

LAST UPDATED 8/11/21

BCSD PARENT & STUDENT COVID-19 GUIDE



LAST UPDATED 8/11/21

Letter to BCSD Learning Community	5
Acknowledgments	6
GOAL: Mitigate Risk Not Eliminate Risk	7
BEXLEY HEALTH PLEDGE 2021-2022	8
COVID-19 Questions?	9
COVID-19 Testing Options	9
ATTENDANCE EXPECTATIONS & REQUIREMENTS	11
DEFINITION OF TRUANCY & EXCESSIVE ABSENCES	11
BCSD Health and Safety Protocols FAQs	12
Should I contact the school if I have one or more of these symptoms?	12
What are the COVID-19 symptoms?	12
Will employees and Students be screened as they enter the building?	12
Will visitors be screened as they enter the building?	13
COVID-19 Symptoms and Diagnosis FAQs	13
Is there a difference between isolation and quarantine?	13
When can I return to school when I think or know I had COVID-19, and I had symptoms? (Not applicable for Athletics)	13
If the student has a positive test result and is experiencing or has experienced symptoms:	14
What should we do if a student tests positive and a subsequent test comes back negative?	14
If the student has symptoms but no diagnosis:	14
If the student does not have symptoms but has tested positive:	15
What will the Bexley City School District do when a student has COVID-19 symptoms?	15
What should I do if I develop these symptoms at school?	15
What should I do if I am ill due to something other than COVID-19 such as allergies?	15
Should students provide proof of a negative COVID-19 test result before returning to school?	16
COVID-19 Close Physical Contact/Exposure FAQs	16
Close Physical Contact	16
Contract Tracing	16
Quarantine Guidance	16

LAST UPDATED 8/11/21

What if I was in the same room/building, but not in close physical contact with someone who tested positive for COVID-19?	17
I had close physical contact with a friend who does not have COVID-19 symptoms but was notified to self-quarantine because my friend had close physical contact with someone who tested positive for COVID-19. Do I need to self-quarantine?	17
What will BCSD do if an employee/student tests positive for COVID-19?	17
What happens if students, teachers, or employees are exposed to COVID-19 more than once?	18
Close contact with someone who has COVID-19—live with the person but can avoid further close contact	19
If a household member is quarantined but does not have symptoms, can the other school-age members of the home report to school?	19
If a household member has COVID symptoms, should the other school-age members of the home report to school?	19
Can I “test out” of a quarantine?	19
School Operations FAQs	20
Will BCSD close all schools if a student/employee tests positive for COVID-19?	20
What criteria will we use to determine whether the school/District should close?	20
Safety Protocols FAQs	20
What restrictions are there on traveling out of state or by plane?	20
Will employees and students be required to wear face masks?	20
What is the proper way to wear a face mask?	21
Are face masks expected to be worn the entire day?	21
Will the District provide face masks? Do we have small sizes for children?	21
Can I wear a face shield rather than a face mask?	21
What are the exceptions that allow a face shield to be worn rather than a face mask?	22
Can I bring my own face mask/shield?	22
Can I wear a neck gaiter in lieu of a face mask?	22
How will we support proper hand hygiene?	22
Will illness prevention etiquette be required of employees and students?	23
How will our school buildings be secured from outside threats?	23
What is our plan to address extensive absenteeism: What percentage do we close to school? How long?	23
Do we eliminate the use of volunteers/outside groups in our building?	24
How will we manage parents/visitors to school?	24
Are meetings permitted to occur in the school?	24
Has our HVAC filtering system been addressed to minimize the spread of the virus?	24
What are our cleaning protocols?	25
Do we have enough PPE in stock to begin the year?	25

LAST UPDATED 8/11/21

How will our campus and classroom be set up?	25
Will building movement be managed differently?	26
How will we manage arrival and departure?	26
Space and Activities FAQs	26
What are our recess protocols?	26
What are our transportation protocols?	27
What are our clinic protocols?	27
Will we have an isolation room for a student or staff member experiencing COVID-19 like symptoms?	28
What will be our lunch procedures?	28
Will BCSD still host the pre- and after-care Bexley Recreation programs?	29
Co-and Extra-Curricular Activities	29
How will extra-curricular and co-curricular activities be managed?	29
Athletics	29
Weight Room	29
Entertainment Venues/Auditorium	30
Theater program	30
Band and Choir	30
How are music teachers managing singing/distancing?	31
How are PE teachers managing distancing/shared equipment?	32
School clubs	33
Are there other building restrictions?	33
Social-Emotional Learning/Wellness	34
Communications and Training	36

LAST UPDATED 8/11/21

Letter to BCSD Learning Community

Dear Members of the BCSD Learning Community,

We know there is one question on the minds of many of you: What will education at Bexley City Schools look like when students return to our classrooms? We have been working collaboratively for the last several months to answer that, and continue to evaluate plans. Bexley City School District remains committed to our top priority of keeping our staff and students safe. This focus will continue as BCSD prepares for the possible return of our employees and students to our schools. Physical distancing, barrier measures, and attention to hygiene strategies such as handwashing and hand sanitization are central to safe reopening. **It has been strongly recommended that each of us behaves as if every person we encounter has COVID-19.**

Our local, state, and federal governments continue to issue guidelines in regards to our COVID-19 response. While these guidelines will allow for a gradual reopening of our schools, we must be prepared to change our behaviors to ensure the safety and health of our coworkers and students. These changes will require the effort of all members of the BCSD Learning Community.

This document establishes requirements, recommendations, and best practices to guide our safe, stable return to school. We all must understand what is expected. We intend that this BCSD Parent/Student COVID-19 Guide informs our community of the protocols we have put in place to prepare for a possible return to school and answers questions our community may have about our operations. It remains a fluid document. As new scientifically-based information becomes available, we reserve the right to update our requirements, recommendations, and practices accordingly.

This has been a challenging time for everyone, and reestablishing a school where employees and students feel comfortable returning to school safely is a multifaceted task. We hope that this guide will help us all adapt to new ways of operating as we look out for each other's safety and health while continuing to provide a first-class education to our students.

Acknowledgments

We acknowledge the following contributions of the Bexley City School District Leadership Team and the Bexley Return to School Task Force's Safety Subcommittee for sharing their time and wisdom supporting the development of the **BCSD EMPLOYEE COVID-19 OPERATIONS GUIDE**:

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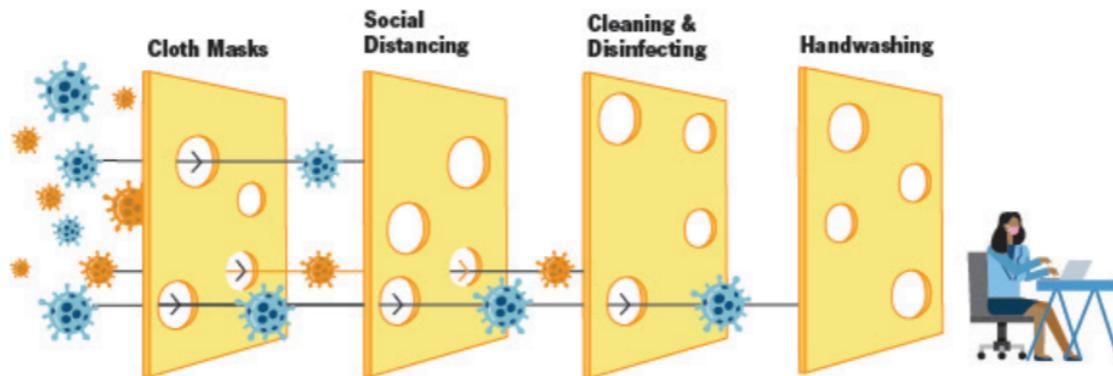
LAST UPDATED 8/11/21

GOAL: Mitigate Risk Not Eliminate Risk

This document presents a series of best practices, dealing with various health, safety, and environmental measures. These measures are designed to enhance the health and well-being of employees and students working in a COVID-19 environment.

They represent our current practices regarding the operation of all BCSDs buildings in an uncertain time. The operations guide will be adapted as needed since public health guidance continues to change. Any modifications will be announced via district email.

While there is debate about the effectiveness of individual preventative steps, it is widely accepted that a layered approach is the most effective. Dr. James Reason dubbed this the “Swiss Cheese Model” where the gaps in effectiveness from one approach is covered by the others.



<https://my.clevelandclinic.org/-/scassets/files/org/employer-solutions/covid-19-workplace-safety-faqs.ashx>

LAST UPDATED 8/11/21

BEXLEY HEALTH PLEDGE 2021-2022

Anything included in this Health Pledge is subject to change based on changes in conditions, policies or guidance from various public authorities.

All members of the Bexley City School District Learning Community have an important role to keep themselves and others safe while stopping the spread of COVID-19. Because of this, I pledge to take responsibility for my own health and help stop the spread of the COVID-19. It is my Bexley Health Pledge to protect myself, my peers, and the Bexley City School District community by doing the following:

1. I will timely report any known or potential exposures to COVID-19 to my supervisor or school office and complete the BCSD confidential reporting system at [BCSD COVID Reporting Link](#) If I am notified that someone I had close physical contact with was diagnosed with COVID-19, I will follow the current Franklin County Public Health quarantine guidance: [What To Do If You Have Been Exposed or If You Are Sick – Franklin County Public Health – COVID-19](#)

2. If I have **ONE** or more of these COVID-19 related symptoms, I will notify my health care provider and complete the BCSD confidential reporting system at [BCSD COVID Reporting Link](#) I will separate myself from other people as much as possible, stay in a specific room and away from other people in my home. If I need to be around other people I will wear a mask and maintain a 6-foot distance as much as possible :
 - Chills or Fever at least 100.4°F
 - New cough or worsened chronic cough
 - Shortness of breath or difficulty breathing
 - New loss of sense of smell or taste
 - Upper Respiratory Symptom--sore throat, congestion, runny nose
 - Headache
 - Muscle or body aches
 - Fatigue
 - Gastrointestinal symptoms--nausea, vomiting, diarrhea

3. I will Look for emergency warning signs for COVID-19. If I or someone I know is showing any of these signs, I will seek emergency medical care immediately:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion
 - Inability to wake or stay awake
 - Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

LAST UPDATED 8/11/21

4. If I do have COVID-19, and have mild symptoms and can recover at home without medical care. I understand I must stay home for 10 days after symptoms appear AND until it has been 24 hours since I had a fever (without the use of fever-reducing medications) or if applicable, I will return to school/work based upon the recommendations of my healthcare provider.
5. In addition, to keep myself and others safe, I pledge to:
 - Wear a face mask or the appropriate PPE in all public spaces.
 - Practice physical distancing as required by the District.
 - Frequently wash and/or sanitize my hands.
 - Keep my personal space, shared common space, and my belongings clean.
 - Practice cough and sneeze etiquette.

COVID-19 Questions?

The Ohio Department of Health (ODH) has opened a call center to answer questions regarding COVID-19. The call center will be opened 7 days a week from 9:00 a.m. to 8:00 p.m. and can be reached at 1-833-427-5634.

COVID-19 Testing Options

<https://covid-19.myfcph.org/testing/>

ODH-Testing Centers

Local Options:

- 1) Bexley Urgent Care – 2216 E. Main Street
Hours vary, check the website to schedule an appointment
- 2) Wexner Medical Center Testing at KIPP Columbus – 2900 Inspire Drive
Monday & Thursday from 9:00 a.m. - 4:00 p.m.
- 3) Columbus Public Health – 240 Parsons Avenue
Monday - Friday from 9:00 a.m. - 4:00 p.m.
- 4) Equitas Health King-Lincoln Medical Center – 750 E. Long Street
Monday - Friday from 11:00 am - 3:00 pm
- 5) If you do not have a primary care, or other Ohio State provider, you can call the Wexner Medical Center's testing triage line (614-293-4000) to schedule an appointment for testing or Telehealth Immediate Care (614-293-3200) if you are experiencing symptoms. After being

LAST UPDATED 8/11/21

registered, you may choose to go to East Hospital, Jameson Crane Sports Medicine Institute, or Columbus Public Health for a nasal swab test.

In addition to testing available through healthcare providers, the state has implemented an initiative to provide testing with no out-of-pocket costs to any individuals of any age at pop-up sites in local communities. Updated testing information and availability can be found at the link below. It's a combination of private companies and retail sites, community health centers, and pop-up sites that offer testing. To find the location nearest you, please search by county and zip code below to get a list. Most of these locations require you to complete a screening process before being tested.

When you locate a community health center near you, it's important to call in advance. The community health center may not be offering testing at their location but can direct you to a location close by where you may be tested.

What to do if you have been exposed or if you are sick?

Children who are sick at all should not go to school. Parents should check students for symptoms of COVID-19 every day before school. This quick assessment can help parents check for symptoms of COVID-19. It is not meant to replace any advice from a healthcare provider. If at any time a parent has questions about their child's health, they should seek advice from a healthcare provider.

What To Do If You Have Been Exposed or If You Are Sick – Franklin County Public Health – COVID-19

LAST UPDATED 8/11/21

ATTENDANCE EXPECTATIONS & REQUIREMENTS

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance. By using data to identify and support students who may need extra support and services, districts can target support for students to attend school every day. In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy.

Schools cannot suspend or expel students for missing too much school. Districts will amend or adopt policies that outline their interventions and plans for students who miss too much school. Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering the knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian
- Development and implementation of an absence intervention plan, which may include supportive services for students and families
- Counseling
- Parent education and parenting programs
- Mediation
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable

DEFINITION OF TRUANCY & EXCESSIVE ABSENCES

Definition of 'habitual truant' changed from days to hours. The new definition is:

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one school month without a legitimate excuse;
- Absent 72 or more hours in one school year without a legitimate excuse.

Definition of 'excessive absences':

- Absent 38 or more hours in one school month with or without a legitimate excuse;
- Absent 65 or more hours in one school year with or without a legitimate excuse.

(For complete Policy JEDA, see [BexleySchools.org](https://www.bexleyschools.org/Board-of-Education)>Board of Education)

BCSD Health and Safety Protocols FAQs

Should I contact the school if I have one or more of these symptoms?

Call the attendance line and identify if symptoms are COVID-19 like. For evening or weekend reporting needs, please use our confidential reporting system at [BCSD COVID Reporting Link](#)
Contact your healthcare provider by phone, and remain home.
[CDC-What to do if you are sick?](#)

What are the COVID-19 symptoms?

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever greater than 100.4°F
- Shortness of breath or difficulty breathing
- New cough or worsened chronic cough
- New loss of sense of smell or taste
- New upper respiratory symptom (non-allergy related) --sore throat, congestion, runny nose
- Headache
- Muscle or Body aches
- Gastrointestinal symptoms--nausea, vomiting, diarrhea
- Fatigue

Will employees and Students be screened as they enter the building?

No. All employees and students will self-screen at home. All employees and students must review and honor the Bexley Health Pledge stating that he/she will immediately report any known or potential exposures to COVID-19 to their supervisor/office. If an employee has concerns based on a visual check of a child, the employee shall keep the student physically distanced of six feet or more and contact the school nurse who will report to the classroom to retrieve the student.

LAST UPDATED 8/11/21

Will visitors be screened as they enter the building?

Yes. However, visitors will be very limited. Those who do enter the building will be screened by the building's receptionist using established screening protocols. Screening information will be recorded on the Visitor COVID-19 Screening Form and saved for 30 days.

[2021 COVID Screening tool](#)

COVID-19 Symptoms and Diagnosis FAQs

Is there a difference between isolation and quarantine?

Yes. Isolation separates sick people with a contagious disease from people who are not sick. Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

When can I return to school when I think or know I had COVID-19, and I had symptoms? (Not applicable for Athletics)

You can be around others after:

- 10 days since symptoms first appeared and
- 24 hours with no fever without the use of fever-reducing medications and
- Other symptoms of COVID-19 are improving*

**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

Note that these recommendations do not apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised). These persons should follow the guidance below for "I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?"

[What To Do If You Have Been Exposed or If You Are Sick – Franklin County Public Health – COVID-19](#)

LAST UPDATED 8/11/21

If the student has a positive test result and is experiencing or has experienced symptoms:

Time-Based Strategy:

- ❑ At least 10 days have passed since the first positive test result **if** the student has not subsequently developed symptoms since their first positive test. If the student has developed symptoms since receiving a positive test result, then the school should follow the symptom-based strategy or test-based strategy below.

Symptom-Based Strategy:

- ❑ At least 24 hours have passed since recovery. Recovery is defined as a resolution of fever without the use of fever-reducing medications AND improvement in symptoms, and
- ❑ At least 10 days have passed since the symptoms first appeared.

Test-Based Strategy (recommended by CDC for people with severe immune compromise only):

- ❑ Resolution of fever without the use of fever-reducing medications, **and**
- ❑ Improvement in respiratory symptoms, **and**
- ❑ 2 negative test results obtained at least 24 hours apart.

What should we do if a student tests positive and a subsequent test comes back negative?

Just as you cannot test out of quarantine, you cannot test out of a positive case. Any positive case will result in quarantine.

If the student has symptoms but no diagnosis:

Test-Based Strategy (recommended by CDC for people with severe immune compromise only):

- ❑ Resolution of fever without the use of fever-reducing medications, **and**
- ❑ Improvement in respiratory symptoms, **and**
- ❑ 2 negative test results obtained at least 24 hours apart.

Symptom-Based Strategy:

- ❑ At least 24 hours have passed since recovery. Recovery is defined as a resolution of fever without the use of fever-reducing medications AND improvement in symptoms.

LAST UPDATED 8/11/21

If the student does not have symptoms but has tested positive:

Time-Based Strategy:

- ❑ At least 10 days have passed since the first positive test result *if* the student has not subsequently developed symptoms since their first positive test. If the student has developed symptoms since receiving a positive test result, then the District should follow the symptom-based strategy or test-based strategy identified above in “student tested positive and is experiencing symptoms.”

Test-Based Strategy (recommended by CDC for people with severe immune compromise only):

- ❑ 2 negative test results obtained at least 24 hours apart

What will the Bexley City School District do when a student has COVID-19 symptoms?

- ❑ School personnel will isolate the student and contact the guardians to take home.
- ❑ School personnel will refer the student displaying symptoms of COVID-19 to an appropriate health care professional and send home test kits for the family members
- ❑ School nurses will follow established screening protocols and will consult with Franklin County Public Health officials at (614) 525-3160 to determine how best to handle students who display or develop COVID-19 symptoms. [2021 COVID Screening tool](#)

What should I do if I develop these symptoms at school?

Notify your teacher, school nurse, or any staff member. If necessary, isolate yourself in the school until the nurse is able to escort you to the clinic. Contact your healthcare provider by phone when you are home.

What should I do if I am ill due to something other than COVID-19 such as allergies?

Anyone experiencing non-COVID-19 related illness can return to school when released by a physician or when 24 hours symptom and/or fever-free.

LAST UPDATED 8/11/21

Should students provide proof of a negative COVID-19 test result before returning to school?

This is not required. Studies show people may test positive long after they are infectious (sometimes more than 45 days after). This means a person who at one time was sick with COVID-19 could still test positive, even though he or she can't spread the virus to other people anymore.

COVID-19 Close Physical Contact/Exposure FAQs

Close Physical Contact

CDC-Community Exposure

Close physical contact is considered being within 6 feet for a cumulative duration of ~15 minutes. Exposure occurs when someone has close physical contact to (1) a person with COVID-19 who has symptoms (in the period of two days prior to symptom onset until the infected person completes their home isolation) or (2) a person who has tested positive for COVID-19 but has not had symptoms (in the two days before test specimen collection until the person with positive test completes their home isolation).

The wearing of a face mask (by a person with active COVID-19, a person with pre-symptomatic or asymptomatic COVID-19, or a person without COVID-19) greatly decreases the risk of spreading or contracting the virus. However, wearing a face mask has no bearing on the determination of close contact or exposure. Close contact is determined solely by distance (<6 feet) and time (>15 minutes cumulatively) and exposure is determined by close contact with a person with COVID-19 symptoms or a positive COVID-19 test.

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

Contract Tracing

Contact tracing will be conducted for close contacts (any individual within 6 feet of an infected person for at least 15 cumulative minutes) of laboratory-confirmed or probable COVID-19 patients. Probable cases will be defined as COVID-19-like symptoms if present for at least 3 days.

Quarantine Guidance

 FCPH Quarantine Guidance_June 2021.pdf

 FCPH COVID-19 School Guidance Updated 3_3_21.pdf

LAST UPDATED 8/11/21

CDC-Quarantine If You Might Be Sick

Note: Persons who have conditions that might weaken their immune system could have prolonged viral shedding after recovery. Thus, students who get the virus and have weakened immune systems could potentially be contagious for longer than someone who is otherwise healthy without underlying conditions.

What if I was in the same room/building, but not in close physical contact with someone who tested positive for COVID-19?

Unless you have been in close physical contact with someone who has been lab-diagnosed with COVID-19 you do not need to self-quarantine. Continue behaving as normal and continue to follow proper safety protocols.

I had close physical contact with a friend who does not have COVID-19 symptoms but was notified to self-quarantine because my friend had close physical contact with someone who tested positive for COVID-19. Do I need to self-quarantine?

No. Since the person you had close physical contact does not have symptoms nor has been lab-diagnosed with COVID-19, you do not need to quarantine. Continue behaving as normal and continue to follow proper safety protocols.

What will BCSD do if an employee/student tests positive for COVID-19?

We will follow the Ohio Department of Health Director's Order dated September 3, 2020.

Written notification will be provided to all parents or guardians of students at the school building notifying them of a positive test result. In addition, we will generally follow these steps:

- We will notify the Franklin County Department of Public Health at (614) 525-3160.
- We will begin cleaning and disinfecting protocols.
- In conjunction with the Franklin County Public Health Department, the Contact Tracing Team will assist in Contact Tracing all possible exposures.
- We will notify all employees, parents, and guardians who may have been exposed (Within 6 feet for an accumulative duration of 15 minutes with or without a face mask) to that employee/student for an extended period of time as per CDC guidelines.
- We will not reveal the employee/student's name.

LAST UPDATED 8/11/21

Local health departments should be contacted in the case of positive or suspected COVID-19 cases in a school building. Local health professionals can help to identify potentially infected or exposed individuals and assist with appropriate notifications. Individuals who potentially have been exposed should follow quarantine and other recommendations from local public health officials and their medical provider.

What happens if students, teachers, or employees are exposed to COVID-19 more than once?

COVID-19 is spreading in many Ohio communities. This means students, teachers, and employees could possibly be exposed to COVID-19 many times during the school year.

If a student, teacher, or employee has previously tested positive for COVID-19 (antigen or PCR test, NOT antibody test) and is exposed to COVID-19 again (a new exposure) **within 90 days of his original positive COVID-19 test, he does NOT need to quarantine and may attend school or work. He should monitor daily for signs of illness. If he develops signs of illness, he should stay home and contact his health care provider.**

If a student, teacher, or employee has previously tested positive for COVID-19 (antigen or PCR test, NOT antibody test) and is exposed to COVID-19 again (a new exposure) **greater than 90 days her original positive COVID-19 test**, she should quarantine for 10-days, may not attend school or work, and should monitor for symptoms. If she develops symptoms, she should isolate and call her health care provider for a medical evaluation.

If a student, teacher, or employee has previously been exposed to COVID-19, but was never himself diagnosed with COVID-19, and he has a new close contact with someone with COVID-19 (a new exposure), he should be quarantined for 14 days. If he develops symptoms during quarantine, he should be isolated and call his health care provider for a medical evaluation. Even if he tests negative for COVID-19, he must complete the 10-Day quarantine, Negative testing does not allow early release from quarantine.

If a student, teacher or employee has previously tested negative for COVID-19 (a new exposure), she should be quarantined for 10-days. If she develops symptoms during quarantine, she should contact her health care provider for a medical evaluation. Even if she tests negative for COVID-19, she must complete the 10-day quarantine. Negative testing does not allow early release from quarantine.

LAST UPDATED 8/11/21

Close contact with someone who has COVID-19—live with the person but can avoid further close contact

I live with someone who has COVID-19 (e.g., roommate, partner, family member), and that person has isolated by staying in a separate bedroom. I have had no close contact with the person since they isolated.

Your last day of quarantine is 10-days days from when the person with COVID-19 began home isolation

If a household member is quarantined but does not have symptoms, can the other school-age members of the home report to school?

Yes. If someone is a quarantined member of the home without COVID-19 symptoms, the other members of the household can report to school. If the quarantined member of the home develops symptoms, then all students should remain at home.

If a household member has COVID symptoms, should the other school-age members of the home report to school?

No. Once a household member becomes symptomatic and/or tests positive for COVID-19 all household members should avoid close contact with the symptomatic and/or COVID-19 at home if possible and remain home. Please contact the school nurse.

Can I “test out” of a quarantine?

No.

School Operations FAQs

Will BCSD close all schools if a student/employee tests positive for COVID-19?

No. School Closures will generally fall into one of three categories: Targeted, Short-term, or Extended. We will work with Franklin County Public Health Officials to determine the most appropriate category of closure.

- Targeted Closure: Isolate an infected area.
- Short-term Closure: Close one or more buildings for 2-5 days.
- Extended Closure: Close school building for at least 10 days due to widespread outbreak.

What criteria will we use to determine whether the school/District should close?

Decisions to close a school/District will be made after consulting with Franklin County Public Health Officials.

Safety Protocols FAQs

What restrictions are there on traveling out of state or by plane?

[CDC Travel](#)

[ODH Travel Guidelines](#)

Will employees and students be required to wear face masks?

Yes. Face masks primarily protect **others** from the wearer, which is the primary goal of requiring face coverings. Face masks are the best way to prevent the spread of COVID-19 when people are in contact with others they do not live with. In addition, face masks are a visual reminder that COVID-19 is in our community and will demonstrate our commitment to everyone's health and safety. Thus, **face masks will be required at all Bexley City School Buildings**. Exceptions will be made for medically documented reasons. The BCSD face covering requirement is in alignment with the Center for Disease Control and Prevention (CDC) recommendation to wear face coverings in public settings where other physical distancing measures are difficult to maintain. A face covering is an additional measure of prevention to

LAST UPDATED 8/11/21

physical distancing. See link for more information on the proper method to wear a face mask: [Use Masks to Help Slow Spread](#)

The primary role of face masks is to reduce the release of infectious particles into the air when an infected person speaks, coughs, or sneezes, including someone who may unknowingly be infected with COVID-19. These face masks are not a substitute for physical distancing, frequent hand washing, staying home when ill, and cleaning.

What is the proper way to wear a face mask?

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily

[CDC-how to wear a face mask](#)

Are face masks expected to be worn the entire day?

Face masks should be worn by an employee/student throughout the entire school building and areas outside where social distancing cannot be achieved. Students do not have to wear a face mask when eating their lunch, but 3-6 feet of distancing must be maintained. After removal or reapplication of a face mask, hand hygiene should be performed. Staff may allow students to take a “face mask” break as long as the break occurs outside and proper physical distancing can be ensured/monitored. Please refer to the BCSD BOE Policy on Face Masks for further information.

Will the District provide face masks? Do we have small sizes for children?

Yes, the district will provide face masks and we have purchased small sizes for our elementary students. We are encouraging staff and students to bring their own face masks to school and to use district supplies if they are unable to bring their own. We have purchased face masks for employees, students, and approved visitors who do not have a face mask when they arrive at school. These will be kept in building offices and at the main entrance of Cassingham. Additionally, face shields will be supplied to all employees and to individual students based upon need.

Can I wear a face shield rather than a face mask?

Generally no. Exceptions will be made for medically documented reasons. Face shields are generally to protect the wearer. There is also a mechanical benefit as a shield can remind a

LAST UPDATED 8/11/21

person not to touch their face. The CDC does not recommend the use of face shields for normal everyday activities or as a substitute for face masks. In approved situations, face shields may be used without a face mask, they should wrap around the sides of the wearer's face and extend to below the chin. Face shields can be considered as a time-limited alternative where face masks would hinder the learning process. Reusable face shields should be cleaned and disinfected after each use.

What are the exceptions that allow a face shield to be worn rather than a face mask?

Exceptions for employees include:

- Face masks in the school setting are prohibited by law or regulation
- Face masks are in violation of documented industry standards
- Face masks are not advisable for health reasons. Health reasons must be documented by a healthcare provider
- Facial coverings are not required when the staff works alone in an assigned work area
- There is a functional (practical) reason for a student not to wear a facial covering in school.
- If the instruction requires the observance of the student's face and the student uses a face shield and no face mask, the student must maintain 6 feet of distance from others.

Can I bring my own face mask/shield?

Yes. Bexley City Schools encourage staff and students to bring their own face mask/shield to school.

Can I wear a neck gaiter in lieu of a face mask?

No.

How will we support proper hand hygiene?

- All staff and students will wash/sanitize their hands frequently. When washing hands with soap and water (hot or cold are both effective) it is recommended to do so for 20 seconds or longer. If soap and water are not available, hand sanitizer shall be used. Proper hand washing/sanitizing is the easiest and most effective way of preventing the transmission of germs and viruses. Hand sanitizer will be placed in each room. A practice of sanitizing hands when walking into and out of a room is required.
- Hand sanitizing stations will be available at every school site for mobile use in the high-traffic areas of campus.

LAST UPDATED 8/11/21

- ❑ All classrooms will have access to handwashing and/or 60% alcohol-based hand sanitizer. Students will be instructed to use soap and water, and scrub for 20 seconds, followed by rinsing.

Will illness prevention etiquette be required of employees and students?

Yes. Illness prevention etiquette is required by employees and students. It is a work strategy that will help keep everyone healthy. It aligns with the current public health guidance.

As a part of illness prevention etiquette, employees and students shall practice the following:

- ❑ Avoid touching your face, mouth, and eyes.
- ❑ Cover coughs and sneezes with a tissue, or cough and sneeze into their upper sleeves, even when wearing a face covering.
- ❑ If tissues are not available, all employees and students should wash their hands or use hand sanitizer after they cough, sneeze, or blow their nose.

These recommendations should be practiced during this pandemic response, but all times! During the pandemic response, additional measures for illness prevention such as face coverings and physical distancing are also required.

How will our school buildings be secured from outside threats?

All exterior doors will remain locked. Keypads will be set to allow students and staff access at prescribed times. All other visitors will be locked out of the building until the doors are electronically unlocked by the building's receptionist. Any non-BCSD employee who wishes to gain admittance to one of our buildings must have their driver's license with them in order to be vetted by our visitor management system.

What is our plan to address extensive absenteeism: What percentage do we close to school? How long?

Bexley City Schools will adhere to all laws and policies pertaining to attendance and truancy during the pandemic. We will work with Franklin County Public Health officials on COVID-19 surveillance activities by tracking attendance and notifying our local health departments if we observe significant increases in absenteeism. Our conversations with Franklin County Public Health officials will provide us with guidance. Our public health officials will identify whether to close and the length of any decision to close a school/district.

LAST UPDATED 8/11/21

Do we eliminate the use of volunteers/outside groups in our building?

No. BCSD will reinstate the use of volunteers as long as they successfully complete the background checks (when applicable) and in our schools and will permit outside groups the ability to reserve space in the buildings. We will permit undergraduate student teachers/observers as long as they follow District and health department guidelines/protocols.

How will we manage parents/visitors to school?

Parents and visitors to our buildings are not permitted during the school day unless approved by a District administrator, Coordinator, or Director. Parents/Visitors granted permission to enter our building must adhere to the following conditions:

- All parents/visitors must adhere to the established requirements for temperature screenings, face coverings, and illness prevention etiquette.
 - [2021 COVID Screening tool](#)
- Parents/Visitors must be escorted by a school administrator or designee (with the exception of into the restroom) at all times to ensure adherence to all other COVID-19 protocols.

Are meetings permitted to occur in the school?

Yes, meetings with parents occur in our schools. However, we encourage meetings to be held virtually when possible. When meeting in-person, the participants must adhere to the following conditions:

- All participants must be able to maintain physical distancing of 6 feet.
- All participants must wear a face covering.
- The meeting organizer must perform touchpoint cleaning with disinfecting solutions or wipes before and after the use of the meeting space.
- Food should not be shared or served buffet style.

Has our HVAC filtering system been addressed to minimize the spread of the virus?

Yes, to the greatest extent possible. In April we had an HVAC consultant to examine our HVAC filtering system. We were instructed to use a MERV-13 rated filter to stop the spread of the virus through our HVAC system. MERV ratings range from 1-16 and the HVAC system must be

LAST UPDATED 8/11/21

able to support the filter used. Throughout the Bexley facilities, all filters are MERV-13 or MERV-15 rated. Each building will follow the prescribed filter changing procedures.

Rooms with windows may be opened as well as long as the windows can be opened and remain open safely. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms, etc.) to students and staff using the facility. See your building maintenance personnel to determine the ability and safety of opening and closing room windows. Not all windows have screens.

What are our cleaning protocols?

Cleaning efforts will be a team process-- "all hands on deck". The BCSD custodial team will return to flu-season cleaning protocols.

Students and staff may clean the classroom (desks, equipment, etc.) spaces with a soap and water mixture throughout the day and prior to leaving the room.

Do we have enough PPE in stock to begin the year?

Yes. Bulk purchases of all needed items were made in May and this summer

- We have 10K 3-ply face masks in child and adult sizes.
- Plexiglass shields for each office counter have been installed.
- Four Disinfectant fogger machines have been purchased to allow for quick disinfecting as needed.
- Each classroom will be equipped with spray bottles filled with a soap solution and paper towels to clean desks and high contact areas in the classroom.

How will our campus and classroom be set up?

Lockers may be used by our students. Desks/tables will face one direction. Attempts should be made to keep students 3 feet apart from one another while indoors. Hand sanitizer, soap/water spray bottles, and paper towels will be placed in each room as well.

We are encouraging, when appropriate, instruction to occur outside. When teaching outside, students should carry their own personal items with them and wash/sanitize their hands when exiting and again upon return. We also are encouraging:

- Windows opened whenever possible.
- Limited restroom passes due to capacity and spacing issues.
- Physical distancing should be maintained in open or common areas, such as hallways, stairwells, gyms, and playgrounds.

LAST UPDATED 8/11/21

- Students will utilize their own school supplies and keep their belongings separate from other students' belongings or in their backpack throughout the day. Lockers will not be utilized.
- Students are encouraged to bring a bottle to school that can be refilled from one of our water filling stations on campus since drinking fountains will be inactive.

Will building movement be managed differently?

No

How will we manage arrival and departure?

- Entrance points shall be supervised to ensure face covering requirements are followed. Staggered arrival and departure times students to limit student congregation is required and times will be determined by each building principal.
- Students will go straight to their classroom.
- All front offices are equipped with floor stickers to encourage physical distancing.
- Students will arrive/depart on campus through staggered entry/exit points and times to limit exposure. Upon entry, staff members will visually scan students for any signs of illness.
- Hand sanitizer will be available to students as they enter the campus.
- Parents will wait in the assigned pick-up zone, while students wait under teacher supervision.
- Elementary parents picking up students will have the student's name printed in a large, easy-to-read format, displayed on the vehicle's dashboard.

Space and Activities FAQs

What are our recess protocols?

Health guidelines are to be followed (physical and social distancing) for recess periods. In addition:

- Students will have access to fields during scheduled recess time. To help keep recess safe, students are not permitted to bring personal equipment to school.
- Students will wear face masks during recess.
- Playground equipment and structures can be used but students must wash/sanitize hands before and after recess.
- Students will wash their hands or use sanitizer before and after recess.

LAST UPDATED 8/11/21

- Grade-level specific equipment will be labeled and stored for use by the same grade-level each day.
- To limit exposure to other students and staff, recess will be separated by classes and grade-level cohorts.
- More information can be found at [CDC-Recess](#)

What are our transportation protocols?

- Masks must be worn while on school transportation
- Students will be asked to comply with physical distancing guidelines when waiting at the bus stop, during boarding and while exiting the bus.
- If possible, students should wait in a parent's vehicle until the bus arrives at the bus stop.
- Bus riders will board from the front of the bus and then proceed to the rear of the bus to take a seat. When unloading, students will unload from the front to the back to minimize passing others in the center aisle.
- Students will wash their hands or use sanitizer after getting off the bus.
- Siblings will be encouraged to sit together.
- High touch-point areas, like handrails, door handles, and the driver area will be cleaned in between bus runs and the buses will be thoroughly sanitized each night.
- We will sit two students per seat but strive to have no more than one student per seat and seat family members together when possible. Each wearing a face mask.
- Windows may be open for increased air circulation during seasonal times of the year.
- Families are encouraged to transport their children to school to reduce the number of students on a bus.
- Athletic teams may need to develop a travel roster.
- Parents may sign a release of liability that would allow them to transport their own children to athletic contests.
- We will continue to follow the BCSD BOE Policy.

What are our clinic protocols?

[BCS Health Clinic COVID-19 Protocol](#)

LAST UPDATED 8/11/21

Will we have an isolation room for a student or staff member experiencing COVID-19 like symptoms?

Yes. A dedicated location (i.e., conference room or office) in the building shall be identified and used to isolate an individual if an individual becomes sick during the school day. This requirement is expected for all extra-curricular activities as well.

What will be our lunch procedures?

District-Wide

-
- Breakfast and lunch will be served at no-cost to families for the 2021-2022 school year. Breakfast will be served in the morning in any of our buildings.
- We will maintain **6 feet** of spacing between eaters.
- There will be no salad bars.
- Students may bring their own lunches.
- Students will not share food with each other.
- Food Services staff members will wear face coverings at all times.

HS/MS Information:

- MS Lunch 11:12-11:59 and HS Lunch 11:54-12:54.
- The custodial team will clean as students leave their seats.
- There must be **6 ft** of distancing between students when eating.
- Students and staff are not permitted to order food delivery service to the school.
- Cashiers will type in debit numbers for each student/employee.
- Lunches will be served partially pre-packaged.**
- Signs and stanchions will be used to keep distancing.
- Students will form a lunch line down the cafe's south hallway.
- Weather permitting, students will be encouraged to eat outside.

Elementary Information

- Each elementary school will have its own dedicated lunch team so principals will select times.
- Morning lunch counts will either be sent to building secretaries or inputted in PS for the building secretary to retrieve and pass along to the foodservice team.
- There must be **3-6ft** of distancing between students when eating.
- Food will be served hot and in a **reusable clamshell container.**
- Weather permitting, students will be encouraged to eat outside.

LAST UPDATED 8/11/21

Will BCSD still host the pre- and after-care Bexley Recreation programs?

Yes

Co-and Extra-Curricular Activities

Each activity and program will be assessed on an individual and on-going basis on the ability to adhere to state and local health and safety procedures.

How will extra-curricular and co-curricular activities be managed?

Athletics

- The athletic program will seek guidance from the Governor's office, ODH, FCPH, and OHSAA for guidance. Each plan will be developed based upon local conditions and guidance received. Plans will be shared with coaches and student-athletes and will remain fluid documents.
- OHSAA Updates and Precautions as Fall Sports Begin
- Locker Room procedures will be established and communicated to all athletes to permit **six feet** distancing at all times in the locker room.
- Coaches, managers, and trainers will wear face masks at all times.**
- Any other OHSAA mandates will be implemented as required and communicated to athletes and families.

Weight Room

- Workouts should be conducted in "pods" of students with the same 5-10 students always working out together. Smaller pods can be utilized for weight training. This ensures more limited exposure if someone develops an infection.
- There must be a minimum distance of 6 feet between each individual at all times. If this is not possible indoors, then the maximum number of individuals in the room must be decreased until proper social distancing can occur.
- Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized.

LAST UPDATED 8/11/21

- ❑ Individuals should wash their hands for a minimum of 20 seconds with water and soap before touching any surfaces or participating in workouts.
- ❑ Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
- ❑ Weight equipment should be wiped down thoroughly before and after an individual's use of equipment.
- ❑ Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.
- ❑ Students must be encouraged to shower and wash their workout clothing immediately upon returning to home.

Entertainment Venues/Auditorium

Theater program

Band and Choir

OH Alliance for Arts Education Reopening
Responsible Restart Performing Arts

The marching band will follow athletic department protocols. Marching Band Directors will wear face masks at all times. Wind instruments produce an aerosol, which varies by the instrument as well as intensity. For example,

- ❑ Woodwinds have aerosol coming from keyholes and bells.
- ❑ Brass have aerosols coming from the bell.

Instrument players must wear face masks with a slit for mouthpiece AND place bell covers over their instrument when appropriate to reduce aerosol emission. Bell covers tested so far were made from pantyhose made of 80 deniers in 2 layers. Flute players can put the headjoint between their mouth and face mask (see <https://www.youtube.com/watch?v=A3T6h1muUic>) and use a "flute sock" attached to the foot (see <https://youtu.be/7if6TMZy5OM>).

Singers produce aerosol, which varies with consonants, vowels, and intensity. A recent study suggests that if singers/cheerleaders wear face masks aerosol emission is reduced. Face shields are only effective at close range to stop large droplets; they do not prevent aerosol from being inhaled or released so face masks must be worn.

While singing indoors face mask use is essential

- ❑ Must be well fitted

LAST UPDATED 8/11/21

- Must be made from a material that is tightly woven.

Teachers should consider a personal amplification system with the mic under the mask so that they don't have to raise their voices and still be heard. Students should NOT speak louder than normal speaking – no shouting or yelling. No one should speak without wearing a mask.

Rehearsals, indoor or outside, should be no more than 30 minutes. Outside, a minimum 5-minute break after 30 minutes. Indoors, the room must have a complete exchange of air for 20 minutes before it is safe to use again. [NFHS Guidance](#)

Plexiglass partitions or barriers between musicians are not recommended because the room HVAC system cannot properly change the air as designed. "Dead zones" or areas where aerosol can build-up are a concern.

Rehearsal space recommendations in order of preference:

- Outdoor rehearsals, using individual mitigation techniques described above.
- Outdoor gazebo style tents with open sides and a high-pitched ceiling with mitigations.
- Indoors with the typical outdoor air exchange rate from HVAC plus recirculation air through MERV 13 filters.
- General procedures
 - Face masks must be worn at all times.
 - CDC guidelines for social distancing of 6x6 feet, with 9x6 for trombone players.
 - Indoor rehearsals should last for 30 minutes followed by clearing the room for 20-minutes for the HVAC system to change the air indoors with outside air.

How are music teachers managing singing/distancing?

- Minimum 6 ft apart
- No shared instruments
- Sterilize stands
- Sterilize mallets when shared
- Bell covers on brass instruments
- 30 min active playing or less
- Masks on when not playing
- Zoom class live and in-person synchronization
- Practice room used for students to login to zoom if uncomfortable
- Learn much music without active playing

For Choir classes (both MS & HS):

- 6 feet apart in the classroom, more in theater
- Individual music students bring each day, no shared space for folders (as usually happens)
- Maximum of 30 minutes singing in one space, then we exit to go outside
- When possible, no consecutive choir class is in the same location (ex. Periods 1 & 3 in Blosser's room, periods 2 & 4 in Schottenstein Theater seats)
- Masks are always worn, even when outside
- Synchronous classes for HS Choir (students on Zoom & in person so pacing stays the same)

LAST UPDATED 8/11/21

- ❑ Pre-recorded HS performance in October (groups called @ different times) so as not to have people sharing air in the Theater for more than 30 minutes at a time.

How are PE teachers managing distancing/shared equipment?

Bexley Physical Education Class

- ❑ Take your students outside if you have a large, safe space and weather conditions permit.
- ❑ Remind students to wear appropriate clothes for the current weather conditions.
- ❑ Encourage students to wear a hat and sunscreen when outside for prolonged periods of time.
- ❑ If you cannot go outside, utilize your space as you normally would.
- ❑ Use wet-erase floor markers, floor tape, cones, mats, and/or hula hoops to visually identify physical distancing.
- ❑ Ensure ventilation systems operate properly and increase the circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. Do not open windows and/or doors if doing so poses a safety or health risk.
- ❑ Use separate controlled entrance and exit points.
- ❑ Maintain social distancing when moving students across campus.
- ❑ Access technology to effectively communicate with classes impacted by increased social distancing.
- ❑ Continue to review your curriculum to see if there are opportunities to revise your typical curriculum sequence or move activities requiring physical exertion to the days when students are learning from home.

Masks:

- ❑ Masks should be worn inside and outside. The exception to masks would be outside activity where there is physical exertion such as a timed sprint and 6 feet of distance. In that case, a student would take their mask off for a brief time of exertion then put the mask back on.

Equipment

- ❑ Equipment should be disinfected after each class. It is recommended that different equipment be used from one period to the next and disinfection should occur before the equipment is used by a new group of students.
- ❑ Students (or pods) *within* a class can share equipment that has been disinfected and dried with the practice of students disinfecting their hands-on arrival and dismissal of the class.
- ❑ ***The sharing of equipment would be discouraged if the students are prone to touching their nose, eyes, and face as may be the case with our youngest students.
- ❑
- ❑ If students are unable to make or bring in their own equipment, consider using items from your school that can easily be cleaned and disinfected.
- ❑ Establish equipment collection routines and protocols to mitigate cross-contamination by designating “clean” and “dirty” collection bins.
- ❑ Consider teaching different units at the same time if it is not feasible to clean and disinfect equipment between classes.

LAST UPDATED 8/11/21

- Weightlifting – Choosing exercises that do not require spotters. Resistance training should be emphasized as body weight, sub-maximal lifts with the increased use of resistance bands. Clean and disinfect all contact surface areas after each student.
- We have been told to use guidelines from our professional organization. SHAPE America's equipment guidelines:
- https://www.shapeamerica.org/advocacy/Reentry/in-school-instruction-with-physical-distancing_p_e_equipment-safety-and-sanitation.aspx

Additional things to consider:

- Have a designated space for students to put their belongings i.e. book bags, water bottles. Etc.
- Remind students that they may want to bring a water bottle
- Prep hand sanitizing stations for students coming in and out.
- Prep designated areas for attendance or warm-ups
- Talk to your building Principal or custodians about daily floor cleaning procedures.
 - It is recommended that the floor is disinfected every day.
- Prep small groups or pods before students arrive to save time.
- Designate 1 or 2 students per class to set or re-set equipment if an activity calls for that. This will help limit multiple students touching the equipment.
- We are following guidelines from our professional organizations as listed and linked above.**
- Our professional organizations suggest limiting sharing equipment to mitigate risk.
 - We are sharing equipment in small groups of less than 5 students.
 - Students sanitize or wash hands on their way in and out of the gym
 - Equipment is sanitized after each class and allowed for proper dry time
 - Groups or “pods” of students are the same all week
- Social distancing is utilized throughout the class period
 - Masks are worn inside and outside at all times
 - Games and activities are designed to keep students socially distanced at 6 feet.
 - At the beginning and end of class, students sit on the bleachers with 3 bleacher seats in between them and other students.

School clubs

All-In: Schools Clubs can occur in person or virtually during or outside of the school day.

Hybrid: School Clubs must occur virtually or outside.

Distance/Remote: School Clubs must not interfere with instruction and shall occur virtually.

Are there other building restrictions?

Yes. The following restrictions have been established and are required at all BCSD buildings where

applicable:

- Contractors and/or delivery trucks delivering equipment and/or supplies must adhere to the requirements and recommendations established at the building they are visiting.
- During the school day, locker room facilities will remain closed.
- Water fountains will be turned off except for those that allow the filling of personal water bottles. (2 per elementary building)

LAST UPDATED 8/11/21

- ❑ Field trips are canceled until further notice.
- ❑ No outside food deliveries will be permitted for staff and students.

Social-Emotional Learning/Wellness

Social and emotional learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. (2020 Collaborative for Academic, Social, and Emotional Learning (CASEL))

Bexley City Schools (BCS) recognizes:

- That while we have all experienced and continue to experience a global pandemic, it has impacted each of us in different ways that need to be accounted for and addressed as we begin our school year, especially as it relates to our social-emotional needs.
- That while adjusting to our new pandemic normal, we are simultaneously being reminded of our country's complicated past (and present) with racism.

BCS is committed to making SEL a part of the school culture. At the root of this is relationship building and working to make sure each of our students is and feels like they are a part of our district. A schoolwide emphasis will continue to be placed on positive behavioral interventions and supports (PBIS). PBIS efforts around social-emotional well-being can also help reduce bullying and build community.

Below is the contact information for our School Counselors (email address and a link to their respective resource page). Our school counselors are available to support our students and their parent(s)/guardian(s). They can communicate via email, phone, or through a google meet. They can also link families to outside resources if there is a need. These resources can include mental well being, food, and other resources.

Please do not hesitate to reach out to your student's School Counselor should you have questions, concerns, or need support that could include student engagement, stress, navigating online learning, or other concerns.

Cassingham	Erica Hecker	Cassingham School Counseling
Maryland	Katie Bucco	Maryland School Counseling
Montrose	Michelle Hipsley	Montrose School Counseling
Middle	Sarah Busold (for students whose last names begin with A - K) Tara Louys (for students whose last	Middle School Counseling

LAST UPDATED 8/11/21

	names begin with L - Z)	
High	<u>David Leland</u> (for students whose last names begin with A - L) <u>Carrie Washburn</u> (for students whose last names begin with M - Z) <u>Stephanie Krosnosky</u>	<u>High School Counseling</u> <u>Career & College Counseling</u>

If you are having an emergency call 911.

If there is a crisis during this time and you need to see or talk to someone right away please contact 1-614-722-1800 Nationwide Children's Hospital Crisis Hotline or text "HOME" to 741741. These are both options at any time of the day, 24/7/365.

BCS is using CASELs' *Reunited, Renew, and Thrive: Social and Emotional Learning Roadmap for Reopening Schools* to support the return to school with equity-focused SEL strategies centered on relationships and built on the existing strengths of our school community.

This roadmap is built on four critical practices that are found below.

<p><u>Critical Practice 1</u></p> <p>Take time to cultivate and deepen relationships, build partnerships, and plan for SEL.</p>	<ul style="list-style-type: none"> ● Prioritize relationships that haven't been established. ● Engage in two-way communication. ● Build coalitions to effectively plan for supportive and equitable learning environments that promote social, emotional, and academic learning for all students.
<p><u>Critical Practice 2</u></p> <p>Design opportunities where adults can connect, heal, and build their capacity to support students</p>	<ul style="list-style-type: none"> ● Help adults feel connected, empowered, supported, and valued by cultivating collective self-care and well-being. ● Providing ongoing professional learning. ● Creating space for adults to process and learn from their experiences.
<p><u>Critical Practice 3</u></p> <p>Create safe, supportive, and equitable learning environments that promote all students' social and emotional development.</p>	<ul style="list-style-type: none"> ● Ensure all students feel a sense of belonging. ● Have consistent opportunities to learn about, reflect on, and practice SEL. ● Examine the impact of the pandemic and systemic racism on their lives and communities. ● Access needed support through school or community partners.

LAST UPDATED 8/11/21

<p><u>Critical Practice 4</u></p> <p>Use data as an opportunity to share power, deepen relationships, and continuously improve support for students, families, and staff.</p>	<ul style="list-style-type: none">• Partner with students, families, staff, and community partners to learn about students' and adults' ongoing needs and strengths.• Continuously improve SEL and transition efforts.
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Communications and Training

- ❑ Students will be educated about their role to help support a safe and healthy environment. Schools should provide specific, age-appropriate instruction regarding routine practices for students. This should be ongoing to reinforce the importance of handwashing, physical distancing, appropriate use of face masks, cough and sneeze etiquette, and the importance of staying home when sick or displaying symptoms.
- ❑ Bexley City School District staff will be provided with training and information to recognize the signs and symptoms of illness in others. They will also be provided training to self-monitor their own health according to the Bexley Health Pledge. Such training must also include how to properly put on, use, take off and dispose of personal protective equipment; appropriate handwashing; physical distancing; use of face masks, in line with requirements; staying home when sick; and strategies to reinforce these concepts with students and parents.
- ❑ Families will be provided with information about COVID-19 symptoms, risk factors, CDC guidelines, and the protective efforts to reduce the spread in our community and the Covid-19 Operations Guide, including how to conduct home screenings. [CDC-Symptoms of COVID](#) Information will be continuously updated on the district's website.
- ❑ CDC guidance will be shared to assist families who are taking care of someone with COVID in their home. [CDC-Caring for someone with COVID](#)
- ❑ Signage will be posted in all rooms and common areas explaining hygiene practices and distancing protocols to prevent spread.
- ❑ Ensure that school counselors and staff have sufficient training and time to address the social and emotional needs of our students
- ❑ The Communications team will create a multimedia campaign, including signage, in-school announcements, social media reminders, email messages, phone calls and texts to ensure that all are aware of emerging safety procedures and how to maintain a healthy environment.