

1 **Browning Public Schools**

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3 **Policy #1905**

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

5 Regulation: -----

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

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

14
15 **Symptoms of Illness**

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

25
26 Parents, guardians, or caregivers of students who are ill, feeling ill, diagnosed as ill, or otherwise
27 demonstrating symptoms of illness must not be present at the school for any reason including but not limited
28 events or gatherings or to drop off or pick up students excepted as provided by this policy. To avoid
29 exposing others to illness, parents or caregivers who are ill must make arrangements with others to transport
30 students to school or events, if at all practicable. If not practicable, parents, guardians or caregivers must
31 not leave their vehicle during pickup or drop off and must arrange with District staff to supervise students
32 in accordance with physical distancing guidelines in this Policy.

33
34 **Physical Distancing**

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

39
40 Recess will continue as scheduled in accordance with physical distancing guidance without the use of
41 playground equipment. Any other use of school playgrounds is strictly prohibited.

42
43 Drop off and pick up of students will be completed in a manner that limits direct contact between parents
44 and staff members and adheres to social distancing expectations around the exterior of the school building
45 while on school property.

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2 **Masks Face Coverings as Personal Protective Equipment**

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

9 The School District requires all staff and school-aged students to wear ~~cotton-based masks to protect~~
10 ~~colleagues and peers~~ a face covering, mask, or face shield while present in any school building regardless
11 of vaccination status. The School District also requires all staff, volunteers, visitors, and school-aged
12 students to wear a face covering, face covering, mask, or face shield while present at any outdoor school
13 activity with fifty (50) or more people where physical distancing is not possible or is not observed. Face
14 covering, face covering, mask, or face shield means disposable or reusable covering that cover the
15 nose and mouth. The School District will provide masks to students, volunteers, and staff if needed. The
16 Board of Trustees' decision to require and provide masks is based on a review of the circumstances in the
17 community and consultation with local health officials on issues including but not limited to the possibility
18 of exposure and availability of masks. The school district expects that the masks will be washed on a regular
19 basis to ensure maximum protection.
20

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

- 23 1. consuming food or drink;
- 24 2. engaged in strenuous physical activity;
- 25 3. communicating with someone who is hearing impaired;
- 26 4. identifying themselves;
- 27 5. receiving medical attention; or
- 28 6. precluded from safely using a face covering, mask, or face shield due to a medical or developmental
29 condition. The superintendent, building principal, or their designee shall request documentation
30 from a care provider when considering an exception to this provision for medical or developmental
31 reasons. The School District will comply with all applicable disability and discrimination laws
32 when implementing this provision.
33

34 When students and members of the public are not present, staff may remove their face covering, mask, or
35 face shield if they are at their individual workstation and six feet of distance is strictly maintained between
36 individuals. If students are working in small groups, the students must be wearing face covering, mask, or
37 face shield
38

39 All points of entry to any school building or facility open to the public shall have a clearly visible sign
40 posted stating the face covering, mask, or face shield requirement.
41

42 Allegations of harassment of any person wearing or not wearing a face covering, mask, or face shield
43 requirement will be promptly investigated in accordance with District policy. Failure or refusal to wear a
44 face covering, mask, or face shield by a staff member or student not subject to an exception noted above
45 may result in redirection or discipline in accordance with District policy and codes of conduct, as
46 applicable.
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48
49 **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.

6
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.

11
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.

16 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.

23 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.

30
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.

34 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

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

3
4 Staff members will supervise children when they use hand sanitizer and soap to prevent ingestion.

5
6 Staff members will place grade level appropriate posters describing handwashing steps near sinks.

7 8 **Vulnerable Individuals**

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

15
16 Employees who have documented high risk designation from a medical provider are entitled to reasonable
17 accommodation within the meaning of that term in accordance with the Americans with Disabilities Act
18 and Section 504 as outlined in District Policy 5002. These accommodations may include but are not limited
19 to teleworking in accordance with a work plan developed in coordination with and authorized by the
20 supervising teacher, administrator or other designated supervisor. Such employees may also be eligible for
21 available leave in accordance with the applicable policy or master agreement provision.

22 23 **Food Preparation and Meal Service**

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

26
27 Sinks used for food preparation must not be used for any other purposes.

28
29 Staff and students will wash their hands in accordance with this policy.

30 31 **Transportation Services**

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

36 37 **Public Awareness**

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

41 **Confidentiality**

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

45 46 **Transfer of Funds for Safety Purposes**

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

27
28 **Legal Reference** Governor’s Directive Implementing Executive Order 2-2021 – February 12, 2021
29 Correspondence clarifying Governor’s Directive – February 11, 2021
30 Article X, section 8, Montana Constitution
31 Section 20-3-324, MCA Powers and Duties
32 Section 20-9-806, MCA School Closure by Declaration of Emergency
33 10.55.701(2)(d)(s) Board of Trustees
34 *State, ex rel., Bartmess v. Helena Board of Trustees, 726 P.2d 801*
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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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