff will follow all of the district's COVID-19 response policies and procedures.

## **COVID-19 Dashboard**

[The COVID-19 Dashboard](#) provides information for the Jackson County, MO COVID-19 community transmission rate. KCPS strongly encourages all students, staff, visitors, volunteers, and vendors to wear a well-fitted high quality mask (available at all KCPS sites) when Jackson County, MO is experiencing a high rate of community transmission as identified by the CDC.

## **Facilities and Custodial Services**

### **Classroom**

- Provide a hand sanitizing station in the classroom adjacent to the entrance.

## Indoor Air Quality Management

- Engaged Occu-Tech, our Environmental Engineer, to perform air quality testing at all locations
  - Providing ionizers where testing indicates needed
    - Each holding room for possible Covid-19 cases will have a unit
    - Providing larger units in large spaces were needed
  - Will test throughout the year
- Engaged Control Systems Company to advise on air balance and fresh air flow
  - Modified system software to allow for changes to airflow demands
  - Increased fresh air coming into all buildings
  - Increased filter grades to Merv-10 or above
  - Will double typical filter rotation/replacement
  - Flushing building air at night where needed
- Engaged Occu-Tech to perform water quality testing due to closure of sites for six months
  - Traps and blocks 98% of airborne particles

## Cleaning and Sanitizing

- Installed hand sanitizer dispensers throughout buildings and in classrooms
- Changes in cleaning process during the year
- Adding a Clorox 360 machine at all buildings for daily sanitizing
- Providing additional waste cans to allow for classroom removal throughout the day
- Increasing cafeteria clean rotation during the day
- Increasing restroom clean rotation during the day
- Increasing hallway touch cleaning during the day (door knobs, handrails, etc.)
- Increasing high touch area cleaning in classrooms during day and at night
- Adding cover suits and safety glasses in the event a room is closed and cleaned for Covid-19
- Adding online system to request needed cleaning and PPE supplies

## Athletics & Extracurricular Activities

Athletics and extracurricular activities at KCPS governed by MSHAA will adhere to MSHAA and KCPS COVID-19 guidance.

## Further Information regarding KCPS's Response to COVID-19

For further information on KCPS's reopening plans and response to the COVID-19 pandemic, please go to the Kansas City Public Schools' Homepage at [kcpublicschools.org](http://kcpublicschools.org) and click on "COVID-19." Questions and concerns may also be directed to KCPS COVID-19 Response Coordinator Sara Williams at [swilia2@kcpublicschools.org](mailto:swilia2@kcpublicschools.org).