



Coronavirus Information and Resources

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Because this is a rapidly changing situation, please **frequently check the following websites to access updated information.**

www.cdc.gov

www.who.int

www.in.gov/isdh

www.ed.gov/coronavirus

This guide was written to direct you to the appropriate resources and services and should not be used to replace local, state, and federal guidelines. All references have been provided in-line and on a resource page to help you continue your research.

COVID-19 & Schools: Main Concerns

Employee Leave

When speaking of schools as employers, schools have a duty to do as much as they can to prevent the spread of illness among their employees. Given the rapidly changing situation surrounding the coronavirus (COVID-19), schools should be prepared for a potential outbreak among employees. Considering the policies of IU, Purdue, and the employer guidelines published by the CDC, employees can use any accrued paid time off or request unpaid time off to cover any inability to come to work due to self-quarantine. Schools should be flexible regarding anyone who has reasonable cause to self-quarantine (has been to a CDC level 3 warning country, has been in contact with someone who has recently returned from travel to those countries, is displaying symptoms of coronavirus, or has been in contact with someone who is being tested for or has coronavirus). For those employees who are severely ill or taking care of a family member who is severely ill, they may qualify for unpaid leave and protection under FMLA, and/or other protections and benefits from disability insurance.

Quarantine

Concerning students and employees, if a medical professional has ordered a self-quarantine and this quarantine is broken, the quarantine may be enforced by law as a Public Health Order: “The list of quarantinable communicable diseases for which federal public health orders are authorized is defined by Executive Order and includes ‘severe acute respiratory syndromes.’ COVID-19 meets the definition for ‘severe acute respiratory syndromes’ as set forth in Executive Order 13295, as amended by Executive Order 13375 and 13674, and, therefore, is a federally quarantinable communicable disease” (CDC 2020) (<https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>). So, in conjunction with the Indiana Department of Health, a school can bar some students and employees from coming to the school until their quarantine is over (this would include only those individuals who are considered by the Department of Health to pose a significant threat to others). All individuals coming from a CDC warning level 3 country must self-quarantine for a period of 14 days. Additionally, ISDH has advised, “With spring break approaching, you may want to ensure that students who travel abroad understand they could be subject to quarantine and other delays upon return as the circumstances change,” and regions that necessitate quarantine are changing rapidly (<https://www.in.gov/isdh/files/ISDH%20school%20guidance.pdf>).

School Dismissal

The following are guidelines set forth by the CDC in “Interim Guidance for Administrators of US Childcare Programs and K-12 Schools”:

“If an ill student or staff member attended school prior to being confirmed as a COVID-19 case:

- Local health officials may recommend temporary school dismissals if a student or staff member attended school prior to being confirmed as a COVID-19 case. Local health officials’ recommendations for the scope (e.g., a single school, a full district) and duration of school dismissals will be made on a case-by-case basis based on the most up-to-date information about COVID-19 and the specific cases in the impacted community.
- Schools should work with the local health department and other relevant leadership to communicate the possible COVID-19 exposure. This communication to the school community should align with the communication plan in the school’s emergency operations plan. In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
- If a student or staff member has been identified with COVID-19, school and program administrators should seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.

If schools are dismissed, schools can consider the following steps:

- Temporarily cancel extracurricular group activities and large events.
 - Cancel or postpone events such as after-school assemblies and pep rallies, field trips, and sporting events.
- Discourage students and staff from gathering or socializing anywhere.
 - Discourage gatherings at places like a friend’s house, a favorite restaurant, or the local shopping mall.
- Ensure continuity of education.
 - Review continuity plans, including plans for the continuity of teaching and learning. Implement eLearning plans, including digital and distance learning options as feasible and appropriate.
 - Determine, in consultation with school district officials or other relevant state or local partners:

- If a waiver is needed for state requirements of a minimum number of in-person instructional hours or school days (seat time) as a condition for funding;
- How to convert face-to-face lessons into online lessons and how to train teachers to do so;
- How to triage technical issues if faced with limited IT support and staff;
- How to encourage appropriate adult supervision while children are using distance learning approaches; and
- How to deal with the potential lack of students' access to computers and the Internet at home.
- Ensure continuity of meal programs.
 - Consider ways to distribute food to students.
 - If there is community spread of COVID-19, design strategies to avoid distribution in settings where people might gather in a group or crowd. Consider options such as “grab-and-go” bagged lunches or meal delivery.
- Consider alternatives for providing essential medical and social services for students.
 - Continue providing necessary services for children with special healthcare needs, or work with the state Title V Children and Youth with Special Health Care Needs (CYSHCN) Program.”

Retrieved from: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-for-schools.html

News outlets, however, are cautioning against unnecessary school closures, as this can have a major economic impact on the community, and place further strain on employers. A school should talk to state health officials before deciding to close school.

Suggestions for Schools

1. Encourage all students and employees to stay home if they are sick, have a fever, or are displaying symptoms of the coronavirus (cough, shortness of breath, fever).

2. Share accurate information. Notify parents, students, and employees about the coronavirus and how it spreads. Hang handwashing signs in the bathroom, include information in morning announcements, and send information home with students. Fight misinformation and stigma within the school and try to keep the community calm but informed.

3. Review your School Emergency Operations Plans and Employment/Sick leave policies. Provisions may need to be added that are specific to the Coronavirus. (Employment info: https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html)

(School Emergency Operations Plans Info: https://rems.ed.gov/docs/REMS_K-12_Guide_508.pdf & https://rems.ed.gov/docs/District_Guide_508C.pdf)

4. Use EPA-approved products while cleaning the school. (CDC guidelines: <https://www.cdc.gov/flu/school/cleaning.htm>)

5. Consider special meetings and training for staff. Some staff may need to be cross trained to ensure that essential operations are maintained. (Readiness and Emergency Management for Schools Technical Assistance Center: <https://rems.ed.gov/>)

6. Discourage staff and students from traveling out of the country, by cruise, or to destinations where they will encounter high volumes of people over Spring Break. With how rapidly the Coronavirus situation is changing, it is difficult to say what countries—or states—might incur a large outbreak even if they are currently rated at low risk. Theme parks and popular beaches may also pose a threat for the transmission of coronavirus. Encourage students and their families to stay home and stay away from large gatherings. According to the Indiana State Department of Health (ISDH), “With spring break approaching, you may want to ensure that students who travel abroad understand they could be subject to quarantine and other delays upon return as the circumstances change.” (Cruise: <https://wwwnc.cdc.gov/travel/page/covid-19-cruise-ship>) (Travel advisories: <https://wwwnc.cdc.gov/travel/notices>) (ISDH: <https://www.in.gov/isdh/files/ISDH%20school%20guidance.pdf>)

7. Follow CDC/Task Force directives. The CDC, in conjunction with the White House Task Force, has published guidance for Schools based on the severity of the

situation. Schools should work with local health officials to determine the degree of severity. Schools should prepare for local outbreaks by arranging for eLearning and distance learning, as well as alternative ways to provide meal and other services to students in need. (Task Force: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf> & <https://www.cdc.gov/coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf>) (CDC <https://www.cdc.gov/nonpharmaceutical-interventions/pdf/pan-flu-checklist-k-12-school-administrators-item2.pdf>)

Avon Community School Corporation

Steps Avon has taken:

1. School dismissal for 10 days.
2. Extensive school grounds cleaning.
3. Practice and Extra-Curriculars canceled until school resumes.
4. eLearning days. Distance learning packets provided for students who do not have home internet.
5. “To-go” food packages available for families who rely on meal services.

Message on website as of March 10, 2020:

“March 9, 2020. This morning we were notified by the Hendricks County Health Department that a second student is displaying symptoms of COVID-19/Coronavirus.

The Hendricks County Health Department and ACSC are working closely to determine the web of individuals who may have had direct contact with the two students. That web has grown very large.

While the CDC indicates that exposure to someone with COVID-19/Coronavirus is only an issue if the individual is already symptomatic (which the students were not last week), we believe the most prudent course is to **close all Avon Schools through Friday, March 20, 2020**. This will minimize any exposure in large groups and will allow plenty of time to have **all buildings and buses cleaned**.

In addition to school, **all practices and extra-curricular activities are canceled**. **eLearning days** will be used through Friday, March 20. Avon Community School Corporation uses Schoology <http://avon.schoology.com> to deliver learning materials during extended school closures. **We understand some families may not have access to the Internet to retrieve the online learning materials. If that is your situation, we ask that parents complete a form (available at www.avon-schools.org/parents) requesting a packet of learning materials for their child.** Only families requesting materials will have a packet prepared.

Rest assured our custodians had already stepped up our cleaning last week, using EPA-approved cleaners. Hendricks Regional Health, our health care partners, confirmed that ACSC uses the same anti-viral cleaners that they use for viral disinfecting at the hospital.

Some may wonder about food service. We know some of our families rely heavily on breakfast and lunch service in our schools. **ACSC's Food Service Department is working on "to go" options for students who need food during the closure. Cold food packages will be available to all ACSC families. Packages will include ten breakfast and lunch meals.** Food packages will be available at the following parking lots: Cedar Elementary and Avon Middle School North. Pick up times will be Tuesday, March 10th, from 10am – 12pm. Packages will also be available at the ACSC Administration Building beginning Tuesday, March 10th at 7:30am and continuing daily, Monday through Friday from 7:30am to 4pm. Parents are asked to sign in with name, student name(s), and building and will be limited to only one package per school age student.

We recognize that there are many questions you may have. We will provide updated information on our website www.avon-schools.org/parents.”

As it appears, Avon has complied with the following list published by the CDC: <https://www.cdc.gov/nonpharmaceutical-interventions/pdf/pan-flu-checklist-k-12-school-administrators-item2.pdf>.

Employee Leave/Absences due to Coronavirus

The CDC is currently recommending the following actions from employers:

- “Actively encourage sick employees to stay home
- Separate sick employees
- Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees
- Perform routine environmental cleaning
- Advise employees before traveling to take certain steps”

The CDC further recommends for employers to be flexible and quick to respond as the situation continues. An employer should do as much as possible to prevent an outbreak of coronavirus, and the spread of illness in general.

(https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html)

From "Interim Guidance for Administrators of US Childcare Programs and K-12 Schools" by the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for->

[schools.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-for-schools.html](https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-for-schools.html)

- "Monitor and plan for absenteeism.
- Review the usual absenteeism patterns at your school among both students and staff.
- Alert local health officials about large increases in student and staff absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the "flu," which have symptoms similar to symptoms of COVID-19).
- Review attendance and sick leave policies. Encourage students and staff to stay home when sick. Use flexibility, when possible, to allow staff to stay home to care for sick family members.
- Discourage the use of perfect attendance awards and incentives.
- Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.
- Determine what level of absenteeism will disrupt continuity of teaching and learning."

IU's Policy:

Students and staff who believe they are sick or have a fever need to stay home until 24 hours after the fever abates. Employers can send sick employees home if there is reasonable evidence that the individual is sick. As of this time, all students and staff who travel to places the CDC has listed as a level 3 travel advisory must self-quarantine for 14 days. Sick employees can use their accrued paid time off or use unpaid time off. Extra paid sick leave is not being given at this time. In the event of a campus closure, professional staff will be paid up to 15 days of their scheduled work; this does not apply to temporary staff. After this 15-day period during a campus closure, staff is expected to use accrued paid time off, or work from home with supervisory approval.

<https://hr.iu.edu/relations/coronavirus.html>

Purdue's Policy:

Like IU's policy, any student or staff who has visited a CDC level 3 travel advisory country must self-quarantine for 14 days and cannot return to campus until the quarantine has been completed. Purdue is not requiring documentation that employees are sick, as they understand this may overburden hospital and doctor offices. Employees must use accrued paid time off if they are absent or can use unpaid time off. Due to special circumstances, extended absenteeism related to the coronavirus will not put an individual's employment status at risk, and some cases of coronavirus may be entitled for leave under FMLA. Some employees may be eligible for workers comp if they contracted the virus on university business: "If an employee was traveling on university business when they were instructed to self-isolate, or if they contracted the virus from a

patient they were treating, time off would generally be covered as administrative leave or workers' compensation. This is because the illness arose out of, and in the course of, their employment. Employees who contract the virus on vacation, or who are directed to self-isolate following a vacation or other personal travel, should be encouraged to avail themselves of options available under Purdue's sick leave policy."

<https://www.purdue.edu/newsroom/releases/2020/Q1/need-to-know-info-about-covid-2019.html#leave>

Resources for School Boards/School Leaders

Resources to Check Frequently

- www.cdc.gov
- www.who.int
- www.in.gov/isdh
- www.ed.gov/coronavirus

Preferred Resources

- “Interim Guidance for Administrators of US Childcare Programs and K-12 Schools: Plan, Prepare and Respond to Coronavirus Disease” 2019 CDC:
https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-for-schools.html
- IDOE COVID-19 Resources for Indiana Schools:
<https://www.doe.in.gov/safety/health/covid-19-resources-indiana-schools>
- ISDH “Novel Coronavirus (COVID-19) Guidance for Schools”:
<https://www.in.gov/isdh/files/ISDH%20school%20guidance.pdf>
- “K-12 Schools and Childcare Programs: FAQs for Administrators” CDC:
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>

Preventing the Spread of Coronavirus

Schools:

- ISDH “Novel Coronavirus (COVID-19) Guidance for Schools”:
<https://www.in.gov/isdh/files/ISDH%20school%20guidance.pdf>
- NSBA: COVID-19 PREPARING FOR WIDESPREAD ILLNESS IN YOUR SCHOOL COMMUNITY A Legal Guide for School Leaders:
<https://www.nsba.org/-/media/NSBA/File/legal-school-safety-addendum-coronavirus-march-3-2020.pdf?la=en&hash=1D72FA91F23169E07855464FC5D1434148FE3F78>

- “Pandemic Flu Checklist: K-12 Administrators” CDC
<https://www.cdc.gov/nonpharmaceutical-interventions/pdf/pan-flu-checklist-k-12-school-administrators-item2.pdf>
- Emergency Preparedness Training: <https://rems.ed.gov/>
- EPA/CDC Recommendations for School Cleaning:
<https://www.cdc.gov/flu/school/cleaning.htm>
- “Interim Guidance for Administrators of US Childcare Programs and K-12 Schools: Plan, Prepare and Respond to Coronavirus Disease” 2019 CDC:
https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-for-schools.html

As an Employer:

- “Interim Guidance for Businesses and Employers: Plan, Prepare and Respond to Coronavirus Disease” 2019 CDC: https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html
- “Get Your Workplace Ready for a Pandemic Flu” CDC:
<https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-work-set.pdf>

Dealing with Confirmed Coronavirus Cases

- (School Closures) “Interim Guidance for Administrators of US Childcare Programs and K-12 Schools: Plan, Prepare and Respond to Coronavirus Disease” CDC: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-for-schools.html
- Social Distancing Guidelines ISDH:
https://www.in.gov/isdh/files/Coronavirus%20Self-Monitor%20Infographic_ISDH.pdf

Resources for Parents

- “Protect Yourself and Your Family” CDC:
<https://www.cdc.gov/coronavirus/2019-ncov/protect/index.html>
- Factsheet (English) “What You Need to Know About Coronavirus Disease 2019 (COVID-19)” CDC: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>
- Factsheet (Spanish) “Lo que necesita saber sobre la enfermedad del coronavirus 2019(COVID-19)” CDC: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet-sp.pdf>

This guide was written by Abigail Spradlin, ISBA Spring Intern