

Reopening Safety Guide



As AACPS moves forward for the return of students to schools, this handbook is a compilation of best practices, information, and requirements for employees and families that address the hybrid learning environment, including protocols that will be enforced and staff must follow to keep students, staff, and visitors as safe as possible.

This handbook provides information, protocols, recommendations, and requirements related to COVID-19 and hybrid learning in schools in an effort to continue to provide a healthy and safe environment for students, staff, AACPS families, visitors, and extended community. The guidelines and protocols found within include best practices and recommendations from the Centers for Disease Control and Prevention, the Maryland Department of Health, Anne Arundel County Department of Health, as well as current state and local mandates.

During the development of this handbook, Anne Arundel County Public Schools had collaborative discussions with the Teachers Association of Anne Arundel County (TAAAC), the Association of Educational Leaders (AEL), the American Federation of State, County, and Municipal Employees, Local 1693 (AFSCME), and the Secretaries and Assistants Association of Anne Arundel County (SAAAAC) regarding safety protocols outlined in this document. AFSCME and SAAAAC support the intent and content of this handbook. Late in the document development process, TAAAC and AEL expressed philosophical differences with it.

The health and safety information in this guide is dynamic and will be updated as the Maryland Health Department and Anne Arundel County Department of Health make changes to their COVID-19 practices and protocols. The latest information will be available on our websites at www.aacps.org/safetyprotocols or www.aacps.org/spring2021.

Virtual-Plus, a Hybrid Learning Model	1
Health and Safety.....	2
Protocols	
Daily Screening Parent Checklist.....	3
Daily Screening Employee Checklist	4
What to do When We Welcome Students Back Advice	5
Stay Healthy, Be Well Advice	7
Face Coverings & Physical Distancing Expectations for Employees	8
Personal Protective Equipment (PPE) Procedures.....	10
Cleaning Protocols	12
Confirmed Case Guidance for Families.....	13
Confirmed Case Guidance for Employees	15
Vaccination Clinics for AACPS Staff	17
Facilities.....	18
Ventilation	18
Cleaning and Disinfection	18
Water Systems	19
Modified Layouts – Classrooms.....	19
Shared Objects.....	21
Physical Barriers and Guides.....	21
Communal Spaces/Restrooms.....	21
Security & Building Access	21
Food and Nutrition Services.....	21
Meals in Classrooms.....	21
School Meals Program	22
Transportation	22
Bus Riders	22
Car Riders	22
Quick Reference Information.....	23
Important Phone Numbers.....	23
E-mail addresses	23
Websites.....	23



Virtual-Plus, a Hybrid Learning Model

The hybrid learning model for the large-scale return of students to schools considers the health and safety of students and staff first. ***The framework will be a hybrid model where students will receive in-person instruction two consecutive days per week and virtual learning three days per week.*** Students will be assigned to a cohort that considers academic, personal, and staffing accommodations while also meeting safety guidelines. Here are some key factors about the hybrid learning environment:

Ventilation in all buildings meets county, state, and federal standards and includes increased infusion of outside air, and regularly verified system performance.

Face coverings must be worn by students per the applicable current state and local mandates.

Parents are responsible for symptoms screening at home.

Transportation and furniture **modifications have been made to facilitate appropriate distancing.**

Controlled and staggered movement patterns have been established in all buildings.

Instructional materials and school supplies will not be shared to the greatest extent possible.

Health and Safety

The Centers for Disease Control and Prevention (CDC) recommends five key mitigation strategies to reduce COVID-19 transmission. The strategies call for universal and correct mask use; physical distancing; handwashing and respiratory etiquette; cleaning and maintaining healthy facilities; and, contact tracing in combination with isolation and quarantine, in collaboration with the county health department. Since the onset of the pandemic, AACPS has implemented these strategies, and has set forth a suite of safety and health protocols (on the following pages) to standardize proper procedures across school system facilities and for students and staff to follow. These guidelines are frequently updated in accordance with local, state, and federal guidance and are always accessible at www.aacps.org/safetyprotocols. Adherence to these guidelines is mandatory and helps to keep everyone safe. Concerns regarding compliance to protocols may be addressed with school administrators, supervisors, or the AACPS Office of Investigations.

The protocols include:



Daily Screening Student Checklist

a handy reminder and chart to review symptoms and other factors before sending students to school each day. Parents are required to submit an acknowledgement form prior to the start of hybrid learning.



Face Coverings & Physical Distancing Expectations for Employees

a detailed list of requirements for employees when in school system facilities, as well as other reminders and measures to help keep staff safe and areas clean



Daily Screening Employee Checklist

a resource for employees to use to assess their physical health. Employees are expected to evaluate their symptoms before coming to work each day and proceed accordingly



Personal Protective Equipment (PPE) Procedures

a summary of the measures in place for staff to use PPE during their duties



Welcoming Students Back: What Families Can Do

an overview of what families should do in preparation for in-person instruction



Cleaning Protocols

an outline of the daily steps taken to help prevent contamination and public spread of COVID-19



Tips for Staying Healthy: What Employees Can Do

a wellness overview for employees



Confirmed Case Guidance

an overview of what actions should be taken by families, staff, or supervisors if a school system facility is affected by a laboratory confirmed case of COVID-19

A note about ventilation:

AACPS conducts daily flushes of all HVAC systems prior to and after occupancy. All systems meet county, state, and federal codes and standards. More information about ventilation can be found on page 18.



Daily Screening Student Checklist

Please use the following checklist to monitor your student's health every day. If students exhibit any of these symptoms, they must not attend school until symptom free and advised by the county health department.

Review AACPS' suite of safety protocols at www.aacps.org/safetyprotocols to be familiar with the steps taken by staff to keep students safe.

☐

Is my student showing COVID-like symptoms?

(Cough, shortness of breath, difficulty breathing and new loss of taste or smell.) If so, they **must not attend school**.

☐

Is my student showing any two of these symptoms?

☐ fever of 100° or higher

☐ chills or shaking chills

☐ muscle aches

☐ sore throat

☐ headache

☐ nausea or vomiting

☐ diarrhea

☐ fatigue

☐ congestion or runny nose

☐

Has my student been in close contact with someone who has COVID-19?

They must not come to school without advice from the county health department.



Notify your student's school.

www.aacps.org/schoollist

My student's school phone number is:

☐

Are my student's immunizations up to date?

☐

Has my family gotten flu shots?

☐

Did I pack materials that cannot be shared?

water, hand sanitizer, an extra cloth face covering, etc.

☐

Did I remind my student of proper hand washing and social distancing?

☐

Does my student have a clean cloth face covering made of breathable material that fits snugly?

Unless they have an approved accommodation, students must wear a cloth face covering in accordance with applicable state and local mandates, except when eating meals. Face coverings must be worn at the bus stop and traveling on a bus to and from school.



Daily Screening Employee Checklist

Please use the following checklist to monitor your health every day. If you exhibit any of these symptoms, you must not report to your work location until symptom free and advised by the county health department.

Review AACPS' suite of safety protocols at www.aacps.org/safetyprotocols to be familiar with the steps taken to keep staff safe.

☐

Are you showing COVID-like symptoms?

(Cough, shortness of breath, difficulty breathing and new loss of taste or smell.) If so, you **must not report to work**.

☐

Am I showing any two of these symptoms?

- | | |
|---|---|
| <input type="checkbox"/> fever of 100° or higher | <input type="checkbox"/> nausea or vomiting |
| <input type="checkbox"/> chills or shaking chills | <input type="checkbox"/> diarrhea |
| <input type="checkbox"/> muscle aches | <input type="checkbox"/> fatigue |
| <input type="checkbox"/> sore throat | <input type="checkbox"/> congestion or runny nose |
| <input type="checkbox"/> headache | |

☐

Have I or anyone in my household been in close contact with someone who has COVID-19?



Employees must immediately notify their supervisor

if they or a person in their household has been exposed to an individual who is confirmed to have COVID-19.

Staff from such households must receive direction from their supervisor before reporting to work.

☐

Are my immunizations up to date?

☐

Has my family gotten flu shots (recommended)?

☐

Did I pack proper materials for the workday?

water, hand sanitizer, an extra cloth face covering, etc.

☐

Do I have a clean cloth face covering made of breathable material that fits snugly?

Employees will be supplied with five reusable, cloth face coverings.



Welcoming Students Back: What Families Can Do

AACPS follows the professional and expert recommendations of local, state health officials, and the Centers for Disease Control and Prevention (CDC) to make informed decisions regarding the health and safety of students, staff, and visitors.

Please note that public health data and information which informs such recommendations are subject to change. AACPS will make modifications in accordance with local, state, and federal requirements.



Health

- **Students' temperatures must be checked at home daily** before coming to school. If your child's temperature is 100.4° or higher, they must not attend school.
- **Other symptoms that should prompt staying at home** are cough, shortness of breath, difficulty breathing, new loss of taste or smell, chills or shaking chills, muscle aches, sore throat, headache, nausea or vomiting, diarrhea, fatigue, and congestion or runny nose.
If a student has any of these symptoms, they must not attend school and the school must be immediately notified. A healthy student checklist is available at www.aacps.org/safetyprotocols. If a student develops or presents symptoms while at school, parents/guardians will be asked to promptly pick up their student.
- If a **student has been in close contact with someone who has COVID-19, the child must not**

come to school without advice from the county health department.

- Make sure that **your child's immunizations are up to date.**
- **Consider flu shots** for your family.
- **Pack water, hand sanitizer, an extra cloth face covering, and other materials that cannot be shared.**
- **Remind your children of proper and frequent hand washing.**
- **Teach your child about appropriate distancing**, helping them to understand what maintaining a safe distance of space from others looks like.
- **Review AACPS' suite of safety protocols and facilities adjustments** to be familiar with the steps taken by staff to keep students safe.
- **Continue healthy habits** like eating a balanced diet, exercising, and getting plenty of sleep.



Face Coverings in School

- Per CDC guidelines, **cloth face coverings should be worn at all times**, by all persons in school facilities, with exceptions for certain persons who, because of a disability, cannot wear a mask or wear a mask safely, or for certain settings such as while eating or drinking.
- Choose face coverings with **breathable material that fit snugly**, but comfortably over the nose and mouth.
- **Neck gaiter and other similar products** are not acceptable as cloth face coverings.
- **Label your child's face covering.**
- Help your child understand that **wearing a face covering may help prevent others from getting sick.**
- Show your child how to **carefully place and remove their face covering with clean hands.**

- Students will be expected to **wear a cloth face covering except when eating meals.** Face coverings must be worn at the bus stop and traveling on a bus to school. More information about bus procedures can be found at www.aacps.org/spring2021.
- Face coverings must be **worn over the nose and mouth and securely around the face.**
- **Before putting on the face covering, hands should be clean** (soap and water or hand sanitizer)
- Face coverings **should not be touched while being worn** and should only be removed with clean hands.
- Face coverings **should not be worn while wet**, as doing so could make it more difficult to breathe.
- Cloth face coverings **should be washed after every use.**

Welcoming Students Back: What Families Can Do



Be Well – Mental Health

- ***Talk to your child about their feelings around going back to school.*** Help them to understand that their classrooms and interactions will be different. School staff will help them adjust by providing lessons and encouragement on new school procedures.
- ***Stay connected with your child's school.*** School staff value relationships, especially during times of uncertainty and unfamiliarity.
- ***Reach out to your child's school counselor*** or visit www.aacps.org/crisisresources for support.
- Review the Confirmed Case guidance protocol at www.aacps.org/safetyprotocols to fully understand ***what happens if your child's school is affected by a laboratory confirmed case of COVID-19.***
- ***Remember that you are not alone.*** AACPS is made of many resilient and kind individuals who make a mighty awesome community.



Tips for Staying Healthy: What Employees Can Do

AACPS follows the professional and expert recommendations of local, state health officials, and the Centers for Disease Control and Prevention (CDC) to make informed decisions regarding the health and safety of students, staff, and visitors.

Please note that public health data and information which informs such recommendations are subject to change. AACPS will make modifications in accordance with local, state, and federal requirements.



Stay Healthy

- **Stay home if you are sick**, especially if you have any of the following symptoms:
 - cough
 - shortness of breath
 - difficulty breathing
 - new loss of taste or smell**Or any two** of the following symptoms:
 - fever of 100.4° or higher
 - chills or shaking chills
 - sore throat
 - headache
 - nausea or vomiting
 - fatigue
 - congestion or runny nose
- If you are sick, **seek medical care and avoid public places**.
- **If you or a member of your household has been in close contact with someone who has COVID-19, do not come to work.** Stay home, except to seek medical care. Avoid public places.
- **Consider flu shots** for you and your family.
- When coming to work, **pack water, hand sanitizer, an extra cloth face covering, and other materials**.
- **Wear a face covering when not at home**, especially when appropriate distancing cannot occur.
 - Choose face coverings with **breathable material that fit snugly**, but comfortably over the nose and mouth.
 - **Before putting on the face covering, hands should be clean** (soap and water or hand sanitizer)
 - **Face coverings should not be touched while being worn** and should only be removed with clean hands.
 - Face coverings should **not be worn while wet**, as doing so could make it difficult to breathe.
 - Cloth face coverings should be **washed after every use**.
- **Wash your hands or use hand sanitizer frequently.**
- Become familiar with AACPS' suite of safety protocols at www.aacps.org/safetyprotocols.
- **Continue healthy habits** like eating a balanced diet, exercising, managing stress, and getting plenty of sleep.



Be Well – Mental Health

- **Have family discussions to express feelings about the pandemic.** Address concerns among each other by researching issues and spending quality family time together.
- **Stay connected with your friends and colleagues.** Strong relationships are especially important during times of uncertainty and unfamiliarity.
- **Use the Employee Assistance Program for resources** to deal with workplace and everyday stress, as well as issues coping with COVID-19. www.aacps.org/eap.
- **Review the Confirmed Case Guidance protocol** at www.aacps.org/safetyprotocols to fully understand what happens if a school, Central Office, or satellite office is affected by laboratory confirmed case of COVID-19.
- Remember that you are not alone. AACPS is made of many resilient and kind individuals who make a mighty awesome community.



Face Coverings & Physical Distancing for Employees

AACPS follows the professional and expert recommendations of local, state health officials, and the Centers for Disease Control and Prevention (CDC) to make informed decisions regarding the health and safety of students, staff, and visitors.

Please note that public health data and information which informs such recommendations are subject to change. AACPS will make modifications in accordance with local, state, and federal requirements.

CDC Recommendations for cloth face coverings in schools

- **Cloth face coverings have been proven to mitigate the spread of COVID-19.**
- Cloth face coverings **are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings** and when around people who live outside of their household.
- **Cloth face coverings must be worn by anyone over the age of 2** while in school buildings. All students will be required to wear a mask during the entire school day, including at the bus stop and on the bus, when in-person hybrid instruction begins.

Face Covering & Distancing Expectations in AACPS

Failure to comply with these guidelines will result in progressive discipline.



Employees, students, and visitors are required to wear a cloth face covering during the entire workday, especially in common areas of their buildings where interaction with others is likely. Employees may remove masks when working in areas where others are not present

- Must be worn over the nose and mouth and securely around the face.
- Before putting on the face covering, hands should be clean (soap and water or hand sanitizer).
- Face coverings should not be touched while being worn and should only be removed with clean hands.
- Face coverings should not be worn while wet, as doing so could make it difficult to breathe.
- Cloth face coverings should be washed after every use.

Employees must **maintain at least 6 feet** from other individuals to the extent possible. Furniture has been removed from meeting spaces to accommodate physical distancing practices.

Designated areas will be identified for employees to use for workspace during breaks and to eat lunch.

Desks in classrooms have been arranged in accordance with applicable distancing guidelines.

Desks at work locations are spaced at least 6 feet apart and/or assigned work locations and schedules may be adjusted to meet distancing guidelines.

Visitors and contractors must wear face coverings at all times. AACPS employees are not to be deemed visitors regardless of their work location. Contractors may remove masks where others are not present.



Face Coverings & Physical Distancing for Employees

Important Safety Measures & Reminders



Elevator use is limited to three individuals per ride and face coverings must be worn.

Basic personal **office materials**, e.g., pens, paper, markers, tape, etc. **should not be shared**. Shared office items, e.g., copier, phones, microwave, etc. should be wiped frequently and individuals should always wash/sanitize hands after use.



Employees must conduct a daily health screening before coming to work. A checklist to evaluate symptoms can be found at www.aacps.org/safetyprotocols.

Supervisors are expected to **schedule staff on a rotating basis**, where feasible, to enhance the ability to practice appropriate distancing where needed.



Hand sanitizer and/or hand sanitizing stations **will be accessible** throughout all facilities.

Where possible, **interior doors will be left or propped open** to reduce frequent touching. Doors that lead to stairwells cannot be left open because of fire code.



Employees must not report to work if they are feeling ill, have a cough, shortness of breath, difficulty breathing or new loss of taste or smell or any two of the following: fever of 100.4 or higher, chills or shaking chills, muscle aches, sore throat, headache, nausea or vomiting, fatigue, or congestion or runny nose. Information regarding leave for individuals with COVID-19 or who are quarantined may be found at www.aacps.org/leave.

AACPS supervisors and in-school administrators must **follow local and state guidelines** to promptly deal with **confirmed COVID-19 cases** (www.aacps.org/safetyprotocols) that directly affect the facilities for which they are responsible. Such response includes swift and confidential notifications to impacted individuals and affiliated parties as determined by the county department of health.



System-wide memos regarding operational and logistical decisions are posted on the AACPS website.

Employees are encouraged to use the Employee Assistance Program (www.aacps.eap) resources to help with everyday stress, as well as issues related to the pandemic.





Personal Protective Equipment (PPE) Procedure for Employees

AACPS follows the professional and expert recommendations of local, state health officials, and the Centers for Disease Control and Prevention (CDC) to make informed decisions regarding the health and safety of students, staff, and visitors.

Please note that public health data and information which informs such recommendations are subject to change. AACPS will make modifications in accordance with local, state, and federal requirements.

Failure to comply with these guidelines will result in progressive discipline.



Face Coverings/Masks

- AACPS will provide **five washable, cloth, reusable face coverings** to each employee.
- **The CDC recommends face coverings in public** and when not around members of the same household to slow the spread of COVID-19.
- **Wearing at least a cloth face covering is mandated and essential to limiting the spread of COVID-19.** Face coverings other than medical-grade and cloth ones that fit snugly around the nose, close to cheeks, and under the chin, e.g., neck gaiters, are not recommended.
- Physical distancing measures, face shields, and other personal protections **may not be utilized in lieu of masks.**
- Masks with exhalation valves or vents allow respiratory droplets to escape and do not provide enough protection from the spread of COVID-19 to others. **The CDC does not recommend the use of masks with exhalation valves or vents.** Such masks should be used in combination with a cloth face covering.
- All **AACPS employees are required to wear at least a cloth face covering** at any time in which they are in any AACPS facility. Students are required to wear a mask during the entire school day, including at the bus stop and on the bus. Visitors must wear face coverings at all times in all AACPS buildings.
- **More guidance for face coverings for employees** can be found at www.aacps.org/safetyprotocols.



Face Shields

- AACPS will provide approved **face shields for employees based on health, work, or unique needs on a case-by-case basis.**
- A face shield is **primarily used for eye protection** for the person wearing it. The CDC does not currently recommend the use of face shields as a substitute for cloth face coverings or masks.
- Employees may wear face shields in addition to cloth face coverings.
- **Deaf/hard of hearing individuals or employees who work directly with deaf/hard of hearing individuals may opt to wear a hooded face shield** that wraps around the wearer's face and extends below the chin. AACPS will also provide this type of covering to students when required by an identified accommodation.
- Individuals who wear face shields should follow **CDC guidelines for face shield cleanliness.** www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html

PPE Procedure for Employees



Acrylic Shields

- AACPS will purchase acrylic barriers to be installed by individual office/school staff for offices that have employees who come in frequent, direct contact with the public. Schools will have two acrylic shield stations per building which may require shifting tasks to alternate locations.
- Acrylic shields are designed as **protective barriers from airborne particles**.
- Acrylic shields may be **utilized by offices that have employees who have frequent, direct contact with the public**.
- Acrylic shields are **not replacements for required face coverings**. All employees who are in offices that have acrylic shields installed must also wear at least a cloth face covering.



Accommodations for Speciality Site In-Person Instruction and Services

- Developmental centers and other specialty site classes where employees will provide **close contact services to students** will identify needs and purchase PPE accordingly. Such needs will be addressed on a case-by-case basis. These employees may also complete the Specialized PPE Request Form to address additional needs.
- Hooded face covering options and gloves are available for employees and students who need them. This PPE will be provided prior to the delivery of educational service or in-person interactions at developmental centers..
- Advice on working with students who have difficulty wearing masks will be shared with employees and provided to parents, especially at developmental centers.



Purchasing Additional PPE

Schools and/or offices that would like to **purchase additional PPE** must contact the AACPS Budget Office at (410) 222-5150.



Cleaning Protocol

AACPS follows the professional and expert recommendations of local, state health officials, and the Centers for Disease Control and Prevention (CDC) to make informed decisions regarding the health and safety of students, staff, and visitors.

Please note that public health data and information which informs such recommendations are subject to change. AACPS will make modifications in accordance with local, state, and federal requirements.

Cleaning Products

- All disinfectants including the pre-moistened wipes, and surface cleaners purchased and used by AACPS are on the EPA “*Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2, the Cause of COVID-19*” list. Note: Bleach is prohibited in public schools.
- All cleaning products are **used in accordance with the manufacturer’s recommendations** as listed on the product label and Safety Data Sheets (SDS).
- In general, AACPS uses low-toxic, green-Certified cleaning products and supplies in accordance with regulation DEE-RA – Green Product Cleaning Supplies for the everyday upkeep of buildings.
- In compliance with AACPS Hazard Communication Policy & Regulation, all cleaning products are **properly labeled and stored in a secure area** for use by authorized staff only.
- **AACPS employees can request disinfectant wipes and hand sanitizer** from their supervisor.
- **Operations staff is trained on the hazards of the cleaning chemicals** used in accordance with Occupational Safety and Health Administration’s (OSHA) Communication Standard.

Failure to comply with these steps will result in progressive discipline.

Cleaning Steps — Confirmed COVID-19 Case

- Upon notification that a person confirmed to have COVID-19 has been present in a school system building, the **affected area will be promptly closed and, where feasible, left unoccupied for 24 hours prior to cleaning and disinfection** by CDC protocols. Principals, administrators, or supervisors will begin working closely with the Anne Arundel County Department of Health to determine exposure risks for school system buildings.
- Buildings, specific rooms, and/or areas where the individual confirmed to have COVID-19 spent time will be assessed on a case-by-case basis. **Areas that require restricted access will be identified.**
- The **cleaning scope of affected areas will be determined by Operations personnel** in consultation with county health department officials. The results of the consultation will be documented on a standard form and signed by the applicable principal, administrator or supervisor to indicate completion of cleaning.

Cleaning Steps — Daily

- As trained professionals, **AACPS Operations staff provide routine cleaning and disinfecting services consistent with industry standards.**
- **Routine cleaning and disinfecting are important actions** to reduce the risk of exposure to COVID-19.
- **Consistent cleaning of high-traffic areas and frequently-touched surfaces will be performed during hours of operation.** Frequently-touched surfaces include, but are not limited to, tables, doorknobs, light switches, countertops, handles, restrooms, toilets, faucets, sinks, soap and paper towel dispensers, school desks, etc.
- **Cleaning frequency is determined by volume of traffic or use.** Monitoring of areas and surfaces occurs throughout business hours.
- While cleaning and disinfecting common areas is the primary responsibility of the custodial staff, **personal workspace cleaning should be maintained by individual employees.** An employee may request disposable wipes from their supervisor to clean areas in their workspace such as their desk, telephone, keyboard, chair, and/or any other items they use in performing their duties. An employee may also bring their own non-bleach cleaning products to use in their workspace.
- **Hand sanitizer and/or hand sanitizing stations will be accessible** throughout all facilities.



Confirmed COVID-19 Case Protocol Information for Families

AACPS follows the professional and expert recommendations of local, state health officials, and the Centers for Disease Control and Prevention (CDC) to make informed decisions regarding the health and safety of students, staff, and visitors.

Please note that public health data and information which informs such recommendations are subject to change. AACPS will make modifications in accordance with local, state, and federal requirements.

Symptoms of COVID-19, as defined by the Maryland Department of Health and Maryland State Department of Education:

fever of 100.4° or higher
sore throat

cough
diarrhea

severe headache
vomiting

body aches
loss of taste or smell

If your household is affected by a confirmed case of COVID-19

- If a person in a household has been exposed to someone who is confirmed to have COVID-19, **call the school nurse or school administration immediately.**
- **Students of such households must stay home or be promptly picked up from school.**

When a school is affected by a confirmed case of COVID-19

If a student or school staff member develops symptoms of COVID-19-like illness during the school day, the school will (as outlined by the Maryland Department of Health and the Maryland State Department of Education):

- **Isolate the student in a designated area.**
- **Assess** (by the school health staff) **for applicable symptoms** and confidentially notify the student's family.
- **Call the student's family to immediately pick up the child** for at least the remainder of the school day.
- **Provide further guidance** to the student's family from the county health department, which may include

information regarding seeking medical care, quarantine duration, and COVID-19 testing.

- **Follow the established cleaning protocol**, especially where the student made physical contact. The cleaning protocol can be found at www.aacps.org/safetyprotocols.

When a school is informed of a laboratory confirmed case of COVID-19 in a student or school staff member, the AACPS Contact Tracing Team will work with the county health department to conduct contact tracing to determine who has been in close contact with the involved individual.

- The **school will use state and local guidance documents**, such as "[Decision Aid: Exclusion and Return for Laboratory Confirmed COVID-19 Cases and Persons with COVID-19-like Illness in Schools, Child Care Programs, and Youth Camps](#)" by the Maryland Department of Health, to determine the next course of action (quarantine, exclusion, etc.) for the individual.
- **The school will follow instructions from the county health department** for all matters regarding quarantine, exclusion, and return to school for persons with a positive test for COVID-19 and those who had close contact. The AACPS Contact Tracing Team will direct the school regarding communication and next steps for those who had close contact.
- If the **number of laboratory-confirmed cases of COVID-19 or persons with symptoms at a specific facility or area meets the definition of an outbreak**, the county health department will make decisions on how to respond, including possible class quarantine or school closure.

Confirmed COVID-19 Case Protocol—Information for Families

Additional information from the department of health's Reopening Schools COVID-19 Health Guidelines for Anne Arundel County:

"When there is a confirmed case of COVID-19 or COVID-19 like illness identified in school, that person's cohort will be assessed for quarantine. Isolation and quarantine will be managed by the Department of Health in partnership with AACPS. While testing is helpful in identifying people who have COVID-19 without symptoms (and is now being used to shorten the length of quarantine), MDH has determined that the length of quarantine should remain at 14 days in the school setting to reduce risk in the classroom setting.

A classroom or cohort outbreak is when there are two or more confirmed cases within that classroom or cohort, from different households, within 14 days.

A school-based outbreak is defined as (a) three or more classrooms or cohorts with outbreaks at the same school within a 14- day period, or (b) 5% or more of unrelated students and staff at a school with COVID-19 within a 14-day period. This type of outbreak typically leads to school closure.

Cases and outbreaks will be tracked to provide ongoing information about community spread, in-school spread, and the effectiveness of mitigation strategies in school. The Department of Health and AACPS will communicate directly with anyone requiring isolation and quarantine. AACPS will communicate with affected school communities while maintaining the health privacy of those directly affected."

About the AACPS Contact Tracing Team:

The AACPS Contact Tracing Team is a group of education professionals that assists schools, satellite and central offices with the rapid and efficient collection of information regarding positive COVID-19 cases in school system buildings. The Team is responsible for:

- Coordinating with building administrators and supervisors regarding employees and students with positive COVID-19 cases
- Notifying the Anne Arundel County Department of Health of positive COVID-19 cases
- Providing guidance in consultation with the Anne Arundel County Department of Health regarding quarantining individuals who have been in close contact with an individual who tested positive for COVID-19
- Notify employees who may have been exposed to COVID-19 while in an AACPS school or building
- Managing COVID-19 positive case-related data

Communication of a confirmed case of COVID-19

- **Confidential communication** will occur between the involved family, health officials, and school administration.
- **Individuals will not be identified** in public notifications.
- **Notification will be provided as appropriate to the school community** regarding school processes that are affected.
- **AACPS officials, including the Executive Director of Human Resources and the Chief Communications Officer, and county health officials have a direct line of communication** and collaboration to ensure swift contact tracing and accurate information.
- **Cleaning protocols can always be reviewed at www.aacps.org/safetyprotocols.**



Confirmed COVID-19 Case Protocol Information for Employees

AACPS follows the professional and expert recommendations of local, state health officials, and the Centers for Disease Control and Prevention (CDC) to make informed decisions regarding the health and safety of students, staff, and visitors.

Please note that public health data and information which informs such recommendations are subject to change. AACPS will make modifications in accordance with local, state, and federal requirements.

Symptoms of COVID-19, as defined by the Maryland Department of Health and Maryland State Department of Education:

fever of 100.4° or higher
sore throat

cough
diarrhea

severe headache
vomiting

body aches
loss of taste or smell

If your household is affected by a confirmed case of COVID-19

- **Employees must immediately notify their supervisor** if they or a person in their household has been exposed to an individual who is confirmed to have COVID-19.
- **Staff from such households will receive instruction from their supervisor** after advisement from the county health department.

When a school, central office, or satellite office is affected by a confirmed case of COVID-19

If an employee develops symptoms of COVID-19-like illness during the workday, supervisors or managers of a facility will (as outlined by the Maryland Department of Health and the Maryland State Department of Education):

- **Liaise with the county health department** to assess symptoms.
- **Direct the employee to leave** for at least the remainder of the workday. If the employee is unable to leave immediately, they will be isolated to a designated area. (Information regarding leave for individuals with COVID-19 or who are quarantined may be found at www.aacps.org/leave.)
- Provide further guidance to the employee from the county health department, which may include information regarding seeking medical care, quarantine duration, and COVID-19 testing.
- **Follow the established cleaning protocol**, especially where the employee made physical contact. The cleaning protocol can be found at www.aacps.org/safetyprotocols.

When a school or school system facility is informed of a laboratory confirmed case of COVID-19 in a student or employee, the AACPS Contact Tracing Team, the school will work with the county health department to conduct contact tracing to determine who has been in close contact with the involved individual.

- **Supervisors will use state and local guidance documents**, such as "[Decision Aid: Exclusion and Return for Laboratory Confirmed COVID-19 Cases and Persons with COVID-19-like Illness in Schools, Child Care Programs, and Youth Camps](#)" by the Maryland Department of Health, to determine the next course of action (quarantine, exclusion, etc.) for the individual.
- **Supervisors will follow instructions from the county health department** for all matters regarding quarantine, exclusion, and return to school for persons with a positive test for COVID-19. The AACPS Contact Tracing Team will direct the school regarding communication and next steps for those who had close contact.
- If the **number of laboratory-confirmed cases of COVID-19 or persons with symptoms at a specific facility or area meets the definition of an outbreak**, the county health department will make decisions on how to respond.

Confirmed COVID-19 Case Protocol—Information for Employees

Additional information from the department of health's Reopening Schools COVID-19 Health Guidelines for Anne Arundel County:

This information relates to school response; however, AACPS will apply the same criteria and effort to assess and handle cases and outbreaks at satellite and central offices.

"When there is a confirmed case of COVID-19 or COVID-19 like illness identified in school, that person's cohort will be assessed for quarantine. Isolation and quarantine will be managed by the Department of Health in partnership with AACPS. While testing is helpful in identifying people who have COVID-19 without symptoms (and is now being used to shorten the length of quarantine), MDH has determined that the length of quarantine should remain at 14 days in the school setting to reduce risk in the classroom setting.

A classroom or cohort outbreak is when there are two or more confirmed cases within that classroom or cohort, from different households, within 14 days.

A school-based outbreak is defined as (a) three or more classrooms or cohorts with outbreaks at the same school within a 14-day period, or (b) 5% or more of unrelated students and staff at a school with COVID-19 within a 14-day period. This type of outbreak typically leads to school closure.

Cases and outbreaks will be tracked to provide ongoing information about community spread, in-school spread, and the effectiveness of mitigation strategies in school. The Department of Health and AACPS will communicate directly with anyone requiring isolation and quarantine. AACPS will communicate with affected school communities while maintaining the health privacy of those directly affected."

About the AACPS Contact Tracing Team:

The AACPS Contact Tracing Team is a group of education professionals that assists schools, satellite and central offices with the rapid and efficient collection of information regarding positive COVID-19 cases in school system buildings. The Team is responsible for:

- Coordinating with building administrators and supervisors regarding employees and students with positive COVID-19 cases
- Notifying the Anne Arundel County Department of Health of positive COVID-19 cases
- Providing guidance in consultation with the Anne Arundel County Department of Health regarding quarantining individuals who have been in close contact with an individual who tested positive for COVID-19
- Notify employees who may have been exposed to COVID-19 while in an AACPS school or building
- Managing COVID-19 positive case-related data

Communication of a confirmed case of COVID-19

- ***Confidential communication will occur*** between the employee, supervisor, health officials, and human resources.
- ***Individuals will not be identified*** in public notifications.
- ***Notification will be provided*** as appropriate to the affected facility.
- AACPS officials, including the Executive Director of Human Resources and the Chief Communications Officer, and county health officials have a ***direct line of communication and collaboration*** to ensure swift contact tracing and accurate information.
- ***Cleaning protocols can always be reviewed*** at www.aacps.org/safetyprotocols.



Vaccination Clinics for AACPS Staff

As outlined in the Anne Arundel County Department of Health's Reopening Schools "COVID-19 Health Guidelines for Anne Arundel County: document, vaccination is a mitigation strategy that "will decrease the risk of school disruptions and in-school transmission. **They are not required for school return.**"

In partnership with the Anne Arundel County Fire Department and the Anne Arundel County Department of Health, AACPS is conducting COVID-19 vaccination clinics so that employees can have an opportunity to be vaccinated if they so choose.

Clinics are only available to AACPS employees and identified contractors. A prioritized list for staff vaccinations has been developed that takes into account the timeline for students returning to schools, among other factors.

As vaccines become available, applicable employees will receive an email via their work email address prompting them to visit the AACPS secure intranet site. All employees should check their aacps.org emails regularly to see if they have been invited to participate in an upcoming clinic.

Invitations to schedule are solely for the individual to whom it was sent. The messages may not be forwarded or shared with anyone. Anyone who makes an appointment using a shared link will be turned away from the clinic. Please read the important "Know Before You Go" information on the AACPS secure intranet site.

The clinics are by appointment only.

Employees/contractors arriving at the clinic(s) will be asked to provide a Photo ID, an AACPS badge (if applicable), and proof of their vaccination appointment registration. An employee/contractor must bring these documents in order to be vaccinated. Those arriving without these documents will not be able to proceed with the process.

Please be aware that persons screened and exhibiting possible COVID-19 symptoms or awaiting COVID-19 test results should NOT come to the vaccination site or be vaccinated. Persons with a history of severe allergic reactions (e.g. anaphylaxis) to any component of an mRNA COVID-19 vaccine should not be vaccinated.



Facilities

Ventilation

Especially prior to the reopening of all schools, facilities staff will continue to will review and monitor the HVAC equipment and schedules to ensure the **ventilation systems operate properly and enhance circulation of conditioned outdoor** air to meet applicable local, state, and federal requirements. The Facilities Division will continue to follow and adhere to state health and safety mandates regarding proper ventilation, including the use of approved/recommended equipment and procedures, in all facilities.

Consistent with the recommendations of the Anne Arundel Health Officer, AACPS will continue to implement and maintain strategies that prioritize ventilation in buildings, support filtration with outside air, and regularly verify system performance in all buildings.

In full collaboration with the county health department, AACPS remains committed to taking all reasonable steps and following county health recommendations to provide a safe working environment for employees.

HVAC systems are designed and installed by HVAC industry professionals to meet the applicable building and occupancy code requirements at time of installation. All HVAC systems are routinely inspected and receive regular preventative maintenance by both AACPS employees and certified contractors to meet the applicable standards and to ensure that equipment remains operable in the manner that it was designed and intended to function.

All air filters are replaced in accordance with the manufacturer's recommendations to ensure the highest appropriate air filtration rates for each type of unit.

AACPS operates systems prior to and after occupancy to flush the building with outdoor air. Additionally all school system HVAC systems provide air flow into every space designed for occupancy by students and employees through a volumetric calculation. Each space has a volume (size of space) and the maximum number of anticipated people in the different spaces and the air flow rates take into account both factors. Limiting occupancy, as in the hybrid learning environment, serves to increase the available ventilation rates per person since the systems are still running as if all spaces were at maximum occupancy.

Cleaning and Disinfection

As established in the Cleaning Protocol in this guidebook and at www.aacps.org/safetyprotocols, AACPS operations staff will apply **routine and specialized cleaning and disinfecting methods** to maintain sanitary facilities and minimize the public spread of COVID-19. AACPS will maintain formal records of spaces that have been cleaned and disinfected after a confirmed COVID-19 case in any school system facility.

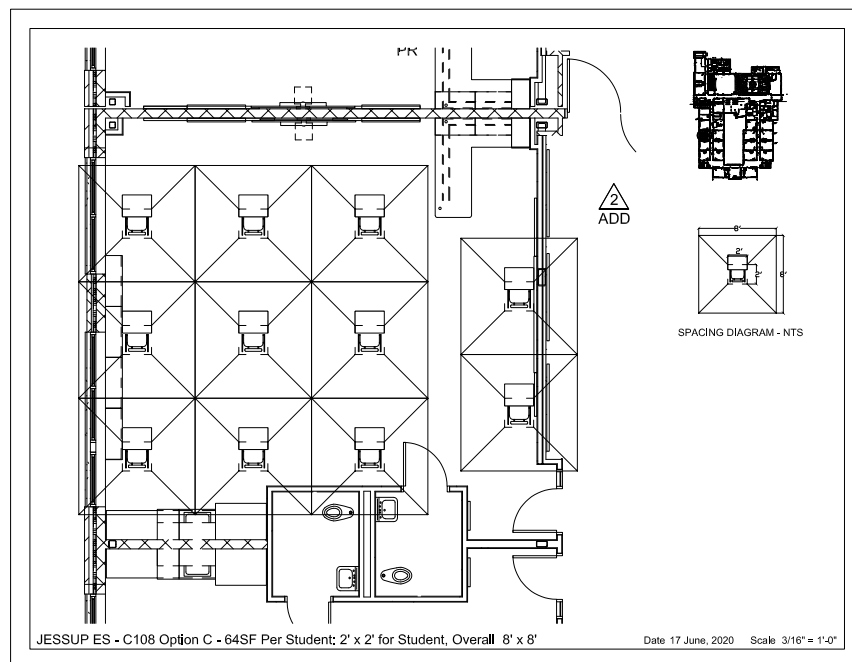
Water Systems

To minimize the risk of Legionnaires disease and other diseases associated with water, **facilities staff will continue to take steps to ensure that water for HVAC systems, hand/kitchen sinks, and other water sources are ready for use**, especially after a prolonged facility shutdown. **Water fountains, however, will not be available** for use when students return to schools.

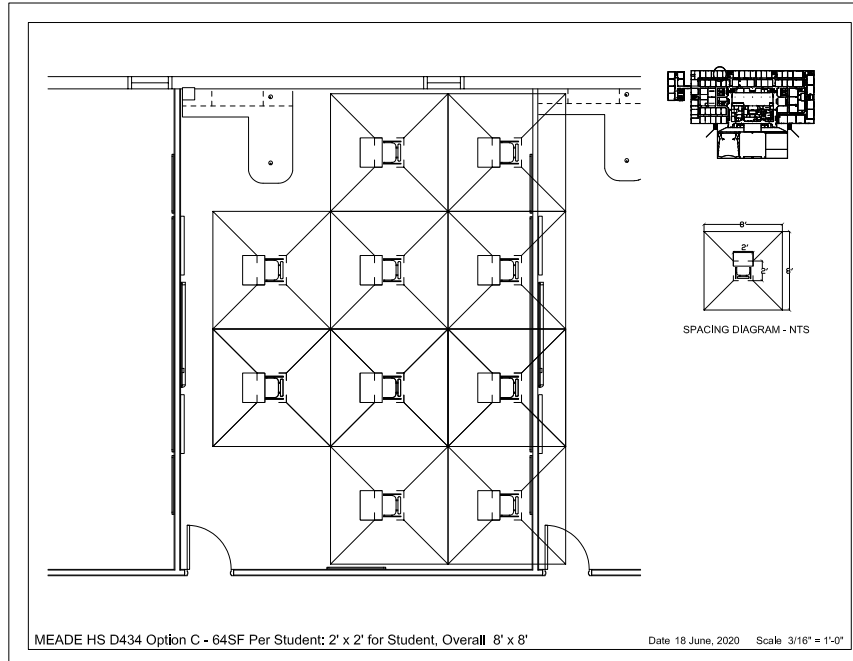
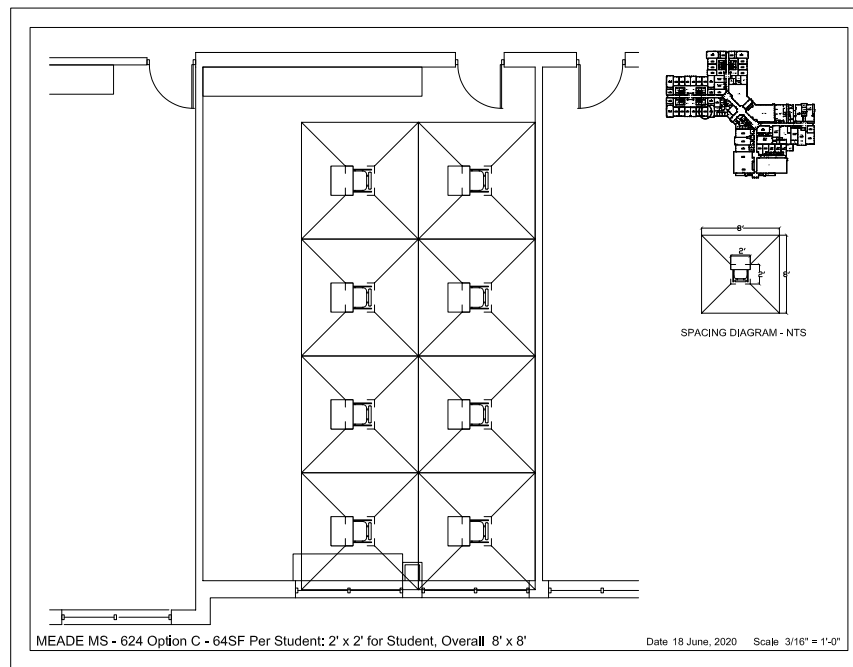
Modified Layouts – Classrooms

Classrooms will be designed to maximize space and distance between students and staff. Classrooms will be configured to accommodate students, depending on room size and in accordance with applicable distancing guidelines and CDC recommendations. As seen in the following diagrams that represent traditional elementary, middle, and high school classrooms, desks will be spaced at least six feet apart, facing the same direction.

Students must keep all of their belongings within their designated areas and will be allowed limited access to other areas. Additional furniture will be removed from classrooms, meeting rooms, and other areas to allow for appropriate distancing and safe traffic flow. Teachers will use an instructional model that allows for distancing in the front of the classroom and down a center aisle while also being visible for virtual learners at home. Teachers will be asked to plug in Chromebooks in the available classroom chargers, as needed.



Modified Layouts—Classrooms cont.



Shared Objects

AACPS will discourage the use of shared materials (e.g., electronic devices, toys, books, learning aids) in classrooms by providing enough materials for each student and/or avoiding activities that would promote such sharing.

Physical Barriers and Guides

Physical barriers will not be used in instructional areas, but approval may be granted for a temporary barrier to be placed in offices or areas with a high volume of public interaction and/or difficulty to manage physical distancing. Signage, stickers, and tape will be strategically positioned to designate appropriate distancing, traffic patterns, and other health and safety expectations.

Communal Spaces/Restrooms

Large spaces such as the cafeteria and gymnasium will not be used for their traditional purposes nor for instruction. Playground usage will be regulated and staggered so that routine cleaning may occur. The number of bathroom stalls in use will be limited and designated to allow for appropriate distancing. Except for meal consumption, **students are expected to wear face coverings** per the applicable current state and local mandates, including at the bus stop, traveling on buses, and during recess.

Security & Building Access

Security measures that balance health needs to prevent the spread of COVID-19 and proper protection for students and staff will include a variety of adjustments to usual school operating procedures. While each school has unique needs, there will be some universal procedures. There will be multiple points of entry for students and staff during arrival and dismissal periods to allow for appropriate distancing and minimal traffic. To the extent possible, students and staff will be directed to use entrances that discourage congregating and to avoid unnecessary interactions with visitors and others. Movement procedures, including hallway traffic patterns and class rotations will be evaluated to uphold proper health and safety expectations.

Visitors and contractors must wear face coverings in all AACPS buildings except where others are not present. Visitors to schools and Central Office will be required to go through the usual identification-check process, but access to buildings or parts of buildings will be limited. Virtual meetings will be encouraged to mitigate health and security concerns.

Food and Nutrition Services

Meals in Classrooms

Since cafeterias will not be available, students will consume their meals at their desks. **Free breakfast, lunch, and dinner will be available for all students.** Meals will be delivered in bins and placed outside of classrooms. Breakfast will be delivered prior to the start of the school day. Lunch will be delivered during the mid-day break. Dinner will be delivered prior to dismissal. Teachers will be asked to remind students about handwashing before eating.

Sharing of food is not allowed. School staff will review the list of students who have food allergies to accommodate those students as appropriate.

School Meals Program

Food and Nutrition Services staff continue to provide a program that meets student needs. Staff wear face coverings and gloves during preparation and delivery of meals, as well as anytime they are in a school and/or cannot maintain physical distancing. Staff continue to practice proper handwashing and sanitization of surfaces. To accommodate all families during hybrid learning, there will be some version of meal distribution sites in addition to in-school meal delivery operating every day during the school week. In accordance with traditional procedure, Food and Nutrition Services staff will monitor meal offerings with considerations for student food allergies.

Meal preparation areas are properly cleaned, disinfected, and sanitized per usual methods and protocols performed by Food and Nutrition and Operations staff and in accordance with Anne Arundel County Department of Health Safety and Sanitation Standards. Facilities personnel continue to ensure that hand/kitchen sinks and water sources are safe and ready for use, especially after a prolonged facility shutdown.

Transportation

Bus Riders

AACPS transportation specialists and bus operators are committed to the safe transport of students every day. The following are additional steps to be taken at bus stops and on buses to promote the health of students, staff, and bus drivers:

- Students must wear cloth face coverings (except students with approved accommodations) and keep appropriate distance at bus stops.
- Students must wear face coverings for the duration of the bus ride.
- Bus capacity is limited to 22–26 students per bus, per route.
- All seats will not be used on the bus to accommodate appropriate distancing. Bus drivers and school administrators will devise seating charts and plans.
- Students will load the bus starting with the rear seats, filling all designated seats moving forward to the front of the bus.
- Buses will be cleaned twice per day. Frequently touched surfaces will be wiped down between school runs.
- Parents/guardians will sign acknowledgement forms in support of these precautions prior to receiving bus service.

Car Riders

- An increase in car riders is expected.
- Parents/guardians must adhere to school signage and staff directions to ensure safe and orderly drop-off and pick-up procedures.
- Car riders must wear face coverings before exiting their vehicles.



Quick Reference Information

Important Phone Numbers

HR Main Phone 410-222-5061
Benefits 410-222-5219/5221
Employee Leave 410-222-5090
Employee Relations 410-222-5086

Investigations 410-222-5286
Payroll 410-222-5210
Wellness 410-222-5206

E-mail addresses

benefits@aacps.org
payroll@aacps.org

Websites

www.aacps.org/spring2021
www.aacps.org/eap
www.aacps.org/leave
www.aacps.org/safetyprotocols
www.aacps.org/virtualeducator



ANNE ARUNDEL
COUNTY PUBLIC SCHOOLS

Anne Arundel County Public Schools
George Arlotto, Ed.D., Superintendent of Schools