

# Liberty Public Schools COVID-19 Procedures and Protocols Fall 2021

**The District's top priority for this upcoming school year is to provide a healthy and safe in-person learning environment, five days per week, for the entire school year.**

## ***KEY PREVENTION MEASURES***

- Please stay home from school or work when sick
- Maintain social distance as much as possible to limit potential exposure/illness and avoid potential quarantine
- Wear a mask when required to limit possible exposure/illness and avoid potential quarantine
- Consider receiving a COVID-19 vaccine, if eligible, to limit possible exposure/illness and avoid potential quarantine
- Closely monitor for any COVID-19 symptoms
- Contact a health care provider for further guidance and potential testing when displaying symptoms of COVID-19
- Create a contingency plan for your family in case you will need to quarantine due to exposure or illness

## LPS COVID-19 Symptom Guidance

This Guidance was drawn from Children’s Mercy – *Guidance for School Re-Opening During the COVID-19 Pandemic* [July, 2021] and is based on current public health guidance and will be updated as appropriate.

### COVID-19 Symptom Classifications

<i>High-Risk Symptoms</i>	<i>Moderate-Risk Symptoms</i>	
▪ New cough	▪ Fever (100 F or greater) or chills*	▪ Sore throat
▪ Difficulty breathing	▪ Congestion/runny nose	▪ Headache
▪ Loss of taste/smell	▪ Nausea/vomiting/diarrhea	▪ Muscle or body aches
<i>*Fever in adults should be considered a High-Risk Symptom</i>		

### COVID-19 Screening Guidance

Screening Results	Is a COVID-19 Test Required?	When can the individual return to school/work
Only one (1) Moderate-Risk Symptom	No	<ul style="list-style-type: none"> <li>▪ 24 hours after fever resolution and symptom improvement</li> <li style="text-align: center;"><b>OR</b></li> <li>▪ If health provider believes an alternate diagnosis is the cause of the symptom, return precautions should be specific to diagnosis</li> <li style="text-align: center;"><b>OR</b></li> <li>▪ If the symptom is related to a persistent and known medical condition (e.g., allergies)</li> </ul>
One (1) High-Risk Symptom  <b>OR</b>  Two (2) or more Moderate-Risk Symptoms	Yes	<b><i>If Negative COVID-19 Test:</i></b> <ul style="list-style-type: none"> <li>▪ 24 hours after fever resolution and symptom improvement</li> <li style="text-align: center;"><b>OR</b></li> <li>▪ If health provider believes an alternate diagnosis is the cause of symptoms, return precautions should be specific to diagnosis</li> </ul> <b><i>If Positive COVID-19 Test or No Test* was Performed:</i></b> <ul style="list-style-type: none"> <li>▪ 24 hours after fever resolution without the use of fever-reducing medications</li> <li style="text-align: center;"><b>AND</b></li> <li>▪ At least ten (10) days have passed since symptoms first appeared</li> <li style="text-align: center;"><b>AND</b></li> <li>▪ Improvement in symptoms</li> </ul>
Close Contact <u>within</u> an LPS School Setting	No	<b><i>Regardless of a negative test result:</i></b> <ul style="list-style-type: none"> <li>▪ An Asymptomatic Close Contact** can continue to attend school and participate in school related activities as long as they can wear a mask should they be exempt from self-quarantine as outlined below. The individual should continue to monitor symptoms for a full 14 days and self-quarantine when not at school.</li> <li>▪ If individual develops ANY high-risk or moderate-risk symptoms during the quarantine, a COVID-19 test is required and results reported to school nurse (student) or supervisor (staff).</li> </ul>
Close Contact <u>outside</u> an LPS School Setting	No	<b><i>Regardless of a negative test result:</i></b> <ul style="list-style-type: none"> <li>▪ An Asymptomatic Close Contact must quarantine for at least 10 days from <u>last</u> exposure to a COVID-19 positive individual and continue to monitor symptoms for a full 14 days. This could be &gt;14 days depending on the last point of contact. Exemptions may apply (see below).</li> <li>▪ If individual develops ANY high-risk or moderate-risk symptoms during the quarantine, a COVID-19 test is required and results reported to school nurse (student) or supervisor (staff).</li> </ul>

- A Close Contact outside an LPS school setting is someone who was within 6 feet of a person diagnosed with COVID-19 for ≥15 minutes within 48 hours prior to onset of the positive person’s symptoms. A Close Contact within an LPS school setting is someone within 3 feet of a person diagnosed with COVID-19 for ≥15 minutes within 48 hours prior to onset of the positive person’s symptoms.
- **\*\*An Asymptomatic Close Contact is exempt from self-quarantine provided:**
  - + If both the COVID-19 positive person and the Close Contact were properly wearing masks in the school setting. However, the Close Contact must wear a mask for 10 days at all times while on school property (except when eating/drinking) and self-quarantine for 10 days when not at school; and must monitor for symptoms for a full 14 days; or
  - + If the Close Contact has been fully vaccinated (2 weeks past their final dose) against COVID-19; or
  - + If the Close Contact has tested positive for COVID-19 within the past 3 months and has fully recovered
- The District may offer COVID-19 “take home testing kits” for personal use to any student or staff member experiencing at least one high-risk symptom or at least two moderate-risk symptoms.
- Families or staff will need to consult with local health officials regarding quarantine guidelines outside school.

\*In cases where COVID-19 testing is not performed in an individual with COVID-19 symptoms, the decision for students to return to school sooner can be made by the school nurse in conjunction with the student’s medical provider.

## LPS COVID-19 Contact Tracing Guidelines

Once a COVID-19 positive case is brought to the school or department’s attention, the Lead Tracer will interview the COVID-19 positive individual to determine the following:

1. COVID-19 Exposure Window  
The COVID-19 exposure window is determined by first establishing the earliest date of exposure which is either, (a) the date in which COVID-19 symptoms were first experienced, or (b) the date in which a COVID-19 test result was received. The exposure window starts 48 hours before this date.
2. COVID-19 Exposure Areas  
Using the exposure window, the Lead Tracer must determine all school settings in which the COVID-19 positive individual remained for more than 15 minutes. This should include all classrooms, areas, activities, clubs, transportation, etc.
3. COVID-19 Close Contacts with LPS Setting  
First consult with the COVID-19 individual to ask whether they were in close contact with any students or staff during the exposure window. Use the chart below to verify whether there are any close contacts.
4. COVID-19 Positive Individual Instructions  
The Lead Tracer will provide the projected return date. Prior to return, the COVID-19 positive individual will be instructed to contact their school nurse (student) or supervisor (staff) to determine when they can return to school/work. This will be authorized only if all of the following criteria are met:
  - At least ten (10) days have passed since symptoms first appeared; and
  - At least 24 hours have passed since fever resolution (without the use of fever-reducing medications), and
  - The COVID-19 individual has experienced an overall improvement in symptoms.
5. COVID-19 Positive Form  
Using the information collected above, complete all fields in the COVID-19 Positive Form found [here](#). Once completed, this form will generate a report of the COVID-19 event, including the date(s) of projected return.
6. COVID-19 Communication  
The Lead Tracer or the support team will call all identified close contacts (or parent/guardian if they are students) and if required to self-quarantine notify them of the projected date in which they can return to school or work. In addition to the projected return date, the close contact (or parent/guardian) must be informed that they can only return if they are asymptomatic. *Assuming a call was placed, no follow up letter or email is required.* For any COVID-19 positive case within a school, LPS central office will provide an email message to the building principal to send to their staff and this same message will be sent by to school families by central office.
7. COVID-19 Close Contact (outside an LPS school setting)  
In those instances where a school or department is made aware of a student or staff member who was identified as a Close Contact from a non-school event, the Lead Tracer must complete a COVID-19 Close Contact Form found [here](#). This form is only required if the Close Contact is not associated with a school related contact trace event.

Distance Guidelines - within School Settings	Contact Trace Required	Family/Staff Notified	Self-Quarantine Required
Person at least 6 feet from of a COVID-19 positive individual for 15 consecutive minutes or greater	NO	NO	NO
Person within 3-6 feet of a COVID-19 individual <u>with</u> mask worn properly for 15 consecutive minutes or greater	YES	YES	NO
Person within 3-6 feet of a COVID-19 positive individual <u>without</u> mask worn properly for 15 consecutive minutes or greater	YES	YES	YES*
Person less than 3 feet of a COVID-19 individual <u>with</u> mask worn properly for 15 consecutive minutes or greater	YES	YES	NO
Person less than 3 feet of a COVID-19 positive individual <u>without</u> mask worn properly for 15 consecutive minutes or greater	YES	YES	YES*

\*An asymptomatic Close Contact is exempt from self-quarantine provided:

- + If both the COVID-19 positive person and the Close Contact were properly wearing masks in the school setting. However, the Close Contact must wear a mask for 10 days at all times while on school property (except when eating/drinking) and self-quarantine for 10 days when not at school; and must monitor for symptoms for a full 14 days; or
- + If the Close Contact has been fully vaccinated (2 weeks past their final dose) against COVID-19; or
- + If the Close Contact has tested positive for COVID-19 within the past 3 months and has fully recovered

## LPS COVID-19 Employee Reporting Protocols

### *If an Employee is Experiencing COVID-19 Symptoms*

**STEP 1:** If you are experiencing **COVID-19 symptoms** included in the LPS COVID-19 SYMPTOM GUIDANCE, do not report to work and follow the direction provided in the steps below.

**STEP 2:** Notify your supervisor of your absence according to your building's/department's existing expectations for reporting time off work, which may include submitting an absence request (and substitute request if applicable) in [Frontline](#) or [NOVAtime](#). If available, accrued PTO or Vacation should be utilized for COVID-related absences.

**STEP 3:** The District may offer COVID-19 "take home testing kits" for personal use to staff members experiencing at least one high-risk symptom or at least two moderate-risk symptoms. A list of testing sites in or near Clay County is also available on the LPS53 website / [here](#).

**STEP 4:** Whether you test positive or negative for COVID-19, you are encouraged to consult with a physician regarding your symptoms. You are welcome to reach out to your personal physician, or if you are a participant in LPS health insurance, you can set up a virtual health visit via Blue Cross and Blue Shield at <https://www.bluekcvirtualcare.com>. Through this website you can access a video appointment with a virtual care doctor from your smartphone, tablet, or computer.

**STEP 5:** If you test positive for COVID-19, you may be eligible for additional paid leave as defined in the [LPS Board Resolution on COVID-19 leave](#). In order to request COVID leave for missed workdays, complete and submit [this form](#) along with proof of your positive COVID test result to the Human Resources Department at [lpsHR@lps53.org](mailto:lpsHR@lps53.org).

**STEP 6:** To determine when it is safe for you to return to work, please consult the LPS COVID-19 SYMPTOM GUIDANCE.

### *If an Employee has been in close contact with a COVID-19 positive individual*

**STEP 1:** In all circumstances, if you become aware that you have been in close contact with an individual who tested positive for COVID-19 while on District property, please notify your supervisor so contact tracing can take place. Please refer to LPS COVID-19 SYMPTOM GUIDANCE for the definition of a Close Contact.

**STEP 2:** Consult the LPS COVID-19 SYMPTOM GUIDANCE to determine when it is safe for you to return to work.

**STEP 3:** If you are required to quarantine, notify your supervisor of your absence according to your building's/ department's existing expectations for reporting time off work, which may include submitting an absence request (and substitute request if applicable) in [Frontline](#) or [NOVAtime](#). If available, accrued PTO or Vacation should be utilized for COVID-related absences.

**STEP 4:** During your quarantine, remain at home and avoid public activity for 10 days following your last contact with the individual who tested positive for COVID-19. While at home, self-monitor daily for [symptoms](#) and avoid contact with [people at higher risk for severe illness](#). Upon your return to work, continue to monitor for symptoms, especially for the first 4 days after your quarantine has ended.

## LPS COVID-19 Self-Test Guidelines

A COVID-19 “take home testing kit” for personal use may be provided to any student or staff member who has either one or more high-risk symptom or two or more moderate-risk symptoms as outlined below:

<i>High-Risk Symptoms</i>	<i>Moderate-Risk Symptoms</i>	
▪ New cough	▪ Fever (100 F or greater) or chills*	▪ Sore throat
▪ Difficulty breathing	▪ Congestion/runny nose	▪ Headache
▪ Loss of taste/smell	▪ Nausea/vomiting/diarrhea	▪ Muscle or body aches
<i>*Fever in adults should be considered a High-Risk Symptom</i>		

If a student qualifies for a test, the student’s family should contact their school nurse to schedule a time and place to pick up the test kit. It would be preferred if a family member of the student would come to school to pick up the test. The symptomatic student should not come to school to pick up the test.

If a staff person qualifies for a test, they should contact their supervisor or the building administrator to schedule a time and place to pick up the test kit.

Instructions will be provided along with the take home testing kit. Student results must be reported to the School Nurse directly after testing. Staff results must be reported to their supervisor directly after testing.

In the event of a negative test results, it is strongly recommended that the student or staff member follow up with a healthcare provider. Further, they must stay home until symptom improvement and 24 hours after fever resolution.

In the event of a positive test result, the student or staff member must follow COVID-19 protocol. They are not permitted to return to school or work until:

- 24 hours after fever resolution without the use of fever-reducing medications; and
- At least ten (10) days have passed since symptoms first appeared; and
- An overall improvement in symptoms

In the event of an invalid test result, a second test must be completed elsewhere. Testing sites are available throughout the community and can be found at: [clayhealth.com/285/COVID-19-Testing](http://clayhealth.com/285/COVID-19-Testing).

# **LPS COVID-19 Operating Protocols**

## **Mask Requirements**

The District, in conjunction with the most recent guidance and recommendations provided by local public health officials and the Centers for Disease Control and Prevention (CDC), will require that masks be worn by all students, staff and visitors while inside any District facility. Masks may be removed temporarily while eating or drinking and during strenuous, aerobic activity. Masks are not required outdoors but are strongly recommended when social distancing is compromised.

## **Social Distancing**

The District, in conjunction with the guidance and recommendations provided by local public health officials and the Centers for Disease Control and Prevention (CDC), is committed to accommodating all students who choose in-person learning five days/week. Because more students will be in District facilities this school year, it is anticipated that the CDC social distancing recommendation of 3-6 feet could be compromised at certain times throughout the day. All reasonable efforts will be made by the District to maximize social distancing to the greatest extent possible while striving to meet the overarching goal of maintaining at least 3 feet.

## **Breakfast and Lunch Guidelines**

School cafeteria spaces will be utilized for lunch and breakfast this school year and measures will be taken to maximize social distancing as much as possible. In addition, other mitigation measures will continue to be in place to provide added layers of health and safety support to students and staff – including enhanced air flow and filtration, less confined eating areas, and targeted cleaning/sanitization. Other strategies will also be in place to minimize the window of time in which students will be unmasked, which will only be permitted while they are actively eating. It is anticipated that the typical window of time when students will not be masked will be between 10-14 minutes. In addition, cohorting and assigned seating will be utilized during lunch, when possible, to better manage and track students.

## **Classroom Guidelines**

Classrooms and learning spaces will be set up in a manner to follow public health guidance by first maximizing social distancing as much as possible, preferably at least 3 feet and front facing. In addition, other mitigation measures will be in place. Airflow, ventilation, and filtration will be maximized to the extent possible, and all classrooms and learning spaces will continue to have a HEPA (High Efficiency Air Filtration) purifiers in place. In addition, cohorting and assigned seating will be utilized, when possible, to better manage and track students. Teachers are encouraged to conduct class outdoors when possible and practical.

## **Indoor gatherings**

Consistent with public health guidance, large indoor gatherings will be limited at the discretion of the building principal. In instances where a large group is brought together in one indoor space, social distancing will be strongly encouraged. When possible, larger gatherings will move outdoors or to a virtual format.

## **Field Trips**

Field trip approval will be limited and determined on a case-by-case basis at the discretion of the building principal. Field trip protocols consistent with public health guidance will be required for all trips, developed in partnership with location contact. The principal will work with his/her supervisor to determine if the field trip is approved.

## **Hand Washing/Sanitizing**

School staff are encouraged to review proper hand washing techniques with all students. Students and staff should clean and sanitize their hands on a regular and frequent basis. Foaming sanitizer dispensers are available at the entrance to indoor instructional spaces. Students and staff should be encouraged to wash or sanitize their hands at every transition throughout the school day.

## **District Transportation**

Current federal guidelines require masks to be worn at all times on public transportation, including school district buses. LPS Transportation will maintain social distancing to the greatest extent possible. The current goal is to limit students to two per seat, but this could be increased to three per seat should routing demands increase. Prior to the beginning of each school day, all busses will be cleaned and sanitized.

### **Visitors**

Consistent with public health guidance, visitors are strongly discouraged within school buildings. Exceptions can be made for organized academic programming at the discretion of the building principal. All visitors will be required to follow the current district guidance in regard to masking and social distancing when on District property.

### **COVID-19 Fall Activities Guidelines**

Liberty Public Schools, in conjunction and partnership with the Greater Kansas City Suburban Conference and local public health officials, will have the following COVID-19 precautions and recommendations in place for events this fall.

- There will be no capacity limits for activities, events and games held outdoors.
- There will be no capacity limits for activities, events and games held indoors. However, this is subject to change for specific activities or events should excessive crowd size become a concern.
- Spectators are encouraged to sit with family and maximize social distancing as much as possible.
- Masks are required to be worn indoors for all staff, students and visitors. The only exceptions to this requirement are for eating/drinking and for those actively engaged in a strenuous and/or aerobic activity.
- Masks will not be required outdoors but are strongly recommended when social distancing might be compromised.
- For outdoor activities, events and games, LPS high school students are welcome to attend and are encouraged to wear masks when social distancing is compromised. LPS middle and elementary school students may attend events but must be accompanied by a parent or guardian.
- Concessions will be made available with pre-packaged items only.
- Digital ticketing is available for your convenience and strongly recommended to minimize long lines.

### **COVID-19 Vaccine**

Proof of vaccination against COVID-19 is not required for Liberty Public Schools students or staff members. More information about vaccine locations can be found at: [clayhealth.com/301/COVID-19-Vaccine](https://clayhealth.com/301/COVID-19-Vaccine).

### **COVID-19 Testing**

Should an LPS student or Staff member experience COVID-19 symptoms or have a COVID-19 exposure, Liberty Public Schools can provide “take home testing kits” for personal use. Liberty Public Schools encourages all students and staff to consult with their personal physician for medical advice and guidance. Testing sites are available throughout the community and can be found at: [clayhealth.com/285/COVID-19-Testing](https://clayhealth.com/285/COVID-19-Testing).

### **COVID-19 LPS Dashboard**

The District will provide weekly updates on the LPS website to provide up to date information on COVID-19 positive cases and trends within the District. The Dashboard can be found at: [LPS53](#).