



## **Safely Returning to In-Person Instruction**

### **FSMA Re-Entry Plans**

***“Working Together to Keep Everyone Safe and Learning”***

FSMA is focused on developing a plan that welcomes as many learners as possible in a way that protects all individuals (students, staff and families) and creates the safest conditions possible based on the guidance from Delaware Department of Education (DDOE), Department of Public Health (DPH) and the Center for Disease Control (CDC)

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**Re-Entry Committee:** Liz Madden (Director of Education), Tracy Long (Director of Special Education), Laura Schwait (School Counselor), Laura Glazar (K/1 Teacher), Cheryl Jones (2/3 Teacher), Karin Nagle (2/3 Teacher), Lesley Mellinger (4/5/6 Teacher), Emma Appleby (7/8 Teacher), Beth Thomas (Content Specialist), Shivaun Jester (Special Area Teacher)

Focus: Making it safe for students and staff to return to school

**Crisis Response Team** (for action should pandemic conditions worsen): Courtney Fox, Liz Madden, Tracy Long, Laura Schwait, Carla Broadway, Holly Pommerening, Becky Adeleke

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# SECTION 1:

## Overview of Delaware Department of Education's Scenarios

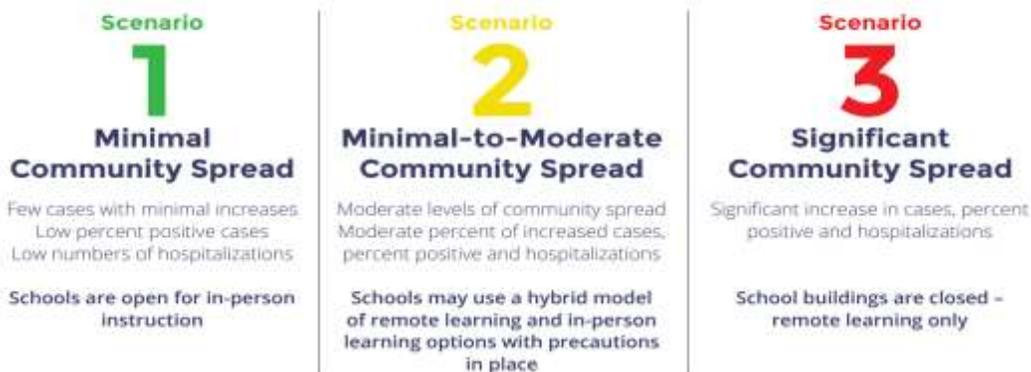
**Important to Note:** FSMA recognizes that returning to in-person instruction is a complex decision. FSMA is utilizing guidance from the state that it is safe to return, which is informed by the CDC and DPH, in order to plan how to bring students back to the school for learning. As we return to school, we recognize that things may change. Please know that our intent is to communicate decisions as they are made and give families and staff enough time to prepare for changes to the normal schedule and typical operations.

The Delaware Department of Education has provided schools with guidelines for Returning to School -

[https://www.doe.k12.de.us/cms/lib/DE01922744/Centricity/Domain/599/ddoe\\_returningt oschool\\_guidance\\_final.pdf](https://www.doe.k12.de.us/cms/lib/DE01922744/Centricity/Domain/599/ddoe_returningt oschool_guidance_final.pdf)

The following graphic is from the DOE Returning to School Guidelines and the State will dictate which scenario we are in at any given time throughout the year.

DDOE offers this guidance detailing three general scenarios to guide districts and charter schools in considering the complex planning required to reopen schools. With a rapidly changing and evolving situation, schools should be prepared to pivot quickly if conditions require.



Scenario

1

Minimal Community Spread

Few cases with minimal increases  
Low percent positive cases  
Low numbers of hospitalizations

Schools are open for in-person instruction

Option #1 – Distance Learning Only Program

Families may choose a Distance Learning Only Program. There will be requirements to complete in order to continue enrollment at FSMA. Grading and attendance will resume.

Option #2 – In-Person Instruction

FSMA may resume typical operations in a way that will follow the Health and Safety Guidelines of the CDC and align with the recommendations/requirements of the Department of Education. This option may move to a distance learning only program if at any time it is safest for students to be at home.

Scenario

2

Minimal-to-Moderate Community Spread

Moderate levels of community spread  
Moderate percent of increased cases, percent positive and hospitalizations

Schools may use a hybrid model of remote learning and in-person learning options with precautions in place

Option #1 – Distance Learning Only Program

Families may choose a Distance Learning Only Program. There is no criteria for choosing this option and it will be up to families to determine if they prefer this option. One exception is that students who are medically fragile may be required to choose the Distance Learning Only Option (FSMA will work with families to come up with the plan that is appropriate to each situation).

Option #2 – Hybrid Learning Program

FSMA’s Daily Schedule and Calendar Changes that will support the Health and Safety Guidelines of the CDC and align with the recommendations/requirements of the Department of Education in a blend of in-person instruction and distance learning. This option may move to a distance learning only program if at any time it is safest for students to be at home.

More details regarding Scenario 2 can be found on page 4

Scenario

3

Significant Community Spread

Significant increase in cases, percent positive and hospitalizations

School buildings are closed – remote learning only

All students participate in Distance Learning Program.

FSMA’s Distance Learning Program from the previous year has been reviewed and the Returning to Learning Committee is working on new program changes to ensure all students are able to learn at the highest level possible.

Components such as attendance, grading, etc. will resume on a typical schedule/process and teachers will receive guidance on how to ensure these components are utilized with integrity and in a way that makes sense for students.

Continued professional development will be provided for teachers. Asynchronous and Synchronous components will be a part of the overall program.

# SECTION 2: Hybrid Plans

## A Combination of In-Person and Distance Learning

### Important Information for Scenario 2/Hybrid Plans:

- CDC Guidelines will be followed at all grade levels (specific information in Section 3)
- Staggered arrival and dismissal times (for carline and buses):
  - A.M. Bus arrival 8:15 – 8:35 a.m. / Carline 8:40 – 9:00 a.m.
  - P.M. Bus dismissal 11:45 -12:00 p.m. / 12:05 – 12:25 p.m.
- Students receive in-person instruction during the morning. Lunch, recess, specials and additional learning activities done remotely in the afternoon.
- Each student will be put into one smaller classroom cohort. Students who ride the bus and students who receive additional special education and/or related services may be in an additional cohort.
- Fewer students will be in the building each day
- Distance Learning option available to all students (see section 4 for overview)
- *Feedback from parents/staff/students:* Younger students need more in-person instruction while older students can more effectively manage a blend of in-person and distance learning.

**Hybrid Program Components:**

K/1/2/3	4 half days/week of in-person instruction Groupings of no more than 15 students Remain in one classroom/space
4/5/6	2 – 3 half days a week (consistent schedule) of in-person instruction Groupings of no more than 15 students Remain in one classroom/space 1:1 technology provided *6 <sup>th</sup> grade advanced math students who take 7 <sup>th</sup> grade math will be given a distance learning program with instructional components
7/8	2 - 3 half days a week (consistent schedule) of in-person instruction Groupings of no more than 18 students 1:1 technology provided
Students who receive Special Education Services	Individual plans will be created with our Special Education Team and parent input to ensure all student needs are met

\*the number of days for 4<sup>th</sup> – 8<sup>th</sup> grade will depend on how many students choose the in-person option.

Once FSMA determines the number of students participating in the Hybrid Program, we will communicate specific days. This information will be available the week of August 18<sup>th</sup> (if all surveys are returned).

FSMA understands the need to put siblings and staff children on a similar schedule and will work with families to accommodate schedules as best as we can.

**Families that are choosing the Hybrid Program must agree to:**

- ✓ Daily Screenings using Covid Parent Screening Letter/Checklist
- ✓ Following policies for staying home using Covid Parent Screening Letter/Guidelines
- ✓ Picking up sick children within 1 hour of receiving notification
- ✓ ALL FSMA students must wear a mask during their time at school and school related activities (waiting at the bus stop, etc.) and will practice social distancing
- ✓ Provide transportation if possible and only use FSMA buses if unable to transport your child to school
- ✓ Quarantining after visiting hot-spots or states with visit limitations or if a family has been in contact with anyone who may have Covid-19 (more guidelines from our nursing staff will be provided)
- ✓ Work with our staff/team to acclimate and support student in meeting the new safety requirements.

# SECTION 3: Safety Directives

## FSMA's Specific Response to the CDC Recommendations and DDOE Returning to School Guidelines

Health and Safety Directives from the Delaware Department of Education

(based on the CDC Guidelines)

In the following charts/pages, FSMA provides information about our plans and steps to address all of the health and safety directives given by the Department of Education in their "Returning to Schools" Document. **These plans will be applicable to Scenario 2 (yellow) and Scenario 3 (green)** and will be adjusted as the CDC provides new information. These plans will be updated as new data and science are provided by the CDC and DPH and/or new guidance from the DDOE.

### **Directive 1: Face Coverings and Hygiene**

- All FSMA students (K-8) and staff must wear a cloth face covering, except for snack/meals or when doing so would inhibit the individual's health, as directed by a doctor. Families and staff should refer to the DPH guidance on face coverings but in general, face coverings can be homemade or disposable/ any color or design (see general dress code for information about words and graphics).
- All FSMA staff will be given a stipend to purchase masks or other Personal Protective Equipment.
- All K-8 classrooms and community spaces will be given hand sanitizer stations.
- All K-8 classrooms will be given lessons hand-washing, designated time for hand-washing and signage will be present.
- Group bathrooms will have plastic dividers between sinks and classrooms will have designated stalls
- During our Virtual Transition Weeks (9/8 – 9/18), teachers will be reviewing mask wearing expectations with students and will also be spending time “seeing” each other without their masks to help everyone get to know each other.

### **Directive 2: Social Distancing**

- FSMA students and staff should maintain the recommended 6 feet apart and must maintain a minimum of 3 feet apart with face coverings. Classrooms will be reconfigured so tables and work spaces can meet this requirement.
- Signage and markings will be placed in common areas to identify traffic pattern directions.
- Transitions will be limited when possible with additional time added to transitions to ensure proper social distancing.
- Classroom lessons will be planned that follow social distancing guidelines but also allow for cooperation, community building and joyful learning.
- During our Virtual Transition Weeks (9/8 – 9/18), teachers will be reviewing social distancing expectations with students and families.

### **Directive 3: Minimizing Contact**

- Students will be kept in stable groups throughout the day (exception – bus riders and students who receive special education and/or related services). Shortened day to eliminate the need for leaving the classroom.

- Special area classes (music, art, library, tech and PE) will be taught in distance learning format.
- Families, outside visitors, and others will be limited in entering the school. Plans for early dismissals, etc, will be revised.
- Traditional Recess (movement room and playground) will likely be eliminated but alternatives are under consideration.
- Our staff will review safety protocols (fire drills/lockdown drills, etc.) to determine if changes need to be made.
- Classroom teachers will incorporate movement breaks and activities in the classroom.
- No field trips in 2020 (and possibly longer) but virtual field trips will be considered.
- No large scale gatherings.
- All meals/snacks (K-8) will be in the classroom.
- No sports or afterschool programs/activities.

#### **Directive 4: Health Status and Monitoring**

- Students and staff must stay home if they are exhibiting any symptoms of COVID-19 or if required by DPH to isolate or quarantine.
- Students and staff will be required to complete a health assessment every morning before leaving for school (specific items will be sent to families).
- Any student or staff member exhibiting symptoms will be isolated and sent home immediately.
- FSMA is working with health officials to provide testing for staff and students at the beginning of the year and intermittently throughout the year.
- FSMA's Nursing Staff will provide copies of the DPH Covid-19 and screening tools upon request to families/staff.
- Students or staff who test positive need to be cleared by DPH before returning to school.
- Consideration of student/staff mental health needs will be made to ensure mental health needs are being met.

#### **Directive 5: Outdoor Facilities and Activities**

- FSMA will continue to explore options for outdoor spaces and resources.
- FSMA will consider how to equitably use the minimal outdoor space we have.

### **Directive 6: Ventilation**

- FSMA will analyze current ventilation system and determine any upgrades and options that could positively impact ventilation.
- FSMA will change hvac system to increase outdoor air and will go above the recommendations for circulation.
- FSMA will install bipolar ionization systems in each unit. This air cleaning system will act as an additional protection.
- FSMA will ensure all filter changes are done in accordance with the factory recommendations for optimal conditions.

### **Directive 7: Facilities**

- FSMA will ensure enhanced cleaning and disinfection of high-touch surfaces throughout the building (stair railings, door knobs, bathrooms, etc.), cleaning every 15 minutes to 2 hours with EPA-approved solutions.
- FSMA staff will receive training on how to properly clean surfaces using EPA-approved cleaning and disinfecting solutions.
- FSMA will hire additional staff to clean high touch surfaces in community areas.

### **Directive 8: Buses**

- FSMA bus capacity will be limited by the number of students that can be seated 3 or more feet apart on the school bus with face coverings. FSMA will have one student per row in a staggered fashion and siblings may sit together.
- Face coverings must be worn on the school bus. Students will be expected to put on their mask upon exiting the car in the morning and waiting at the bus stop and until they get into a car at dismissal.
- High touch surfaces on buses (handrails, seat tops, etc.) must be cleaned between bus runs with an EPA-approved solution.
- Windows should be open to allow ventilation, as weather permits.
- FSMA encourages families who have the ability to transport their child to school to do so to minimize contact with other students not in their classroom.
- FSMA will follow the seat guidelines provided by DOE to ensure social distancing while on the bus (Guidelines/chart in Section 7)

# SECTION 4:

## Distance Learning Program

### Distance Learning Program Components

(for those selecting 100% Distance Learning)

*Please note:* More specifics will be shared closer to the start of the school year but we wanted families to be aware of some of the changes we have made to last year's Distance Learning Program. Distance learning in the 20-21 school year will look different than last spring and will include more synchronous (live) components.

Utilizing the survey feedback, new learning about distance learning, and staff reflections, here is an overview of the program we have in place for the Distance Learning Program:

- Continue to use Google Classroom as the learning platform for all grades
- There will be attendance requirements
- Specials (art, music, library, tech, PE) will be a required component
- Lessons will be both synchronous (live) and asynchronous (recorded)
- Work will be graded as if the child was in school and feedback will be provided
- Students will have pre-determined deadlines for completing activities
- Weekly family check-ins will be incorporated to ensure students and parents have everything they need to be successful
- Chromebooks may be available upon request
- Students may or may not have their classroom teacher as their Distance Learning Teacher but classroom teachers will build opportunities for the student to remain connected to their classroom

**Distance Learning Program will include:**

- Assessment, feedback, pacing, and guidance of student work
- A variety of learning formats and choices
- Opportunities to collaborate and showcase projects
- Enrichment, read alouds, and movement opportunities
- Special area classes daily
- A predictable, age appropriate guided daily schedule
- Regular personalized communication about your child's progress in a weekly meeting with the distance learning teacher.

**Synchronous (Live) Learning Expectations for Students:**

- Participate in live teacher-led morning meetings daily
- Participate in at small group live academic lessons throughout the week
- Check in with teacher during a scheduled 15 minute/week Google Meet (parents will be asked to participate in this check-in each week)

**An adult/family member will be asked to oversee each child's distance learning program and will be asked to:**

- Utilize FSMA tech support (resources will be provided by FSMA)
- Create an environment that supports distance learning. Suggestions about preparing your home to be an optimal learning space, the Montessori prepared environment, will be provided
- Support your child's independence while providing the support they need to manage learning at home.

# SECTION 5:

## Health Protocols Overview

### FSMA Health Protocols

#### **General Information:**

FSMA's School Nursing Team will be in contact with our DPH liaison for questions and to support contact tracing, as necessary.

Should the pandemic conditions worsen, FSMA may change to a 100% virtual format based on the recommendations of DPH/DDOE/DEMA.

FSMA's Leadership Team will use updated information provided by DPH/DDOE/DEMA to make informed decisions related to changes in COVID-19 spread and assess the potential need to make modifications to the current plans and procedures.

FSMA will activate our resources (personnel, materials) to support administrator, staff, teacher and student wellness, including mental health.

FSMA's Re-entry team will continue to review and change, if necessary, the current plan to ensure optimal safety conditions.

FSMA will continue to follow all CDC Guidelines and will remain up-to date on information.

## An important change to our current health protocols in response to the pandemic

### If a child/staff member becomes ill while at school:

- The child/staff member will need to be picked up/leave immediately.
- He/she/they will have to wear a new mask, provided by the nurse.
- He/she/they will be placed in an isolation area until he/she/they exits the building.
- He/she/they will not be permitted to ride the bus.
- He/she/they will be required to have a note from a health care professional to return to school.

#### *The School Nurse will:*

- Work with facilities team to clean all areas visited by the sick child/person.
- Contact DPH Liaison to discuss next steps.
- Monitor classmates closely for any symptoms.
- Coordinate with DDOE and DPH for our communication plan regarding the presence of any positive COVID-19 cases in the classroom and/or school to encourage closer observation for any symptoms at home.
- Report all incidents to the Head of School.

#### *The Head of School will:*

- Report the incident to impacted FSMA families including details that are permitted under FERPA and HIPPA.
- Work with DPH to determine if there is a risk to the community and if FSMA should consider closing school for a short time to clean and disinfect.

## Below are the CDC Recommended Steps for Schools for Caring for Someone with COVID-19 Symptoms:



**Isolate** anyone with COVID-like symptoms.

**Ensure** safe transport home or to a healthcare facility.

**Notify** local health official, staff and families immediately of a possible case while maintaining confidentiality as per federal or state laws.

**Close off** areas used by a sick person, wait 24 hours, then clean and disinfect before use.

**Advise** sick staff members and children not to return until they meet CDC criteria to discontinue home isolation. This will be done in conjunction with DPH.

**Inform** those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms. This will be done in conjunction with the DPH recommendations.

# SECTION 6:

## Calendar and Timelines

### FSMA Calendar Updates and Timelines

#### **By August 14<sup>th</sup> – Families complete *Required Information Form – Fall 2020***

We ask each family to consider what is best for each student and make a choice regarding a full distance learning program or a combination of in-person and distance learning (hybrid model). Families will be making a commitment for September – December/Winter Break (and unfortunately, changes may not be accommodated).

#### **August 19<sup>th</sup> – September 4<sup>th</sup> – Staff Inservice and Professional Development**

FSMA staff prepares for Distance Learning and In-Person Instruction/ Training on new safety procedures/ Set-up of new spaces / Professional Development for all staff

#### **September 8<sup>th</sup> – September 18<sup>th</sup>: Virtual Transition Weeks**

Online introductions and community building with all students / virtual “Meet the Teacher” and informational sessions for families / training for students on new safety procedures and school-wide procedural changes

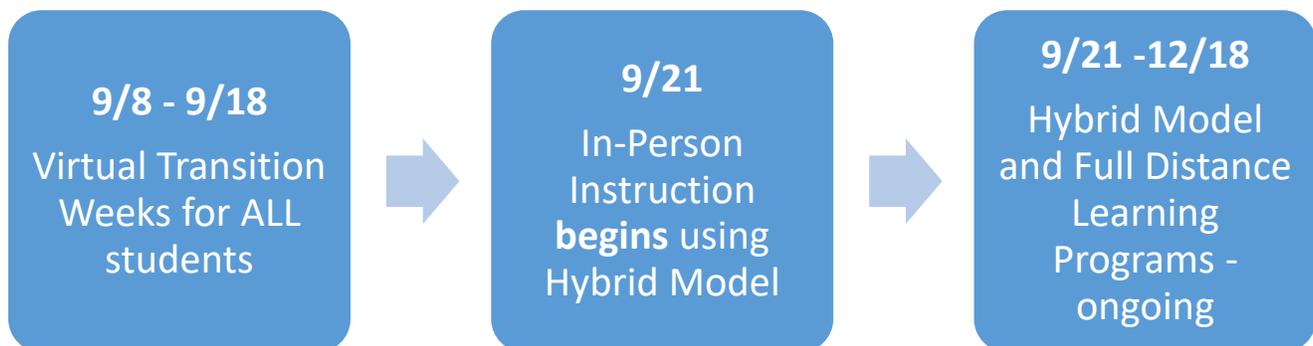
During 2<sup>nd</sup> week – staff (required) and students (recommended) complete covid testing (FSMA will coordinate the details for our staff and students)

## September 21<sup>st</sup>: In-person Instruction begins (hybrid model)

More information to come regarding specific days of instruction and the distance learning plan

Hybrid/In-Person Instruction can only begin if:

- COVID testing completed for all staff and results received.
- All (students, staff and families) adhere to established protocols, including daily screenings, to keep themselves and others safe.
- State, county and community data supports moving to hybrid model with in-person instruction.
- Necessary school staff and resources are confirmed to support in-person instruction.



*Students will be unable to change from Distance Learning to Hybrid Learning Model. Our plans only work when the numbers are consistent and thus we encourage families to make the choices that they are certain will work for them for the remainder of the calendar year (through winter break). **FSMA is not recommending one program over the other – it is dependent on your family’s situation and preferences.***

*FSMA will continue with our hybrid model unless directed by the State, Delaware Department of Education, or Department of Public Health to stop in-person instruction. FSMA may consider additional changes as new information becomes available.*

# SECTION 7:

## Documents and Resources

Revised 20-21 Calendar

Covid Parent Screening Letter

Nurse Screening Document

DOE Transportation Seating Guidelines

Specific Procedural Information – *Coming Soon*

Grade Level Supply Lists for Hybrid and Distance Learning – *Coming soon*

# First State Montessori Academy 2020 - 2021 School-Wide Calendar

August						
S	M	T	W	R	F	S
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

8/19 – First Day for Staff

September						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9/4 – Holiday/School Closed

9/7 – Holiday/ School Closed

9/8 – 1<sup>st</sup> day for students

October						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

10/9 – No School for Students/Teacher ~~Inservice~~

10/30 Parent Teacher Conferences (Virtual Day)

November						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11/2 Parent Teacher Conferences (Virtual Day)

11/3 – Holiday/School Closed

11/11 – Holiday/School Closed

11/23 – 11/27 Holiday/ School Closed

December						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

12/23 – 12/31 Holiday/ School Closed

January						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1/1 – Holiday/School Closed

1/4 - No School for Students/Teacher In-service

1/18 – Holiday/ School Closed

February						
S	M	T	W	R	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

2/12 -No School for Students/Teacher In-service

2/15 and 2/16 - Holiday/School Closed

March						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3/3 and 3/4 - Parent/Teacher Conferences (Virtual Days)

3/5 – No School for Students/Teacher Inservice

April						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

4/2 – 4/9 Holiday/School Closed

May						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5/28 – No School for Students/Teacher Inservice

5/31 – Holiday/ School Closed

|

June						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

6/8 – Last Day for Students (1:30 dismissal)

6/11 – Last Day for Teachers

### FSMA Self-Screening Notification

The Delaware Department of Education and Delaware Department of Health and Social Services' Division of Public Health have requested that we provide you information regarding practices related to COVID-19. We request that students and/or their families complete a health assessment consisting of a self-screening every morning before leaving for school.

#### **Please answer the following questions:**

- In the past 14 days, have you been near (within 6 feet for at least 5 minutes) a person who has a lab-confirmed case of COVID-19, or have you had direct contact with their mucus or saliva?
- In the last 48 hours, have you had any of the following symptoms?
  - Fever of 100.4 F or above (or symptoms like alternating shivering and sweating)
  - New cough
  - New trouble breathing, shortness of breath or severe wheezing
  - New chills or shaking with chills
  - New muscle aches
  - Sore throat
  - Vomiting or diarrhea
  - New loss of smell or taste, or a change in taste
  - Nausea
  - Fatigue
  - Headache, congestion or runny nose (with no known other cause such as allergies)

If you answered **YES** to any of the questions above, do NOT send your child to school today. Instead, contact your child's primary healthcare provider and school nurse.

(This screening tool was adapted from the Mayo Clinic's online COVID-19 Self-Assessment. To use the Mayo Clinic's tool online, visit <https://mayoclinic.org/covid-19-self-assessment-tool> )

#### **Additional considerations:**

- Students must stay home if they are exhibiting any symptoms of COVID-19 or have been confirmed to have COVID-19 or if required by DPH to isolate or quarantine.
- Keep children who are sick at home; do not send them to school. Do not send children to school with a fever of 100.4° or greater.
- Teach your children to wash their hands frequently with soap and running water for 20 seconds.
- Students in grades K-8 must wear cloth face coverings in the school building, except when doing so would inhibit the individual's health.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
- Teach your children to practice physical and social distancing by staying at least six feet away from people other than your family.

If you have questions, please contact your school nurse or child's primary healthcare provider. You can also call your school at (302) 576-1500. For information or general questions on COVID-19 and prevention, visit the Delaware Health and Social Services', Division of Public Health's website at <https://coronavirus.delaware.gov/> or you can call 2-1-1 or text your ZIP code to 898-211 for deaf and hard of hearing.

**Coronavirus Disease (COVID-19) Screening Assessment Tool  
For Use by the School Nurse**

The purpose of this COVID-19 Screening Assessment Tool is to help determine if a student, staff member or other individual who presents in the school setting needs referral for further evaluation or testing by their healthcare provider. This screening can be used in cases of Reported Symptoms, Nursing Assessment, and Reported or History of Exposure related to COVID-19.

The decision to exclude a student, staff or other individual from the classroom, any school activity or the school setting is based on the health status of the individual and the risk for the school population to communicable disease exposure and transmission. The school nurse must make a nursing judgment relative to the presenting symptoms, and health history of the individual to determine if exclusion, a referral to a healthcare provider or other appropriate intervention is needed<sup>1</sup>

**Instructions for School Nurse:**

1. Complete the **Demographics** section that includes date, time, school information, the individual's information and the school nurse information.
2. Complete the **Additional Information** section.
3. Complete the **Screening Assessment** section.
  - a) If ONE or more findings are present in any of the three areas, then check Yes in the corresponding column.
  - b) A Yes in all three categories indicates that a prompt referral is needed.
4. This is a screening and should not replace nursing judgment.

**Demographics**

<b>Date:</b> Click or tap to enter a date.	<b>Time:</b> Click or tap here to enter text.
<b>School District:</b> Click or tap here to enter text. <b>Building:</b> Click or tap here to enter text. <b>Grade:</b> Click or tap here to enter text.	
<b>Last Name:</b> Click or tap here to enter text. <b>First Name:</b> Click or tap here to enter text. <b>Date of Birth:</b> Click or tap to enter a date.	
<input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Other Click or tap here to enter text.	
<b>School Nurse</b>	
<b>Last Name:</b> Click or tap here to enter text. <b>First Name:</b> Click or tap here to enter text. <b>Credentials:</b> Click or tap here to enter text.	

**Additional Information**

1. Has the individual received fever reducing medications prior to arrival to health office?
  - Yes  No  Unknown
  - If Yes, **Date:** Click or tap here to enter text. **Time:** Click or tap here to enter text. **Medication Dose & Amount:** Click or tap here to enter text. **Who administered:** Click or tap here to enter text.
2. Previous documented + COVID Test:  Yes  No  Unknown
  - If Yes, **Date:** Click or tap here to enter text. **Testing Site:** Click or tap here to enter text.
3. **Other comments:** Click or tap here to enter text.

**Coronavirus Disease (COVID-19) Screening Assessment Tool  
For Use by the School Nurse**

**Screening Assessment**

Reported Symptoms	Nursing Assessment	Reported/History of Exposure
<p><u>Source of Report</u>  <input type="checkbox"/> Self-report  <input type="checkbox"/> Parent/Guardian Report  <input type="checkbox"/> Staff Report  <input type="checkbox"/> Other Click or tap here to enter text.</p> <p><u>Symptoms</u>            Has the individual reported any of the following symptoms? Check all that apply.  <input type="checkbox"/> Fever (100.4° or greater)  <input type="checkbox"/> Cough  <input type="checkbox"/> Shortness of breath  <input type="checkbox"/> Difficulty breathing  <input type="checkbox"/> Body aches or muscle pains  <input type="checkbox"/> New loss of taste or smell  <input type="checkbox"/> Headache  <input type="checkbox"/> Sore throat  <input type="checkbox"/> Nausea  <input type="checkbox"/> Vomiting  <input type="checkbox"/> Diarrhea  <input type="checkbox"/> Congestion  <input type="checkbox"/> Runny nose  <input type="checkbox"/> Chills or repeated shaking  <input type="checkbox"/> Fatigue  <input type="checkbox"/> Multisystem Inflammatory Syndrome in Children (MIS-C) above plus rash, bloodshot eyes, neck pain and abdominal pain</p>	<p><u>Symptoms</u>            Are any of the following present?            Check all that apply.</p> <p><input type="checkbox"/> Fever (100.4° or greater)  <input type="checkbox"/> Cough  <input type="checkbox"/> Shortness of breath  <input type="checkbox"/> Difficulty breathing  <input type="checkbox"/> Body aches or muscle pains  <input type="checkbox"/> New loss of taste or smell  <input type="checkbox"/> Headache  <input type="checkbox"/> Sore throat  <input type="checkbox"/> Nausea  <input type="checkbox"/> Vomiting  <input type="checkbox"/> Diarrhea  <input type="checkbox"/> Congestion  <input type="checkbox"/> Runny nose  <input type="checkbox"/> Chills or repeated shaking  <input type="checkbox"/> Fatigue  <input type="checkbox"/> Multisystem Inflammatory Syndrome in Children (MIS-C) above plus rash, bloodshot eyes, neck pain and abdominal pain</p>	<p><u>Source of Report</u>  <input type="checkbox"/> Self-report  <input type="checkbox"/> Parent/Guardian Report  <input type="checkbox"/> Staff Report  <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Are any of these reported?            Check all that apply.</p> <p><u>Concern</u></p> <p><input type="checkbox"/> Traveled to affected area within the last 14 days  <input type="checkbox"/> Close contact with someone who traveled to affected area  <input type="checkbox"/> Close contact with someone who tested positive or who is currently awaiting testing results</p>
<p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>If Yes to any area:</b></p> <ol style="list-style-type: none"> <li>Put surgical mask on individual and move to Isolation Space. Refer to Isolation Guidance.</li> <li>If student, notify Parent/Guardian immediately regarding being sent home.            Date: Click or tap here to enter text. Time: Click or tap here to enter text.</li> <li>For more severe symptoms, recommend that the parent/guardian contact Primary Healthcare Provider immediately or call 911 for acute distress.</li> <li>If school needs to send to Emergency Room, alert the receiving Emergency Department of suspected exposure.</li> </ol>		

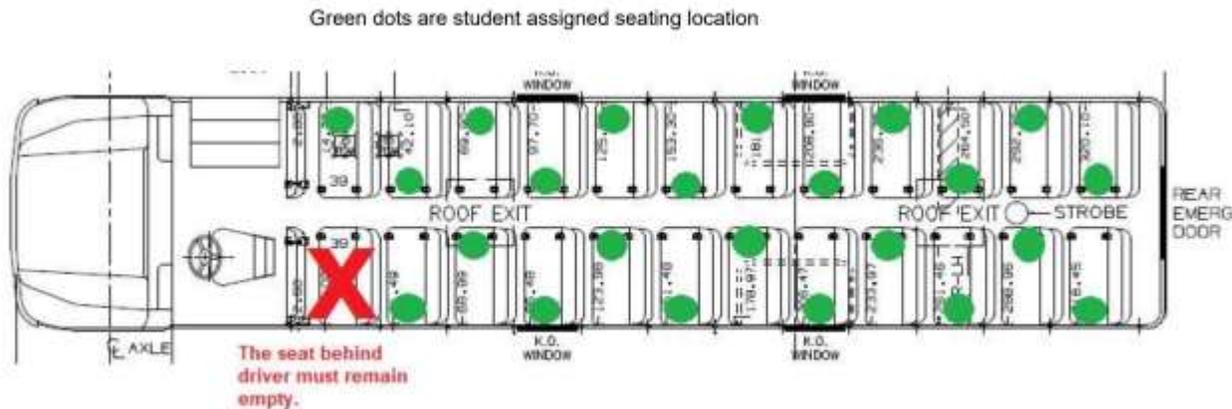
Developed by the Delaware Department of Education with review by the Delaware Division of Public Health

March 2020; Revised August 3, 2020

## Bus Guidelines

From the Delaware Department of Education Transportation Department

Buses may transport up to 23 students using the following seating chart.



Prior to boarding the bus each morning, students and drivers are required to complete a covid health screening (see letter in Section 7) and take their temperature.

While riding the bus all students must remain in their designated seat and must keep their mask on. This includes the bus drivers who also must keep their mask on for the duration of the bus ride.

When possible, bus windows should be kept open and students should dress accordingly to accommodate the temperature.

Transportation guidelines for cleaning between routes have been established.