

Site Coordinator Meeting

April 9, 2021

1. Badge entry, Raptor and Essential Visitors: **Exterior doors will remain locked at all times**
 - **Employee's badge gets them into your building:** there is nothing else that needs to be done
 - **Employee's badge does not get them into your building:** they must sign-in using Raptor (once it is up and running), use paper if you are still waiting.
 - **Barcodes for employees:** You should have received a barcode sticker for every employee.
 - They are to place it on the back of their badge.
 - They scan this to sign in to Raptor when visiting another district site.
 - **Entry of essential visitors**

In the event of a situation requiring a visitor's presence in your building the visitor must:

 - Be visually screened for symptoms upon entry
 - Be asked to attest to their health
 - Sign the contact tracing log - Raptor once it is up and running
 - Wash or sanitize their hands upon entry and exit
 - Maintain 6 feet of physical distance between people
 - Wear a face covering. The district will provide disposable face coverings if needed.
 - Be restricted from district property if they are known to have been in close contact with someone who has COVID-19, within 6 feet for at least 15 cumulative minutes in a 24-hour period, within the preceding 14 calendar days.
 - **Examples of essential visitors are:** DHS child protective services, law enforcement, student teachers, non-district repair people
 - **Examples of non-essential visitors include:** parents (note exception for preschool or early childhood programs), parent groups, classroom volunteers.
 - **Supervisors of student teachers** are non-essential visitors and must find another way to observe those they supervise. (See email from Rob Hess dated 4/8 @ 3:17)

Paper contact tracing logs: Keep for 4 weeks only. If you are storing anything over 4 weeks old please destroy them.

2. Responding to suspected illness

Primary COVID-19 symptoms include the following:

- Fever of 100.4°F or higher
- Chills
- Cough

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- Shortness of breath
- Difficulty breathing
- New loss of taste or loss of smell

If a student or staff member has any of these symptoms we need to disinfect the area they occupied and move home or to the Care/Isolation room.

8ft down cleanings will be coordinated through Joyce, Dawn, and Trevor

3. *What to do if a family shares someone in the household is positive or testing for COVID*

- Notify Joyce immediately via email (COVID in subject line). Please copy Kim Roellig next week as Joyce is in court for several days.
- Advise family to keep their student home until someone from Health Services can speak with them.
- Use the excluded, excused absence code if they are scheduled for in-person

4. *On-site eating and cleaning during the school day*

- Hand washing/sanitizer is required before the meal
- Students must be seated and not moving if inside
- After eating the desk/space where the eating occurred must be cleaned
- The student must hand sanitize/wash hands immediately after eating

5. *Friday ODE Report*

- *If you held orientation and had students on campus this week you are now in Hybrid.*
- *Each classroom is a cohort. For the purpose of reporting and contact tracing grade levels ARE NOT cohorts.*
- *To identify your total number of cohorts, count the number of your classes, multiply that by two, then add in any other groups meeting on campus (GSA, Leadership, etc.). For example, your Language Arts 6 class should have a blue day and a green day ... totaling 2 cohorts.*
- *Contact tracing groups do not need to be counted in the cohort tracker (SPED pull out group). We consider that a cohort, but it is not needed on this report.*

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- *ALWAYS select the option to have your answers emailed to you. This will be necessary to have on hand in the event of an error or if Joyce calls you with questions.*
- *THANK YOU! This report is work!*