



---

# SIX-POINT Safety Plan

---

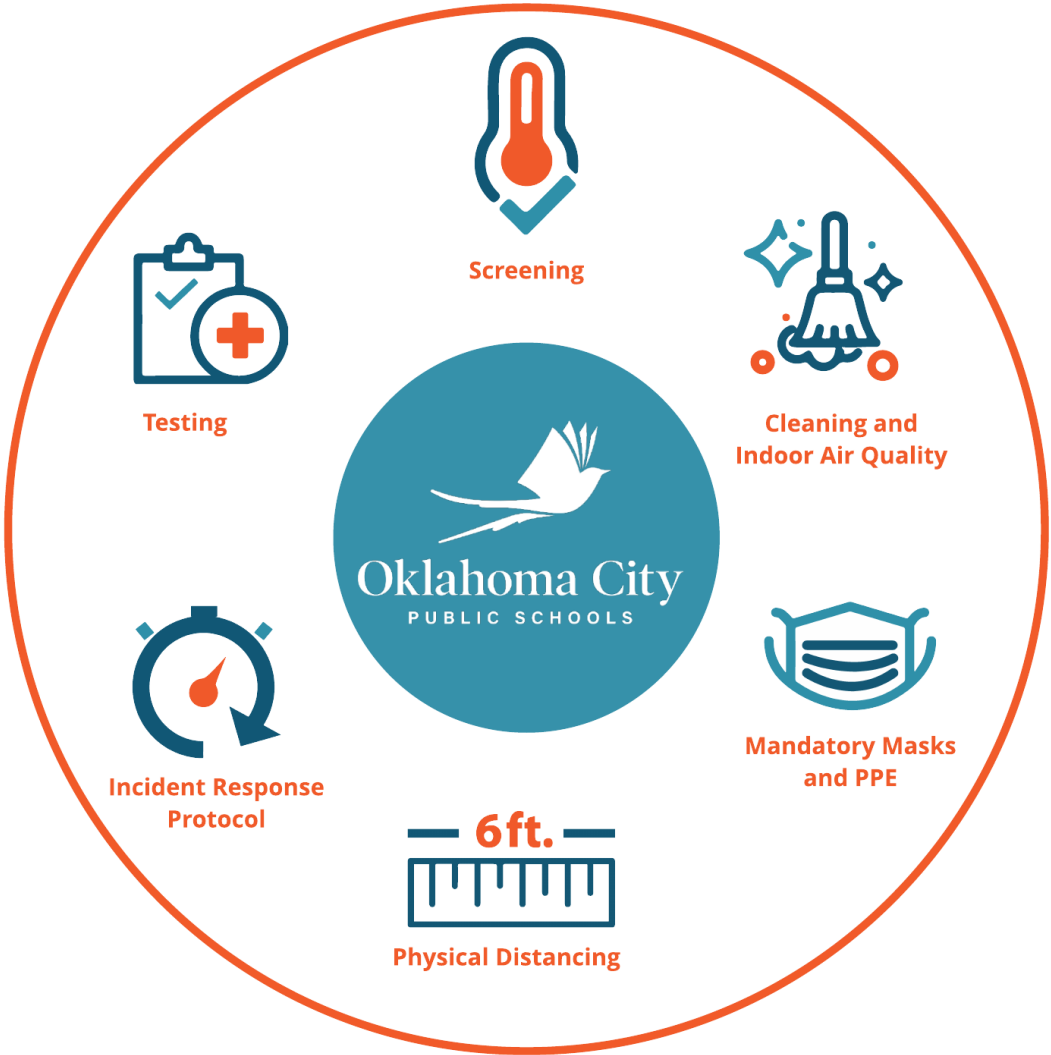


Oklahoma City Public Schools  
Six-Point Safety Plan

*Updated December 15, 2020*

To prepare for the moment when we could return to our school sites, our Return to Campus Task Force enlisted the assistance of members from our Health, Safety and Emergency Management Teams. The result of their work has produced our “Six-Point Safety Plan.” This safety plan is a comprehensive, multi-faceted approach that places health and safety at the center of our return to campus by providing an intense and consistent approach to six key areas.

- 1. Screening
- 2. Cleaning & Indoor Air Quality
- 3. Mandatory Masks & PPE
- 4. Physical Distancing
- 5. Incident Response Protocol
- 6. Testing for OKCPS Staff





## Screening

Families are expected to screen children for fever of 100.4 or more and/or other [symptoms](#) associated with COVID-19 prior to students' arrival at school each day. School staff will also take each student's temperature upon arrival at the school. If the student has a temperature of 100.4 and/or presents with other [COVID-like symptoms](#), the student will be sent home.

District staff are also expected to self-screen each morning before reporting to work. Staff should not report to work if they have a fever of 100.4 or more and/or other symptoms associated with COVID-19.

Each school has a temperature scanning station in addition to individual thermometers that will be used to scan students, school staff, and visitors.



## Cleaning & Indoor Air Quality

### Daily Cleaning Protocols

#### Offices/Classrooms/Hallways:

- Wipe surfaces utilizing a disinfectant cleaner
  - Desks - top and bottom
  - Chairs - top and bottom
  - Countertops and cabinets
- Mop floors using an EPA approved disinfectant cleaner
- Empty trash and clean waste receptacle inside and out with disinfectant cleaner and replace liner

#### Cafeteria:

- Wipe surfaces utilizing a disinfectant cleaner
  - Eating tables top and bottom
  - Chairs top and bottom
  - Vending machine buttons
- Mop floors using a properly diluted disinfectant cleaner

#### Restrooms:

- Wipe surfaces utilizing a disinfectant cleaner

- Fixtures
  - Soap dispensers
  - Toilet / urinal flush handles
  - Partitions
  - Paper towel dispensers
- Scrub toilets and urinals with disinfectant cleaner
- Mop floors using a properly diluted disinfectant cleaner
- Empty trash and clean waste receptacle inside and out and replace liner

### **Custodial Efficiency**

School custodians will wipe down “high-touch” surfaces throughout the school day. Additional custodians will be added to larger sites and custodians will be held to a very strict standard of efficiency or replaced with someone who can meet our cleaning criteria.

### **Disinfectant Mistlers for Added Layers of Protection**

Disinfectant misters will be used in all areas of the school building on a weekly basis. Individual school sites or designated areas will be treated with a disinfectant mist after any positive exposure event.

### **Supplies for Teachers**

All classroom teachers should be provided an EPA approved disinfectant cleaner, along with paper towels and disinfectant wipes in order to wipe down high touch surfaces in the classroom during the school day.

**Transportation:** Below is an outline of cleaning protocols for our school buses:

- Daily Routine
  - Wipe high touch surfaces utilizing a disinfectant cleaner
    - Handrail
    - Seatbacks and seats
  - Keep bus floors swept
  - Empty trash and clean waste receptacle
- Scheduled Cleaning
  - Disinfectant cleaning and shield application through misting
    - Shield application has a 90-day defensive lifespan
    - All buses on a 30-day treatment schedule for increased safety
    - Individual buses will be treated immediately after an exposure event when needed

To learn more about cleaning and safety protocols for district transportation, watch this video from Cody Stull, Director of Transportation. <https://youtu.be/ilkx2THGq1g>

### **Indoor Air Quality:**

In addition to replenishing fresh air and air filtration, the district is installing Needlepoint Bipolar Ionization in order to increase the air quality in our schools and buildings to provide for the cleanest air possible as we continue to focus on the safety of our students and staff.

Needlepoint bipolar ionization works to safely clean indoor air, leveraging an electronic charge to create a high concentration of positive and negative ions. These ions travel through the air continuously seeking out and attaching to particles. This sets in motion a continuous pattern of particle combination. As these particles become larger, they are eliminated from the air more rapidly.

#### Elements of Needlepoint Bipolar Ionization

- Installed in the HVAC unit air stream
- Small particles are attracted together into larger particles for more efficient filtration
- Molecular bonds are broken, reducing VOCs and odor causing compounds
- Deactivates genetic material in biologicals & pathogens
- Treats in room air and surfaces
- **Certified to kill Covid-19**

To learn more about the ionization project, watch this video from Chief Operations Officer, Scott Randall. [https://youtu.be/dZcMLW-Q\\_J8](https://youtu.be/dZcMLW-Q_J8)



## **Mandatory Masks & Personal Protective Equipment (PPE)**

All students, staff, and visitors are required to wear a face mask or covering while on buses and in the school building. We will provide a mask to ANY student, staff member, or visitor that presents without one. Reusable masks, disposable masks, face shields, teacher desk shields, gloves, and disinfectant wipes and spray have been provided to every staff member. In addition, classroom teachers have received disinfectant spray and teacher desk shields. Additionally, gowns have been provided for specialized health personnel.

Frequent hand washing and sanitizing will be accommodated and encouraged. Students will be asked to wash and/or sanitize their hands upon arrival, before and after meals and outdoor play. Classrooms will be equipped with hand hygiene

products and additional hand sanitizer stations will be placed throughout the school buildings.

### **TRANSPORTATION**

- Bus drivers are required to wear a mask or face covering
- Students are required to wear a mask or face covering while riding the school bus
- Students are required to use hand sanitizer when getting on and off the school bus



## **Physical Distancing**

We recognize that physical distancing is important but sometimes difficult to accomplish. We have developed protocols in a variety of areas and scenarios in order to promote physical distancing between students, between students and staff, and between staff members whenever possible as we return to campus in various phases.

### **TRANSPORTATION**

- Students are required to social distance while riding the school bus. Some seats will have markings to assist in identifying which seats to leave empty.

### **STUDENT ARRIVAL / DISMISSAL**

- Arrival and dismissal procedures will be altered at each school to avoid congestion and accommodate physical distancing guidelines during high-traffic times. To avoid congestion during the school day, parents and guests will not be permitted inside the school. Details about protocols will be provided from your child's individual school.

### **HALLWAY TRANSITIONS**

- Visual aids will be used when possible to illustrate traffic flow and appropriate spacing to support physical distancing measures. Additional details about hallways and passing periods will be provided by your child's school.

### **BATHROOMS**

- Students will be allowed to enter the restroom per the number of stalls available. Students will be required to social distance and not congregate in hallways or bathrooms. Bathrooms will be cleaned and disinfected frequently throughout the day.

## **WATER FOUNTAINS**

- Water fountains are functional. However, students are encouraged to use refillable water bottles and use the schools' bottle-filling stations, where they are available. The district's Custodial Services will clean water fountains frequently throughout the day. In some cases, schools have opted to close some water fountains that are in extremely close proximity to one another and instead provide water bottles to students.

## **LOCKERS**

- The use of lockers will be limited throughout the school day in order to reduce the opportunity for students to gather in the hallways and at lockers.

## **BREAKFAST AND LUNCH**

- A combination of options will be made available by Student Nutrition Services for students and teachers to expedite food service and to minimize the number of students in the cafeteria during breakfast and lunch periods.
- For example, while we are in the current A/B schedule, elementary students will report directly to their classrooms. Teachers will collect their "Grab & Go" breakfast allowing them to eat in their classrooms. Additional details about food service will be provided by your child's school.

## **RECESS**

- Students' ability to participate in unstructured play is an important component for children to develop physical, mental and social skills. Recess schedules will be staggered and the number of children on the playground will be limited at any given time to accommodate physical distancing guidelines. Hand hygiene practices will be in place before and after recess. Additional details about recess procedures will be provided by your child's school.



# **Incident Response Protocols**

## **WHAT HAPPENS IF A CLASSROOM HAS A POSITIVE CASE OF COVID-19?**

When a school is made aware of a positive COVID-19 case in a classroom, the school's healthcare professional, administration, and the District's Health Service Department will conduct [contact tracing](#) to determine who was in [close contact](#) with the positive case, be it school staff or another student. OKCPS will work in tandem with Oklahoma

City/County Health Department Officials to report COVID-19 confirmed cases. Those identified during contact tracing as [close contacts](#) will be personally notified and provided with isolation information. Additionally, the entire school will be notified of the positive case.

**“Close Contact” Exposure** refers to the number of cases when a staff member or student was in “close contact” with a person who has tested positive for COVID and has been asked to isolate. “Close contact” as defined by the Centers for Disease Control and Prevention occurs when an individual is within 6 feet of an infected person for at least 15 minutes starting from 2 days (or 48 hours) before the infected person’s diagnosis.

**Self-Reported Positive Cases** refers to the number of cases when a staff member or student has notified OKCPS of positive results from a COVID-19 test.

### **COMMUNICATION REGARDING A POSITIVE COVID-19 CASE**

OKCPS will notify all families and staff of a confirmed positive COVID-19 case in a building/on campus. When contact tracing is complete, those who are determined to have been in close contact with the positive case will also be contacted separately and asked to isolate.

Each Friday, OKCPS will also report the number of “self-reported” positive COVID-19 cases, along with the number of individuals who have been asked to isolate due to potential exposure to the virus.

### **DISINFECTANT CLEANING FOLLOWING A POSITIVE COVID-19 CASE**

In addition to the daily cleaning protocols, after notification of a positive / presumptive positive COVID-19 case in a building, high touch point surfaces and potentially impacted areas will be isolated and thoroughly cleaned and disinfected.

### **WHAT IS CONTACT TRACING?**

Contact tracing is the process for quickly identifying and notifying people of the potential exposure to a confirmed positive COVID-19 case. A member of the District’s Contact Tracing Team will ask the individual who tested positive a series of questions to determine who they may have been in close contact with while on campus or at a school activity. In some cases, the Contact Tracing Team will also request the assistance of school personnel. Each person who is determined to be close contact will be personally notified and asked to isolate.



## **WILL A STUDENT WHO HAS TESTED POSITIVE FOR COVID-19 BE REQUIRED TO BE OUT OF SCHOOL FOR A CERTAIN NUMBER OF DAYS?**

A student who tests positive will be to stay home for a time period based on current CDC guidelines. Please note that learning will not be interrupted as students will be able to continue with virtual learning. After receiving a positive test, a student must meet **ALL** of the following criteria to return school:

- 10 days after the symptom(s) first appeared,
- Fever-free for the last 24 hours (without the use of fever-reducing medications), **AND**
- [Symptoms](#) have improved

## **WHAT HAPPENS IF A TEACHER OR STAFF MEMBER TESTS POSITIVE FOR COVID-19?**

If an OKCPS teacher or staff member tests positive for COVID -19, they will be required to contact the District's dedicated CV19 reporting line (405-587-2819) and contact tracing will be conducted. Information will be shared with the school building and families if staff or students have been exposed.

## **WHAT IF A STUDENT'S OR STAFF'S FAMILY MEMBER HAS A POSITIVE CASE OF COVID-19?**

When the family member of a student or staff member tests positive for COVID-19, an exposure risk assessment will be completed by OKCPS to determine if the student or staff member is considered to be a close contact. If it is determined they are a close contact, all proper documentation and notifications will be completed and the individual will be required to isolate for 14 days.

## **IF YOU BELIEVE YOU or YOUR CHILD ARE SICK:**

We ask our families and employees to closely monitor themselves for possible symptoms. If you or your child are feeling ill, please stay home.

- Families should contact the District's dedicated CV19 reporting line at 405-587-CV19 (2819) and press option 2 for students.
- A member from the OKCPS Health Services team will complete an exposure risk assessment form and advise you on next steps.



## Testing for OKCPS Staff

OKCPS is partnering with Total Wellness and Oklahoma City County Health Department (OCCHD) to provide rapid COVID-19 antigen testing for any staff member and/or members of their household who are over the age of 18. Testing is voluntary. By offering free testing to our staff, OKCPS hopes to eliminate the barrier of access to testing.

OKCPS will offer testing at seven (7) locations: Adelaide Lee Elementary, Britton Elementary, Emerson North High School, Eugene Field Elementary, John Marshall Enterprise Middle School, Willow Brook Elementary and the Student Services Center at Westwood. Testing will be available by appointment through the school nurse at our testing sites and will begin on January 4, 2021.

## Additional Information

### **OTHER THINGS WE CAN DO TO STAY SAFE & HEALTHY**

To help us maintain safe and healthy buildings, it is important that all students and staff members remain vigilant with hygiene practices and always wear a face covering while inside any OKCPS facility. COVID-19 is transmitted through person-to-person contact and through the exchange of respiratory droplets.

As more cases are being confirmed across the state, including in our community, we remain focused on safety and the things we can control. Symptoms of COVID-19 include fever, cough and shortness of breath. See list of full symptoms here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

The CDC recommends the following best practices to help prevent the spread of COVID-19:

- Wash your hands often with soap and water for at least 20 seconds.
- Use alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid close contact with those who are sick.
- Cover your coughs and sneezes with a tissue or your sleeve.
- Avoid touching your eyes, mouth and nose.
- Disinfect frequently touched surfaces and objects.
- Stay at home when you are sick.
- Practice social distancing, leaving at least six feet between you and other

people.

- Wear a face covering in public.
- Please take your temperature before coming to school/work every day. If you are running a fever (100.4 or higher), stay home and notify the proper personnel immediately.

To hear more from Anika Wilson, OKCPS Director of Health Services, please click here: <https://youtu.be/rrbOFFFyN0w>

## Still have questions?

If you have specific questions that have not been addressed in this FAQ, please email the district at [covid19@okcps.org](mailto:covid19@okcps.org). If you don't have access to email, you may also call (405) 587-0049.