

Introduction

Breakthrough Public Schools is committed to ensuring health and safety for all scholars and staff. As more staff and scholars return to buildings and our home office, maintaining safe in-person school and work environments will require a culture of health and safety every step of the way. This document outlines Breakthrough Public Schools' plans and procedures to reduce the risk of in-school transmission and keep all in the community safe. These protocols have continued to evolve as we have learned more about COVID-19 and transmission mitigation strategies, and we expect them to continue to do so. We will keep staff and families updated as protocols change.

Health and Safety Protocols

At BPS, the health and safety of our scholars and staff is our first priority. As we have developed plans to keep our community safe in our school buildings and home office, we have consulted with health professionals, best practices from other networks and school districts, and guidance from the CDC, Ohio Department of Health, and Cuyahoga County Board of Health to develop protocols that allow us to exceed minimum health guidelines whenever possible. These include following the five basic tenets of COVID-19 prevention:

- Facial coverings
- Cleaning, disinfecting, and ventilation
- Proper handwashing with soap and water; hand sanitizer for in-between hand washings
- Health screenings
- Social distancing

Employees and scholars can protect themselves and others from COVID-19 by implementing the following guidance:

- Wear a mask that properly covers the nose and mouth.
- Wash hands often with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching eyes, nose, and mouth.
- Cover mouth and nose with a tissue or inside of the elbow when coughing or sneezing, and immediately throw the tissue in the trash, then wash hands.
- Clean and disinfect frequently touched objects.
- Avoid large gatherings, and stay at least 6 feet from others when possible.
- Follow the procedures outlined below in the case of exposure to COVID-19, symptoms, or a positive test.

Use of Face Masks

Correct and consistent [mask use](#) is a critical step everyone can take to prevent getting and spreading COVID-19. According to the CDC, "COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs." Subject to limited exceptions per policy, all staff and scholars will wear cloth face coverings to limit the spread of the virus and slow unknowingly infected people from transmitting it to others.

- Staff will wear masks correctly at all times. Masks must adequately cover both a person's nose and mouth. [This link](#) provides additional guidance to maximize mask effectiveness.
- Staff should provide their own masks; disposable masks will be available for staff if masks are not brought to the workplace.
- Subject to limited exceptions per policy, scholars in grades K-8 will be required to wear masks at all times, and most notably in times when physical distancing is difficult. Students will be provided with masks.
- We will give all community members guidance around sanitation of face coverings and reuse.
- Note: face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

Cleaning, Disinfecting, and Ventilation

Cleaning and Disinfecting

Using a product called ProKure, all in-use spaces in schools and the Home Office will be spray disinfected daily, in addition to the usual cleaning process. High-touch common surfaces and bathrooms will be sprayed on a regular schedule throughout the day. Classrooms will also be provided with supplies to disinfect desk surfaces throughout the day (e.g. after meals).

The following surfaces will be cleaned with ProKure at a minimum, on a daily basis:

- Door & Locker Handles
- Coat Hooks & Hangers
- All Doors
- Light Switches and Fixtures
- All Windows
- All Trash Receptacles
- All Water Fountains (all will be turned off with the exception of attached bottle fillers)
- Playground Equipment

Bacteria testing will be conducted on occasion or as needed at all campuses (using random samples from throughout buildings) to ensure the efficacy of disinfecting products and procedures.

Ventilation

Over the course of the COVID-19 pandemic, the BPS Facilities team has been working with industry experts, as well as our internal BPS/FOB Facilities Committee, to determine the best approach to building air quality.

The simplest and best approach to air quality is to open windows within the space to bring in fresh air. We know this is not possible in all locations, such as building interiors, or when outside temperatures are extreme. **If you have windows in your work/teaching space, please keep them open as much as possible (but remember to close them when you leave for the day!).**

In most cases in the BPS network, classrooms are equipped with unit ventilators (UVs) and PTACs (air conditioning window units) which bring in and circulate outside air. In spaces with individual UVs and PTACs, the air is not shared from room to room.

In buildings/spaces that share conditioned air (such as Cliffs 3rd floor), we will ensure that the HVAC equipment is configured to bring in the maximum amount of fresh air allowable, in addition to changing out filters to MERV 11 or higher, which is one of the highest in the HVAC industry. In classrooms or large shared spaces where existing equipment may not be bringing in fresh, outside air and where windows cannot be opened, we are installing portable air purifiers with HEPA filters and continuing to explore additional options for air purification.

This year to support the in-person Remote Learning Centers, we upgraded HVAC filters in applicable classrooms to a rating of MERV 11. We will continue the filter upgrades in all other applicable rooms this spring and summer with the hope of a full in-person return to school in the Fall for all students and staff.

Regular Health Monitoring and Screening

BPS will engage in regular monitoring and screening of staff and scholar health to ensure that we can appropriately exclude those who might be infected and break the chain of transmission for the potentially impacted cohorts of scholars and staff. All scholars and staff are required to take their temperature at home before reporting to school/work. All scholars and staff will have their temperature checked using non-contact thermometers or a thermal camera upon entry into the building. Any scholar or staff member with a temperature above 100 degrees will be restricted from accessing any BPS building and will be sent home. Each campus will have a space available for isolation if necessary. As always, BPS will keep scholar and staff medical information confidential.

Experiencing COVID-19-Like Symptoms

If a staff member or scholar is experiencing COVID-19-like symptoms, as defined by the CDC, or living in the same household as someone experiencing COVID-19-like symptoms, that person must not report to work/school in person or be around Breakthrough Public Schools staff members or scholars.

Staff members should complete [this form](#). Then, the staff member should immediately contact their healthcare provider or the MetroHealth COVID-19 hotline (440-592-6843) to be screened for COVID-19 testing. Staff members experiencing symptoms and seeking testing may qualify for E Sick Time and should email HCcovid@breakthroughschools.org to request the next steps for certification. E Sick Time offers qualifying staff up to 80 hours of time off either at full pay or at $\frac{2}{3}$ pay depending on the qualifying reason. Staff who qualify for E Sick Time, but whose job duties can be completed remotely may also arrange a temporary work from home assignment with their managers for up to 80 hours.

Guardians of scholars who have been in a school building within the last 14 days and are experiencing symptoms should notify their students' school by contacting the front office or sharing information using [this form](#). Then, the staff member/scholar should immediately contact their healthcare provider or the MetroHealth COVID-19 hotline (440-592-6843) to be screened for COVID-19 testing.

Symptoms could include ([see CDC for the most up-to-date list](#)):

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Individuals or a designated family member should communicate with their manager/school leader and follow the advice of their healthcare provider. As with all health information, this information is treated as confidential. Staff members will be expected to work remotely during this time unless arrangements are made with their manager.

Staff members and scholars are encouraged to be tested for COVID-19 if they experience symptoms. The Cuyahoga County Board of Health is providing drive-up testing; [click here](#) for more information. Or call the MetroHealth COVID-19 hotline at 440-592-6843.

Testing Positive for COVID-19

Pursuant to the September 3, 2020 order of the Director of the Ohio Department of Health, any scholar or employee who tests positive / receives a confirmed diagnosis of COVID-19 must report this diagnosis to Breakthrough Schools within 24-hours of receiving the diagnosis. This applies to all employees and scholars regardless of if the employee or scholar has been physically present in a Breakthrough Public Schools building. Employees who have tested positive for COVID-19 should report their positive test using [this form](#) to notify key Breakthrough leaders. Any employee who receives notification from a parent/guardian about a scholar testing positive for COVID-19 should complete [this form](#). Breakthrough Public schools reports all cases publically on its [COVID dashboard](#) and is required to report all in-person instances of positive COVID-19 cases in scholars and employees to the Ohio Department of Public Health.

In addition, a staff member or scholar who has been in a building within the last 14 days who has been tested for COVID-19 but has not yet received results, or lives with someone who tests positive for COVID-19, and/or who have been in close contact with someone with COVID-19 (defined as being within 6 feet of another person for at least 10-15 minutes within 48 hours of symptom onset) is required to immediately follow these steps:

1. Communicate with their manager/the school about the situation
2. Complete [this form](#) to notify key Breakthrough leaders
3. Quarantine themselves per the policies below

Individuals or a designated family member should communicate with their manager/school and follow the advice of their healthcare provider. As with all health information, this information is treated as confidential.

In addition, we highly encourage you to reach out to the MetroHealth COVID hotline at 440-592-6843 (440-59-COVID) if you or a member of your household tests positive for COVID-19, and quarantine will pose a hardship or burden. Regardless of where you received your test, they can connect you with support services through their partnership with the Institute for H.O.P.E.TM

Options for Staff in Quarantine/Self-Isolation

Staff who have to quarantine may qualify for temporary work for home assignment and should reach out to HCcovid@breakthroughschools.org.

While in quarantine, the staff member should continue to work remotely unless symptoms are too severe for the employee to work. The staff member should keep their manager informed of their status.

If the severity of symptoms means the staff member is unable to work remotely during quarantine, they may qualify for E Sick Time. See Accommodation and Flexibility Request policies for more.

Returning to Work or School after COVID-19 Symptoms, a Positive Test, or Potential Exposure

The following table outlines the self-isolation/quarantine duration and return-to-work/school scenarios for different COVID-19 events.

Event	Location of Event	Testing Result	Quarantine Duration / Return to Work
<p>An individual is symptomatic OR does not exhibit symptoms but has a positive COVID-19 test</p>	<p>If an individual is symptomatic outside of work/school, the individual should stay home and get tested.</p>	<p>Individual tests negative</p>	<p>If the individual has no known close contacts, they can return to school once asymptomatic for 24 hours (no fever without the use of fever-reducing medications).</p> <p>If the individual has a known close contact, the next steps will be determined on a case-by-case basis in consultation with our medical partners.</p>
	<p>If an employee is symptomatic at work, they should communicate with their manager and then go home and get tested.</p>	<p>Individual tests positive</p>	<p>Remain home (except to get medical care), monitor symptoms, notify their manager, notify close personal contacts, assist BPS in contact tracing efforts, and answer any calls from the local Department of Health. Remain in self-isolation until the following are met: at least 24 hours have passed since the resolution of fever without the use of fever-reducing medications; the individual has improvement in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since the onset of symptoms.</p> <p>If the individual has no symptoms, stay home until at least 10 days have passed since the date of the first positive test.</p>
	<p>If a scholar is symptomatic at school, they should remain masked and adhere to strict physical distancing. Students will be met by the nurse and stay in the designated quarantine room until a parent or guardian can pick them up.</p>	<p>An individual is not tested</p>	<p>All staff with symptoms are highly encouraged to call the MetroHeath COVID hotline at 440-592-6843 to be screened for testing.</p> <p>If testing is recommended, the individual should stay home pending test results and then follow the procedures above.</p> <p>If testing is not recommended and the individual has no known close contacts, they can return to school once asymptomatic for 24 hours (no fever without the use of fever-reducing medications).</p>
	<p>If a scholar is symptomatic at school, they should remain masked and adhere to strict physical distancing. Students will be met by the nurse and stay in the designated quarantine room until a parent or guardian can pick them up.</p>	<p>Individual has been fully vaccinated OR has had a diagnosed confirmed case of COVID-19 within the past 3 months</p>	<p>If the individual has symptoms but no known close contact, they can return to school once asymptomatic for 24 hours (no fever without the use of fever-reducing medications).</p> <p>If the individual has symptoms and a known close contact, they should follow the procedures below.</p>

Event	Location of Event	Testing Result	Quarantine Duration / Return to Work
An individual is exposed to COVID-19 positive individual	<p>If an employee or scholar is not at school when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay home and be tested 4 or 5 days after their last exposure to that person.</p> <p>If an individual is at school when they learn they were in close contact with an individual who tested positive for COVID-19, they should be masked for the remainder of the day and adhere to strict physical distancing. At the end of the day they should go home. They should stay home and be tested 4 or 5 days after their last exposure.</p>	Individual tests negative	<p>If the individual has symptoms, follow the procedure above.</p> <p>If the individual has no symptoms, remain home in quarantine for 14 days from exposure.</p>
		Individual tests positive	<p>Remain home (except to get medical care), monitor symptoms, notify manager, notify close personal contacts, assist BPS in contact tracing efforts, and answer any calls from the local Department of Health. Remain in self-isolation until the following are met: at least 24 hours have passed since resolution of fever without the use of fever-reducing medications; the individual has improvement in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared.</p> <p>If the individual has no symptoms, stay home until at least 10 days have passed since the date of the first positive test.</p>
		An individual is not tested	<p>If the individual has symptoms, follow the procedure above.</p> <p>If the individual has no symptoms, remain home in quarantine for 14 days from exposure.</p>
		Individual has been fully vaccinated OR has had a diagnosed confirmed case of COVID-19 within the past 3 months	<p>If the individual does not have symptoms, no quarantine or testing is required.</p> <p>Individuals should still monitor for symptoms for 14 days after exposure. If symptoms develop, next steps will be determined on a case-by-case basis in consultation with our medical partners.</p>

Communication Protocol in the Event of a COVID-19 Test and/or a Positive COVID-19 Diagnosis

Pursuant to the September 3, 2020 order of the Director of the Ohio Department of Public Health, Breakthrough Public Schools is required to report any known in-person COVID-19 infection within 24-hours. Within 24-hours of receiving a report of a known infection in a scholar or employee who has reported to a Breakthrough building, BPS staff will implement a normed communication protocol that will inform relevant stakeholders, while taking measures to protect the privacy of scholars and staff members. This protocol includes:

- Notify the Cleveland Department of Public Health and follow-up on any required contact tracing efforts.
- Issue a community-wide notice of the infection on the network's COVID-19 online dashboard.
- Send individual communications via email to staff and other stakeholders or guardians of scholars who share a classroom space or have participated in a school activity during the COVID-19 infectious period of the scholar or employee.

- Send individual communications via email to staff and other stakeholders or guardians of scholars who may have come in close contact with the individual being tested and/or having a positive diagnosis. “Close contact” is defined as working within 6 feet of that person for at least 15 minutes within 48 hours of symptom onset. The identity of the individual being tested or having tested positive will not be released to stakeholders in close contact without express written permission from the individual. Such communication may occur through the local health department.

In some cases - depending on symptoms, circumstances, and guidance from our health expert partners - BPS will treat a staff member or scholar being tested as a presumptive positive case until a negative test result is confirmed. In those instances, the presumption and next steps will be made clear in all communications outlined above

If a staff member is contacted via contact tracing (either from within Breakthrough Public Schools or outside of the schools) and told that they have been in contact with someone who has tested positive, and are told to quarantine, they should do so, and follow the self-isolation/quarantine and return to work procedures above.

Protocol for Potential School/Building Closure Due to Multiple Cases of COVID-19

If there is more than one confirmed COVID-19 case in scholars and/or staff in one location at one time, or if there is a series of single cases in a short time span at one location, the Chief Operating Officer and the Chief Talent Officer will work with local public health officials and our partners at MetroHealth to determine if it is likely there is transmission happening in the school.

When there is suspected or confirmed in-school transmission, school and network leaders will determine next steps, which could include for example making a decision to a) close part of the school/building or the entire building for a short time for an extensive cleaning or b) close the building partially or fully for the longer duration of the 14-day quarantine period.

Multiple confirmed COVID-19 cases in one location at one time that are determined to be a result of community spread could also result in partial or full building closure, depending on the number of cases, our ability to conduct precise contact tracing, and the impact of cases and contact tracing results on the ability to adequately staff the building in a manner aligned with our health and safety protocols.

Please see Breakthrough Contact Tracing Protocols for more information.

Out-of State Travel

As of March 10, 2021 Ohio will no longer issue domestic travel advisories. However, there will still be no Breakthrough-related travel until further notice. In addition, employees are advised to avoid any unnecessary personal travel and to carefully review [the latest CDC guidance](#) when considering, planning, and/or returning from any travel. Finally, scholar’s guardians are also required to notify their school and employees to notify their principal/manager and Human Capital at HCCovid@breakthroughschools.org if they travel outside the United States to [any countries determined by the CDC to be a Risk Level 3 or 4](#), as they may be required to quarantine for 14 days upon return. Employees and scholar’s guardians are required to abide by any international travel advisories, are responsible for monitoring changing COVID-19 Travel Advisories and must notify their school or principal/manager and Human Capital at HCCovid@breakthroughschools.org if they believe they are affected by an advisory.

STAFF SUPPORT POLICIES

Overview

As we begin our return to an in person work environment for the remainder of the 2020-2021 school year, Breakthrough Schools has strived to create equitable processes to support not only students and their families, but also teachers and staff members, who we believe are the most important assets we have in pursuit of our mission. We’re aware that in the era of COVID-19, some staff members are facing unique challenges based on their individual situations. The below outlines our policy for addressing staff requests who have found themselves in an unexpected situation due to COVID 19.

20-21 School Year COVID 19 Accommodation and Flexibility Process

Given the return to an in person working environment for the remainder of the 20-21 school year, we have created a request form for employees to share their situation and request for flexibility or accommodation. We will respond to all requests on a case by case basis, ensuring that they are addressed in a reasonable and equitable manner, while balancing the needs of our school design and doing what is best for kids.

Below are the two potential categories that requests will fall under.

- **Accommodation:** Assistance or changes to a position that will allow a staff member to do their job despite having a disability as further defined by the ADA.
- **Flexibility:** When Breakthrough may be able to provide assistance or changes to job requirements, but is not required to do so. We use this for staff that are requesting assistance or changes that DO NOT fall under ADA.

We know that we will not be able to meet all requests. Breakthrough will consider 4 categories of requests for the remainder of the 20-21 school year, as presented in further detail below. The categories are listed here in the order they are given priority. Please note that additional factors within each category and requested flexibility type may impact prioritization and each request will be reviewed on a case by case basis.

Category	Scenarios	Staff Options
CATEGORY 1: Staff <u>legally entitled</u> to accommodations under the ADA	<ul style="list-style-type: none"> • Staff who have a qualifying disability that requires reasonable accommodation (absent undue hardship) during the pandemic. e.g. Those who are at increased risk of severe illness from the virus that causes COVID 19 based on these CDC guidelines and the determination of a medical professional 	Staff may apply for an accommodation by filling out the Request Form and having their attending physician complete and return necessary medical information. Medical information is never shared and only reviewed by Human Capital.
CATEGORY 2: Staff <u>not legally entitled</u> to accommodations under the ADA, but returning poses an increased health risk	<ul style="list-style-type: none"> • Staff who are or might be at increased risk of severe illness from the virus that causes COVID 19 according to the CDC, but are not entitled to accommodation under ADA. (e.g. those over 65) • Staff who live with someone who is at increased risk of severe illness from the virus that causes COVID 19 based on these CDC guidelines • Staff who care for or live with an older relative • Staff who live with someone who is regularly exposed to COVID-19 (e.g. medical staff) 	Staff can choose to fill out the Request Form and be given priority in the staff assignment process for an opportunity to work remotely, adjust their schedule, adjust their job responsibilities, etc.
CATEGORY 3: Staff <u>not legally entitled</u> to accommodations under the ADA, but returning may pose an increased health risk	<ul style="list-style-type: none"> • Staff who live with someone who might be at increased risk of severe illness from the virus that causes COVID 19 based on these CDC guidelines 	Staff can choose to fill out the Request Form and be given priority in the staff assignment process for an opportunity to work remotely, adjust their schedule, adjust their job responsibilities, etc.
CATEGORY 4: Staff <u>not legally entitled</u> to accommodations, but who have child care needs	<ul style="list-style-type: none"> • Staff who have children in remote school and need to stay home • Staff experiencing other child care challenges 	Staff can choose to fill out the Request Form and be given priority in the staff assignment process for an opportunity to work remotely, adjust their schedule, adjust their job responsibilities, etc.

It is unlikely that we will be able to approve all requests. In those instances, staff members are encouraged to open dialogue with their school leaders. School leaders, will work in conjunction with the Director of Human Capital to identify if any additional adjustments may be available.

Requests for flexibility, including those that have already been granted, will be reconsidered at the end of every month and may be approved, repealed, or modified based on company and/or employee need. Some requests for accommodation may also be granted on a temporary or interim basis and may be reevaluated as well. Any shift in job requirements will be encouraged to have a minimum transition period of 5 business days (in some cases this may be longer or shorter based on ADA requirements, staff or principal needs, etc.) from the date of approval, modification, or repeal. Staff are responsible for notifying their principal and/or human capital of any changes to their situation in a timely manner.

Perhaps most importantly we want to point out that requests for flexibility being submitted for the 20-21 school year will be considered through June 2nd only. We also reserve the right to modify the foregoing request process at any time at our discretion. This process will be overridden by any federal, state or local mandates that may conflict. There will be another request process to follow for summer and fall as we anticipate additional school design changes as well as individual's personal situations to potentially change over the summer and into fall.

E-Sick Time & Temporary Work From Home Assignment

For the remainder of the 20-21 school year, for certain qualifying unexpected situations that may arise because of COVID-19 (e.g. your child's classroom is temporarily moved to virtual learning, you've tested positive, etc.) it is our intention to continue to offer up to 80 hours of E-Sick Time. Which grants qualifying employees paid or partially paid time off work.

Alternatively, if an otherwise qualifying employee's position can be done from home, their manager is in agreement, and they are physically able to work, they will be given up to 80 hours of temporary work from home assignment. Employees would still complete the E-Sick Time certification process in order to be eligible for the 80 hours of work from home.

E-Sick Time may be approved for the following reasons.

- You are subject to a federal, state or local quarantine or isolation order related to COVID-19 and are unable to work or telework.
- You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19 and are unable to work or telework.
- You are experiencing symptoms of COVID-19, and you are seeking a medical diagnosis and are unable to work or telework.
- You are obtaining immunization related to COVID-19, or you are recovering from any injury, disability, illness or condition related to such immunization and are unable to work or telework.
- You are seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19 and you have been exposed to COVID-19 or we have requested such test or diagnosis and are unable to work or telework.
- You are caring for an individual subject to a Federal, State or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19, and are unable to work or telework.
- You are caring for your son or daughter whose school or place of care has closed (or whose child care provider is unavailable), as a result of COVID-19 precautions, and are unable to work or telework.
- You are experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor and are unable to work or telework.

FAQs

If COVID-19 is contracted at a Breakthrough Schools site, are medical bills covered?

It is very difficult to determine the exact source of a COVID-19 contact. Generally speaking, if it can be proven that the contact was at work, Workers' Compensation may cover much of the medical cost. Personal medical coverage through Breakthrough Schools should also cover much of the medical expense.

Is COVID-19 testing covered by Breakthrough Schools-provided medical plans?

Yes. The cost of the test as well as the cost of the provider visit is covered by Medical Mutual.

Are we asking staff who return to work after testing positive to submit a negative test before returning?

No. However, Breakthrough will continue to implement the most relevant CDC and other guidance, and may update our requirements as that guidance is updated.

If I have family or other commitments that make it difficult for me to return to work in-person, what should I do?

Please refer to the accommodation and flexibility process above.

I have questions, who can I contact?

Please contact HCCovid@breakthroughschools.org or Tyler Thornton, Hana Halleen, or Megan Johnston.