

## **Browning Public Schools**

### **Policy #1905**

Policy Name: *Student, Staff, and Community Administrative Procedures for Health and Safety*

Regulation: -----

### **Student, Staff and Community Health, and Safety**

The School District has adopted the protocols outlined in this policy during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property in accordance with Policy 1906, and a safe workplace when staff are present on school property in accordance with Policy 1909, and the safety, health and well-being of parents and community members. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials.

### **Symptoms of Illness**

Students and staff who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not come to school or work. Students who have a fever or are exhibiting other signs of illness must be isolated in a designated area until such time as parents or caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the area by staff utilizing safety measures in accordance with state and/or local health standards as applicable. Students may engage in alternative delivery of education services during the period of illness or be permitted to make up work in accordance with District Policy 1906. Staff members will be provided access to leave in accordance with District Policy 1911 or the applicable Master Contract or memorandum of Understanding.

Parents, guardians, or caregivers of students who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not be present at the school for any reason including but not limited events or gatherings or to drop off or pick up students excepted as provided by this policy. To avoid exposing others to illness, parents or caregivers who are ill must make arrangements with others to transport students to school or events, if at all practicable. If not practicable, parents, guardians or caregivers must not leave their vehicle during pickup or drop off and must arrange with District staff to supervise students in accordance with physical distancing guidelines in this Policy.

### **Physical Distancing**

Students, staff, volunteers, and visitors will maintain a six-foot distance between themselves and their colleagues and peers throughout the school day inside any school building, on school provided transportation, and on school property before and after school. Staff members will arrange classrooms and restructure courses, transportation services, and food service to meet this standard.

Recess will continue as scheduled in accordance with physical distancing guidance without the use of playground equipment. Any other use of school playgrounds is strictly prohibited.

Drop off and pick up of students will be completed in a manner that limits direct contact between parents and staff members and adheres to social distancing expectations around the exterior of the school building while on school property.

## Masks ~~Face Coverings~~ as Personal Protective Equipment

This provision is required due to the COVID-19 state of emergency declared by the Board of Trustees or other local, state or federal agency, official, or legislative body. This policy is adopted, implemented, and enforced in accordance with the supervisory authority vested with the Board of Trustees in accordance with Article 10, section 8 of the Montana Constitution and related statutes and regulations. The Board of Trustees authorizes the Superintendent to develop and implement procedures to enforce this policy.

The School District requires all staff and ~~school-aged~~ students to wear ~~cotton-based masks to protect colleagues and peers~~ a face covering, mask, or face shield while present in any school building regardless of vaccination status. The School District also requires all staff, volunteers, visitors, and school-aged students to wear a face covering, face covering, mask, or face shield while present at any outdoor school activity with fifty (50) or more people where physical distancing is not possible or is not observed. Face covering, face covering, mask, or face shield means disposable or reusable covering that cover the nose and mouth. The School District will provide masks to students, ~~volunteers~~, and staff ~~if needed~~. The Board of Trustees' decision to require and provide masks is based on a review of the circumstances in the community and consultation with local health officials on issues including but not limited to the possibility of exposure and availability of masks. The school district expects that the masks will be washed on a regular basis to ensure maximum protection.

Students, staff, volunteers, and visitors are not required to wear a face covering, mask, or face shield under this provision when:

1. consuming food or drink;
2. engaged in strenuous physical activity;
3. communicating with someone who is hearing impaired;
4. identifying themselves;
5. receiving medical attention; or
6. precluded from safely using a face covering, mask, or face shield due to a medical or developmental condition. The superintendent, building principal, or their designee shall request documentation from a care provider when considering an exception to this provision for medical or developmental reasons. The School District will comply with all applicable disability and discrimination laws when implementing this provision.

When students and members of the public are not present, staff may remove their face covering, mask, or face shield if they are at their individual workstation and six feet of distance is strictly maintained between individuals. If students are working in small groups, the students must be wearing face covering, mask, or face shield

All points of entry to any school building or facility open to the public shall have a clearly visible sign posted stating the face covering, mask, or face shield requirement.

Allegations of harassment of any person wearing or not wearing a face covering, mask, or face shield requirement will be promptly investigated in accordance with District policy. Failure or refusal to wear a face covering, mask, or face shield by a staff member or student not subject to an exception noted above may result in redirection or discipline in accordance with District policy and codes of conduct, as applicable.

## Cleaning and Disinfecting

1 School district personnel will routinely both clean by removing germs, dirt and impurities and disinfect by  
2 using chemicals to kill germs on all surfaces and objects in any school building and on school property that  
3 are frequently touched. This process shall include cleaning objects/surfaces not ordinarily cleaned daily.  
4 Personnel will clean with the cleaners typically used and will use all cleaning products according to the  
5 directions on the label.

7 Personnel will disinfect with common EPA-registered household disinfectants. A list of products that are  
8 EPA-approved for use against the virus that causes COVID-19 is available from the supervising teacher or  
9 administrator. Personnel will follow the manufacturer's instructions for all cleaning and disinfection  
10 products.

12 The District will provide EPA-registered disposable wipes to teachers, staff, and secondary students so that  
13 commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use.  
14 Supervising teacher or administrators are required to ensure adequate supplies to support cleaning and  
15 disinfection practices.

### 17 **Student Arrival**

18 Hand hygiene stations will be available at the entrance of any school building, so that children can clean  
19 their hands before they enter. If a sink with soap and water is not available, the School District will provide  
20 hand sanitizer with at least 60% alcohol. Hand sanitizer will be kept out of elementary students' reach and  
21 student use will be supervised by staff. A District employee will greet children outside the school as they  
22 arrive to ensure orderly compliance with the provisions of this policy.

### 24 **Temperature Screening**

25 Designated School District staff are authorized to test the temperature of students with an approved non-  
26 contact or touchless temperature reader. Students who have a fever or are exhibiting other signs of illness  
27 must be isolated in a designated area until such time as parents or caregiver may arrive at the school to  
28 retrieve the ill student. All surfaces and areas should be thoroughly cleaned and disinfected once the student  
29 has vacated the area.

31 When administering a temperature check on a possibly ill student, designated staff members will utilize  
32 available physical barriers and personal protective equipment to eliminate or minimize exposures due to  
33 close contact to a child who has symptoms during screening.

### 35 **Healthy Hand Hygiene Behavior**

36 All students, staff, and others present in the any school building will engage in hand hygiene at the following  
37 times, which include but are not limited to:

- 38 ○ Arrival to the facility and after breaks
- 39 ○ Before and after preparing, eating, or handling food or drinks
- 40 ○ Before and after administering medication or screening temperature
- 41 ○ After coming in contact with bodily fluid
- 42 ○ After recess
- 43 ○ After handling garbage
- 44 ○ After assisting students with handwashing
- 45 ○ After use of the restroom

46 Hand hygiene includes but is not limited to washing hands with soap and water for at least 20

seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Staff members will supervise children when they use hand sanitizer and soap to prevent ingestion.

Staff members will place grade level appropriate posters describing handwashing steps near sinks.

### **Vulnerable Individuals**

Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's adoption as those age 65 or older or those with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy) are authorized to talk to their healthcare provider to assess their risk and to determine if they should telework during the period of declared public health emergency.

Employees who have documented high risk designation from a medical provider are entitled to reasonable accommodation within the meaning of that term in accordance with the Americans with Disabilities Act and Section 504 as outlined in District Policy 5002. These accommodations may include but are not limited to teleworking in accordance with a work plan developed in coordination with and authorized by the supervising teacher, administrator or other designated supervisor. Such employees may also be eligible for available leave in accordance with the applicable policy or master agreement provision.

### **Food Preparation and Meal Service**

Facilities must comply with all applicable federal, state, and local regulations and guidance related to safe preparation of food.

Sinks used for food preparation must not be used for any other purposes.

Staff and students will wash their hands in accordance with this policy.

### **Transportation Services**

The Board of Trustees authorizes the transportation of eligible transportees to and from the school facility in a manner consistent with the protocols established in this policy. The transportation director and school bus drivers will clean and disinfect each seat on each bus after each use.

### **Public Awareness**

The School District will communicate with parents, citizens, and other necessary stakeholders about the protocols established in this policy and the steps taken to implement the protocols through all available and reasonable means.

### **Confidentiality**

This policy in no way limits or adjusts the School District's obligations to honor staff and student privacy rights. All applicable district policies and handbook provision governing confidentiality of student and staff medical information remain in full effect.

### **Transfer of Funds for Safety Purposes**

The Board of Trustees may transfer state or local revenue from any budgeted or non-budgeted fund, other than the debt service fund or retirement fund, to its building reserve fund in an amount not to exceed the

1 school district's estimated costs of improvements to school and student safety and security to implement  
2 this policy in accordance with District Policy 1006FE.

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4 **Cross Reference:**

5 Policy 1901 School District Policy and Procedures  
6 Policy 1903 School District Events and Meetings  
7 Policy 1903F School Events Notice  
8 Policy 1906 Student Services and Instructional Delivery  
9 Policy 1907 Transportation Services  
10 Policy 1911 Personnel Use of Leave  
11 Policy 1910 Human Resources and Personnel  
12 Policy 1006FE Transfer of Funds for Safety Purposes  
13 Policy 3410 Student examination and screenings  
14 Policy 3226 Bullying and Harassment  
15 Policy 3417 Communicable Diseases  
16 Policy 3431 Emergency Treatment  
17 Policy 5015 Bullying and Harassment  
18 Policy 4120 Public Relations  
19 Policy 5002 Accommodating Individuals with Disabilities  
20 Policy 5130 Staff Health  
21 Policy 5230 Prevention of Disease Transmission  
22 Policy 6110 Superintendent Authority  
23 Policy 6122 Delegation of Authority  
24 District Policies: Transfer of Funds for Safety Purposes; Student examination and  
25 screenings; Communicable Diseases; Emergency Treatment; Public Relations;  
26 Accommodating Individuals with Disabilities; Staff Health; Prevention of Disease  
27 Transmission; Superintendent Authority; Delegation of Authority

28 **Legal Reference**

29 Governor's Directive Implementing Executive Order 2-2021 – February 12, 2021  
30 Correspondence clarifying Governor's Directive – February 11, 2021  
31 Article X, section 8, Montana Constitution  
32 Section 20-3-324, MCA Powers and Duties  
33 Section 20-9-806, MCA School Closure by Declaration of Emergency  
34 10.55.701(2)(d)(s) Board of Trustees  
35 *State, ex rel., Bartmess v. Helena Board of Trustees, 726 P.2d 801*

36 **Policy History:**

37 **Adopted on:** 9/8/20  
38 Reviewed on:  
39 Revised on: 2/24/21  
40 Terminated on:  
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