



Haywood County Schools
Framework for Re-Opening & Safety Protocols/Summaries

July 21, 2020



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As any teacher, staff member, school principal or district superintendent can tell you, returning to school in periods of normalcy is hard. Doing so in the face of COVID-19, a public health pandemic with extreme uncertainties, will be monumentally difficult. The stakes could not be higher. An entire generation of students' academic, social-emotional, and mental health hangs in the balance. Public schools provide our children with hope and prepare them for productive work and fulfilling lives. They are a central source of community, a place to come together as a nation, to assemble openly, and to elect our public officials.

As the Haywood County Schools' (HCS) leadership team has been preparing for re-entry in the 2020-2021 school year, we have been reading and reviewing multiple documents and tools from the American Academy of Pediatrics, the Center for Disease Control, the Tennessee Department of Education, and the Tennessee Department of Health. We have structured our leadership to plan in the following key areas: governance, wellness, instruction, facilities, school operations, and technology.

In preparation for the 2020-2021 school year, our district and school leaders continue to press decisions against the established core values for Haywood County Schools:

- an environment of high expectations where all decisions are student-centered.
- passionate, caring, and focused employees who model leadership from where they serve.
- effective partnerships with family and community.
- a respectful, safe, and supportive learning environment.
- an environment where all students, staff, and school board members continuously learn and grow.
- honesty, integrity, and accountability for all.

Most importantly, Haywood County Schools must commit to knowing every student by name, strength, and need so that they graduate for the future they choose. To do this requires knowing our students and their families deeply, honoring their cultures and identities, ensuring materials and instruction are culturally relevant, and being willing to engage with students, families, and the community. We must act – daily, bravely – to be an anti-racist organization. Haywood County Schools must constantly ensure that every adult and child in our community is safe, seen, respected, and valued.

Additionally, it is the CDC guidance for reopening schools that provides Haywood County Schools with the most important details. As we plan for next year, we are looking through a lens focused on the following:

- Promoting Behaviors that Reduce Spread
- Maintaining Healthy Environments
- Maintaining Healthy Operations
- Preparing for When Someone Gets Sick



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Specifically, the Haywood County Schools' leadership team has sought to address the following questions as we have planned and prepared for re-entry and re-opening:

- Under what community public health conditions is it safe to reopen our schools?
- When it is safe to reopen our schools, what precautions do all schools need to take to mitigate the risk of the spread of COVID-19?

Five principles should guide planning, decision-making, and execution of the work of returning to school in Haywood County:

1. We will be transparent. We will share what we know and what we don't know. We will be clear about what we can control and what is outside of our control.
2. We will be equitable. We will center decisions on what is best for all students, families, and educators, especially those most impacted by educational inequities and COVID-19.
3. We will listen. We will gather feedback through community and staff surveys to understand realities on the ground and surface creative solutions.
4. We will put safety first. We will leverage science, data, and public health and community leadership to inform the choices we make.
5. We will be decisive. Given the challenges ahead, we must move deliberately and make tough choices. We will make mistakes, and we will adapt quickly as variables on the ground change.

Below is the framework that Haywood County Schools (HCS) will use to help decision-making within our school district related to the COVID-19 pandemic. The framework assesses virus spread within our community against the readiness and preparedness of our system to address subsequent needs. This framework will be used to determine which pathway HCS selects for reopening, but can also be used for other decisions. For example, HCS may consider decisions related to transportation options through the use of this framework. The district would need to look at the virus spread in our community on the vertical axis and then consider the readiness and ability of HCS to accommodate any potential health needs on the horizontal axis. Based on that connection point, the district would have guidance on the starting point for local conversations. *Please note that these are not static decisions. As health information in our community changes and as the district readiness changes, the decision-making may also adjust accordingly.*



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Basic Reproductive Number: abbreviated “Ro”, and pronounced “R naught”, refers to the number of new infections resulting from a single infected person. This term is also used interchangeably with the term “viral transmissibility.”

- When Ro is greater than 1, each infected person is spreading the virus to more than one other person, and the virus is increasing in the population.
- When Ro is equal to 1, each case spreads the virus to one other person, and the number of cases stays constant over a period of time.
- When Ro is less than 1, each infected person transmits the virus to less than one other person, and over time, case counts will decrease in the population.

Formulas based on ACTIVE cases in Haywood County (Total Population = 17,779*) *censusreporter.org

Normal Operations	0 positive COVID-19 active cases
Low Spread	Less than 0.5% of positive COVID-19 active cases (fewer than 89 active cases)
Moderate Spread	Between 0.5% - 1.0% of positive COVID-19 active cases (between 89 – 178 active cases)
High Spread	Greater than 1.0% of positive COVID-19 active cases (more than 178 active cases)

If community spread reaches the Moderate or High level, HCS will consult with the Health Department and evaluate the need to apply the Moderate or High HCS COVID-19 Community Spread Metric Details on pages 4-5. HCS will also consider the presence of the virus in buildings, the impact of on-campus school on the community spread, information available from contact tracing, and HCS student and staff attendance rates.



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HCS Matrix for Re-Opening: Decision-Making Starting-Point

Virus Spread Low Moderate High	2/3	3 Blended learning may be necessary, but majority of delivery in person with additional distancing and cautionary steps	4 Schools may be fully operational and may return to normal
	2 Blended learning, partial days or other mixed models with social distancing procedures	2/3	3
	1 School building closures and virtual learning	2	2/3
	Haywood County Schools' Readiness		
	Low High		



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Community Spread and School Operating Status

Within the formulas and framework above, the virus will manifest in our community in one of three ways at any given point in time:

- None to Low: defined as a very few, if any, active COVID-19 cases locally, with a R_0 significantly less than 1. This level of community spread corresponds to **Phase 4** in the HCS framework for reopening.
- Low to Moderate: R_0 is close to or equal to 1 with a significant amount of circulating disease in the given geographic area. This level of community spread corresponds to **Phase 2 to Phase 3** in the HCS framework for reopening.
- High: expected when case counts in Haywood County have increased or accelerated rapidly, R_0 is greater than 1, and HCS leaders have decided to return to **Phase 1** of the HCS framework for reopening.

Movement from Phase 1 to Phase 4

- Moving from **1** to **2** requires consideration for district and school capacity to identify and address potential health concerns, as well as a clear plan in place for maintaining high standards for health and safety at school sites. At a level 2, if schools are physically open, strong measures will be put into place regarding social distancing, masks, etc.
- Moving from **2** to **3** would also include declining rates of identification and spread within a community. Health and safety guidelines should be closely followed, but there may be more flexibility available based on specific needs of the school system and local health policies and recommendations.
- Moving from **3** to **4** would indicate a clear decline in cases as well as significant capacity to address the virus within the broader community.
- A **4** would indicate that there has been a steady decline in cases (with a similar rate of testing) for two or more weeks, strong coordination related to address any surges, and support from state and local health officials.

Please note that within each of our buildings, our academic focus will remain on high-quality grade level assignments; strong instruction from our professional staff; deep engagement for our students; and high expectations for all. As we have worked to define and develop the plans for 2020-2021, we remain committed to improving the quality and expectations for each of our students. Our commitment to focus on the whole child through non-academic needs remains steadfast as well.

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Haywood County, TN Estimated Population (Census Reporter)

17,779

• Age 0-10	2330	13%
• Age 11-20	2331	13%
• Age 21-30	1975	11%
• Age 31-40	2153	12%
• Age 41-50	1976	11%
• Age 51-60	2688	16%
• Age 61-70	2331	13%
• Age 71-80	1265	7%
• Age 80+	730	4%

Haywood County Schools Estimated Enrollment (2020-2021)

2,903

• AECC	424	
○ PK3	54	
○ PK4	163	
○ K	207	
• HES	427	
○ 1 st	222	
○ 2 nd	205	
• ESE	434	
○ 3 rd	213	
○ 4 th	221	
• SHIS	364	
○ 5 th	165	
○ 6 th	199	
• HMS	442	
○ 7 th	204	
○ 8 th	238	
• HHS	812	
○ 9 th	194	
○ 10 th	212	
○ 11 th	183	
○ 12 th	223	



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On the following pages, protocols are provided for various areas of operation for Haywood County Schools. Please note additional guidance will be added as more information is available and more protocols are created.

- | | |
|---------------------------------------------------|---------|
| • Health – Central Office Operations | Page 7 |
| • Health – Isolation Room and Procedures | Page 8 |
| • Health – School Nutrition | Page 9 |
| • Health – School Operations | Page 11 |
| • Health – Social Emotional | Page 18 |
| • Health – Transportation Operations | Page 19 |
| • Health – Transportation Operations (Car Riders) | Page 22 |
| • Health – Department of Health FAQ/Guidance | Page 23 |

Haywood County Schools acknowledge that COVID-19 policies/procedures are intended to mitigate, not eliminate, risk. No single action or set of actions will completely eliminate the risk of SARS- CoV-2 transmission, but implementation of several coordinated interventions can greatly reduce that risk. For example, where physical distance cannot be maintained, students (over the age of 2 years) and staff should wear face coverings (when feasible).



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Central Office Operations

Low Virus Spread

- Normal office operations can resume.

Moderate Virus Spread

Office Building/Space Cleaning

- The Central Office Building will be cleaned and sanitized daily.
- Central office employees will periodically clean his/her desk and commonly used items in their office space.
- Proper hand washing and sneezing/coughing procedures will be posted around the building.
- Frequently used entrance/exit doors will be cleaned throughout the day.

Employees

- Staff will use hand sanitizer upon entering the central office building at any time of the day.
- Staff will have their temperature taken upon arriving to the office to sign in for the day.
- Any staff that has a temperature of 100.4 or higher will return home for the day.
- Staff will wear cloth masks when working with coworkers or other individuals.

Visitors

- Visitors to the central office building will be required to sanitize their hands and have their temperature checked upon entering the building. Any visitor with a temperature of 100.4 or higher will not be allowed to remain in the building.
- Visitors will be required to wear a mask while visiting the building.

Mail/Package Delivery

- Normal mail and package delivery procedures will be followed. If this requires the delivery man/woman to enter the building he/she will follow visitor protocol.

High Virus Spread

- Central office is closed.



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Isolation Room

Room

- An isolation room will be designated at each school building. Signage on the door will designate.
- The isolation room will be located near the nurse's office and have access to an exit door to prevent contamination to additional school areas.
- The isolation room door will have a window in it for monitoring purposes and a sign indicating the space is an isolation area.
- Only essential easy to clean furniture will be allowed in the isolation room.

Isolation Procedure

- Students/staff presenting with a temperature of 100.4 or higher will be immediately escorted to the designated isolation room.
- Staff/student will be given a face mask, if tolerated, as he/she is being escorted to the isolation room. If face mask is not tolerated or not available, a tissue should be used to cover the individuals mouth and nose.
- The door to the isolation room should remain closed when occupied.
- Parents are to be notified of the student's condition and sent a request to pick up the student immediately.
- Parents will be instructed where to pick up and sign out the student to limit exposure.
- Students/staff in isolation will be monitored at all times.
- The school nurse will utilize the appropriate Personal Protective Equipment (PPE) when caring for anyone in isolation.
- A designated isolation cart will remain outside of the isolation room for access to medical supplies/equipment that may be needed. Equipment that is used will be thoroughly cleaned and disinfected.
- A log will be kept on the isolation cart with the name of anyone admitted to the isolation room, date, time entered, and time exited.

Cleaning & Disinfecting

- Once staff/student has vacated the isolation room, the room should be ventilated prior to cleaning and disinfection. This process should be followed for each case of isolation.



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School Nutrition Operations

Low Virus Spread

- Normal school nutrition operations can resume.

Moderate Virus Spread

Kitchen/Employee Cleaning

- Work surfaces, equipment, and other food contact surfaces will be cleaned and sanitized daily.
- School nutrition employees will periodically clean his/her work station/area during the day.
- Proper hand washing and sneezing/coughing procedures will be posted around the kitchen and implemented by all staff.
- Frequently used entrance/exit doors and other high touch surfaces will be cleaned throughout the day.
- All state or local health department requirements will be followed daily.

Employees

- Staff will use hand sanitizer upon entering the school building at any time of the day.
- Staff will have their temperature taken upon arriving to the school building for the day.
- Any staff that has a temperature of 100.4 or higher will return home for the day.
- Staff will wear cloth masks at all times.
- Staff will follow all guidelines required for handwashing, etc.
- Staff will follow all standard operating procedures for handling, preparing, and serving food.

Meals

- Breakfast time should be restructured to allow children to eat breakfast in their classrooms, rather than the cafeteria.
- Lunchtime should be restructured to allow children to eat lunch in their classrooms. Pre-packed lunches may be picked up by students from multiple stations near classrooms at designated times and taken back to class or delivered to the classroom by food service staff.
- If feasible, students may be allowed to eat in the cafeteria with social distancing practices in place. Guides to help students to maintain physical distancing will be essential. Food will be plated by the cafeteria staff who will wear gloves, masks and face shields. All serving lines will be wrapped with plastic to create an additional and more complete sneeze guard.
- Masks should be worn by students while going through the serving line, both in the cafeteria or outside their classroom.
- Individuals should not wear masks while eating or drinking.
- Disposable food service items will be used (e.g., utensils, dishes). If any non-disposable items are used they will be handled with gloves and washed with dish soap and hot water or in a dishwasher.



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- Food service personnel will wash their hands after removing their gloves or after directly handling used food service items.
- Food service personnel will clean and disinfect serving lines and high touch areas between shifts.
- Food service personnel will sanitize the transport equipment (bags, racks, trays) upon their return to the kitchen if meals are delivered to classrooms or mobile stations.
- Food offered at any event, will be pre-packaged in boxes or bags for each attendee instead of a buffet or family-style meal. No food or utensils will be shared.

High Virus Spread

- Meal distribution sites will be set up for meal pick up.



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School Operations

Low Virus Spread

- Normal school operations can resume.

Moderate Virus Spread

Staying Home when Appropriate

- Staff and students should stay home if they are sick, showing symptoms of COVID-19, tested positive for COVID-19, or running a fever of 100.4 or above. Staff and students should also stay home if they have been exposed to a person with COVID-19. Attendance policies will be modified.

Hand Hygiene and Respiratory Etiquette

- School officials will teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be used.
- Hand sanitizer containing at least 60% alcohol should be readily available for use by students and staff and students and staff should be reminded to frequently wash their hands with soap and water for at least 20 seconds or use hand sanitizer, especially before eating.
- Staff and students will be encouraged to cover coughs and sneezes with a tissue. Used tissues will be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

Cloth Face Coverings

- All staff should wear a cloth face covering at all times while on campus unless medically contra-indicated.
- Unless a student is unable to remove a cloth face covering without assistance, all middle school and high school students should wear a cloth face covering at all times while in the school building. Middle and high school students may remove their cloth face covering when outdoors so long as social distancing can be maintained.
- Unless a student is unable to remove a cloth face covering without assistance or is sleeping, all elementary students should wear a cloth face covering while in the school building. Elementary students may remove their cloth face covering when outdoors so long as social distancing can be maintained. Students who continuously play with, suck on, or chew their face covering should be excused from wearing one.



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- Preschool children under age 2 years should not wear cloth face coverings. Young children who will not tolerate wearing a cloth face covering or who continuously play with, suck on, or chew their face covering, should be excused from wearing one.
- Information will be provided to staff, students, and students' families on proper use, removal, and washing of cloth face coverings. Proper use will be taught and reinforced in schools.
- Cloth face coverings should not be placed on: 1) children younger than 2 years old, 2) anyone who has trouble breathing, 3) anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

Adequate Supplies

- Healthy hygiene behaviors will be supported by providing adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch/foot-pedal trash cans.

Signs and Messages

- Signs will be posted in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).
- Regular announcements will be made on reducing the spread of COVID-19 on the intercom (PA) system in schools.
- Video recordings will be shared with staff, students, and families that include proper hand washing technique, sneezing and coughing technique, cloth face covering use, and other behaviors that prevent the spread of COVID-19.

Cleaning and Disinfection

- A daily cleaning schedule will be followed for increased, routine cleaning and disinfection of all school buildings/classrooms.
- School staff will clean and disinfect classrooms and frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school regularly throughout the school day.

Shared Objects

- Staff will discourage sharing of items that are difficult to clean or disinfect.



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- Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) will be limited when possible, or cleaned between use.
- Each child's belongings will be separated from others' and kept in individually labeled containers, cubbies, or areas.
- Staff will ensure there are adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Staff will avoid sharing electronic devices, toys, books, and other games or learning aids as much as possible. If these items are shared they will be cleaned and disinfected between use.

Ventilation

- School staff will utilize the building ventilation system to increase circulation as well as increasing circulation of outdoor air as much as possible, for example by opening windows and doors that are safe to open. Staff will not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.

Water Systems

- Drinking fountains will be cleaned and sanitized daily, but staff and students will be encouraged to bring their own water to minimize use and touching of water fountains.

Modified Layouts

- Students and staff should maintain a distance of six feet between themselves and others whenever possible, and classrooms should be structured in such a way as to facilitate this distancing.
- Seating/desks should be assigned to individual students and will be spaced at least 6 feet apart when feasible.
- Teachers will keep a roster with student seating assignments for each classroom taught.
- Teachers will also submit a roster to building administration with student seating assignments for each classroom taught.
- Desks will be turned to face in the same direction (rather than facing each other), or students will sit on only one side of tables, spaced apart.

Physical Barriers and Guides

- Physical barriers will be installed, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).



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- Physical guides will be posted at schools, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one-way routes” in hallways).

Communal Spaces

- Communal use of shared spaces such as dining halls and playgrounds with shared playground equipment will be staggered and cleaned and disinfected between use.
- Physical barriers, such as plastic flexible screens, will be added between bathroom sinks that are not at least 6 feet apart.

Food Service

- Lunchtime should be restructured to allow children to eat lunch in their classrooms, rather than the cafeteria. Individuals should not wear masks while eating or drinking.
- Meals served by food services will be individually plated meals.
- Disposable food service items will be used (e.g., utensils, dishes). If any non-disposable items are used they will be handled with gloves and washed with dish soap and hot water or in a dishwasher. Food service personnel will wash their hands after removing their gloves or after directly handling used food service items.
- Food offered at any event, will be pre-packaged in boxes or bags for each attendee instead of a buffet or family-style meal. No food or utensils will be shared.

High Risk Staff and Children

- High risk staff will be offered options that include: telework or modified job responsibilities that limit exposure risk
- High risk students will be offered virtual learning opportunities.

Visitors, Field Trips, and Gatherings

- Schools should have policies in place that limit visitors in the school. Those that do visit should be screened for symptoms, have their temperature taken, and wear a cloth face covering while on campus.
- Parents should drop off children external to the building. Entry of parents and other community members should be strictly limited. Nonessential visitors, volunteers, and activities involving external groups or organizations will be strictly limited as well.
- Schools should not plan in-person field trips but are encouraged to plan virtual field trips/activities, where feasible.



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- Schools should not hold mass gatherings such as assemblies and pep rallies unless appropriate social distancing can be maintained.

Student and Staff Groups

- Student and staff groupings will be as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).

Staggered Scheduling

- Stagger arrival and drop-off times will be utilized for at least the first few weeks of school to limit contact between cohorts and direct contact with parents as much as possible.

Staff Training

- Staff will be trained on all safety protocols.
- Training will be conducted virtually or in an environment where social distancing can be maintained during training.

Designated COVID-19 Point of Contact

- Julie Taylor will be the designee for responding to COVID-19 concerns. Her contact information will be shared with all parents and staff.

Sick Staff or Student

- All students and staff should be screened daily for symptoms of COVID-19 or exposure to someone who has been diagnosed in the past two weeks. All students and staff should have their temperature checked with a no-touch thermometer prior to being allowed to enter the building.
- Staff and families of students should notify school officials if they or students become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- Staff or students that have COVID-19 symptoms will be separated from other staff and students immediately. They will be taken to an isolation room within the building. School nurses will care for them using Standard and Transmission-Based Precautions. These individuals will be sent home or to a healthcare facility, following established procedures for safely transporting anyone who is sick, depending on the severity of their symptoms.



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- In accordance with state and local laws and regulations, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act.
- School officials will also Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.
- Staff and families of sick students will be advised to follow the CDC's criteria to discontinue home isolation guidance.

High Virus Spread

- Schools are closed.



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Social Emotional

Survey

- Teachers and staff will be asked to complete a district survey that allows them to self-identify their need for social emotional support upon returning to work.
- Families will be asked to complete a district survey that allows them to self-identify a student's need for social emotional support upon returning to school.

Support for Teachers and Staff

- A "reconnect" time will be scheduled each day during our two weeks of Professional Development before students return. This will allow a time for social interactions for all staff as well as a time for any counseling services that might be needed.

Support for Students

- All schools will have a 45-minute block of time scheduled during the school day for students to participate in social and emotional activities. (Ex. The Leader in Me and Circles). This time will also be utilized by School Counselors or PCS to deliver counseling services.
- Each school will use The Leader in Me to provide lessons and activities to support social and emotional needs of students.
- All schools will have a referral process for students that need School Counseling or PCS services. This process will include a self-report process for students as well as a referral process for school staff.
- School Counselors will reach out to identified students who need additional social and emotional support on a weekly basis.



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Transportation Operations

Bus

Low Virus Spread

- School busing operations proceed normally.
- No changes to schedules or seating patterns on the buses are required.

Moderate Virus Spread

Pre-Trip Cleaning/Preparation

- Buses will be cleaned and sanitized before running a bus route the next day.
- Buses will be equipped with cleaning supplies (Phenomenal), hand sanitizer, student rosters, and any other essential supplies before each bus route.

Bus Drivers/Monitors

- Bus drivers and bus monitors will have their temperature taken each day before bus routes are ran. (Temperature must be below 100.4.) This will be done by a supervisor or school district designee.
- Bus drivers and bus monitors must wear a cloth mask unless medically contra-indicated when students are on the bus.
- Bus drivers and bus monitors must sanitize their hands before each bus route begins.

Loading Students on the Bus

- Students should wear a cloth face covering unless medically contra-indicated.
- Students will be given hand sanitizer upon loading the bus to clean hands.
- Students will have assigned seats on the bus.
- Bus drivers and the Transportation Director will keep a roster with student seating assignments for each bus route.
- Students will load the bus one student at a time.
- Students will sit one student per seat with an empty seat between them and the next child, if possible. Students from the same household may sit together.
- Students will load the bus starting with seats at the back of the bus and fill the bus to the front. Once seated the student should sit next to the window.



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Procedure for Loading a Student That Needs Assistance

- The bus driver and bus monitor should wear a cloth mask.
- The bus driver and bus monitor should clean and sanitize their hands before and after assisting the student on to the bus.
- All other safety precautions that are listed for “loading students on the bus” should be followed as well.

Bus Ride

- Students should stay seated for the duration of the bus route and keep their hands/feet to themselves.
- The bus driver or bus monitor should make sure the bus is well ventilated. (Air conditioning system, windows down, etc.)

Unloading Students from the Bus in the Morning (School)

- Students should unload the bus one student at a time starting at the front of the bus and continuing to the back.
- Students will have their temperature taken after unloading the bus at each school.
- Students will be given hand sanitizer as they enter the building and will report to his/her designated area.

Unloading Students from the Bus in the Afternoon (Home)

- Students should unload the bus one student at a time starting at the front of the bus and continuing to the back.

Cleaning for Buses that Run Multiple Routes

- Monitors will be assigned to buses that run multiple routes in the morning/afternoon.
- Monitors will clean seats with Phenomenal between bus routes.

Cleaning Between Morning and Afternoon Routes

- All buses will return to the bus shop to be cleaned and sanitized.

Cleaning After Afternoon Routes

- All buses will return to the bus shop to be cleaned and sanitized in preparation for the next day's routes.



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High Virus Spread

- All busing operations are suspended.



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Transportation Operations Car Riders

Low Virus Spread

- Car riding operations proceed normally.

Moderate Virus Spread

Drop Off

- Parents should drop off students external to the building in the designated area at each school building.
- Trained staff will take student temperatures and greet students as they arrive at the designated drop off area. Temperature must be below 100.4.
- If a student has a temperature that is 100.4 or above the parent will be asked to take the student back home.
- Any student that has a temperature and has been sent home will be documented for attendance purposes.
- Students will be given hand sanitizer as they enter the building and will report to his/her classroom.

High Virus Spread

- All car riding operations are suspended.



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Department Health – FAQ/Guidance

1. If a COVID-19 case is confirmed by the TDH and it is a student or employee, will the school be notified of a positive case? Will contact tracing be done by the health dept. to inform anyone else who may have been exposed or need further guidance? (For example, if a student in a classroom tests positive will the other classmates be made aware?).

Public health will communicate with the school if a case was present in the school while infectious, while maintaining the individual's privacy. Yes, contact tracing will be done... to identify close contacts only. This does not necessarily mean that every student in a class is defined as a close contact. This will be situation specific. For preschools and young children where social distancing is more difficult, it is likely that many or all may be considered close contacts. In upper grades, where students stay in their desks throughout the class, the close contacts may just be those who sit nearby.

2. If a nurse sees a student with COVID-19 symptoms and refers them to go home and see their local healthcare provider should we also notify the local health dept.?

No, no notification required for a single suspect case. If a nurse or other school official suspects a cluster of illnesses, yes, they should report.

3. Will the school be notified of positive cases?

1. Public health will coordinate with the school to conduct a thorough case investigation while also protecting patient privacy.
2. if there is an increase in cases in our area, these data are available at:
<https://www.tn.gov/content/tn/health/cedep/ncov/data.html>
3. or if there is concern school should be closed due to a rise in cases? Schools do not have to wait for a recommendation from Public Health to close.

4. Are there statistics for county for age groups, # tested, positive cases, etc. that could be shared with the school administration/healthcare workers?

A downloadable dataset of cases by age group by county will be posted here, starting next week. It will include total case count (probable and Confirmed), it will not include the number tested.
<https://www.tn.gov/health/cedep/ncov/data/downloadable-datasets.html>.

5. If a student or staff member tests positive will guidance be given by the health dept. on when they can return to school and will documentation be provided?



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1. Yes, all positive cases are required to isolate at home according to the guidelines here:
<https://www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/Isolation-QuarantineRelease.pdf>
 2. The local/regional health departments can provide a “this person is cleared to return to normal activity” letter.
-
6. Will the school be updated with recommendations on guidelines given to the patients that test positive?

Guidelines for positive cases can be found here:

<https://www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/CaseGuidance.pdf>



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On the following pages, summaries and TN Dept of Health Guidance are provided for various areas of operation for Haywood County Schools. Please note additional guidance will be added as more information is available and more protocols are created.

- | | |
|--------------------------------------------------------------------------------|---------|
| • COVID-19 Protocols Summary | Page 26 |
| • Academics and Virtual Option Summary | Page 27 |
| • Health and Safety Summary | Page 29 |
| • Transportation Summary | Page 30 |
| • Employee Summary | Page 31 |
| • HCS Workforce Plan | Page 32 |
| • FFCRA Poster | |
| • TN Dept of Health Workplace Screening Guidelines | |
| • TN Dept of Health Close Contact Guidance | |
| • TN Dept of Health Contact Tracing | |
| • TN Dept of Health Tested Guidance | |
| • TN Dept of Health Case Guidance | |
| • TN Dept of Health Negative Test Guidance | |
| • TN Dept of Health Releasing Cases and Contacts from Isolation and Quarantine | |

As noted earlier, Haywood County Schools acknowledge that COVID-19 policies/procedures are intended to mitigate, not eliminate, risk. No single action or set of actions will completely eliminate the risk of SARS- CoV-2 transmission, but implementation of several coordinated interventions can greatly reduce that risk. For example, where physical distance cannot be maintained, students (over the age of 2 years) and staff should wear face coverings (when feasible).



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COVID-19 Protocols

As part of our reopening plan, HCS will implement protocols designed to prevent the spread of COVID-19. These measures include the following:

- Every person who enters the school building will be required to have a temperature check.
- Students with a temperature of 100.4 degrees or higher will be isolated, and parents will be called to pick them up. Employees with a temperature of 100.4 degrees or higher will return home.
- Students and staff with fever and COVID-19 symptoms must remain home for 72 hours and have met the criteria to discontinue home isolation and have consulted their primary care provider. Please note that student and staff may return to work before the 72-hour window if they have a doctor's excuse that states they had an illness that is not COVID-19 related that caused the symptoms.
- Students and staff with fever and no other symptoms must be fever-free without the assistance of fever-reducing medications for 24 hours before returning to school.
- If someone in a classroom tests positive for COVID-19, our school nurses will work closely with the Haywood County Health Department to execute contact tracing in order to determine who else might need to be quarantined.
- HCS will notify families if there is an incident that results in potentially being exposed to COVID-19.



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Academics & Virtual Learning Program

- As part of the HCS re-opening plan, students can choose from two academic options:
 - In-school instruction with new health and safety measures to prevent the spread of COVID-19
 - Enrollment in our Virtual Education Program which will provide instruction remotely
 - Students who elect to enroll in the virtual education program will be committed to this option for the entire semester after Friday, September 18.
- In-school instruction will include additional safety measures, including:
 - Temperature checks will be conducted on every person who enters our school buildings, in order to identify students, staff and visitors who have a fever
 - Hand sanitizer and disinfectant will be provided to every classroom to prevent the spread of germs.
 - All students will be required to wear a mask while on campus when physical distancing isn't possible, unless a student is unable to remove a mask without assistance or has a medical condition or other need preventing it.
 - All staff will be required to wear a mask while on campus when physical distancing isn't possible or there is a medical condition preventing it.



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- The Virtual Education Program will closely align with the requirements of an on-campus classroom, and will include instruction on new material, graded assignments and testing.
- While this program will not be able to offer all course options available at our traditional schools, all students will remain on track for progress to the next grade and for graduation.
- Students who enroll in the Virtual Education Option will still be able to participate in extracurricular activities at their base school.



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Health & Safety

As part of our reopening plan, in-school instruction will resume at our school buildings, with additional health and safety measures in place to prevent the spread of COVID-19. These measures include the following:

- Every person who enters the school building will be required to have a temperature check.
- All students will be required to wear a mask while on campus when physical distancing isn't possible, unless a student is unable to remove a mask without assistance or has a medical condition or other need preventing it.
- All staff will be required to wear a mask while on campus when physical distancing isn't possible or there is a medical condition preventing it.
- Buildings will undergo daily sanitizing for high-touch areas such as doorknobs, handrails, and countertops using a COVID-certified disinfectant.
- Common areas such as administrative areas, libraries, cafeterias, auditoriums, gymnasiums, and hallways will be misted with a COVID-certified disinfectant daily and classrooms will be misted at least every other day.
- Restrooms will be monitored and disinfected multiple times each day.



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Transportation

As part of our reopening plan, HCS will continue to provide bus service to students on their normally scheduled routes, with additional health and safety measures in place to prevent the spread of COVID-19.

While it is possible to physically distance on a bus, it is not operationally feasible due to the extreme loss of capacity that results. However, other safety measures will be implemented. These measures include the following:

- Weather and other conditions permitting, all windows on non-air-conditioned buses will be open. Buses with air conditioning systems will not operate those systems in the recirculation mode.
- Students will be required to wear face masks while in transit, and siblings should sit together when possible.
- Buses will be disinfected following morning and evening runs with a COVID-effective agent. HCS will provide training in the proper use of the disinfectant.
- Bus drivers and bus monitors will wear a face covering at all times while operating a vehicle.



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Employees

As part of our reopening plan, HCS is committed to protecting the health and safety of employees and providing them with the tools and information they need to advance the work of education. Employee-related measures include the following:

- Every employee will receive a daily temperature check and be required to self-screen using a daily questionnaire related to health and safety.
- Evaluations will proceed as normal unless otherwise directed by the State Board of Education. Observation pacing will be set by the Level of Effectiveness score from 2018-19. (No LOE was generated for the 2019-20 school year.) If the State BOE modifies evaluation requirements, the District will notify certified employees as soon as possible.
- If an employee is required to self-quarantine at the direction of the Health Department or a Physician, the employee may use 10 emergency sick leave days pursuant to the Families First Coronavirus Response Act (FFCRA).
- Employees who must self-quarantine and have used all available FFCRA leave may elect to use any available accrued leave days or take days without pay.
- For all employees covered under HCS's health insurance, COVID-19 testing will be covered.
- Employees will continue to receive a duty-free lunch period. To ensure proper social distancing and other safety precautions, the lunch period may be required to be taken in an assigned location.



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School-Based Workforce Management Plan

Families will have two options for enrollment for the 2020-2021 school year.

- In-person and on the school campus to the greatest extent possible and while reasonably able to protect the health and safety of our students and staff.
- A virtual learning program for families who are not comfortable with a return to the classroom.

Those who enroll in the virtual learning program will continue as planned regardless of COVID-19 conditions. For other students, the district has created three primary models in preparation for the upcoming school year:

1. On-campus learning with standard operating protocols (■)
2. On-campus learning with increased COVID-19 safety protocols (■)
3. Virtual/remote learning only (■)



Educator work schedules

- Staff should follow the standard operating procedures for their school.



Educator work schedules

- All educators, whether teaching in person or through virtual learning, will be expected to work from the school building
 - Each school may use discretion to stagger employee schedules for coverage required to implement COVID-19 related procedures.
- All employees will be required to wear masks when not in their assigned area and continuously throughout the day when physical distancing isn't possible and unless there is a medical condition preventing it. (Example: when entering the building and walking to classroom, teacher will be required to wear a mask; when leaving room to make copies, teacher should wear a mask; etc.)
- Employees will have their temperature checked each day upon arrival. Staff with a temperature of 100.4 F or greater must be sent home or isolated until they can leave.
 - Fever without COVID symptoms – Employees must be fever-free without the assistance of fever-reducing medications for 24 hours before returning to school.



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- COVID symptoms and fever – Employees must meet the criteria to discontinue home isolation and have consulted with their primary care physician (PCP) or Haywood County Health Department before returning to work. A note from their PCP or Haywood County Health Department is required.
- Each employee should self-screen before reporting for work. (See below)
- Employees will no longer congregate in common areas. Employees report directly to assigned area upon entry into the building.
- Employees will be provided a duty-free lunch period (*to be taken in an assigned location*, if they are unable to take the lunch in their classroom). A staff member will relieve the teacher for the duty-free lunch if students remain in the classroom.
- Large group meetings/events previously held in person should be moved to a remote setting if not able to maintain social distancing: staff meetings, professional development, etc.



Educator work schedules

- If the school building closes for a COVID-19 related reason, the staff and students will participate in virtual learning. Employees will be expected to work remotely supporting virtual learning during the first day of a school closure for a COVID-19 related reason unless directed otherwise. After the first day of closure, staff will receive instruction on whether to report to the building or continue working remotely during the closure.
 - A determination of whether to close a school building will be decided with input from district leadership and the Haywood County Health Department.

Educator staffing and leaves of absence – ALL

- Leaves of absence will be processed in the same manner as in previous years
- Employees who wish to take a leave of absence should submit all required paperwork. Employees should contact Toni Eubanks with any questions related to leaves of absence (toni.eubanks@hcsk12.net)
- Allow for teachers to apply for admin leave without pay to take a 1/2 year off.
- Employees who choose to travel internationally may not return to work for 14 days upon return to Tennessee, and should contact Toni Eubanks (toni.eubanks@hcsk12.net). (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>) Employees may use any available accrued leave days during the period of the quarantine.



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Substitutes

- Schools are encouraged to only use substitutes when absolutely necessary
 - Substitutes will not be expected to conduct virtual learning.
- Each teacher conducting a virtual learning course should have a planned emergency asynchronous lesson plan to be used in their absence. A teacher on planning may be used to briefly begin and monitor the class.
- Once in the building, substitutes should follow the same rules as regular employees (school procedures, self-screen, temperature check, staggered schedule, etc.)
- Each school is to prepare list of procedures specific to the school to give to substitute upon entry in the building



Substitutes

- Substitutes will not be used for virtual learning during red days. All teachers should include virtual lessons that may provide student instruction in the event of a short (1-2 day) absence. Students may participate in an alternate virtual classroom in the event of a teacher absence.

Reporting of Concerns – ALL

- Report any concerns to administrator/supervisor
- Report a positive COVID-19 test result to Human Resources (or school administrator/supervisor) immediately
- All employees to report to administrator/supervisor any out of state travel

Evaluations – ALL

- Evaluations will proceed as normal unless otherwise directed by the State Board of Education
- Observation pacing will be set by Level of Effectiveness score from 2018/2019. (No LOE was generated for 2019/2020 school year).



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Self-screen for Employees to Complete Each Day

Ask, have you within the last 14 days:

- Been told to quarantine or isolate by a medical provider or health department
- Had close contact with someone who has COVID-19
- Experienced any COVID-19 symptoms?
 - Fever/chills
 - Cough
 - Shortness of breath
 - Difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - diarrhea

If the answer to any of the above questions is yes, employee must notify their supervisor.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WH1422 REV 03/20



To reduce the impact of COVID-19 on businesses, workers, customers, and the public, it is important for all employees to be screened for COVID-19 symptoms *before* they expose other workers. Through wellness screening, all ill employees, regardless of the source of the illness, are excluded from the work environment until a contagious disease can be ruled out.

People with COVID-19 have reported a wide range of symptoms varying from no symptoms to mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. Screen all employees reporting to work for COVID-19 symptoms with the following questions:

- **Have you experienced any of the following in the last 24-48 hours?**
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Nausea or vomiting
 - Diarrhea
 - Congestion or runny nose
- **Have you been in close contact with a confirmed case of COVID-19 in the past 14 days?**
 - Being within 6 feet of a sick person (or a person who tests positive for COVID-19) for 10 minutes or longer
 - Being in direct contact with germs from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.)
 - Living in the same household as a sick person with COVID-19
 - Caring for a sick person with COVID-19

Any employee who has any of the COVID-19 symptoms or who is running a fever should be asked to leave the premises immediately and seek medical care and/or COVID-19 testing, per [Tennessee Department of Health](#) and [CDC guidelines](#). Symptoms should not be presumed to be seasonal allergies or sinusitis until COVID-19 has been excluded.

Employers should maintain the confidentiality of employee health information.



COVID-19

What to Expect If You Were Possibly Exposed to COVID-19

If you have been exposed to someone with COVID-19,
follow the steps below to monitor your health and avoid spreading the disease to others:

How do I know if I was exposed?

You generally need to be in close contact with a sick person to get infected. Close contact includes:

- Living in the same household as a sick person with COVID-19
- Caring for a sick person with COVID-19
- Being within 6 feet of a sick person with COVID-19 for about 10 minutes or longer
- Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.)

Communicate with Public Health

- You may receive a call from public health if you have been in close contact with someone with COVID-19. They will explain quarantine guidance and answer any questions you have.
- If you have any additional questions, contact your local health department.

Quarantine Yourself

- You should stay home for 14 days after your last contact with the person with COVID-19. If your contact is a household member, you may need to stay home for longer.
- Do not go to work or school, and avoid public places for 14 days.
- If possible, get others such as friends or family, to drop off food or other necessities.

Monitor Your Health

- Watch for **fever, cough and shortness of breath** during the 14 days after the last day you were in close contact with the person with COVID-19.
- **If you develop these symptoms within 14 days of last contact with a person with COVID-19**, you may have COVID-19.
- If your symptoms are mild, stay home and monitor your health. If you need medical assessment, call the health clinic or hospital before you arrive and tell the provider that you are a contact to a person who was diagnosed with COVID-19.

Practice Healthy Habits

- Follow all the appropriate social distancing recommendations.
- Wear a cloth face covering in public settings where other distancing measures are difficult to maintain.
- Cover your cough or sneeze into your elbow or a tissue.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand rub.
- Clean and disinfect objects and surfaces regularly, including your phone.

Exceptions for Critical Infrastructure Employees:

- If you are a [critical infrastructure employee](#), you may be permitted to continue to work following potential exposure, provided that you are asymptomatic and adhere to [specific practices](#) to actively assess your health each day and protect others.

Learn More

- Guidance may change as we learn more. Please check <http://www.tn.gov/health/cedep/ncov> for the most up-to-date guidance about COVID-19.



Contact tracing is critical to Tennessee's COVID-19 response efforts. Contact tracing slows the spread of infectious disease by gathering information from COVID-19 cases, notifying close contacts, and monitoring symptoms of cases and contacts during their isolation or quarantine period.

To assist with effective contact tracing and slow the spread of COVID-19:

Be Prepared

- Educate staff on COVID-19 symptoms:
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Nausea
 - Diarrhea
- Though cases are encouraged to notify their employer of their illness directly, they are not required to do so.
- Identify a point-of-contact or team for staff to notify if they are diagnosed with COVID-19. This point-of-contact or team can work with the health department to identify and notify other staff who may have had close contact with the case.

Work With the Health Department

- The [local or regional health department](#) will conduct a case investigation to identify anyone who came into close contact with the case (within 6 ft or less for 10 minutes or more) and notify them of their exposure. Close contacts must be quarantined at home for 14 days* following their exposure to the case and will be monitored by public health by regular phone calls throughout the 14 days.
- Depending on the structure of the office, the health department may need your assistance in identifying and notifying close contacts of the case in the workplace. Public health will protect the patient's confidentiality and will only share information necessary to inform the investigation and prevent others from getting sick.

Maintain Confidentiality

- If an employee is diagnosed with COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace, but must maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Employers should never divulge the name of an infected employee to others at the workplace beyond those conducting the investigation.

Keep Employees Safe

- Consider [prevention measures](#) like virtual meetings or staggered shifts to reduce potential exposures.
- Encourage employees to follow any new policies or procedures related to illness, cleaning and disinfecting, and work meetings and travel.
- Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#), the cause of COVID-19, and are appropriate for the surface.

*Note, critical infrastructure employees may continue working following exposure, if certain recommendations can be implemented. More information about identifying critical infrastructure employees and recommendations can be found [here](#).

June 22, 2020



If you have been tested for COVID-19,
follow the steps below to monitor your health and avoid spreading the disease to others:

Communicate with Public Health

- You will be notified with your results as soon as possible.

Monitor Your Health

Review the common COVID-19 symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Nausea
- Diarrhea

If you have any symptoms:

- You should **isolate yourself while awaiting results**.
- Stay in a specific room and away from other people in your home to the extent possible. Use a separate bathroom, if available. Household members can consider staying in a separate location, if available, to decrease their risk of exposure.
- Where possible, ask others such as friends or family, to get food or necessities for you.
- Get plenty of rest, stay hydrated and, if needed, take medication to reduce your fever.
- If your symptoms get worse and you need medical assessment, call the health clinic or hospital before you arrive and tell the provider that you have been tested for COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

If you do not have any symptoms (are asymptomatic):

- You are not required to isolate yourself while awaiting results **UNLESS**:
 - You have had close contact with someone with COVID-19 in the last 14 days **or**
 - You have had close contact with someone with COVID-19 symptoms in the last 14 days
- If you develop any symptom(s) while waiting for your results, **you must isolate yourself**.
 - If your symptoms are mild, stay home and monitor your health.
 - If you need medical assessment, call the health clinic or hospital before you arrive and tell the provider that you have been tested for COVID-19.

Practice Healthy Habits

- Cover your cough or sneeze into your elbow or a tissue.
- Wash your hands often with soap and water for ≥ 20 seconds, or use alcohol-based hand rub if soap and water are not available.
- Clean and disinfect objects and surfaces regularly, including your phone.

Learn More Online

- <http://tn.gov/health/cedep/ncov> or <http://www.cdc.gov/coronavirus/2019-ncov>



If you have been diagnosed with COVID-19, follow the steps below to monitor your health and avoid spreading the disease to others:

Communicate with Public Health

- After your diagnosis, you will receive a call from public health. It may take a few days for public health officials to contact you, and they will ask about your activities before and after you became ill.

Isolate Yourself

- You should strictly isolate yourself at home for at least 10 days after you became ill, and you should be feeling well (and without fever) for at least 3 days in a row before resuming normal activities.
- Other members of your household should also stay home, and no visitors should be allowed.
- Stay in a specific room and away from other people in your home to the extent possible. Use a separate bathroom, if available. Household contacts can consider relocating to a separate, uninhabited housing location if available to decrease their risk of exposure.
- Where possible, ask others such as friends or family, to get food or necessities for you.
- If you must leave home, such as to seek medical care, wear a surgical mask if you have one.

Inform Your Close Contacts

- Your close contacts will also need to stay home for 14 days after their last contact with you.
- Close contacts include anyone that you were within 6 feet of for >10 minutes while feeling ill.
- Please share this resource with your contacts for additional information:
www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/CloseContactGuidance.pdf

Monitor Your Health

- There is no specific treatment for COVID-19.
- Get plenty of rest, stay hydrated and, if needed, take medication to reduce your fever.

Arrange for Care

- If your symptoms get worse and you need to seek healthcare, call ahead and tell the provider that you have been diagnosed with COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Practice Healthy Habits

- Cover your cough or sneeze into your elbow or a tissue.
- Wash your hands often with soap and water for ≥ 20 seconds, or use alcohol-based hand rub.
- Clean and disinfect objects and surfaces regularly, including your phone.

Returning to Regular Activities

- Once you've completed your isolation period at home (minimum of 10 days, with at least 3 days of feeling well), you can return to your regular activities.
- You do not need to be retested in order to resume your regular activities.
- This recommendation is consistent with CDC's [Symptom Based Strategy](#).

Learn More

- Tennessee Department of Health: www.tn.gov/health/cedep/ncov
- Centers for Disease Control and Prevention: www.cdc.gov/coronavirus/2019-ncov



If you have tested negative (or “not detected”) for COVID-19,
learn how to monitor your health and protect others:

Have you been around anyone who has COVID-19?

If you live with, care for, or have recently spent time around someone diagnosed with COVID-19:

Quarantine Yourself

- You should stay home for 14 days after your last contact with the person with COVID-19.
- Stay in a specific room and away from other people in your home to the extent possible. Use a separate bathroom, if available.
- * If you are considered an essential worker, you may be allowed to work during your quarantine period while wearing a mask at all times.

Monitor Your Health

- If you are not sick, watch for fever, cough and shortness of breath.
- If you have fever, cough or shortness of breath, you may have COVID-19.
- If your symptoms are mild, stay home and monitor your health. If you need medical assessment, call the health clinic or hospital before you arrive and tell the provider that you are a contact to a person who was diagnosed with COVID-19.

Are you sick?

If you have a fever, cough, shortness of breath or other symptoms:

Isolate Yourself

- You should strictly isolate yourself at home.
- Stay in a specific room and away from other people in your home to the extent possible. Use a separate bathroom, if available. Household members can consider staying in a separate location, if available, to decrease their risk of exposure.

Monitor Your Health

- Get plenty of rest and stay hydrated.
- If needed, take over-the-counter medication to reduce your fever or relieve your symptoms.
- If your symptoms get worse and you need to seek healthcare, call ahead and tell the provider your symptoms.

If you are not sick and have not come into contact with anyone with COVID-19...

Protect Yourself and Others

- Follow all the appropriate social distancing recommendations.
- Wear a cloth face covering if in public settings where other social distancing measures are difficult to maintain.
- Wash your hands often with soap and water for at least 20 seconds, or use alcohol-based hand rub if soap and water are not available.
- Clean and disinfect objects and surfaces regularly, including your phone.
- Cover your cough or sneeze into your elbow or a tissue.
- If you develop symptoms or have additional concerns about your health, contact your healthcare provider.

Learn More: Guidance may change as we learn more. Please check

<http://www.tn.gov/health/cedep/ncov> for the most up-to-date guidance about COVID-19.



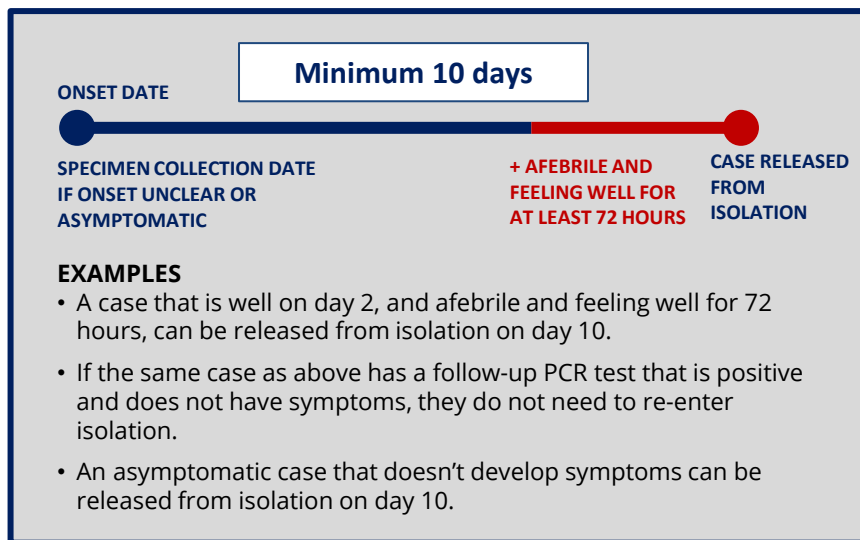
CASES

Must be isolated for a minimum of 10 days after onset and can be released after afebrile and feeling well (without fever-reducing medication) for at least 72 hours.

Asymptomatic cases must be isolated for 10 days after their specimen collection date.

Note: If a follow-up PCR test is positive, cases do not need to re-enter isolation as long as they have completed the minimum 10 day isolation and had symptom resolution for a minimum of 72 hours.

Note: Lingering cough should not prevent a case from being released from isolation.



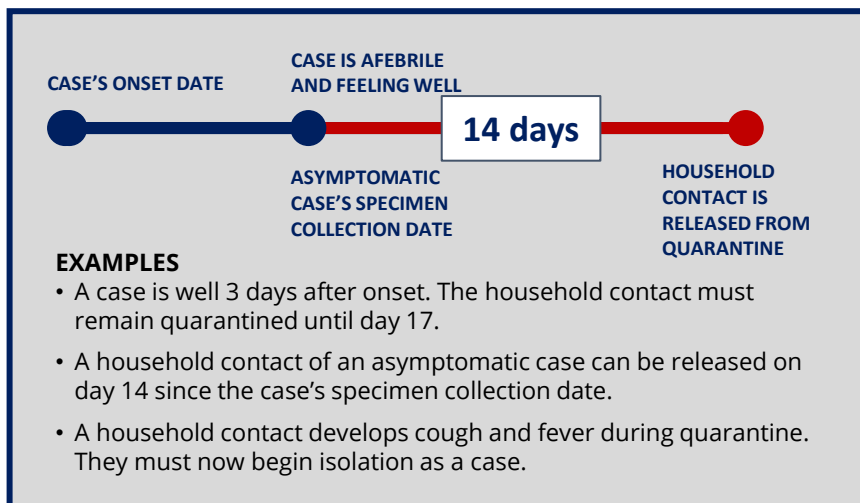
HOUSEHOLD CONTACTS

Must be quarantined for 14 days after the case has been afebrile and feeling well (because exposure is considered ongoing within the house).

If a household contact develops compatible symptoms, they become a case. They should begin isolation and consider getting tested.

If the case is asymptomatic, the household contact must quarantine for 14 days after the case's specimen collection date.

Note: Household contacts may need to remain at home longer than the initial case.



NON-HOUSEHOLD CONTACTS

Must be quarantined for 14 days from the date of last contact with the case while the case was ill.

