

SUMMARY OF THE MOST IMPORTANT ITEMS TO KNOW:



MASKS

All scholars and staff are required to wear a mask while indoors. Masks are no longer required outdoors. Scholars will be provided with a starter set of masks, but are welcome to wear any mask that fits correctly and is comfortable for them. Disposable masks will be available if a scholar forgets their mask at home.



DISTANCING

Classrooms will be set up to optimize spacing between scholars as much as possible. However, in order to accommodate a full in-person return, we recognize that full 3-6 feet spacing will not always be possible in all classrooms and common areas.



HAND HYGIENE

All schools will have daily hand hygiene routines and adequate supplies of hand sanitizer for all classrooms and common areas.



WATER BOTTLES

Water fountain spigots will be closed. Families will need to send their student with a water bottle every day to use with the bottle fillers, clearly labeled with their name.



CLEANING AND DISINFECTING

High-touch surfaces will be disinfected daily in addition to our normal daily cleaning protocols.



VENTILATION

We will be opening windows in classrooms and installing air purifiers in high-traffic shared spaces.



HEALTH SCREENING

All families are expected to conduct daily at-home health screenings, including a temperature check. If you have questions about possible COVID-19 symptoms or exposure, please call the Breakthrough COVID hotline at 216-302-0624 between 5:54-7:45am or 4:30-6:30pm to speak to an on-call nurse.



VACCINATION

All eligible staff and scholars (who are able) are strongly encouraged to take advantage of the COVID-19 vaccine, in order to protect their own health and that of their family and community members. A list of currently available vaccination opportunities can be found on the [BPS website here](#) or on the [Ohio Department of Health's website here](#).



SYMPTOMS, EXPOSURE, OR POSITIVE TESTS

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](#) or scan the QR code to notify the school. Breakthrough will follow the latest guidance around when (and for how long) staff and scholars with COVID-19 symptoms, exposure, or a positive test are required to self-isolate/quarantine. [A complete overview can be found here.](#)

Introduction

Breakthrough Public Schools (BPS) is committed to protecting the health and safety of our scholars and staff. As we return to full in-person instruction, maintaining a safe school environment will require a culture of health and safety aligned with established guidelines and best practices for K-12 schools. This document outlines BPS' plans and procedures to reduce the risk of in-school transmission while enabling a robust educational experience for scholars and staff. 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 families updated as protocols change.

Health and Safety Protocols

As we have developed plans to keep our community safe in our school buildings, we have consulted with health professionals, best practices from other networks and school districts, and guidance from the CDC, Ohio Department of Health, and Cleveland Department of Public Health to develop protocols that allow us to exceed minimum health guidelines whenever possible. These include following the following basic tenets of COVID-19 prevention:

- Facial coverings
- Distancing where possible/feasible
- Hand hygiene
- Cleaning, disinfecting, and ventilation
- Health screenings
- Vaccination for eligible staff and scholars

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 when in indoor public places.
- 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 high-touch surfaces daily.
- Avoid crowds and poorly ventilated spaces; open windows and doors when possible.
- Monitor your health daily and be alert for symptoms of COVID-19.
- If eligible, get vaccinated.
- 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. **Subject to limited exceptions per policy, all staff and scholars will wear face masks while indoors to limit the spread of the virus and slow unknowingly infected people from transmitting it to others.**

- Masks must adequately cover both a person's nose and mouth. [This link](#) provides additional guidance to maximize mask effectiveness.
- Scholars will be provided with a starter set of reusable masks, but are welcome to wear anything that fits correctly and is comfortable for them.
- All visitors to campus are also required to wear masks correctly at all times when indoors.
- Masks are no longer required outdoors on Breakthrough campuses.
- Disposable masks will be provided for any staff, scholar, or visitor who forgets to bring their own mask from home.

Distancing

In its latest guidance, the CDC “recommends schools maintain at least 3 feet of physical distance between students within classrooms . . . to reduce transmission risk. When it is not possible to maintain a physical distance of at least 3 feet, such as when schools cannot fully reopen while maintaining these distances, it is especially important to layer multiple other prevention strategies, such as indoor masking”.

In order to accommodate a full in-person return, we recognize that recommended spacing will not be possible in all spaces at all times. However, classrooms will be set up to optimize spacing between scholars as much as possible. Optimized spacing is also recommended for all staff and family meetings/events.

Hand Hygiene

Hand hygiene using soap and water, or a waterless alcohol gel (at least 60% alcohol) when soap and water is not an option, is a proven strategy to prevent the transmission of pathogens by minimizing exposures from hands to hands, hands to mucous membranes, and hands to objects or materials. In particular, hand hygiene should occur before school entry, before eating/ drinking, and after bathroom activities. All classrooms, offices, and common building areas will be provided with an adequate supply of hand sanitizer for use by staff and scholars when hand washing is not practical or feasible.

School Cleaning Protocols

All in-use spaces will be disinfected daily, in addition to the routine daily cleaning process. Classrooms will also be provided with supplies to disinfect desk surfaces throughout the day (e.g. after meals).

The following high touch surfaces will be cleaned 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 as needed at all campuses (using random samples from throughout buildings) to ensure the efficacy of disinfecting products and procedures.

Ventilation

The simplest and best approach to air quality is to open windows to bring in fresh air, and classroom windows will be opened daily to the extent possible. 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. In buildings/spaces that share conditioned air, we will ensure that the HVAC equipment is configured to bring in the maximum amount of fresh air allowable.

In addition, we are upgrading HVAC filters throughout our buildings and installing portable air purifiers in high-traffic shared spaces and the small number of classrooms without windows that open.

Health Monitoring and Screening

BPS will shift to at-home 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 (thermometers will be provided).

All families and staff will be able to call the **Breakthrough COVID hotline at 216-302-0624** between 5:45-7:45am and 4:30-6:30pm to speak to an on-call nurse. You can review any possible symptoms or exposure with the nurse and they will guide you in making a decision regarding school attendance and/or testing.

All visitors and contractors will have their temperature checked using non-contact thermometers or a thermal camera upon entry into the building. Any visitor with a temperature above 100 degrees will be restricted from accessing any BPS building and will be asked to return home.

Vaccination

In clinical trials, vaccination with mRNA vaccines is known to be 90% to 97% effective in preventing symptomatic COVID-19 and close to 98% effective in preventing severe COVID-19 clinical outcomes including hospitalization or death. While the decision to be vaccinated is a personal one, BPS strongly encourages all eligible staff and scholars (who are able) to take advantage of the COVID-19 vaccine, in order to protect their own health and that of their family and community members. A list of currently available vaccination opportunities can be found on the [BPS website here](#) or on the [Ohio Department of Health's website here](#).

Staff and scholars are considered fully vaccinated for COVID-19 ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson & Johnson). There is currently no post-vaccination time limit on fully vaccinated status.

Visitor Policy

Schools will welcome family members and other essential visitors for scheduled visits. More information about how to schedule an appointment will be provided directly by your scholar's school. Whole-school family events are not yet permitted, but schools are encouraged to host smaller family events subject to capacity-constraints.

Please note that all visitors are expected to abide by all health and safety protocols while at a Breakthrough campus. This includes correctly wearing a face mask indoors and following social distancing guidelines to the extent possible.

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 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 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.

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

- 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

Staff members and scholars are encouraged to be tested for COVID-19 if they experience symptoms. [Click here](#) for a list of community testing resources. 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 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.

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.TM

Learning Remotely While In Quarantine/Self-Isolation

Students who miss school as a result of quarantine will be provided with remote learning opportunities. More information about quarantine attendance and remote learning procedures and expectations will be provided separately.

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

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

Important things to note:

- Staff and scholars who are exposed to COVID-19 while at school will not be considered a close contact for school quarantine purposes as long as both parties are appropriately masked for the duration of their encounter. Staff and scholars who experience an exposure at school are still encouraged to monitor their health and act accordingly if symptoms develop.
- Because of the risk of false negative test results, a negative rapid **antigen** test result is not considered a sufficient “testing result” for determining quarantine and return to work. A positive rapid antigen test result is considered sufficient. Whenever possible, BPS encourages staff and scholars to pursue **PCR** testing (staff and families can always call the MetroHealth COVID-19 hotline at 440-592-6843).
- Fully vaccinated staff and scholars are not required to quarantine or get tested if exposed to COVID-19 unless symptoms develop.

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>If an employee is symptomatic at work, they should communicate with their manager and then go 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 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 tests positive</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>An individual is not tested</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 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 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>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 negative</p>	<p>Next steps will be determined on a case-by-case basis in consultation with our medical partners.</p>
		<p>Individual tests positive</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 not tested</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 fully vaccinated 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>

**It is important to note that if a staff member or scholar is exposed to a member of their household who tests positive for COVID-19 and who can not self isolate from that staff member or scholar for the entirety of the infectious period, the exposed individual's quarantine will need to account for that entire infectious period and may last 20-24 days depending on circumstances.*

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, BPS staff 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.
- Issue a community-wide notice via email or text message and on the [network's COVID-19 online dashboard](#).
- Send individual communications 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 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, we 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 to address issues with health and safety protocols 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.

Questions or Concerns

I have questions, who can I contact? Please contact your school's front office or HCCovid@breakthroughschools.org.