

## Introduction

Breakthrough Public Schools is committed to ensuring the health and safety of all scholars and staff. As we begin the transition of bringing more staff and scholars back to our buildings, 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 Breakthrough, 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

Families 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 face masks to limit the spread of the virus and slow unknowingly infected people from transmitting it to others.**

- Scholars in grades K-8 will be required to wear masks at all times, and most notably in times when physical distancing is difficult. Scholars will be provided with masks, but are also welcome to wear a mask from home. Schools will communicate regarding how they will respond to scholars who struggle with mask compliance.
- Staff will wear masks at all times. Masks must adequately cover both a person's nose and mouth. Staff may wear shields if they wish, but a mask must also be worn under the shield.
- Staff should provide their own masks; disposable masks will be available for staff if masks are not brought to the workplace.
- Note: Face masks are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

## Regular Health Monitoring and Screening

Breakthrough 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.

Each campus will have a health quarantine room for scholars that demonstrate symptoms, including a fever, who cannot be picked up immediately. Breakthrough will keep scholar and staff medical information confidential.

## Temperature Checks

- **In all situations, any temperature 100 degrees or higher is above the allowable temperature and scholars and staff should stay home or will be sent home.**
- Temperatures should be taken prior to leaving home each day.
- Temperatures will be taken with a non contact thermometer upon arrival at school, before scholars exit their vehicle (or enter the building if walking). If you are dropping your scholar off, please do not allow them to get out of the car before a staff member has taken their temperature.
- Scholars may also have their temperatures taken during a lunch temperature check with a non-contact thermometer.

## School Health Assistants & Quarantine Rooms

- All campuses will be equipped with a health office that is staffed with a certified School Health Assistant (SHA). SHA's will attend to any basic medical needs throughout the day, medication distribution and identification of any possible COVID related symptoms.
- If a scholar has a temperature of 100 degrees or higher, the SHA will notify the family and request they pick their scholar up immediately.
  - Any scholar with a temperature of 100 degrees or higher will be asked to wait in the Quarantine Room. Parents are expected to pick up their sick scholar within 30 minutes to 1 hour of being notified.

## School Cleaning Protocols

Using a product called ProKure, all in-use spaces in schools 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

## Ventilation

Over the course of the COVID-19 pandemic, the Breakthrough Facilities team has been working with industry experts to determine the best approach to building air quality. We will continue these conversations as we prepare for the new school year.

At this time, we believe the simplest and best approach to air quality is to open windows within classroom spaces to bring in fresh air, which is what all teachers have been asked to do. In most cases, classrooms are also equipped with individual heating and cooling systems, which circulate air from outside and also mean air is not shared from room to room.

This year to support the in-person Learning Centers, we also upgraded the heating unit filters in applicable classrooms to a rating of MERV 11, which is one of the highest in the industry. We will continue the filter upgrades in all other applicable rooms this spring and summer as we plan for an in-person return to school next fall.

### **Visitor Policy**

To ensure both the safety of our staff and families, we will not be permitting visitors past the front vestibule/desk at this time. Families are asked to make appointments or only come up to the school during requested times. Anyone entering the building will be required to wear a mask at all times.

### **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 staff member or scholar **must not** report to work/school in person or be around Breakthrough Public Schools staff members or scholars.

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 family should immediately contact their healthcare provider or the MetroHealth COVID-19 hotline (440-592-6843) to have the scholar screened for COVID-19 testing.

### **Please keep your scholar home if they are experience any of the following symptoms:**

- Fever (100 or higher) or chills
- Cough, shortness of breath, or difficulty breathing
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Diarrhea, nausea or vomiting
- Severe headache, especially in combination with other symptoms
- Congestion or runny nose (not due to other known causes like allergies), when in combination with other symptoms

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. Breakthrough is required to report all instances of positive COVID-19 cases in scholars and employees regardless of whether the scholar or employee reported to a Breakthrough location in-person.

**If your scholar tests positive for COVID-19, has been tested for COVID-19 but has not yet received results, or has 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) please complete [this form](#) to notify the school.**

Individuals or a designated family member should communicate with their 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.<sup>TM</sup>

**Learning Remotely While In Quarantine/Self-Isolation**

While in quarantine, scholars should continue to participate in remote learning unless symptoms are too severe and they are unable to participate in remote learning.

If scholars are not able to make up their work by 3pm on Friday, please contact the school front office to document an excused absence.

## 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 School
<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 <b>negative</b></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 <b>positive</b></p>	<p>Remain home (except to get medical care), monitor symptoms, notify their manager, notify close personal contacts, assist Breakthrough 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 <b>not tested</b></p>	<p>All individuals 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>Individual has been <b>fully vaccinated</b> 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 School
<p>An individual is exposed to COVID-19 positive individual</p>	<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>Individual tests <b>negative</b></p>	<p>Next steps will be determined on a case-by-case basis in consultation with our medical partners.</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>	<p>Individual tests <b>positive</b></p>	<p>Remain home (except to get medical care), monitor symptoms, notify manager, notify close personal contacts, assist Breakthrough 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>
		<p>An individual is <b>not tested</b></p>	<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>
		<p>Individual has been <b>fully vaccinated</b> OR has had a diagnosed confirmed case of COVID-19 within the past 3 months</p>	<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, 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 - Breakthrough 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 family is contacted via contact tracing (either from within Breakthrough Public Schools or outside of the schools) and told that their scholar has been in contact with someone who has tested positive and needs to quarantine, they should do so, and follow the self-isolation/quarantine and return to school 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 Breakthrough Public Schools Chief Operating Officer and 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:

- Close part of the school/building or the entire building for a short time for an extensive cleaning or
- 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.

I have questions, who can I contact? Please contact your school’s front office or [HCCovid@breakthroughschools.org](mailto:HCCovid@breakthroughschools.org).