



HUNTSVILLE CITY  
**SCHOOLS**  
*A Legacy of Leading & Learning*



# 2020-2021 Reset Plan

Health Services

Huntsville City Schools





# 2020-2021 Reset Plan

## Health Services

### Introduction

The health and safety of our students, staff, families, and community are our utmost concern. Huntsville City Schools is implementing safety and wellness measures for our students, staff, and anyone who will be visiting our campuses. We have a collective commitment to support a healthy community by promoting well-being, following current orders issued by:

- Alabama Department of Public Health (ADPH)
- Centers for Disease Control and Prevention (CDC)
- Alabama State Department of Education (ALSDE).

### Safety & Wellness Measures – Risk Categories

The State of Alabama has developed a color-coded health guidance system for the monitoring of COVID-19 risk by county. Risk categories include the risk of spread in the community and are as follows: Very High (red), High (orange), Moderate (yellow), and Low (green). These calculations are based on several factors including number of new cases in a county each day, number of days a county has a downward trend of new cases, and percent of emergency room or urgent care visits with COVID-like symptoms. The State of Alabama Risk Categories will be monitored by District staff and will be utilized in conjunction with ADPH and ALSDE guidance to determine school closure.

## Contact



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For more information about COVID-19 or any health questions, please reach out to your school nurse or to the Department of Health Services:

- Andrea Penn,  
Health Services  
Coordinator

at 256-428- 6835 or  
[andrea.penn@hsv-k12.org](mailto:andrea.penn@hsv-k12.org)

## 2020-2021 Reset Plan

### Health Services

## Safety & Wellness Measures - School Procedures

### Facial Coverings:

Facial coverings have been described as one method to reduce the spread of coronavirus by both the Centers for Disease Control and Prevention (CDC) and the Alabama Department of Public Health (ADPH). City or State ordinances regarding masks and facial coverings will be upheld. Cloth face coverings cover the nostrils and mouth at all times and should be washed after each use. It is important to always wash your hands after handling or touching a used face covering or disposable mask. Disposable face coverings should be placed in a waste receptacle after use. Reusable face coverings should be laundered appropriately according to CDC guidance. See How to Wash Cloth Face Coverings at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>.

- **Students:** All students are required to wear face coverings at school to include during bus transport. Facial coverings may be required for participation in certain extracurricular or athletic events. Facial coverings may be inappropriate for some students due to age and/or medical condition. In the event a student becomes ill during the school day, a disposable mask will be placed on the student when appropriate.
- **Employees:** All employees are required to wear face coverings. Instructional and learning needs will be considered, and face shields may be used by certain staff.
- **Visitors:** All visitors will be required to wear a facial covering while on our campuses.

### Social Distancing:

Social distancing practices to maintain six feet of separation between persons of different households will be implemented, where practical, to the greatest extent possible.

### Cleaning and Disinfecting:

Schools and campuses will be cleaned and disinfected frequently in accordance with ADPH and CDC guidance to include regularly disinfecting frequently used items and surfaces. In the event of a school or building closure, impacted campuses will be cleaned and disinfected.

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## Health Services

### Safety & Wellness Measures - School Procedures

#### Water Fountains:

Bottle-Fill Water Fountains will be available, otherwise water fountains will be closed. Students are encouraged to bring a personal, individual water bottle.

#### Playgrounds:

Playgrounds will remain closed.

#### Building Entry:

- **Students:** Staff should visually check students for symptoms at building entry and throughout the school day, while being mindful of student privacy and confidentiality. Temperature checks may be conducted. Students who are symptomatic or have had an exposure to someone positive to COVID-19 within the last 14 days, will be sent to the school nurse for assessment and sent home. Students who have received a positive COVID-19 diagnosis within the last 10 days will be sent to the school nurse for assessment and sent home. ADPH guidance will be followed.
- **Employees:** Staff members will be screened daily upon entry to the building. This may include temperature checks. Staff members who are symptomatic or have had an exposure to someone positive to COVID-19 within the last 14 days, will be sent home. Staff members who have received a positive COVID-19 diagnosis within the last 10 days will be sent home. ADPH guidance will be followed.
- **Visitors:** Visitors will be limited on our campuses in accordance with public health guidelines. In the event of widespread community exposure, school visitors will be prohibited, including parent volunteers and vendors. Visitors who are ill, have been exposed to someone positive to COVID-19 or who have a current diagnosis of COVID-19 are asked to not come on our campuses. Screening of visitors will occur at point of entry to include temperature checks. All visitors will be required to wear a facial covering while inside buildings or outside if six feet of social distancing cannot be maintained. Teleconference may will be used when in person meetings are not feasible.

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## Health Services

### Safety & Wellness Measures - Classroom Procedures

Health and hygiene are important in the classroom setting to mitigate the risk to others. Implementing simple changes in daily routine can have lasting effects in promoting health and wellness.

#### Handwashing and Hand Sanitizer:

- Frequent, proper handwashing of at least 20 seconds or the use of alcohol-based (at least 60%) hand sanitizer is encouraged, as it is one of the most important steps students and staff can take to avoid getting sick and spreading germs to others. Soap, water, and paper towels will be provided at handwashing stations throughout our campuses.
- Hand sanitizer stations will also be available for students and staff in classrooms and work areas.

#### Classroom Supplies:

- Personal items brought to and from home should be limited, easy to clean and disinfect, and stored in individual containers.
- Non-essential items should not be brought to school.
- Shared supplies, such as writing utensils and headsets, should be avoided.
- Classroom supplies that must be shared between students should be disinfected after each use.
- Supplies for small groups, to the extent feasible, should be assigned for individual student use.
- Anytime supplies are shared, they should be disinfected.
- Students and staff should wash hands or use hand sanitizer after participating in small groups or anytime supplies are shared.



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## Health Services

### Safety & Wellness Measures - Training

#### Training:

Each person has a valuable part to play in mitigating the risks of COVID-19 in the community. Training students and staff on wellness and safety measures will assist in supporting a healthy community by promoting well-being.

- Student and staff members will be trained on personal hygiene best practices to include proper handwashing techniques, the proper use of hand sanitizer, and covering cough, as well as the signs and symptoms of COVID-19.
- Staff members will be trained on the proper procedure if COVID-19 is suspected or confirmed. Health and hygiene related signage will be available for classrooms, hallways, and commons areas.
- Health and safety related signage has been placed on school campuses in classrooms, hallways, and entrances to communicate methods for decreasing the spread of illness, including COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and other school and district protocols.
- Staff members whose job duties require the use of PPE will be trained on proper usage. PPE will be provided as necessary for staff members whose job duties require the use of PPE. Other personnel may request PPE and it will be provided based on availability.

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## Health Services

### Safety & Wellness Measures - Parents/Guardians

#### Home Prevention:

- If a student has a pre-existing condition, parents/guardians are advised to speak with their student's physician for advisement regarding returning to school.
- Each morning prior to school, parents/guardians should assess their student for fever and illness. If the student has one or more symptoms of COVID-19, the student should not report to school.
- Symptoms of COVID-19 include the following: fever, chills, cough, shortness of breath, difficulty breathing, fatigue, headache, congestion or runny nose, sore throat, nausea or vomiting, diarrhea, muscle or body aches, and loss of taste or smell.
- Students should also not report to school if they have been exposed to someone with COVID-19 within the last 14 days.
- Current [Alabama Department of Public Health](#) (ADPH) and [Centers for Disease Control and Prevention](#) (CDC) guidance will be followed for any student with suspected or confirmed COVID-19 to include the recommended self-isolation and/or self-quarantine requirements. Certain symptoms may require longer exclusionary periods (72 hours) and clearance from a health care provider for the student to return to school if COVID-19 is suspected.
- Any COVID-19 symptoms, exposures, or positive COVID19 tests must be reported to the school nurse and principal.
- A clearance note from a health care provider will be required for students with COVID-19 symptoms or positive diagnosis to return to school.
- Parents/guardians should ensure contact information and emergency contacts are up to date.

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## Safety & Wellness Measures - Parents/Guardians

### Individualized Healthcare Plans:

- At the beginning of each school year and anytime updates are required, parents/guardians should meet with the school nurse to update Individualized Health Plans (IHP) for students with health conditions.
- Since visitors will be limited in the building, parents/guardians should call the school nurse to set up a time to meet to discuss the IHP.
- Teleconference or virtual meetings may be utilized.

### Medications:

- Parents/guardians should bring appropriate student medications and required forms to the school nurse.
- Certain emergency medications may be self-administered and/or self-carried by the student, if the appropriate paperwork is on file in the school nurse's office.
- Since visitors are being limited at our campuses, please call the school nurse to schedule a time to drop off medications and paperwork.
- **Prescription medications** require a completed Parent Prescriber Authorization Form (PPA) signed by a health care provider. PPAs should be complete and should match the label on the prescription bottle. Medications must not be expired.
- **Over the counter (OTC) medications** require a Parent Prescriber Authorization Form (PPA) signed by the parent/guardian. OTC medications must be in a new, unopened, non-expired container.

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## Safety & Wellness Measures - Clinic Visits

To mitigate the risks for our students, we will be implementing a health monitoring room for students who are ill. Students who visit the clinic for medications and/or procedures will be seen in the well student area of the clinic. Many of you are familiar with this model at your local pediatrician's office. Student privacy and confidentiality are important to us and health information will be shared on a "need to know" basis.

### Well Student (Routine) Visits

- In order to prevent the potential exposure to illness, well student visits should be limited to students who require medication or a procedure.
- Well students will be distanced, to the extent possible, from students who are ill.
- Frequently touched surfaces will be disinfected between students.
- Students with minor problems such as minor injuries (abrasion, minor cuts) or clothing for bathroom accidents should not be sent to the clinic.
- Staff will call the nurse prior to sending a student to the clinic to limit the number of students in the clinic and limit exposure.
- School nurse will work with the parent/guardian to develop Individual Health Plans (IHPs) for students with chronic health problems and medications at school.
- School nurses should wear appropriate uniforms and closed toe shoes.
- PPE will be provided for school nurse use.
- School nurses will wash hands or use hand sanitizer between each student, use a clean pair of gloves for each student requiring the use of gloves, and clean the thermometer and other medical equipment thoroughly between each use.
- Trash will be double bagged and removed throughout the day.

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## Safety & Wellness Measures - Clinic Visits

### Student Becomes Ill During the School Day

- In the event a student becomes ill at school, the teacher will call the clinic to alert the nurse that a student who is not feeling well and is being sent to the clinic. Student will be escorted to the clinic if needed.
- The student will report to clinic for assessment.
- The school nurse will assess the student and take appropriate actions.
- If multiple students are present at the same time, emergencies will be seen first.
- Parent/guardian or emergency contact will be contacted as needed.
- If the student has symptoms of COVID-19, a disposable mask will be placed on the student if appropriate.
- The student will be escorted to the Health Monitoring Room where they will be monitored until parent/guardian or emergency contact arrives for student pick up.
- Parent/guardian or emergency contact will be notified that student is ill and must be picked up as soon as possible from school.
- Students will be monitored by the school nurse (if available). In the event the school nurse is handling an emergency or mandated situation, a school staff member designated by the principal will monitor the student.
- School nurse or school staff member will notify principal that student has symptoms of COVID-19. Principal will notify custodian to clean student area.
- If the student is having difficulty breathing or is in distress, EMS will be called.

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## Safety & Wellness Measures - Clinic Visits

### Student Becomes Ill During the School Day (continue)

- The school nurse or school staff member monitoring the student will wear appropriate Personal Protective Equipment (PPE).
- The HCS Illness Exclusion form will be sent home with the student.
- Student should not report to school, athletics, or extracurricular activities during exclusionary period.
- Student will need a clearance note from a health care provider to return to school. ADPH exclusionary periods for COVID-19 will be followed.
- Once the student has been picked up, the health monitoring room will be disinfected.
- Remove and discard PPE and wash hands.
- School nurse will complete HCS COVID Reporting Form and will make appropriate reports to ADPH. ADPH guidance will be followed.
- The Health Services Department will continue to monitor local, regional, and national COVID-19 data, while remaining current and knowledgeable of ADPH, ALSDE, and CDC guidance and reporting procedures.

## Safety & Wellness Measures - Students

### Student has exposure or positive diagnosis to COVID-19

#### Student is on campus

- Parent/guardian should notify school nurse and student's homeroom teacher that student has been exposed to someone positive for COVID-19 or has received a positive diagnosis of COVID-19.
- If student is on campus, student will be located and assisted to Health Monitoring Room. Student will be monitored by school nurse or staff member until parent, guardian, or emergency contact arrives for student transport.

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## Safety & Wellness Measures - Students

### Student has exposure or positive diagnosis to COVID-19

#### Student is on campus (continue)

- A disposable mask should be placed on student if appropriate.
- If the student is having difficulty breathing or is in distress, EMS will be called.
- The school nurse or school staff member monitoring the student will wear appropriate Personal Protective Equipment (PPE).
- School nurse or school staff member will phone student's parent, guardian, or emergency contact for student transport.
- School nurse will notify principal.
- Principal will close off facility areas used by sick student. Ventilate areas to the extent possible.
- Principal will notify facilities department that area needs to be cleaned and disinfected.
- School nurse will complete HCS COVID Reporting Form and will make appropriate reports to ADPH. ADPH guidance will be followed.
- Students or staff with potential exposure will be notified by school cast.
- If building closure is required per ADPH guidance, families will be notified by school cast.
- The HCS Illness Exclusion form will be sent home with the student.
- If student has symptoms or a positive diagnosis of COVID-19, a clearance note from a health care provider will be required for student to return to school.
- Student should not report to school, athletics, or extracurricular activities during exclusionary period.
- ADPH exclusionary periods for COVID-19 will be followed.
- Once the student has been picked up, the health monitoring room will be disinfected.
- Remove and discard PPE and wash hands.

## Health Services

### Safety & Wellness Measures - Students

#### Student has exposure or positive diagnosis to COVID-19

##### Student is not on campus

- Parent/guardian should notify school nurse and student's homeroom teacher that student has been exposed to someone positive for COVID-19 or has received a positive diagnosis of COVID-19.
- School nurse will notify principal.
- Principal will close off facility areas used by sick student. Ventilate areas to the extent possible.
- Principal will notify facilities department that area needs to be cleaned and disinfected.
- School nurse will complete HCS COVID Reporting Form and will make appropriate reports to ADPH.
- ADPH guidance will be followed.
- Students or staff with potential exposure will be notified by school cast.
- If building closure is required per ADPH guidance, families will be notified by school.
- ADPH exclusionary periods for COVID-19 will be followed.
- Student should not report to school, athletics, or extracurricular activities during exclusionary periods.

## Health Services

### Safety & Wellness Measures - Staff General Guidance

#### Prior to Work

- Staff member should complete a symptom self-assessment for COVID-19 prior to work each day.
- Symptoms of COVID-19 include the following: fever, chills, cough, shortness of breath, difficulty breathing, fatigue, headache, congestion or runny nose, sore throat, nausea or vomiting, diarrhea, muscle or body aches, and loss of taste or smell.
- If staff member has symptoms of COVID-19, a direct exposure (closer than 6 feet for more than 15 minutes) to someone with COVID-19 or has received a positive diagnosis of COVID-19 with or without symptoms; do not report to work and contact immediate supervisor for guidance.
- Immediate supervisor will submit HCS COVID Reporting Form.
- Health Services representative will follow ADPH guidance and reporting guidelines.
- Students or staff with potential exposure will be notified by school cast.
- If building closure is required per ADPH guidance, families will be notified by school.
- Immediate supervisor should contact and notify facilities department that work area needs to be cleaned and disinfected.
- Privacy and confidentiality will be maintained, and information will be shared on a “need to know” basis.
- In the event a staff member tests positive for COVID-19, staff members should not return to work until they meet the criteria to [discontinue home isolation](#) per CDC guidelines and have consulted with a healthcare provider. Clearance documentation from a health care provider will be required prior to a staff member returning to work.

## Health Services

### Safety & Wellness Measures - Staff General Guidance Upon Arrival to Work

- COVID-19 Checklist will be conducted at building entry to include temperature check.
- If staff member has symptoms of COVID-19, a direct exposure (closer than 6 feet for more than 15 minutes) to someone with COVID-19 or has received a positive diagnosis of COVID-19 with or without symptoms; staff member will be sent home immediately.
- If staff member requires assistance getting home, isolate staff member and provide support to get home or to medical care.
- If the staff member is having difficulty breathing or is in distress, EMS will be called.
- Person providing support should wear appropriate PPE.
- Contact staff member's immediate supervisor.
- Immediate supervisor will submit HCS COVID Reporting Form.
- Health Services representative will follow ADPH guidance and reporting guidelines.
- Students or staff with potential exposure will be notified by school cast.
- If building closure is required per ADPH guidance, families will be notified by school.
- Immediate supervisor should contact notify facilities department that work area needs to be cleaned and disinfected.
- Privacy and confidentiality will be maintained, and information will be shared on a "need to know" basis.
- In the event a staff member tests positive for COVID-19, staff members should not return to work until they meet the criteria to [discontinue home isolation](#) per CDC guidelines and have consulted with a healthcare provider. Clearance documentation from a health care provider will be required prior to a staff member returning to work.

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## Health Services

### Safety & Wellness Measures - Staff General Guidance

#### At Work

- Inform staff of available health and mental health resources.
- Clock-in/out in Kronos Timekeeping System using a personal device rather than a common-use computer or Kronos time clock.
- In the event of school closure:
  - District and school leaders should leverage virtual tools and platforms to conduct essential business and keep in-person reporting to an absolute minimum during school closures
  - Essential staff will report in-person to carry out functions that are absolutely necessary (such as cleaning).
  - District will adjust administrative processes (such as mail delivery) in accordance with reduced staffing.
- Meetings
  - Social distancing should be practiced at in-person onsite meetings.
  - Face coverings must be worn by all participants, and social distancing of at least 6 feet must be practiced.
  - If social distancing cannot be practiced, virtual meeting platforms should be used.
  - Visitors are encouraged to participate in all meetings virtually.
- Common Spaces
  - Avoid commons areas, if feasible. Do not congregate in commons areas.
  - Break rooms will be closed for meals.
  - Self-service items in commons areas such as break room refrigerators and microwaves will be closed for use.
  - Coffee pots/machines, coffee supplies, self-serve food items, buffet lines, etc. are not permitted.

## Health Services

### Safety & Wellness Measures - Staff General Guidance At Work

- Common Spaces (continue)
  - Bottle fill water fountains remain open.
  - Practice good personal hygiene to include frequent handwashing, use of hand sanitizer, and covering cough or sneeze
- General Guidance
  - Avoid using other's phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect these items before and after each use.
  - Do not share headsets and store individually.
  - Practice good personal hygiene to include frequent handwashing, use of hand sanitizer, and covering cough or sneeze.