

## 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 safe school and work environments will require a culture of health and safety aligned with established guidelines and best practices for K-12 schools. This document outlines Breakthrough Public Schools' 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 staff and families updated as protocols change.

## Health and Safety Protocols

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 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

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 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.
- Staff must provide their own masks.
- 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.

Additional staff mask guidance:

- Staff working or meeting in small groups (up to 5 people) without scholars can choose not to wear a mask, as long as the room size permits at least 6 feet of distance between all individuals and all individuals are comfortable.
- Co-teachers working in the same classroom without students can choose not to wear a mask as long as 6 feet of distance can be maintained and both teachers are comfortable.
- When masks must be removed for eating and drinking, at least 6 feet of distance must be kept between all individuals present in the room.
- ***Failure to follow mask protocols and guidelines will result in progressive discipline, up to and including termination.***

## 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, teachers are still required to set up their classrooms to optimize spacing between scholars as much as possible. Optimized spacing is also recommended for all staff and family meetings/events.

As stated above, staff who remove their masks in order to eat indoors are required to maintain full 6-foot distance from other adults occupying the same space.

## 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.

## **Cleaning and Disinfecting**

All in-use spaces in schools and the Home Office 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**

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 rooms that will experience significant changes in traffic throughout the day (Connections classrooms, gymnasiums, etc.) and in classrooms where windows cannot be opened, we are installing portable air purifiers with HEPA filters.

## **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. In addition to protecting individual health and safety, high vaccination rates among eligible staff and scholars will also reduce quarantines due to exposure and play a critical role in any possible decisions to modify our health and safety policies as the school year progresses. 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  $\geq 2$  weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or  $\geq 2$  weeks after they have received a single-dose vaccine (Johnson & Johnson). There is currently no post-vaccination time limit on fully vaccinated status.

### **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. As mentioned above, the health and safety of staff and scholars is our top priority. Therefore, staff members experiencing symptoms should coordinate with their manager to determine whether they may be eligible for a short-term COVID remote work assignment or emergency sick time based on the specific circumstances. For more information on short-term COVID remote work assignment and emergency sick time please refer to the "Staff Support" section below.

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 with their manager regarding short-term COVID remote work assignment or sick time eligibility.

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. 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 be eligible for a short-term COVID remote work assignment or emergency sick time. For more information on short-term COVID remote work assignment and emergency sick time please refer to the “Staff Support” section below. While in quarantine, the staff member should keep their manager informed of their status and any changes.

### **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.

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>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>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>negative</b></p>  | <p>Next steps will be determined on a case-by-case basis in consultation with our medical partners.</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>  |   |

*\*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 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 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.

Please see Breakthrough Contact Tracing Protocols for more information.

## Out-of-State Travel

Breakthrough-related travel continues to be prohibited until further notice. All staff and families are encouraged to carefully review the [latest CDC guidance](#) when considering, planning, and/or returning from any travel. In addition, scholar's guardians are also required to notify their school and employees to notify their principal/manager and Human Capital at [HCCovid@breakthroughschools.org](mailto: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](mailto:HCCovid@breakthroughschools.org) if they believe they are affected by an advisory.

## STAFF SUPPORT

### Short-Term COVID Remote Work Assignment & Emergency Sick Time

It is our intention to offer short-term COVID remote work assignments where appropriate in short-term quarantine situations. Such arrangements will be limited to the time in which a staff member is required to quarantine and should not exceed ten work days. If a staff member who would otherwise qualify for short-term COVID remote work cannot perform the job temporarily from home or if a staff member has symptoms caused by COVID that are too severe for them to work remotely, then we will continue to offer up to 80 hours of emergency sick time, which grants qualifying employees paid or partially paid time off work for the reasons listed below.

In order to receive emergency sick time an employee must certify their need. Breakthrough may also request supporting documentation along with an employee's certification and failure to provide this documentation will result in forfeiting previous or future emergency sick time. If you take emergency sick time while seeking a diagnosis and your results are negative you are still entitled to that time as we require all staff experiencing symptoms not to report until they have test results. Additional details and information can be found in the updated emergency sick time policy.

1. You are subject to a federal, state or local (including quarantine required by Breakthrough) quarantine or isolation order related to COVID-19 and are unable to work or telework.
2. You have been advised by a health care provider to self-quarantine due to exposure to COVID-19 and are unable to work or telework.
3. 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 you are experiencing COVID-19 symptoms or we have requested such a test or diagnosis and you are unable to work or telework.
4. You are obtaining an immunization related to COVID-19, or you are recovering from any condition related to such immunization and are unable to work or telework.
5. 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. ( $\frac{3}{4}$  pay)
6. 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. ( $\frac{3}{4}$  pay)

## Questions or Concerns

If you have any questions or concerns about the protocols outlined in this document or how they apply to a specific circumstance, please contact [HCCovid@breakthroughschools.org](mailto:HCCovid@breakthroughschools.org) or Tyler Thornton, Hana Halleen, or Megan Johnston.