

Communicable Diseases

Exclusion and Re-entry Procedures

Rise Learning Center

Procedures during 2020 COVID-19 Pandemic

The Rise Learning Center (RLC) in compliance with applicable guidance from federal, state, and local governmental authorities is implementing the following procedures until further notice:

1. Employee, visitor, and student health screening processes;
 - a. Students and employees should be trained to recognize the following COVID-19 related symptoms:
 - A fever of 100.4° F or greater
 - Cough
 - Runny Nose
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - b. Employees will be required to complete an initial health assessment, are required to do a self-temperature check before every shift, and are required to immediately report any change in responses/symptom status to the employee's supervisor immediately.
 - c. Employees and students who are tested positive for COVID-19 or who report or exhibit one or more of the symptoms stated above shall be excluded from school and sent home. In addition, employees and students who have been directly exposed to COVID-19 (family member tests positive) shall be excluded from school and sent home. Returning to school after exclusion shall be permitted only in accordance with the recommendations of the CDC. Currently those recommendations are:

Untested

Students or employees who have not received a test result but who have experienced symptoms may return if:

- They have not had a fever for at least 72 hours;
- Other symptoms have improved; *and*
- 10 or more calendar days have passed since symptoms first appeared.

Tested positive-symptomatic

Students or employees who have been tested positive for COVID-19 and who have exhibited or reported symptoms may return if:

- They no longer have a fever;
- Other symptoms have improved; *and*
- At least 10 calendar days have passed since symptoms first appeared or they have received two negative tests at least 24 hours apart.

Tested positive-asymptomatic

Students or employees who have not reported or exhibited symptoms but test positive for COVID-19 may return when they have had at least 10 calendar days without reporting or exhibiting symptoms and who have been released by a healthcare provider or if they provide written approval from the healthcare provider.

In addition, students or employees who have been directly exposed to COVID-19 (family member tests positive) will be required to remain at home until 10 consecutive calendar days pass without the student or employee reporting or exhibiting any symptoms of COVID-19 or until they have received two negative tests at least 24 hours apart.

Any employee who misses work because of these reentry procedures will be granted leave under the FFCRA.

- d. Designated School District staff (School Nurse, Executive Director, Administrative Assistants, Human Resources, and Behavior Specialist and others as deemed necessary) are authorized to test the temperature of students with an approved no-contact or touchless temperature reader. Students who have a fever or exhibit other signs of illness must be isolated in a designated area until such time as parents or a caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the area. When administering a temperature check on a possibly ill student, designated staff members will utilize available physical barriers and personal protective equipment to eliminate or minimize exposure due to close contact to a child who has symptoms during screening.
- e. Southside Special Services of Marion County (SSSMC) shall keep accurate records of any persons other than students and staff entering the building, their

reason for entering, and the locations in the building to which they travel. The District shall minimize or eliminate the need for people to be in the building other than necessary employees and students. Vendor access shall be restricted to times when students are not present.

2. Because employees generally do not depart from the building at the same time, there will not be similar staggered departure times. However, employees shall be assigned to certain designated employee parking lots or areas of one parking lot based on last name to better ensure social distancing and the employee-only parking lot(s) shall be marked with walking lanes to better ensure social distancing.
3. Events, activities, and schedules may have staggered start and end times to spread out and reduce proximity contact between individuals.
4. Events and activities will be held virtually when practicable.
5. Information will be posted to the school corporation website on the status of the property buildings as open or closed, and how best to reach school officials when the property is closed.
6. SSSMC and the RLC will continue to prioritize procurement of necessary safety equipment and supplies, including, but not limited to approved face masks, disposable gloves, eye protection for those required to meet with potentially sick individuals or in close physical contact with others, hand sanitizer, disinfecting wipes, and other cleaning supplies.
7. Physical alterations to space will be made as possible to promote social distancing, such as increasing the height of the walls between the workspaces with added screens to raise the walls above normal “face level,” such to 6 feet high. For workstations where employees have regular face-to-face with co-workers, students, and visitors (such as front desks, reception area from contact with aerial transmission of the virus from the persons speaking to him/her), installing face screens to reduce the employee’s risk of contact with aerial transmissions that come from speaking with others.
8. Individuals in the school community will be required to take appropriate safety precautions such as use of personal protective equipment PPE.
9. Sharing of food, drinks, or office/school supplies and technological devices is to be avoided. The Corporation may alter nutrition services to ensure best practices for social distancing and food safety in light of COVID-19.
10. Internal hard copy mail shall be as greatly limited as possible. Staff shall rely on electronic mail and electronic sharing of documents and correspondence to the greatest extent possible. To the extent this increases reliance on scanning, photocopying, and printing, the attendant machines can and shall be wiped down by each user after use and shall also be wiped down on a regular, recurring schedule. External hard copy mail shall be, to the greatest extent possible, handled by one individual per day. This is to limit the risk of external hard copy mail being contaminated in the intake and distribution processes. All surfaces and containers used for bringing in external hard copy mail, sorting, and distributing shall be sanitized both before and after use. The individual

sorting and distributing hard copy mail shall wear latex gloves and a mask at all times while handling and sorting external hard copy mail.

11. If the school learns of a COVID-19 case in someone who has been in the school, school administrators will immediately notify local health officials. Local health officials will help administrators determine a course of action for the school.

The Executive Director is designated as the “COVID-19 Compliance Officer” and is authorized to convene a task force to keep up-to-date on governmental and legal guidance, and to implement or recommend revisions to these procedures.

Compliance with this Administrative Guideline will be enforced among employees, students, and visitors to the full extent permitted by law, and failure to follow this Administrative Guideline may result in discipline for employees or students, and removal from school property for visitors.

These procedures may be updated as the recommended response to the COVID-19 pandemic evolves. Members of the school community should regularly review this document for changes.

Employees, students, and visitors, are encouraged when sick to stay home until: (a) free of fever (without use of medicine to reduce it) for at least 72 hours; (b) symptoms have improved for at least 72 hours; and (c) at least 10 days have passed since symptoms first began.

- Student Handbook Supplement
 - Noncompliance with Safety and Health Procedures

Upon first offense, the student will be given a warning, and will be reinstructed by the teacher regarding safety policy and regulations. A second offense will result in loss of privileges. A third offense shall be reported in writing to the executive director and the parents notified. All students who continue to disregard safety and health policy and/or regulations, and demonstrate a clear and present danger to themselves or other classmates, may be disciplined up to and including expulsion.